

UNIVERSITY COLLEGE OF THE FRASER VALLEY

PROGRAM ADVISORY COMMITTEE
MINUTES

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

PRESENT: Norah Andrew (Chair), Trudy Archie, Jean Ballard, Tony Boccinfusso,
Bill Cooke, George McGuire, Varlene MacLeod, Jeff Morgan, Lori
Nelson, Beverly Trifonidis,

REGRETS: Patti Wilson

GUESTS: Alan Cameron, Patricia Burt, Ron Coreau, Judy Hurley, Gayle Ramsden

1. INTRODUCTION OF NEW MEMBERS

Ellenor Greaves introduced the newly elected PAC members

2. ELECTION OF PAC CHAIR FOR 1998/99

Ellenor Greaves called for nominations for the position of PAC Chair.

Motion: Varlene MacLeod / Lori Nelson

To nominate Norah Andrew for the position of Chair of PAC and Bill Cooke as Vice
Chair for the 1998-99 academic year.

APPROVED

3. APPROVAL OF AGENDA

APPROVED

4. APPROVAL OF MINUTES - 1998-05-27 PAC Meeting

Motion: Beverly Trifonidis / Varlene MacLeod

To approve the 1998-05-27 PAC minutes.

APPROVED

5. NEW AND CONTINUING BUSINESS

(a) New Courses: Russian 311 and 321

Alan Cameron noted that Russian 311 and 321 were approved by
ACC, however, at the suggestion of the Registrar the numbering
was changed from the numbers listed at ACC (Russian 301A and
301B which suggested that the courses were sequential which
would be a problem with the original Russian 301 and 302). The
new numbering indicates that the courses are linked but not
together - they can be taken in either order and independent of

each other. The content focuses on similar but not the same things - one course focuses on literature and the other on composition. ACC also suggested that the titles be "Special Topics" but Alan felt this was not descriptive enough for what the department was trying to do. They were trying to keep the literature and translation separate from the actual language courses. These courses would allow students to further their studies in Russian and students have been requesting these courses. The courses will be directed studies for the immediate future until there is sufficient funds and student numbers to put them in the timetable. The courses will be resourced by current faculty.

Prerequisites were discussed, especially the consideration of an English literature prerequisite. Alan noted that English or another language literature is not required. It was suggested that the words "or equivalent" be removed from both course prerequisites as "instructor permission" is understood.

Enrollments were discussed. Alan noted that Russian is only offered at UVic and UBC and it would take at least three years to build up enrollments at UCFV. The courses will not go into the timetable until there are enough students. They are hoping for 10 - 12 students but this can't be realized until a base has been built up.

The number of course hours (75) is consistent with departments offering upper-level courses.

Alan noted that he will be applying for transferability and doesn't expect any difficulties. The course is challengeable and can be added to the challenge list. The course is modeled according to the UBC course and may even be a bit more advanced.

Motion:

Jeff Morgan / Bill Cooke

To approve new courses: Russian 311 and 321 with the deletion of the words "or equivalent" from course prerequisites.

APPROVED

Calendar Copy (page 235)

RUSS 311	4 credits
<u>Advanced Russian Composition and Conversation</u>	
<u>Prerequisite: Russian 202</u>	
<u>Corequisites: None</u>	
<u>This course refines the students' abilities in oral and written Russian by reviewing essential elements of grammar, stylistics and conversation. Readings will include both classic and modern selections. There is extensive use of the multi-media laboratory and Russian web-sites.</u>	
RUSS 321	4 credits

Advanced Russian Language and LiteraturePrerequisite: Russian 202Corequisites: None

This course develops the students' command of Russian with a focus on language in context, be it literary or media-based. The focus on literature will include some short Russian literary masterpieces. There is extensive use of the multi-media laboratory and Russian web-sites.

(b) **Engineering Program Calendar Changes**

George McGuire reviewed the reasons for the calendar changes. He noted that students who had been here for three years with very low GPAs were claiming reserved seats and causing first-year students difficulty in registering. The purpose of the change is to provide reserve seats for first-year engineering students.

It was suggested that the second paragraph change could go under the heading "Program Requirements" because many of the requirements in the paragraph, e.g., maintaining the GPA, take six courses, etc., come under program requirements. George agreed to this suggestion and will meet with Varlene MacLeod to review the wording and make editorial changes to the paragraph. It was also suggested that specific GPA requirements should be stated. The requirement of reserved seats is a feature of the program but is also a requirement of the program. The English 105 requirement was clarified. Students must take six engineering courses to be eligible for reserved seats only and English 105 is a seventh course that can be taken in a different semester.

The first sentence of the second paragraph should be changed to read: ***"Students, who meet the requirements, attend an interview in which their prerequisites are verified,"*** and registrar in.....

Motion:**Bill Cooke / Beverly Trifonidis**

To approve in principle the Engineering Transfer Program's proposed calendar changes but the manner in which they are communicated needs to be made closer to calendar copy and request that George McGuire and Varlene MacLeod work on wording changes and how it should appear in calendar and return the final document to PAC for approval.

APPROVED

**Action: George McGuire & Varlene MacLeod
Return to PAC for Approval**

George McGuire pointed out that UBC asked why Wood Science was still an option in our calendar as they have cut the program. It was suggested that George and Wayne Welsh discuss this item and bring it back to PAC at the next meeting.

Action: George McGuire / Wayne Welsh
Return to PAC for Approval

- (c) Calendar Correction - BSc Degree
Correction to date of students declaring program, in calendar (page 137), first paragraph should be changed from 1999 to **1998**

Motion:

Bill Cooke / Jeff Morgan

To approve calendar copy change of date from 1999 to 1998 in the sentence in the first paragraph under Science: Bachelor of Science: Biology Major or Double Minors.

APPROVED

Calendar Copy (page 137)

SCIENCE

Bachelor of Science:

**Biology Major or
Double Minors**

The UCFV Bachelor of Science (BSc) is a.....

The BSc degree is awarded in collaboration with Simon Fraser University (SFU) to those students declaring the program prior to September ~~1999~~ **1998**.

Negotiations are...

- (d) ESL Course Code Changes for Combined Writing and Grammar Classes
This item was referred to the October agenda.

Agenda: 1998-10-28

- (e) Amendments Requested by PAC to ESL BUS and ESL TUTL and TUTH Courses
This item was referred to the October agenda.

Agenda: 1998-10-28

- (f) Fashion Design: Course Revision
Judy Hurley noted that Fashion Design 265 was added to the Fashion Design program and received approval in principle at the April 1998 PAC meeting. She presented the actual course outline for PAC final approval. The department plans to implement the course in January 1999 and it is a required course. The original calendar description listed specific CAD programs and technology which are the same as available in the department but with the changes that are going on in the industry the company who sold us Optitex is now called Tutatech and industry might not make that linkage anymore so the department wanted to just list it as CAD. It is the same software only listed under a different name.

A correction was made to the prerequisites on the course outline to read: FD 263, FD 281 and FD 283. It is correct in the calendar.

Motion:

Lori Nelson / Varlene MacLeod

To approve course outline FD 265 - Computer Applications for the

Apparel Industry.

APPROVED

Calendar Copy (page 201)

FD 265:

3 credits

Computer Applications for Apparel Industry

Prerequisites: FD 263, FD 281 and FD 283

Corequisites: None

This course focuses on the skills and knowledge required to handle technological changes as they occur in the apparel industry. Students will gain an understanding and competence utilizing apparel specific CAD programs and technology. Students will have the opportunity to incorporate and utilize skills and knowledge acquired through the program during work practicum in the apparel industry.

~~Exploration and comparisons will be performed using specific CAD programs. We currently use Optitex for marker making and grading, Symmetry for custom pattern making, Style Manager for spec. sheets and style recording, and Cadterns for pattern development. Students enrolled in this course will be able to develop and apply good work habits and personal qualities to complement their technical ability and knowledge on a one week work experience practicum some time in March.~~

(g) Course Outlines - Policy Development

Ron Coreau noted that in December of last year PAC started a discussion, initiated by PLA staff, about the purpose of course outlines and what is the end product used for. Should course outlines be made public? We know they are used for articulation but how do they relate to the course outlines given out by instructors in class? The issue was brought to UCC for discussion and a request for the direction that should be taken. Do they relate to the course outlines that instructors give out and the conflicts and duplication in these two documents. UCC referred the issue back to PAC to develop a policy relating to course outlines.

Kwantlen has done a lot of work on this issue and developed a course outline manual (copy to be distributed to members of PAC) which could help give some direction.

Action: Ellenor Greaves

Those volunteering to serve on the Course Outline subcommittee were: Ron Coreau, Bill Cooke, Chelene Koenig, Jeff Morgan, Lori Nelson, Beverly Trifonidis.

Ron suggested that a subcommittee work on key policy and make recommendations on the use and value of the course outline document and what the institution uses it for.

Action: Course Outline Subcommittee
Agenda: 1998-11-25

A discussion was held on the need for balance reconciliation between the student information requirement and instructor

flexibility and creativity. The issue of the difference between official course outlines and course syllabus need to be clarified. Students, at the time of registering, should have the right to see what they are purchasing. There needs to be more in the course outlines than is found in the calendar descriptions. There also needs to be a process that assures that the course outlines are available. It was felt that management should be involved in the process in which course outlines are handled or distributed.

It was pointed out that PAC charge the subcommittee to bring back a few ideas about the issues discussed and examples about how they might look/work and make recommendations on the issues discussed and the reasons for the recommendations.

Action: Course Outline Subcommittee

It was also suggested that PAC charge the subcommittee to develop a process by which to handle the course outlines and make sure there is a central depository and how it might work. It was felt that the subcommittee should not be involved in the management of the institution - only in the recommendations to UCC, and policy development. However, the point should be made to UCC that if the recommendations and policy are approved that it carry with it responsibilities that include management of course outline distribution.

Action: Course Outline Subcommittee

A discussion was held on the length of PAC meetings in November and special December meetings. The Chair was asked to send a communiqué to departments to encourage them to get course outlines and calendar changes in to PAC for the October PAC meeting to avoid extended meetings later in the year.

Action: Norah Andrew

Because there is no scheduled PAC meeting for December it was agreed at this PAC meeting that PAC meet on December 16, 1998, 9:00 a.m. - 1:00 p.m., if required.

6. ADJOURNMENT

<p>NEXT PAC MEETING</p> <p>WEDNESDAY, OCTOBER 28, 1998</p> <p>9:30 A.M</p> <p>ROOM A225</p> <p>ABBOTSFORD CAMPUS</p>

