

UNIVERSITY COLLEGE OF THE FRASER VALLEY

**PROGRAM ADVISORY COMMITTEE (PAC)
MINUTES**

May 28, 1997 - 9:30 a.m.

**Room A225
Abbotsford Campus**

PRESENT: Dick Bate (Chair), Bill Cooke, Tim Cooper, Vickie Grieve, Judy Hurley,
Judy Inouye, Varlene MacLeod, Sylvie Murray, Hugh Shewell

REGRETS: Lori Nelson

GUESTS: Roy Allanson, Bonnie Anderson, Sheila Brygadyr, Alan Cadwell, Alan
Cameron, Eric Davis, Karen Evans, Kathleen Galarneau, Eleda
McQuarrie, Susan Milner, Rhonda Schuller

1. APPROVAL OF AGENDA

Motion:

Vickie Grieve / Varlene MacLeod

To approve the 05-28-1997 PAC agenda with two additions:

- 4. (m) Office Careers - Proposal for Change - Course Outlines for Approval
- 4. (n) Social Services/Social Work - Pre-fix Changes - HSER to SSSW and Social Work to

SSSW

CARRIED

2. APPROVAL OF MINUTES

Motion:

Bill Cooke / Sylvie Murray

To approve the 04-23-1997 PAC minutes.

CARRIED

3. REPORTS

(a) PAC Submissions Working Group

Dick Bate reported that he, Varlene MacLeod, Bob Warick and Ellenor Greaves met to discuss the need for improving the flow of accurate information for the calendar creation through the PAC procedures. Out of this meeting came the following motion:

Motion:

Varlene MacLeod / Judy Hurley

That PAC-mandated submissions which result in a change in the UCFV Calendar must be accompanied by revised calendar copy pages. PAC approved changes will be forwarded by PAC to the Community Relations office for publication.

CARRIED

This recommendation would allow calendar changes to be made on an on-going basis and when the calendar came out in the fall the edits made would be of an editorial nature, thus, making sure that the calendar reflects what has been approved by PAC. PAC would not be reviewing the calendar copy for anything other than what PAC would be acting on.

It was suggested that the PAC Submissions Working Group meet again to rework the forms and Process for Approval of New Programs at UCFV document and bring the revised documents back to PAC.

Agenda: 06-25-1997/09-241997

4. NEW / CONTINUING BUSINESS

(a) **Customer Service Specialist Certificate**

A memo was distributed from Michael MacColl, Program Head, Department of Business Administration, supporting the revisions made to the Customer Service Specialist Certificate, specifically courses CBDT SSS 04, CBDT SSS 05 and CBDT SSS 06. The memo also suggested that the “SSS” portion in the course designation be changed to “CSS” for Customer Service Specialist.

Alan Cadwell reviewed the changes that had been made at the request of the Department of Business Administration. CSS 01 course hours was changed to 15 lecture hours. CSS 04 was divided into two courses - CSS 04 and CSS 05. The CSS 04 learning objectives were changed to reflect the customer point of view and CSS 05 course learning objectives to reflect the employee point of view.

Motion:

Judy Hurley / Bill Cooke

To approve the Customer Service Specialist (CSS) Program as presented.

CARRIED

(Approved 7 - Opposed 1)

RECOMMENDED TO UCC

It was noted that when a major proposal was coming before PAC that proposal should be distributed to the members with the agenda package and not distributed at the meeting which did not allow PAC representatives time to review the package.

(b) **Proposal: Specialty Baking - Breads Certificate**

Karen Evans noted that the Specialty Baking - Breads certificate proposal was put forward because of interest from people in the Fraser Valley community, currently in the business, who identified a need to train cooks, chefs and camp cooks in bread making skills. Also identified was a need for a course for hands-on training for students to work as baker's helpers. The Bread Baking certificate program would fit into the Baking certificate module concept currently being offered. Karen noted that there would not be large classes. Students would be from existing food services personnel who are seeking to upgrade their skills.

Motion**Vickie Grieve / Varlene MacLeod**

To approve the CE Certificate Program - Specialty Baking - Breads.

**CARRIED
RECOMMENDED TO UCC**

Karen noted that at this point they are not ready to make the commitment to the apprenticeship program although it is a possibility in the future. Entrance requirements and assessments methods criteria used are “financial arrangements to enter the course”, “knowledge and motivation to entering into the field” and “food service background and awareness.” A point system is used when interviewing the students. Resources in the Library would be the Professional Baker’s Manual. As soon as the 4th edition is ready a copy will be put in the Library. It is not anticipated that there would be long wait lists so the statute of limitations on medical forms, etc., would not apply. TB medical testing is not required in every case at the present time, however, Karen wished to check and make sure that this applied in all areas before eliminating this medical requirement.

(c) **Proposal: Specialty Baking - Cakes and Pastries**

Karen Evans noted that the Specialty Baking - Cakes and Pastries was a component of the 8-month Baking certificate currently being offered. A need has been identified by the industry to train certified bakers in cake decorating and pastries and for food services personnel who want to become cake decorators or pastry assistants. It will provide an opportunity for food services personnel to upgrade their skills.

PAC suggested that Karen and Roy rewrite item 13 and submit for file: admission requirements interview point system, and admission procedure to clarify how applicant obtains an interview. This would also apply to Breads certificate.

Action: Karen Evans / Roy Allanson

In answer to a question regarding PLA, Roy Allanson noted that talks have been held with the Ministry of Labour, Apprenticeship Branch who are interested in asking UCFV to pursue the opportunity to provide a model for PLA so that people who have a history in the food industry could come into the program and fast track through it. This is still under discussion and no PLA process has been initiated.

Motion:**Varlene MacLeod / Tim Cooper**

To approve the Specialty Baking - Cakes and Pastries certificate proposal.

**CARRIED
RECOMMENDED TO UCC**

(d) **Revisions to Baking Certificate Program**

Karen Evans reviewed the changes to the program:

1. changing the program to a continuous intake model from a fixed intake model, and
2. course content changes.

Rational for these changes were: that students wish to enter the program at various times of the year; students identified as requiring academic upgrading prior to entering should not have to wait a full year; at present if a student leaves the program the space cannot be filled; apprentices requiring specific upgrading can be accommodated to fit more readily into the continuous intake model; bakery customers have requested baked goods on a 12- month basis rather on the current 8-month basis. This will also increase revenues in the bakery program. Course descriptions were changed to add more value to segments while decreasing an overload in others. Two courses: CBK 09 and CBK 10 were combined and the hours increased to 90. The overall hours of the course or content would not change or affect the learning outcomes and will allow for easier flow of the courses.

Motion:

Sylvia Murray / Vickie Grieve

To approve the revisions of a move to continuous intake and changes to course content to the Baking Certificate program as presented.

**CARRIED
RECOMMENDED TO UCC**

Under corequisites it was noted that if a student failed/missed one course they would only be required to complete that one specific course again. Karen Evans also stated that if students tested at a level where they needed upgrading in Math and English they would consider concurrent upgrading, but at this point the situation has not arisen. Karen also noted that they have had discussions with Trades about revisiting the process for testing in the Baking certificate program. Bill Cooke stressed that if a new instrument for testing was devised then it must be approved by Admissions and Standards.

(e) **Math 107 - Statistics for Social Work**

Susan Milner reported that as a result of the Ministry's request for a concentrated BSW degree the Math department was asked by the BSW department to develop a concentrated statistics course to meet the needs of a unique group of students. Math 107 is meant to provide those students lacking statistics with enough background to be able to succeed in the research methods course. This course will be for concentrated BSW students only and is a one-time offering (30 hours, 2 credits) or as long as the Ministry continues to ask for the concentrated BSW program. Hugh Shewell noted that most of the students entering this program already have current degrees and already have some courses in research methods.

PAC suggested a change under prerequisites to read: **Acceptance into the Concentrated BSW program.**

It was also suggested that the following line be added to the course description : **Students should re-familiarize themselves with basic mathematical notation typically found in introductory algebra texts.**

Motion:

Hugh Shewell / Vickie Grieve

To approve the new course Math 107 - Statistics for Social Work with amendments.

CARRIED

Math 107

Course Title: Statistics for Social Work

Credits: 2

Course Description: Types of data and corresponding graphical and summary description. Methods of sampling from finite populations. Two-way tables and independence. The normal distribution. Regression and correlation. Measures of association. Sampling proportions and rates, Pearson's chi-square. Hypotheses and confidence intervals. Multiple regression. Discussion of validity and reliability. Experimental versus observational data. N of 1 designs. Emphasis will be on the understanding of social work research reports and the generalisability and limitations of data sets. Students will use suitable software, e.g., SPSS, MINTAB as available. (Students should re-familiarize themselves with basic mathematical notation typically found in introductory algebra texts.)

Course Prerequisites: Acceptance into the Concentrated BSW program.

Course Corequisites: None.

(f) **Math 109 - Introduction to Mathematical Modeling**

Susan Milner noted that the CIS department asked the Math department to develop a one-semester course that would help students develop the mathematical maturity they need for their studies and include techniques more directly related to their program. Many students who wish to enter the CIS diploma or degree, or the Business degree (the Business Admin department is interested as well) have not completed the required Math 12. The UCFV equivalent to Math 12 takes a full year to complete and includes an emphasis on algebraic techniques in a depth not necessary for students of the CIS diploma or degree or the Business Admin degree. Math 109 - Introduction to Mathematical Modeling was developed, not as an equivalent to Math 12, but rather a replacement for it. Math 109 would be an appropriate prerequisite for Math 113 which has Math 12 as a prerequisite. Susan noted that in the future there may be other programs that may be interested in this course as well.

Motion:

Bill Cooke / Tim Cooper

To approve Math 109 - Introduction to Mathematical Modeling as presented.

CARRIED

Math 109

Course Title: **Introduction to Mathematical Modeling** Credits: 4

Course Description: Mathematical modeling is an essential tool in a wide variety of disciplines. In this course students learn to represent basic real-world problems in mathematical terms and structures, analyse the models, and then interpret the results in a meaningful way. Both continuous and discrete models are investigated.

Course Prerequisites: Math 11 or Principles of Math 11 or UCFV Math 085.

Course Corequisites: None

The question was asked whether the Math department would accept Math 109 as a prerequisite to Math 110. Susan noted that this had not been discussed but they probably would. She also noted that Math 109 was not equivalent to Math 12 and they would not be asking for transfer credit.

It was noted that PAC is only approving the new course Math 109 and not the implications on other course prerequisites. Affected departments must come back to PAC with the Math 109 impact changes and requirements.

(g) NURS 301 - Multiple Transitions, NURS 302 - Collaboration, NURS 303 - Nursing Practice

Eleda McQuarrie reported that the three nursing courses being brought forward were third-year, corequisite courses. NURS 301 and 302 are theory courses and NURS 303 deals with nursing practicum and patients in multiple transitions.

It was noted that these courses cannot be taken separately as they are corequisites and if a student failed one a repeat of all three would be required.

NURS 301 - Multiple Transitions

Motion:

Vickie Grieve / Hugh Shewell

To approve NURS 301 course outline as presented.

CARRIED

NURS 301

Course Title: **Multiple Transitions** Credits: 3

Course Description: This course will focus on a study of individuals experiencing multiple transitions. Emphasis will be given to experiences associated with health illness, developmental and situational transitions. Multiple transitions will be introduced through the concept of continuum of care. This concept will provide students with a framework to address a comprehensive array of activities spanning all levels of care. Particular emphasis

will be given to persons experiencing transitions associated with psychiatric mental health, palliative care and aging. Selected case studies based on complex practice examples will be discussed. This course will also include a review of nursing care related to multiple transitions associated with trauma.

Course Prerequisites: NURS 220

Course Corequisites: NURS 302, NURS 303

NURS 302 - Collaboration

Eleda noted that the thrust of this course is on partnerships with other health care providers. To become aware and looking at various disciplines (Social Services, Palliative Care, etc.) and all the different partnering that nursing is involved with.

Motion:

Varlene MacLeod / Judy Hurley

To approve NURS 302 course outline as presented.

CARRIED

NURS 302

Course Title: **Collaboration**

Credits: 2

Course Description: Collaborative partnerships will be the focus of this course. A knowledge of health care disciplines and an examination of various levels of working relationships will facilitate development of professional collaboration. A look beyond the traditional health care professions will include an exploration of the role of individuals practicing complementary/alternative therapies. Social resource will be explored specifically addressing the role of lay care givers and volunteers.

Course Prerequisites: NURS 220

Course Corequisites: NURS 301, NURS 303

NURS 303 - Nursing Practice

Eleda noted that this course was the practicum component of the three courses. The areas where the practicum would be are: psychiatry and acute medical care. The students will follow patients into the community.

Motion:

Varlene MacLeod / Judy Hurley

To approve NURS 303 course outline as presented.

CARRIED

NURS 303

<p><u>Course Title:</u> Nursing Practice <u>Credits:</u> 6</p> <p><u>Course Description:</u> Students will establish partnerships with persons experiencing multiple transitions. Laboratory experiences will prepare students to effectively care for individuals across the continuum of care. Students will care for individuals in medical acute care settings including a palliative care and rehabilitation focus and also in psychiatric acute care settings. In addition students will experience the continuum of care as they follow persons into the community.</p> <p><u>Course Prerequisites:</u> NURS 220</p> <p><u>Course Corequisites:</u> NURS 301, NURS 302</p>

- (h) NURS 102 - Course Title Change
Eleda McQuarrie stated that the NURS 102 course title change from Communication Skills to **Introduction to Partnerships** was asked for to more accurately reflects the broader course content.

Motion:

Hugh Shewell / Tim Cooper

To approve NURS 102 course title change from Communication Skills to Introduction to Partnerships.

CARRIED

<p><u>NURS 102</u></p> <p><u>Course Title:</u> Introduction to Partnerships <u>Credits:</u> 3</p>

- (i) MACS 460/Soc 460 - Issues in the Information Society
Kathleen Galarneau reviewed the development of the course which was part of a plan to slowly build a minor in Media & Communications Studies. It would also appeal to Arts students who want to understand some of the implications of interactive computer communication for social roles and policies. At the ACC the Sociology department requested that MACS 460 be cross listed with Soc 460. PAC recommended Soc 101 be added as a prerequisite.

Motion:

Varlene MacLeod / Sylvie Murray

To approve MACS 460 course outline and its crossing-listing with Soc 460 and amendment to prerequisites with the addition of Soc 101.

CARRIED

MACS 460/Soc 460**Course Title: Issues in the Information Society** **Credits: 4**

Course Description: This course is an opportunity to discuss issues that relate to our use of interactive networked computers. How do the new information technologies affect privacy, democracy, access to information, family life, work, and communities? Students will use E-mail, on-line conference software and the Internet for some course work, but technical proficiency is not a prerequisite.

Course Prerequisites: MACS 110 or MACS 130 or Soc 101 plus 45 credits, or permission of instructor

Course Corequisites: None

(m) **Office Careers - Proposal for Program Changes and Course Outlines for Approval**

Dick Bate noted that at the last PAC he gave notice that this Office Careers proposal was coming forward which was a result of the last budget and a need to rethink the whole structure of the Office Careers program. Bonnie Anderson reviewed the proposal and the new structure. The program will be streamlined and updated to make it more appealing to the public. A full program will be offered in Abbotsford and Chilliwack, once a year only, starting in September. The program will operate on a semester basis and will be scheduled in the academic timetable. There are seven courses scheduled for the fall semester and eight courses for the winter semester. Bonnie noted that enrollment predictions are excellent. One of the goals for the next while is to work on outside contracts and the new format will appeal to those that are interested. Also, part-time students will have a chance to receive their certificate.

Bonnie noted the change to the admission requirements which will not take effect until the fall of 1998 as these requirements are not in the present calendar.

Entrance Requirements

- Secondary school graduation **and**
- Successful completion of the Office Careers assessment, which will be used to help determine suitability to the program.
- Keyboarding speed of 20 nwpm (effective September 1998)
- Mature applicants (23 or over) without the graduation requirement may be admitted on the basis of the Office Careers assessment.

Note: This is a rigorous program. You need to be physically, emotionally, and financially prepared before you undertake either option

Motion:**Hugh Shewell / Judy Hurley**

To approve the revised Office Careers program structure and admission requirement change.

**CARRIED
RECOMMENDED TO UCC**

Motion:**Bill Cooke / Vickie Grieve**

To approve in principle Office Careers course outlines with the request that they be submitted to PAC for final approval in September.

**CARRIED
Agenda: 09-24-1997**

PAC advised that the Office Careers department might wish to rethink the title of the Applied Communications course because it has a similar title to a course in another program.

Action: Office Careers Department

PAC also advised that should something other than WordPerfect be used in the word processing courses then Office Careers would have to come back to PAC to have the course title changed.

Bonnie noted that the Data Base Management course would be using Access.

A discussion was held on the distribution of FTEs within the revised structure of Office Careers.

(j) **English 240 - An Introduction to Canadian Literature and English 250 - The Bible as Literature**

Rhonda Schuller noted English 240 is a number change from English 140 and English 250 - The Bible as Literature is being introduced to increase the variety of courses offered in the department.

English 240**Motion:****Vickie Grieve / Tim Cooper**

To approve the number change from English 140 to English 240 - An Introduction to Canadian Literature with prerequisite amendment.

CARRIED

English 240 (formerly English 140)

Course Title: **An Introduction to Canadian Literature**

Credits: 3

Course Description: An introduction to influential figures and themes in Canadian literature. Students are encouraged to read the texts closely, discuss them articulately in the

classroom and identify major themes and styles. Essays and an examination are required for university-transfer credit. Students who have credit for English 140 may not take English 240 for additional credit.

Course Prerequisites: Any two of English 105, 110, 120, 130, 150 or permission of the instructor.

Course Corequisites: None

Rhonda noted that the prerequisites for the English 240 course should read:

Any two of English 105, 110, 120, 130, 150 or permission of the instructor.

The implementation date of the English 240 course would be the Fall of 1998.

Bill Cooke alerted the department to a problem for some students that have already registered in the English 140 course listed in the calendar/timetable.

English 250

Rhonda Schuller noted that English 250 - The Bible as Literature was a new course and was developed as a result of a request from the Humanities department's religious studies instructors who wanted to see the Bible covered as literature.

Motion:

Hugh Shewell / Judy Hurley

To approve the new course: English 250 - The Bible as Literature.

CARRIED

English 250

Course Title: **The Bible as Literature**

Credits: 3

Course Description: A study of the principal literary forms found in the 1611 King James Bible, with emphasis on biblical narrative, poetry, comedy, romance and epic, and the centrality of the Bible to English literacy history.

Course Prerequisites: Any two of English 105, 110, 120, 130, 150, 240 or permission of the instructor.

Course Corequisites: None

Rhonda stated that in the prerequisites English 140 should be included.

Library resources are planned for in future budgets within the department. The course would not be offered until at least the Fall of 1998.

Alan Cameron noted that the Modern Languages institute was a newly created area of UCFV and they are pleased to be offering a new language - Japanese - to the university college community. Alan also noted that in the calendar description the third line should read: **The course will include an intensive study of the Japanese writing systems (Hiragana and Katakana and Kanji).** The text book is changed to: Yokoso. McGrawHill: 1996.

Motion:

Sylvie Murray / Bill Cooke

To approve Japanese 101 course outline as presented with amendment to course description and text title.

CARRIED

Japanese 101

Course Title: **Japanese Language I**

Credits: 3

Course Description: This course, designed for students who have little or no knowledge of Japanese, offers a comprehensive introduction to modern Japanese, through the study of vocabulary, grammar and culture. The course will include an intensive study of the Japanese writing systems (Hiragana, Katakana and Kanji). Through the use of various communicative techniques, we teach you to speak, understand, read and write Japanese. There is extensive use of the multi-media laboratory.

Course Prerequisites: None

Course Corequisites: None

Because this Japanese course was initiated only a few weeks ago by International Education who has been approached by the Japanese government to provide monies for a course in Japanese at UCFV. Library resource discussions are ongoing at this time but it is hoped that money will be provided for library resources. The department as well has budgeted for library acquisitions. They would be looking for some very basic materials to get started. The instructor would be providing some reading materials and reference books. Alan noted that the issue of challenge or advanced placement will be dealt with on an individual basis

Japanese 102 is a continuation of Japanese 101. Alan noted that maximum enrollment 26/6 means a 26 registration limit and 6 is the limit of students in each of the tutorial sections. Challenge testing will be the same as in all the other language courses.

Motion:

Hugh Shewell / Tim Cooper

To approve Japanese 102 course outline as presented.

CARRIED

Japanese 102Course Title: **Japanese Language II**Credits: 3

Course Description: This course, designed for students who have completed Japanese 101 or the equivalent, continues to develop your ability to speak, understand, read and write Japanese by focussing on vocabulary, grammar and culture as well as the Japanese writing systems. There is extensive use of the multi-media laboratory.

Course Prerequisites: Japanese 101 or instructor's permission

Course Corequisites: None

(I) History 236 and History 319 - Course Title ChangesHistory 236

Eric Davis reviewed the rationale for the title change for History 236 which was to make the title consistent with the calendar.

Motion:**Bill Cooke / Sylvie Murray**

To approve title change for History 236 to **Japanese History Since 1600** effective January 1998.

CARRIEDHistory 236Course Title: **Japanese History Since 1600**Credits: 3History 319

Eric Davis noted that the course title was changed to **France Since 1789** and course description in the calendar will be modified to begin with the Revolution rather than Napoleon. Effective date January 1998.

Motion:**Bill Cooke / Sylvia Murray**

To approve title change for History 319 to **France Since 1789** and modifications to the course description to begin with the Revolution rather than Napoleon effective January 1998.

CARRIEDHistory 319Course Title: **France Since 1789**Credits: 4

Course Description: This course will examine the political, social, economic and intellectual development of France from the Revolution to the Fifth Republic. Themes explored include the revolutionary tradition, the Napoleonic myth, republican ideology, the

labour movement, the status of women, mass politics and mass consumption, the French Left and communism, the French Right and fascism, collaboration and resistance, nationalism and imperialism, the family and sexuality, and the political significance of changing attitudes to crime, madness and disease.

Course Prerequisites: 9 credits of lower division history

Course Corequisites: None

(n) Social Services/Social Work - Prefix Changes From HSER to SSSW and Social Work to SSSW

Hugh Shewell noted that at a meeting of his department it was agreed to change all HSER and Social Work courses under one prefix - SSSW. They will now all appear under one department heading in the calendar. Effective date Fall 1998.

Motion:

Bill Cooke / Judy Hurley

To approve the prefix change for all HSER and Social Work courses to SSSW with notification to other institutions of the change as it relates to transfer credit.

CARRIED

PAC advised that all departments within the institution should be notified of this prefix change, effective Fall 1998.

Bill Cooke expressed concern over the number of changes that were brought forward to this PAC meeting that were not recorded in the calendar but take effect in the fall of 1997. These changes should have been brought to PAC before the calendar was printed, e.g., the change of English 140 to English 240 when students have already started registering in English 140.

5. ADJOURNMENT

Sylvie Murray / Judy Hurley