UNIVERSITY COLLEGE OF THE FRASER VALLEY

PROGRAM ADVISORY COMMITTEE (PAC)
MINUTES

April 29, 1998
9:30 a.m. - Room A225
Abbotsford Campus

PRESENT: Ron Coreau (Chair), Sheila Brygadyr, Tim Cooper, Vickie Grieve, Judy Inouye, Varlene MacLeod, Lori Nelson, Beverly Trifonidis

REGRETS: Bill Cooke, Daniel Kwan, Stephanie Martin, Jeff Morgan

GUESTS: John Belec, Harvey McCullough, Marie Moore

1.   APPROVAL OF PAC AGENDA

   Motion: **Varlene MacLeod / Tim Cooper**

   To approve the PAC 1998-04-29 agenda.
                                                                                APPROVED

2.   APPROVAL OF PAC MINUTES

   Motion: **Beverly Trifonidis / Judy Inouye**

   To approve the 1998-03-25 PAC Minutes.
                                                                                APPROVED

3.   NEW / CONTINUING BUSINESS

   (a)   New Course: ESL Multiskill Class
         Marie Moore reviewed the new ESL Multiskill course outline. This course
         is for local students only and offers a lot of flexibility. A discussion was
         held on the 2 credits given the course. Bill Cooke is researching the
         credit issue for ESL courses. At present, credit would only go towards an
         ESL certificate. This course would start in September 1998.

         Motion: **Tim Cooper / Varlene MacLeod**

         To approve the new course *ESL Multiskill Class (ESL MSC)* as
         presented.
                                                                                APPROVED

         Calendar Copy (page 199)

         > **Special Classes:**
         > **ESL MSC   Multiskill Class for ESL Students (approximately 64 hrs)**
         > ·   Students will study each of the skill areas of speaking, grammar,
         >   vocabulary, reading and writing. This is a section of ongoing, self-
         >   paced instruction and is intended for local students who have
         >   insufficient time and little necessity to take academic day courses.

   (b)   Changes in Delivery to ESL Writing and Grammar Courses

Marie Moore noted that she was bringing the change in delivery of the Writing and Grammar ESL courses. These courses were combined to give students maximum exposure to writing because that is the area where many have a problem. A discussion was held on possible confusion of joining the two courses together. PAC suggested creating a new course code for combined courses and bring back to PAC new course outlines with new course codes for approval and leave ESL W31, W41, W51, W61, W71, W81 and G32, G42, G52, G62, G72, G82 as separate courses.

Action: Marie Moore
Agenda: 1998-05-27

(c)   Changes to ESL Program to Complete ESL Timetable
Marie Moore reported that International Education requested that Management allow a change in the fee structure and timetabling for international students. Management granted the request and she presented the proposed changes in the ESL program and courses to PAC. International students will no longer pay by course but will pay a lump sum which gives them access to a certain number of ESL courses depending on their levels. Local students will be allowed to register in courses where there are openings.

Motion: **Varlene MacLeod / Lori Nelson**

To approve proposed changes to the ESL program to complete ESL timetable.
APPROVED

Calendar Copy (page 42)

ENGLISH SECOND LANGUAGE PROGRAM
The English Second Language Program (ESL) at the University College of the Fraser Valley (UCFV) combines in-depth training in core language skills at **six levels** with a choice of electives to suit the individual needs of students. The gradual shift from ESL into academic subjects gives students practical support during this transition and accustoms students to the increased study time required in academic studies. This approach also helps maximize student success in further academic or career programs by providing students with the opportunity to develop the skills required in Canadian universities. On completion of this program students receive a certificate and are eligible for entry into academic programs.

Semesters: ① Fall: September to December & ② Winter: January to April

ESL CORE SUBJECTS (AM)   **ELECTIVES (PM)**
❐ Level 30 → 50 Pre-Intermediate to Advanced   **PLUS** Two electives: ESL courses.
   Writing, grammar, reading, and vocabulary
   five days a week, three hours a day.

❐ Level 70 Advanced 2
   Writing, grammar and reading three days a   **PLUS** Three electives: Two ESL
   week, three hours a day.   courses and one other
                                                                                 academic, precollege or ESL
                                                                                 course.
❐ Level 80 Pre University   **PLUS** Three electives: One ESL and
   Writing and grammar two days a week,   two other academic, pre-
   three hours a day.   college or ESL courses

AFTERNOON ELECTIVES (PM)
❐ Levels 30 - 60
   Pronunciation 45 & 65, Phonetics 55, TOEFL, English Through Film, Tutorial, Oral
   Communication for Academic Purposes.

❐ Levels 70 & 80
   Business English, TOEFL, English Through Film, Academic Transition, Oral
   Communication for Academic Purposes, On-Line Reading, Phonetics 55, Pronunciation
   65.

PLUS

> Self-study ESL programs in multi-media computer assisted language learning lab.
> (Available to students at all six levels.)

(d)   New Courses: (1) ESL Bus (Pre-University Bus English for ESL); (2) ESL
       Through Film; (3) ESL Tutorial (Tutorial for ESL Students at Lower
       Levels); (4) ESL Tutorial (Tutorial for ESL Students at Higher Levels)
       It was noted that the new Banner system only takes 30 characters in
       course titles. It was also noted that changes to shorten titles would all be
       handled at once in Registration.

       (1)
       Motion: **Beverly Trifonidis / Vickie Grieve**

       To approve new course *ESL Bus (Pre-University Bus English for ESL)*
       with amendment to change course credit to 2.
                                                                              APPROVED
       (2)
       Motion: **Varlene MacLeod / Vickie Grieve**

       To approve new course *ESL Through Film* as presented.
                                                                              APPROVED
       (3)
       A discussion was held on the student evaluation procedure. Marie noted
       that the instructor would be working with groups of students in a
       classroom. PAC advised that number 3 of the Student Evaluation
       Procedure be changed to read: "Progress shown by the individual student
       in the targeted area(s) according to the learning contract negotiated
       between the instructor and the student."

       Motion: **Varlene MacLeod / Lori Nelson**

       To approve new course *ESL Tutorial (Tutorial for ESL Students at
       Lower Levels (Level 40 or below)* with suggested amendment to the
       evaluation process.
                                                                              APPROVED
       (4)
       Marie Moore advised that the amendment to the previous course should
       apply to this course as well.

       Motion: **Judy Inouye / Vickie Grieve**

       To approve new course *ESL Tutorial (Tutorial for ESL Students at Higher
       Levels)* with suggested amendment to the evaluation process.
                                                                              APPROVED

       Calendar Copy (page 199)

       > **Special Classes:**
       > **ESL BUS   Pre-University Business English for ESL**
       > ·   This course is designed to help prepare ESL students for Business
       >   Administration & Computer Information Systems programs. In addition,
       >   it will be extremely useful for ESL students presently at work or aiming
       >   to work in a business environment, including customer service.
       >
       > **ESL FLM   ESL Through Film**
       > ·   Students practice and develop reading, writing, grammar, listening and

> speaking through interesting medium of film.
>
> **ESL TUTL   Tutorial for ESL Students at Lower Levels (Level 40 or below)**
> · Students will receive extra assistance in the skill areas of writing,
>   grammar, reading, vocabulary, speaking or listening that they wish to
>   improve. They will be encouraged to concentrate on areas of
>   weakness.

(e) Course Change: Geography 445 - Historical Geography II
     John Belec noted that PAC, at the November meeting when revisions to
     this course outline were approved, the department was asked that it be
     brought back to PAC with the inclusion of detailed course content.
     Course prerequisites were discussed. If the instructor wished to change
     prerequisites then those changes would have to come back to PAC for
     approval. Since this is not a new course library resources are covered.

     Motion: **Beverly Trifonidis / Varlene MacLeod**

     To approve the calendar copy of course outline and perquisites and
     course content for Geography 445.

                                                                    APPROVED

(f) Professional Cook Certificate Program Proposal
     Harvey McCullough reported that the Professional Cook proposal had been
     requested by the HRDC and is totally funded by them. The curriculum is a
     provincial standard and the credential awarded is an ELTT certificate for
     Professional Cooke. The graduating student would have credit towards
     their apprenticeship and the Trades & Technology department at UCFV is
     mandated through ITAC to offer such training. A discussion was held on
     entrance requirements and library resources.   Learning Guides and text
     books and uniforms will be sold in the Bookstore. Videos will be bought by
     the department. The program runs five days a week, 9:00 a.m. to 4:00
     p.m., on the Chilliwack campus and started on April 20, 1998 and ends on
     March 31, 1999. It is hoped that the HRDC will fund another program for
     another year before consideration can be made to include the program in
     base funding. If the program goes to base funding, PAC would be notified
     to put it in the calendar.

     Motion: **Lori Nelson / Tim Cooper**

     To approve the Professional Cooke certificate program proposal.

                                                                    APPROVED

(g) Changes to "C" Level Welding Program - New Course Welder Fitting
     Harvey McCullough reported that he was asking for formal approval of
     PAC to issue a certificate for the Welder Fitting program. The Trades &
     Technology department already has signatory authority to list Welder
     Fitter in the "C" Level Welding Book. The program is a Ministry program.
      It was suggested that the program could be listed in the calendar in the
     text under upgrading or after the A, B, C text. It could also be put in the
     Index and the Table of Contents to refer back to the text page. Harvey
     agreed to this inclusion in the calendar.

     Motion: **Lori Nelson / Vickie Grieve**

To approve the Welder Fitting certificate program as presented.

APPROVE

Calendar Copy (page 4)

Trades and Technology Training	**149**
Welding certificate	156
Welder Fitting	156

Calendar Copy (page 6)

Trades and Technology
Welding C, B, A certificate
Welder Fitting

Calendar Copy (page 156)

Welding C, B, & A certificate
NOTE: In addition to being listed and signed off in the C-Level Welding Logbook, a UCFV Certificate in Welder Fitting will be issued.

(h)   Multimedia Publishing Certificate Program: Entrance Requirements
        When the Multimedia Publishing certificate program was approved PAC
        asked that the entrance requirements be reviewed and made more
        specific and have an evaluative component. The document presented to
        PAC was reviewed and the following changes were made:

        (1)   that (ii) be removed from entrance requirements and
                added as a NOTE at the bottom.
        (2)   that UCFV (ABE) course #081 be added to (i).
        (3)   that (ii) be added to (i) and the word "submit" be changed
                to "undergo".
        (4)   that (iv) and (v) be added as AND to the list.

        Concern was expressed that the information session had no evaluative
        process and a full discussion took place on what attending the
        information involved/meant. It was decided that the information had no
        evaluative component beyond attendance for information.

        Motion: **Sheila Brygadyr / Lori Nelson**

        To approve the Multimedia Publishing certificate program entrance
        requirements with noted amendments.

        APPROVED

(i)   Calendar Copy Representative on PAC
        Ron Coreau, subsequent to discussions at the last PAC meeting
        regarding the Calendar Review Committee that does not have a reporting
        process, presented the following motion:
        Draft Motion for Discussion: **Ron Coreau**

        *"That PAC strike a subcommittee for the purposes of reviewing calendar
        copy. The Committee will be composed of the PAC representative from
        the Registrar's Office, the PAC representative from Counselling and
        Advising or delegate, and a representative from Community Relations*

and Development Division."

The committee will:

1.   meet on a regular basis to prepare the UCFV calendar.
2.   review all calendar copy submissions to ensure that all
*   programs and courses are represented as per*
*   established policies and procedures, and are in good*
*   standing withing the institution.*
3.   review the UCFV calendar to ensure that it is
*   comprehensive and meets the needs of students, faculty*
*   and the institution.*
4.   Report to PAC on the status of the UCFV calendar.

Concern was expressed that there are a lot of issues that need to be overseen and a Calendar Copy Review Committee should have the authority to deal with these issues.

A full discussion of the problems and possible solutions took place. It was noted that there was no policy for the publishing of the calendar and nobody or group is responsible for the overall project to ensure that all components are pulled together. The goal should be not only a reporting of exceptions and things that are not met but to increase effectiveness. There should be formal times to report back and have that documented. Reporting of the positive as well as the negative so that progress can be seen.

Ron Coreau agreed to take the motion to UCC to ask them to designate accountability and power to someone or group and reward the person or group for taking responsibility for the overall calendar production project. PAC should suggest who they should choose to take responsibility for production of the calendar.

<div align="right"><u>Action</u>: Ron Coreau
<u>UCC Agenda</u>: 1998-05-13</div>

PAC felt there was a vacuum as to who takes responsibility for calendar production and It was agreed that PAC would ask UCC agree to delegate responsibility to PAC to carry out calendar production through the Calendar Copy committee made up of the Registrar's office, PAC Counselling (or Counselling designate) representative and a Community Relations and Development department representative.

It was noted that other key links (e.g., department heads) in the UCFV community also needed to be in agreement to make the strategy work.

Ron Coreau agreed to talk to Dave Stephen about the Community Relations department's role in the project.

<div align="right"><u>Action</u>: Ron Coreau</div>

There is no policy for publishing the calendar and over the years the production, content and process has become very complex and Community Relations has not grown to meet the needs (time and work) involved. Ron Coreau agreed that he would draft a memo (to be edited by PAC members) informing UCC that there is a need for a policy on the

production of a calendar.   In the interim the above draft motion is how
PAC would like to handle the situation.

Action: Ron Coreau / PAC Members

Motion: **Tim Cooper / Vickie Grieve**

To approve the above motion and forward it to UCC.

APPROVED

(j)   Revised Courses - Original Developer Name on Document?
        (Tabled to next meeting)   **Agenda: 1998-05-27**

(k)   Course Outline Availability and Responsibility/Authority Issue
        The proposal that a copy of all PAC-approved UCFV course outlines be
        compiled and maintained in both UCFV libraries, in the student services
        area at each campus, and at the UCC office was discussed.   A Web site
        with course outlines was debated at length and it was agreed that could
        be the site of the official copy. The problems for students not having
        access to course outlines for PLA and transfer credit, etc., were
        reviewed. The need for availability of course information forms for
        students, the institution, and the location and method of delivery,
        updating of information problems, administration and responsibility and
        authority for these issues were all discussed. It was felt that:
        (i)   course Information sheets needed to be accessible.
         (ii)   content of the Course Information sheets needed to be looked at.
        (iii)   development of a transfer credit data bank.
        (iv)   an institutionalized affirmed document be available at centralized location.

        The need for a Information Management position was discussed by the PAC members.

        Motion: **Beverly Trifonidis / Lori Nelson**

        To approve the proposal as presented, in principle, and strike a
        subcommittee to make recommendations to UCC.

        APPROVED

        It was agreed that a subcommittee be struck to identify issues and to look
        at developing regulations, goals, processes and to designate an official
        site for course outlines, keeping of historical records, etc. Tim Cooper,
        Beverly Trifonidis, Judy Inouye, Vickie Grieve and Ron Coreau agreed to
        sit on the Course Outline Availability Subcommittee. Ellenor Greaves to
        set up meeting within the next month.

        Action: Ellenor Greaves

(l)   Banner System and Vague Calendar Terms
        Sheila Brygadyr noted that the Banner system has a problem with vague
        calendar terms, e.g., prerequisites: 45 credits in such and such. Sheila
        stated that the department would be coming back to PAC with information
        on how this will be handled. This item is being discussed in the
        Registration department and Sheila felt it should be discussed at the
        program/department heads retreat in August.

Any course changes made to accommodate the Banner system would be
brought forward to PAC in the form of a motion by Registration.

Action: Registration

4. ADJOURNMENT   **Tim Cooper / Lori Nelson**

NEXT MEETING

WEDNESDAY, MAY 27, 1998

9:30 A.M.

ROOM: A225