

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

**October 29, 1997
9:30 a.m. - Room A225
Abbotsford Campus**

PRESENT: Dick Bate (Chair), Sheila Brygadyr, Bill Cooke, Vickie Grieve, Judy Inouye, Varlene MacLeod, Jeff Morgan, Lori Nelson, Beverley Trifonidis

REGRETS: Tim Cooper, Sylvie Murray

GUESTS: Wanda Gordon, Duncan Jeffries, Michael MacColl, Susan Milner, Peter Mulhern, John Munro, Wendy Watson

Dick Bate called the PAC meeting to order and welcomed Beverley Trifonidis as the new Applied Programs representative on PAC.

1. APPROVAL OF AGENDA

Dick Bate noted that Items 4. (g) and (h) were withdrawn from the agenda.

Motion: **Jeff Morgan / Varlene MacLeod**

To approve the 10-29-1997 PAC agenda with the withdrawal of Items 4. (g) and (h).

CARRIED

2. APPROVAL OF MINUTES

Motion: **Lori Nelson / Vickie Grieve**

To approve the 09-24-1997 PAC minutes with the correction: page 5 - Math 116 (remove "Biology" from the title).

CARRIED

3. NEW AND CONTINUING BUSINESS

(a) New Course: Math 108 - Statistics for Nursing Research

Susan Milner noted that this course was developed at the request of the Nursing program as a statistics course. Math 108 differs in emphasis and depth from the standard introductory statistic courses. It offers a broad range of statistical procedures in a very specific setting (Nursing). This course would be offered in the sixth semester of the upper level of the program and would be taken at the same time as a research course. The course would be offered January 1998. Math 108 is not the equivalent to Math 104 or Math 106, however, if a student had Math 104 or Math 106 it would be accepted as equivalent to Math 108.

A discussion was held on students accessing the course if they were planning to enter the Nursing program but had not yet been accepted in the program. It

was suggested that course prerequisites should be changed to read: **“Entry into the Nursing degree programme, or Grade 11 Math or equivalent with C+ or better.”**

A note should be entered in the calendar, under calendar description, warning that Math 108 is not equivalent to any other Math statistics course.

Motion:

Varlene MacLeod / Vickie Grieve

To approve Math 108 (new course) course outline with the prerequisite change to read: **Entry into the Nursing degree programme, or Grade 11 Math or equivalent with C+ or better”** and the addition of a note in the calendar warning that Math 108 is not equivalent to any other Math statistics course.

CARRIED

Calendar Copy (Page 208)

Math 108:

Statistics for Nursing Research

Prerequisites: Entry into the Nursing degree programme, or Grade 11 Math or equivalent with C+ or better.

Transferability:

The emphasis of this course is on the understanding of nursing research papers. Topics include: types of data and corresponding graphical and summary description; methods of sampling from finite populations; two-way tables and independence; sensitivity and specificity; prevalence and incidence; the normal distribution; regression and correlation; measure of association; sampling proportions rates; Pearson chi-square; hypotheses and confidence intervals; multiple regression, validity and reliability; and experimental versus observational data. Students will use computer software, such as Minitab, or a spreadsheet.

Note: Math 108 is not equivalent to any other mathematics statistics course.

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Basic Degree (continued)

Year 3 — Semester B6

Code	Course Title
NURS 304	Situational Transitions
NURS 305	Group Dynamics
NURS 306	Nursing Practice
NURS 307	Nursing Research
HSC 312	Canadian Health Care System
<u>MATH 108</u>	<u>Statistics for Nursing Research or</u>
MATH 104	Introductory Statistics or
MATH 106	Statistics I

- (b) Calendar Changes: Elimination of Math 104 in Certificate, Diploma, Degree - Prerequisite and Program Additions Concerning Math 109 - Notation to Change Math 113 to “Math 115 or Math 113”

Michael MacColl noted that this submission was to try and clean up the transition in mathematics. In the current program (with the exception of the Admin Certificate and the Sales and Marketing Certificate) requirements are “a C+ or better in Math 12”, MATH 104 is no longer appropriate preparation for the diploma, degree and accounting certificate programs. MATH 104 can be taken as an elective for the Admin certificate and the Sales and Marketing certificate. Business program notations of MATH 113 should be changed to

"MATH 115 or MATH 113" while the Mathematics department is seeking articulation for MATH 115 (page 53 - Degree program outline, semester V); and (page 163 - BUS 301 course description).

In answer to a question, Michael noted that in two years' time it might be useful to eliminate Note 5 (page 51). BUS 301 (page 163) prerequisites should read: "ECON 201, ECON 202 and MATH 106. Under Entrance Requirements #1. (page 52) should match Entrance Requirements #2. (page 54).

Motion:

Lori Nelson / Beverly Trifonidis

To approve Elimination of MATH 104 for credit in Business Administration diploma, degree and Accounting certificate programs; the addition of MATH 109 with a B or better to the degree program and Accounting certificate program; change MATH 113 to "MATH 115 or MATH 113" while the Mathematics department seeks articulation for MATH 115 (page 53 degree program outline, semester V); and (page 163 - BUS 301 course description with suggested amendments).

CARRIED

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Semester II		
Code	Course Title	Credits
BUS 102	Management	3
MATH 104 or	Introductory Statistics	
MATH 106	Statistics I (see Note 5)	4
BUS 221, 222, 223 or 224 or	Marketing Elective (see Note 1)	
BUS 122	Basic Marketing II	3
BUS 144	Principles of Accounting II	3
CMNS 225	Business Communications II	3

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1. UCFV Business Administration diploma graduates

(also see notes *a* and *b* below)

- completion of the UCFV Business Administration diploma program within the previous 10 years, including those courses listed in Category 2 below, **and**
- a program grad point average of at least 2.67 (a B- average), **with**
- at least a C grade for all diploma courses
- Math 12 (Algebra) or Applications of Mathematics 12 (C+ or better), or UCFV MATH 095 (C+ or better), or Math 109 with B grade or better, or equivalent.

2. Graduates of Business Administration diploma programs from other Canadian colleges and institutes (also see notes *a* and *b* below)

(Leave everything the same except **delete MATH 104 or Introductory Statistics**)

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Program Outline:

Years III and IV of the Degree Program

Year III

Semester V

Code	Course Title	Credits
ENGL 105	The Reading and Writing of Prose	3
<u>MATH 115</u>	<u>Differential and Integral Calculus I</u>	
or MATH 113	Differential Calculus	4
BUS 301	Economic and Business Statistics	4
BUS 320	Business Research Methods	3
Elective	General Education Elective (see Note 1)	
3		

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Entrance Requirements

1. Secondary school graduation, or equivalent. (Provincial Diploma, GED)
2. Math 12 (Algebra) or UCFV MATH 095 (C+ or better), or Math 109 with B grade or better, or equivalent.
3. English 12 (C+ or better) or UCFV ENGL 081, 091 or 101 (C+ or better), or CPT score of 48 or better.
4. Completion of BUS 144 **or** BUS 145 or the equivalent with a B- grade or better.
5. Completion of BUS 160 (recommended for 1997/98; required for 1998/99)

Program Outline

Core Courses

Code	Course Title	Credits
BUS 100	Professional Development Seminar	1
MATH 104 or Introductory Statistics		4
MATH 106	Statistics I	4
(The rest remains unchanged)		

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BUS 301: (formerly Math 301)

Economic and Business Statistics

4 credits

Prerequisites: ECON 201, ECON 202, ~~MATH 104~~ and MATH 106

Corequisite: MATH 115 or MATH 113 (may be taken as a prerequisite)

Transferability: UBC, CGA (see Transfer Guide), SFU

(c) Bus 350 Prerequisite Changes

Michael MacColl indicated that these changes were incorporated to make

prerequisite checking more specific rather than relying on “admittance to third year of the BA or CIS program”. The addition of “Math 106, Math 113 or instructor’s permission”. It was suggested that Math 115 should be added and instructor’s permission deleted as it is understood. The prerequisite change should read “Math 106, Math 115 or Math 113”.

Motion:**Lori Nelson / Bill Cooke**

To approve prerequisite changes for BUS 350 with suggested changes to read: “Math 106, Math 115 or Math 113”.

CARRIED

Calendar Copy (page 164)

BUS 350**Operations Management****3 credits**

Prerequisites: Acceptance into third year of a Business Administration or CIS degree; Math 106, (Math 115 or Math 113).

Effective date: Fall 1998

It was noted that in the Aviation degree program BUS 350 is required in semester 6 and there seemed to be implications with the prerequisite for aviation students. Michael indicated that he would discuss this with Sheila Whittaker and if there were problems he would bring it to PAC.

Action: Michael MacColl**(d) Course Changes: Physics 101 and Physics 105**

Peter Mulhern noted that enrollment in algebra based physics courses have twice the enrollment of calculus based courses. The Physics 105 course is set up to be of service to chemists and biologists and transfer status with UBC has been confirmed. In order to establish this transfer permanently UBC has asked for the following changes: addition of 2 weeks and 2 labs of electricity.

To do this the following changes were requested:

Physics 101: remove last week of sound, add one week of fluids.

Physics 105: remove 1 week of fluids, include sound with other waves - cut down modern physics to one lecture - add two weeks of electricity.

It was suggested that course prerequisites should be as they are now listed in the calendar. It was noted that the course title had changed to “Introductory General Physics: Mechanics and Fluids”.

Peter noted that the department didn’t wish to have Physics 102 removed from the Transfer Guide until the process of articulation has been completed in the spring.

Motion:**Varlene MacLeod / Bill Cooke**

To approve course title for Physics 101 to “Introductory General Physics: Mechanics and Fluids” and remove the last week of sound content and add one week of fluids content to the course. In Physics 105 remove one week of fluids, include sound and other waves, cut down modern physics to one lecture and add two weeks of electricity.

CARRIED

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PHYS 101:

Introductory General Physics: Mechanics and Fluids

4 credits

Prerequisites: Physics 11 or PHYS 100 and MATH 12. Students with Physics 12 or those enrolling in MATH 111 might wish to enrol in PHYS 111.

Transferability: UBC, SFU, UVic, Open University, TWU

Calendar Description:

This is an introductory non-calculus course for students with only Physics 11 or equivalent. The course covers Newtonian mechanics; motion, momentum, and energy of particles, rigid rotating bodies, and fluids. The object of the course is to develop both an understanding of physical laws and to develop logical problem solving skills. The course has lectures, tutorials, and laboratory experiments.

PHYS 105

Non-Calculus Physics

4 credits

Prerequisites: Math 12, plus one of (Physics 12, PHYS 101, or 111)

Transferability: SFU, TWU, UBC, UVic

Calendar Description:

Though suitable for all science students, this course is of particular interest to students taking biology and chemistry. Topics include: thermodynamics, waves, geometric and wave optics, electricity and instrumentation, and an introduction to quantum phenomena. This course can be taken by students who only need one non-calculus physics course and already have Grade 12 physics, or non-calculus physics course and already have Grade 12 physics, or can be the second half of a full-year non-calculus program. The course can also be used in combination with Physics 111 as an entry into a UCFV physics major, although Physics 111 and 112 is the preferred route.

(e) New Courses: CIS 115, CIS 145, CIS 296; Changes to CIS Program; Changes to CIS Courses
Duncan Jeffries reviewed the following changes and new courses in the CIS programs:

1. Add “acceptance to CIS degree or permission of department head” as a prerequisite to all 300 and 400 level CIS and COMP courses. The upper level courses are all based on the assumption of diploma completion.
2. Remove CIS 143 - Principles of Accounting I and CIS 144 - Principles of Accounting II from the CIS program.
3. Change the “Bus 120 or Bus 203” course requirements in year 2 and

- year 3 to read “Business elective with a note that lists Bus 120, Bus 203, Bus 143 or Bus 144 as options. This will give students the option of including accounting as part of the program
4. Remove COMP 255 - Machine Architecture and Assaembler from the CIS program. This material is now adequately covered in other CIS courses.
 5. Remove COMP 255 as a prerequisite for COMP 340.
 6. Add CIS 115 - Foundations of Computer Information Systems - new course.
 7. Add CIS 145 - Web Publishing - new course.
 8. Add CIS 296 - Local Area Networks II - new course.
 9. Rename CIS 195 - Local Area Networks to Local Area Networks I.
 10. Remove the option for students with Computer Science 12 to take COMP 160 instead of COMP 150. Computer Science 12 is no longer offered and the new Information Technology replacement courses do not include enough programming.
 11. The CIS entrance requirements need to be amended to reflect the existence of Math 109 as a prerequisite to several MATH courses required for the CIS program. MATH 109 was designed in part to meet the needs of CIS students that have not completed MATH 12. There is also a need to clarify the MATH 12 options. The CIS Diploma/Degree entry requirements should be changed as follows: MATH 12 (Algebra) or Applications of MATH 12, or UCFV MATH 094, or MATH 109.
 12. The Degree entrance requirements should be clarified to indicate acceptance of other similar diploma programs. This entrance requirement should be changed from “UCFV Computing Information Systems Diploma” to “UCFV or other similar 2-year Computer Information Systems Diploma”.

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B. Degree Entrance Requirements

1. UCFV Computing Information Systems Diploma, or other similar 2-year Computer Information Systems Diploma.

Or completion of 20 courses from the Bachelor of Computing Information Systems degree offerings to include the following:

CIS 110

~~CIS 143~~ CIS 115

CIS 180

CIS 270

one of ~~CIS 144~~ CIS 145 or CIS 195

one of CIS 295 or ~~COMP 255~~ CIS 296

COMP 155

COMP 175

COMP 250

Students completing the “20 course option” should note that due to scheduling and course

sequencing, they may find they require additional time for degree completion.

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Year I

Fall Semester

Code	Course Title	Credits
CIS 110	Computerized Business Applications	4
CIS 190	System Hardware Concepts	3
COMP 150	Introduction to Programming	4
CIS 143 or	Principles of Accounting I	
BUS 143	Accounting I	3
CIS 115 or	Foundations of Computer Information Systems	3
CMNS 125	Business Communications I	3

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Winter Semester

Code	Course Title	Credits
CIS 180	Introduction to Visual Programming	4
CIS 144 or	Principles of Accounting II	3
BUS 144	Accounting II	3
CIS 145	Web Publishing 4	
CIS 195	Local Area Networks I	3
CMNS 225	Business Communications II	3
COMP 155	Advanced Programming4	

~~*Note: Students entering with Computer Science 12 (B or higher) will replace COMP 150 with COMP 160 and will replace COMP 155 with an approved elective.~~

Year II

Fall Semester

Code	Course Title	Credits
CIS 280	Application Programming	4
CIS 270	Analysis and Design	3
CIS 295	Introduction to Data Communications	3
CIS 255	Machine Architecture and Assembler	4
CIS 296	Local Area Networks II	4

Winter Semester

Code	Course Title	Credits
CIS 285	End User Training and Support	3
COMP 250	Windows Programming	4
COMP 330	Databases and Database Mgmt Systems	3
BUS 120 or	Essentials of Marketing	
BUS 203	Organizational Behaviour	3
*Business Elective (see note)		3
MATH 104 or	Introductory Statistics	

MATH 106 Statistics I

4

***Note:** Business elective options: BUS 120, BUS 203, BUS 143 or BUS 144.

Bachelor of Computer Information Systems

Program Requirements

BCIS degree.....(remain the same) The remaining 20 courses will include:

· 12 upper-level CIS/COMP courses listed

~~· BUS 203 or 120~~

· BUS elective (Business election options: BUS 120, BUS 203, BUS 143 or BUS 144)

· MATH 111 or MATH 115 or MATH 113

· Economics (university transfer)

· Five electives, two of which must be at the 300/400-level and chosen in consultation with the CIS department.

Students should plan their lower-level electives carefully so that prerequisites are met for the two required upper-level electives.

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Program Outline

Year III

Fall Semester

Code	Course Title	Credits
BUS 203 or	Organizational Behaviour	
BUS 120	Essentials of Marketing	3
<u>*Business Elective (see note)</u>		<u>3</u>
CIS 370	Software Engineering	3
COMP 340	Operating Systems	3
MATH 113 or	Differential Calculus	
<u>MATH 115 or</u>	<u>Differential & Integral Calculus I</u>	
MATH 111	Calculus I	4
Elective	Approved elective (See Note 1)	
3		

***Note:** Business elective options: BUS 120, BUS 203, BUS 143 or BUS 144.

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CIS 115

Foundations of Computer Information Systems

3 credits

Prerequisites: None

Corequisites: None

Calendar Description:

This course surveys a wide body of content within CIS to provide students with a broad understanding of concepts and issues in order to prepare students for further studies within the field. Concepts include hardware and software, program and systems development. Issues include ethics, management and human resources. Student research and writing skill development will be addressed through the completion of 3 focused written assignments and at least one research assignment.

CIS 145**Web Publishing****4 credits**

Prerequisites: CIS 110

Corequisites: None

Calendar Description:

The objective of this course is to teach students how to design, organize and maintain the documents and data that make up a Web site. Students will learn HTML programming, data linking and will learn how to use a current popular design and maintenance visual tool such as FrontPage. It is intended that much of the work produced will be done with the help of the visual tool.

CIS 195**Local Area Networks I****4 credits**

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CIS 296**Local Area Networks II****4 credits**

Prerequisites: CIS 195

Corequisites: None

Calendar Description:

This course is designed to provide students with the necessary knowledge to plan, design, install, configure and supervise LANs. The course also provides the practical experience needed to troubleshoot, manage and maintain a Local Area Network. Students will be exposed to different Network Operating Systems (currently Novell NetWare and Microsoft NT)

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CIS 390:**Data Communications****3 credits**Prerequisites: CIS 295; acceptance to CIS degree program or permission of department head.**CIS 430:****Advanced Database Topics****3 credits**Prerequisites: COMP 330; acceptance to CIS degree program or permission of department head.**CIS 440:****Project****3 credits**

Prerequisites: fourth year of BCIS degree program; <u>acceptance to CIS degree program or permission of department head.</u>	
CIS 480 Decision Support Systems Prerequisites: CIS 380; <u>acceptance to CIS degree program or permission of department head.</u>	3 credits
CIS 485 (formerly 460): Ethics & Other Management Issues in IS Prerequisites: CIS 285; <u>acceptance to CIS degree program or permission of department head.</u>	3 credits

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Comp 315: Computer Simulation and Modelling Prerequisites: Math 112; acceptance to CIS degree or permission of <u>department head.</u>	3 credits
COMP 330: Databases and Database Management Systems Prerequisites: COMP 155 or COMP 160, COMP 175; <u>acceptance to CIS degree or permission of department head.</u>	3 credits

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COMP 340: Operating Systems Prerequisites: <u>acceptance to CIS degree or permission of department head.</u>	3 credits
COMP 351: Advanced Website Programming Prerequisites: COMP 250; <u>acceptance to CIS degree or permission of department head.</u>	3 credits
COMP 355: Web Server Installation and Maintenance Prerequisites: CIS 295 and COMP 340; <u>acceptance to CIS degree or permission of department head.</u>	3 credits
COMP 371 Computer Communications and Networking Prerequisites: CIS 190 and CIS 295; <u>acceptance to CIS degree or permission of department head.</u>	3 credits
COMP 455 Advanced Topics	3 credits

Prerequisites: COMP 351; acceptance to CIS degree or permission of department head.

Duncan noted that he would like to leave CIS 143 and CIS 144 listed in the calendar even though they are no longer required courses in the program. COMP 160 won't be removed from the calendar but students will not be advised to take it. Duncan also wished to make it clear in the calendar that degree entrance requirements would include acceptance of other similar diploma programs from other institutions. CIS 143 has only 3 credits because it does not have a major lab component. CIS 143 is being replaced by CIS 115 and CIS 144 is being replaced by CIS 145. COMP 255 is replaced by CIS 296.

It was suggested that it might be useful to have a set of entry criteria around mathematical knowledge, skills and reasoning and forget Math 12. The new directions coming from the Ministry seems to support this idea. Duncan said he would be bringing to PAC Math clarification changes and notes added to the calendar. He also agreed to let Tim Atkinson, Program Head, LIBT program know of the title change to CIS 195.

Action: Duncan Jeffries

Duncan noted that the department does PLA assessment and are flexible in this area.

Motion:

Lori Nelson / Jeff Morgan

To approved the CIS calendar changes, prerequisite changes, CIS new course outlines, and changes to entrance requirements as presented and present a copy of calendar copy to PAC at the next meeting.

CARRIED

(f) New Course: COMP 071 - Introduction to Computers (Part 2)

John Munro reviewed the development of COMP 071. It seemed that COMP 061 was not sufficient to lead students into CIS 100. Also, many students taking the course were job orientated and this course will provide a foundation for computer literacy. This course will prepare students for entry into credit courses in several department including CIS and Office Careers. The course would be given a letter grade.

It was noted that in the course outline under Subject/Number of Course should be COMP 071, and Descriptive Title should be Introduction to Computers (Part II). There should also be a note advising beginners take COMP 061. Wendy and John were asked to bring a correct calendar copy to the next meeting for information.

Action: Wendy Watson / John Munro

Motion:**Vickie Grieve / Beverley Trifonidis**

To approve new course outline COMP 071 - Introduction to Computers (Part II) with suggested amendment of adding a note in description advising beginner students to take COMP 061.

CARRIED

Calendar Copy (page 173)

COMP 071:**Introduction to Computers (Part II)**Prerequisite: COMP 061Calendar Description:

An intermediate computer course which combines some computer theory background, Windows environment; introduction to Spreadsheets and intermediate topics in WordPerfect.

Note: Beginner students are advised to take COMP 061 before taking COMP 071.

It was emphasized that the Consultation Sheet should be filled in with the names of people contacted in the different departments before submitting packages to PAC.

5. ADJOURNMENT**Bill Cooke****6. NEXT MEETING:**

**WEDNESDAY, NOVEMBER 26, 1997
9:30 AM - ROOM A225
ABBOTSFORD CAMPUS**