

**UNIVERSITY COLLEGE OF THE FRASER VALLEY
PROGRAM ADVISORY COMMITTEE (PAC)
MINUTES**

**June 25, 1997 - 9:30 a.m.
Room A225 - Abbotsford Campus**

PRESENT: Dick Bate (Chair), Sheila Brygadyr, Judy Inouye, Varlene MacLeod,
Lori Nelson, Hugh Shewell

REGRETS: Tim Cooper, Vickie Grieve, Judy Hurley, Sylvie Murray

GUESTS: Tim Atkinson, Neil Campbell, Kim Isaac, Hannah MacDonald, Jeff Morgan

1. APPROVAL OF AGENDA

Motion:

Judy Inouye / Lori Nelson

To approve the 06-25-1997 PAC agenda

CARRIED

2. APPROVAL OF MINUTES

Motion:

Varlene MacLeod / Sheila Brygadyr

To approve the 05-28, 1997 PAC minutes.

CARRIED

3. NEW / CONTINUING BUSINESS

(a) Nursing 311 Course Outline for Approval

Hannah MacDonald noted that the name of the course should be **Perspectives on Transition** and that under transfer credit it should be "No" on the course outline. Hannah noted that NURS 311 is a third-year nursing course for the RN students accessing into the Nursing Degree program. It brings the students up to speed before carrying on with third-year work. It is a substantial course as it is a foundation to the theory studies. There are 72 lecture hours and 18 directed learning hours and those are specific things that they will be doing. A discussion was held on credit value for the course.

Motion:

Varlene MacLeod / Judy Inouye

To approve NURS 311 course outline with the amendment change to 4 credits.

CARRIED

Seats are reserved for students and they get letters of acceptance. They will be registering in September.

Calendar Copy Insert (page 213)

NURS 311

Course Title: **Perspectives on Transition**

Credits: 4

Prerequisites: Program admission requirements

Corequisites: None

Course Description: This course provides an overview of critical concepts and trends associated with the complexity of nursing practice within the current health care system. The course will introduce the concept of Transitions as it relates to self as learner, individual and family, the profession of nursing and transitions reflected within the health care system. The UCFV Nursing Program Philosophy and Model of Transition will provide overall direction to the discussion of key concepts and issues within this course. Some of the significant challenges facing today's nursing roles will be a particular focus of discussion. The Determinants of Health and the Principles of Primary Health Care will be explored in relation to the continuum of care.

Collaborative health care practice will also be addressed as a critical problem solving approach within an interdisciplinary team. In addition, students will study the concept of chronicity and the role of social support in the promotion of well-being.

Course Prerequisites: RN Access admission requirements.

Course Corequisites: None

(b) Deletion of the Library Public Services Certificate

Kim reported that two years ago PAC and UCC approved a major proposal put forward by the LIBT in which the Library Public Services Certificate was added along with three options students could choose from within the diploma program: Library, Records Management, and Information Technology. Most of the changes have been instituted and the first year has been completed but these options have not been implemented because they would require additional section (FTEs), thus becoming a funding problem. Kim asked PAC for three requests: (1) to permanently drop the Library Public Services Certificate (a certificate which has not been available); (2) to seek approval to modify the configuration of courses required to complete the various options with the LIBT diploma, and (3) to seek approval to change the prerequisites for some of the LIBT courses.

Rationale for dropping the Library Public Services Certificate were: response to the proposal from the employer community was low - they didn't see how the certificate holder would fit into the library hierarchy; response from LIBT diploma graduates was negative as they felt that certificate holders would compete with them for the same positions; the certificate would not be recognized by the Canadian Library Association like the Library Technology diploma, and the LIBT Program Advisory committee advised, unanimously, for the removal of this credential.

The Advisory Committee advised to offer courses in a distance mode as well as explore offering some of the courses within the diploma program to other departments for credit toward other credentials within the institution.

Motion:

Lori Nelson / Hugh Shewell

To approve dropping the Library Public Services Certificate from the

Library and Information Technology Program.

**CARRIED
RECOMMENDED TO UCC**

Calendar Copy (pages 6, 74 and 76)

Delete: Library Public Services certificate in the calendar.

Changes to the Diploma Options

Kim reported that they were proposing to (1) increase the common core of LIBT courses for all three options from 8 to 9; change the configuration of the Records Management and Information Technology options, reducing the number of required courses, but increasing elective options; and, offer some of the LIBT courses on alternating years or on an occasional basis. With the approval of these changes the timetable can be set up so that all three diploma options are available with addition of only one sessional section per academic year. If a student wished to complete all the LIBT courses in one year, then she/he would have to choose the general Library option. If a student wished to obtain the Records Management or Information Technology options, then she/he would have to do courses over a two-year period.

Motion:

Hugh Shewell / Lori Nelson

To approve modification in the configuration of courses required to complete the various options within the Library and Information Technology diploma with the amendment of adding "or Hist 102" in the Records Management section.

**CARRIED
RECOMMENDED TO UCC**

Calendar Copy (page 77)

Core LIBT Courses

Code	Course Title	Credits
LIBT 100	Essentials of Information Service	3
LIBT 110	Information and Society	3
LIBT 115	Library Cataloguing Techniques	3
LIBT 120	Library Technical Services	3
LIBT 130	Library Classification Systems	3
LIBT 135	Library Subject Access	3
LIBT 140	Library Public Services	3
LIBT 145	Library Information Retrieval	3
LIBT 160	Site Visits, Practicum	3
Total		27

Library option		
Code	Course Title	Credits
9 Diploma Core courses (listed above)		27
2 other LIBT courses		8
Non-LIBT courses		
CIS 100	Introduction to Computer Information Systems	4
CMNS 125	Business Communications I	
or ENG 105	The Reading and Writing of Prose	3
BUS 102	Management	
or BUS 203	Organizational Behaviour	3
MACS 110	Introduction to Communication Theory	
or MACS 130	Explorations in Mass Communications	3
HIST 102	Canada 1867 to the Present	
or HIST 105	British Columbia, 1774-1972	3
POSC 110	Canadian Politics	
or ECON 110	The Canadian Economy	3
Elective *		3 or 4
Elective *		3 or 4
Elective *		3 or 4
Total		61-64

Information Technology option		
Code	Course Title	Credits
9 Diploma Core courses (listed above)		27
LIBT 210	Database Organization of Information	3
LIBT 220	Library Applications Software	3
Non-LIBT courses:		
CIS 100	Introduction to Computer Information Systems	4
CIS 190	Systems Hardware Concepts	3
CIS 195	Local Area Networks	4
CMNS 125	Business Communications I	
or ENG 105	The Reading and Writing Prose	3
BUS 102	Management	
or BUS 203	Organizational Behaviour	3
MACS 110	Introduction to Communication Theory	
or MACS 130	Explorations in Mass Communications	3
POSC 110	Canadian Politics	
or ECON 110	The Canadian Economy	3
Elective*		3
Elective*		3
Total		62

Records Management option		
Code	Course Title	Credits

9 Diploma Core courses (listed above)	27
LIBT 250 Records Management	3
LIBT 260 Automated Records Management	3
or LIBT 270 Archival Techniques	3
Non-LIBT courses	
CIS 100 Introduction to Computer Information Systems	4
CMNS 125 Business Communications I	
or ENG 105 The Reading and Writing of Prose	3
BUS 102 Management	
or BUS 203 Organizational Behaviour	3
HIST 101 Canada, 1760-1867: Prelude to Confederation	
or HIST 102 Canada, 1867-present	
or HIST 105 British Columbia 1774-1972	3
POSC 110 Canadian Politics	
or ECON 110 The Canadian Economy	3
Elective*	3
Elective*	3
Elective*	3
Total	61-62

A suggestion was made that the department may wish to identify in the calendar those courses that might be distance education courses.

This change is effective in the Fall of 1997.

Proposed Prerequisite and Calendar Changes

Kim noted that the proposed prerequisite changes were proposed to correct problems in sequencing and to change prerequisites to allow courses to run on alternating years. These proposed changes will allow the LIBT program the flexibility to meet their goals, but still ensure that students have the requisite knowledge to succeed in these courses. Kim reviewed the changes made.

Motion:

Judy Inouye / Lori Nelson

To approve the proposed prerequisite and calendar changes based on the new Admissions and Standards policy on prerequisite and corequisite and under LIBT 160 the wording changed to **45 credits from program courses** rather than “and 75% of program courses completed”.

CARRIED

Kim was asked to confer with the Registrar on the new Admissions and Standards policy re prerequisites and corequisites. Changes are to be in place immediately. No students registering at the present time will be precluded from the courses because the department works closely in advising them.

(Calendar pages 204 -206)

LIBT 115 Library Cataloguing Techniques

Prerequisite: LIBT 100, LIBT 110 (may be taken concurrently)

LIBT 135 Library Subject Access

Prerequisite: LIBT 115 (may be taken concurrently)

Course Description: In this course, which adds subject access to catalogue records, students will learn to provide correctly formatted subject headings, using Sears List of Subject Heading for items that have been classified using the Dewey Decimal Classification System, and Library of Congress Subject Headings for items classified using the Library of Congress Classification system. A study of selected thesauri from subjects such as education, psychology, and technology will form the basis for a comparison of controlled vocabulary and keyword selection as methods of locating items in an online catalogue. Students will learn to provide suitable indexes and thesaurus entries. Students will also learn the correct MARC coding for adding subject headings to an online catalogue record.

LIBT 140 Library Public Services

Prerequisite: LIBT 115 (may be taken concurrently)

LIBT 160 Site Visits, Practicum

Prerequisites: LIBT 115, LIBT 140, and 45 program credits.

LIBT 210 Database Organization of Information

Prerequisite: LIBT 135 (may be taken concurrently)

Course Description: Students learn to create searchable data bases to handle informational materials for a variety of purposes. Here they will use indexes and thesaurus entries to create access points for several informational database programs. They will learn techniques for writing abstracts, and develop simple instructions for others to use in searching their databases. Includes a computer lab.

LIBT 220 Library Applications Software

Prerequisite: LIBT 120 (may be taken concurrently)

LIBT 270 Archival Techniques

Prerequisite: None

(c) Establishment of ESL Certificates

Neil Campbell reported that the development of ESL Certificates grew out of a concern in the department that although it was one of the larger departments at UCFV it was not represented at convocation ceremonies. They also wanted to find a way to encourage students to stay in higher level courses in the program and move on into other programs in the

institution. He stressed that although the certificates are similar to certificate offerings at Douglas and Cariboo colleges they would not be issuing certificates for work done elsewhere because, at present, there is no mechanism for accurate measuring of these courses. They decided to issue three certificates to recognize students at the Intermediate, Advanced and Academic levels and create incentive for students to stay to the end of the program.

Motion:

Sheila Brygadyr / Lori Nelson

To approve the Intermediate Certificate, Advanced Certificate, and Academic Certificate as presented.

**CARRIED
RECOMMENDED TO UCC**

Neil noted that the students would be completing 10 credits to receive the certificate.

Calendar Insert (page 40)

Certificates: The ESL department offers three certificates: for intermediate proficiency, for advanced proficiency, and for academic proficiency in the English language. Students must apply for a certificate. Contact the department for details.

(d) **ESL TOEFL Preparation Bridge I**

Neil Campbell noted that because of the demand from students and the International department the ESL department wished to create a new course to help students prepare for the TOEFL test. TOEFL is a internationally recognized test as a measurement of the student's ability to function in the English language at the academic university level if English is not the mother tongue. Shorter, but similar courses have been offered through Continuing Education in the past. This proposed course would be a standard course in the ESL curriculum.

Motion:

Varlene MacLeod / Hugh Shewell

To approve the ESL TOEFL Preparation Bridge I course outline as presented.

CARRIED

Neil noted that transfer credit is not given for courses from other institutions but students are required to go through a placement test process.

Calendar Insert (page 186)

Special Classes:

ESL T85 ESL TOEFL Preparation Bridge I (approx. 64 hrs)

ESL T85 is intended for students with academic aspirations and a good grasp of English who wish or need to take the TOEFL test.

(e) Philosophy 251 - Title / Course Description Changes

Jeff Morgan noted that the course description change in this course was made to bring it in line with the title change. The current title and calendar description attempted to do too much in a one semester course. The department intends to eventually have three courses in the History of Western Philosophy: one covering the Ancient and Medieval periods; another covering the early Modern period (PHIL 251), and a third covering the nineteenth and twentieth centuries.

Motion:

Lori Nelson / Sheila Brygadyr

To approve PHIL 251 title change to **History of Western Philosophy: Hobbes to Kant** and course description change.

CARRIED

A change under course prerequisites was made: **15 credits of university level course work.**

Under Hours Per Term - Field Experience should be "0".

The course will be offered in the Fall of 1997.

Calendar Copy Change (page 215)

PHIL 251 - History of Western Philosophy: Hobbes to Kant (formerly 151)

Credits: 3

Course Prerequisites: 15 credits of university-level course work.

Transferability: pending

Calendar Description: Western philosophy has exercised a profound influence on world history, especially its intellectual history. This course will introduce you to the central philosophical thinkers and ideas from the early Modern period. In our study, we will pay attention to the relationship between the development of Western philosophy and non-Western intellectual traditions. The course will be of interest to anyone with an interest in our intellectual heritage.

Note: Students cannot receive credit for both PHIL 151 and PHIL 251.

(f) PAC Approval Process for Procedures and Submissions (Document

Revisions)

Dick Bate reported that he, Varlene MacLeod, Bob Warick and Ellenor Greaves met to try and improve the PAC processes and facilitate more effective and cleaner communication between PAC and calendar development and reduce the error rate. Dick asked Varlene MacLeod to review the new PAC submission form for all submission requesting new program/course proposals and program/course changes/additions. Each of the forms have been identified by a form number, e.g., (PAC Form - F1). Following a discussion it was suggested that under procedure of the form F1, item #2 should read: **Proposals should be submitted to PAC [from Applied programs through the program/departments or Dean's office; from the Arts through ACC of Dean's office, and Sciences through the respective curriculum committees or Dean's office].**

Under the consultation part of the form #9 should be deleted. Varlene also noted that Rae McCombs had compiled a Faculty Handbook and these documents were included in draft form as he was under a time line that had to be met. Changes and additions to PAC Forms F2, F3, F4, F5 and F6 were reviewed. It was noted that the presenters to PAC are obligated to meet all the consultation requests and provide all information asked for by PAC. It is hoped the new PAC Kit will make it easier for presenters to meet the requirements.

It was suggested that the Library and Information Technology submission today be used as an example of a good PAC presentation.

Motion:**Hugh Shewell / Varlene MacLeod**

To approve the PAC Procedures and Submission Kit (PAC Kit) with noted amendments.

**CARRIED
RECOMMENDED TO UCC**

Dick Bate thanked all members of the PAC committee for their year's work. He noted that he took on the job as Chair for one year and has enjoyed the experience. He felt, however, that the PAC Chair position should be put up for election again at the September PAC meeting.

Agenda: 09-24-1997

4. ADJOURNMENT

Sheila Brygadyr