

**PROGRAM ADVISORY COMMITTEE (PAC)
MINUTES**

**March 24, 1999
9:30 a.m. - Room A225
Abbotsford Campus**

PRESENT: Norah Andrew (Chair), Bill Cooke, Elaine Harris, Varlene MacLeod, Jeff Morgan, Beverly Trifonidis, Patti Wilson

REGRETS: Tony Boccinfusso, Trudie Archie, Ian McAskill, George McGuire, Lori Nelson

GUESTS: Ron Coreau, Janet Falk, Barbara Harms, Marie Moore, Gloria Wolfson

1. APPROVAL OF PAC AGENDA

Motion:

Jeff Morgan / Elaine Harris

To approve to the 1999-03-24 PAC agenda

APPROVED

2. APPROVAL OF PAC MINUTES

Motion:

Bill Cooke / Varlene MacLeod

To approve the 1999-02-24 PAC minutes with correction.

APPROVED

3. NEW / CONTINUING BUSINESS

(a) Changes to Medical Office Assistant Certificate Program

Barbara Harms reviewed the changes to the Medical Office Assistant Certificate program. The program was extended from 12 to 14 weeks (including a two-week practicum). The course runs Monday to Thursday. Total hours for the course is 310. The CE calendar description will change. Barbara noted that there has not been a problem placing students for a practicum. The practicum is not a candidate for PLA at the present time.

Motion:

Bill Cooke / Jeff Morgan

To approve the extension of the Medical Office Assistant Certificate program to 14 weeks which includes a 2 week practicum.

APPROVED

Calendar Copy (page 40)

Medical Office Assistant - An intensive ~~12~~ 14-week (including 2-week practicum) program designed to prepare students to work in medical offices. Contact Barb Harms at (604) 864-4626.

(b) Changes to the Nursing Unit Clerk Certificate Program

Barbara Harms noted that it was found that some things in some modules worked better in other modules. Changes were made so that students could get different information in different modules. Module hours, course content and some titles were changed. Practicum component was changed from 120 to 150 hours to better serve students. Barbara explained that some of the course outline descriptions looked alike because there was a lot of overlap in the material. Barbara was asked to submit to PAC the following amended changes to PAC for information:

HLTH MOA: calendar description amended to include practicum information.

HLTH NC04: calendar description amended as requested.

HLTH NC10: wording change “evasive” to “invasive” on page 3 of course outline.

Motion:

Varlene MacLeod / Beverly Trifonidis

To approve the changes to the Nursing Unit Clerk Certificate program with amendments.

APPROVED

(c) Course Description Changes to: SSSW 600, 601, 602, 610, 611, 612, 627/628, and 630

Gloria Wolfson noted that there was no program content change just changes in the course descriptions to fine tune and align them.

Pre- and corequisites changes were explained by Gloria.

Manipulation of the program had to be done in order to fit it into student loan regulations. Changes had to be made in the sequencing of courses in order to have them fit into a two semester program. Gloria was asked to send an up-dated list (old and new) to PAC and to make it clear in the calendar the prerequisite sequencing. The layout time lines from the calendar to be attached to these minutes. The calendar copy should indicate that courses that are labeled “A” and “B” will be offered over two semesters. Gloria stated that in the interview students will be informed of this for 1999.

It was suggested that there should be a standard format in which the “old” and “new” are displayed so PAC members are aware of what the changes are.

Gloria was asked to bring back to the next PAC meeting what is going into the calendar - prerequisites (old and new), changes in titles, language update for calendar descriptions, and the new

layout for the program.

Action: Gloria Wolfson

Motion:

Beverly Trifonidis / Bill Cooke

To approve the changes in calendar description, pre- and corequisites, and titles to SSSW 600, 601, 602, 610, 611, 612, 627/628, and 630 and that the up-dated course outlines be brought back to PAC.

APPROVED

Calendar Copy (page 252-253)

SSSW 600 (~~formerly HSER 600~~)

2 credits

Counselling Skills for Addictions Work

Corequisite: SSSW 610, SSSW 627

This experientially based course will help the counsellor focus in on developing strategies for working with clients who use/misuse psychoactive drugs. Skills to be developed include establishing rapport with clients, challenging clients, working through defenses, change processes, setting goals with clients, exploring issues, and approaches to working with clients from culturally and socially diverse populations. Supportive counselling techniques will be practised. The use of written records in the counselling process will be explored and a continuing focus will be on ethical behaviour and appropriate expectations. Extensive use of videotape practice will be made.

SSSW 601 A and B (~~formerly HSER 601~~)

2 credits

Group Facilitation Skills for Addictions

Prerequisites: SSSW 600, SSSW 610

Corequisite: SSSW 627 ~~-628~~

This course will assist the counsellor to develop group process and leadership skills in a variety of addictions settings, which may be therapeutic, educational, or social in nature, with a particular focus on the facilitation of psycho-educational groups in chemical dependency treatment. To work effectively with groups, it is important to incorporate the needs of the individual group members and systems when planning and implementing groups. Students will learn to facilitate groups and foster a climate of mutual respect and group acceptance, while using the group as a vehicle to assist members to learn appropriate group and individual skills.

Note: This course will run over two semesters.

SSSW 602 **2 credits****Family Work in Addictions**Prerequisites: SSSW 600, SSSW 601, SSSW 610, SSSW 627Corequisite: SSSW 628

This course will provide addictions workers with an appreciation for the theory and practice of family work from a general systems perspective. This course will examine various approaches to working with families, the diversity of family structure, and misconceptions about family work, the family as an emotional system, the importance of family of origin, and the construction and use of family genograms in working with and understanding family functioning.

SSSW 610 **2 credits****The Nature of Substance Abuse**

Prerequisite: Admission into the Substance Abuse program.

Corequisites: SSSW 600, SSSW 627

This course will provide a balanced overview of the nature of substance use/misuse. Issues to be examined will include the concept of chemical dependency; reasons for drug and alcohol misuse; patterns of use; individual, social, familial, and psychological consequences; treatment approaches, prevention; needs of special populations; and workplace issues. Current beliefs, myths, and scientific evidence from an international perspective will be reviewed. The unique interdisciplinary composition of the students will be used as a guiding principle in the investigation of the complex issues to be discussed.

SSSW 611 A and B **2 credits****Pharmacology and Psychobiology of Addictions** ~~of Substance Abuse~~

Prerequisite: SSSW 610

Corequisite: SSSW 628

Students will acquire accurate information about mood altering chemicals, their primary effect on the central nervous system, how they change mood and behaviour, and how they contribute to substance (mis)use problems. The mechanism of action, benefits, risks, side effects, toxicity, and psychosocial consequences of mood-altering chemicals will be examined.

Note: This course will run over two semesters.

SSSW 612 **2 credits****Community Treatment: Assessment and Referral**Prerequisites: SSSW 610, SSSW 611

This course will focus on the treatment options available for substance use/misuse in the local and provincial communities. Treatment options (inpatient, outpatient, supportive recovery, detox) and the system of care will be examined. The role of mutual-help groups in treatment as well as the support systems available for family members will be examined. The complex interaction of mental health and substance use will be identified. Services beyond the system of care will be identified and their role in addressing addiction issues examined. Students will develop skills in assessment for treatment matching, treatment referrals, as well as in case management. Gaps in treatment services will be explored.

SSSW 627/628**1.5 credits each****Integrative and Self-Care Seminars**Prerequisites: SSSW 600, SSSW 601 for SSSW 628Corequisites: SSSW 602 for SSSW 628

This is an integrative and self-care seminar as ultimately, what the counsellor has is the “use of self”. The course meets once a week during the semester and is required of all students registered in SSSW 600, 601, and 602. Topics to be explored will include: ethics, boundaries, stress, cross disciplinary teams, legal issues, information sharing, and working with people with HIV/AIDS. Personal strengths and biases that may augment or interfere with client service will be discussed. Certification, licensure, and professional affiliations will be discussed. In SSSW 628, the use of clinical supervision in addressing counsellor efficacy will be explored.

~~SSSW 627 (formerly HSER 627)~~**~~1.5 credits~~****~~SSSW 628 (formerly HSER 628)~~****~~1.5 credits~~****SSSW 630****6 credits****Substance Abuse Practicum**Prerequisites: SSSW 600, SSSW 601, SSSW 610, SSSW 611, SSSW 627Corequisites: SSSW 602, SSSW 612, SSSW 628

This 200-hour practicum will provide an opportunity for the participant to develop their individual group, and/or family treatment skills in the addictions field. Working in either one or two agencies (as determined by the program head), the student will be expected to contract for their own learning objectives. Student evaluation will be made by both the agency and college supervisor and be based on actual observation of the student. Diploma students will begin the

practicum in January of their last year in the program, while certificate students will not start their practicum until March of the last year and are encouraged to consider starting their practicum only after completing all the course work.

(d) Certificate in Personal Financial Planning

Janet Falk noted that the Business Administration Department has been offering the Canadian Institute of Financial Planners (CIFP) program on a contract basis to NETCU for 18 months. The department has had requests from individuals working in the Credit Unions in the region to run the CIFP program on a regular basis at the Abbotsford campus. Janet noted that projections for the personal financial planning industry to the year 2005 are that it is the fastest growing sector in Canada. She also pointed out that successful completion of this program makes the candidate eligible to write the CFP Professional Proficiency exam.

There are six courses in the program. The credit unions were very interested in UCFV offering a certificate in personal financial planning upon completion of the six courses and that is what was requested for approval by PAC. UCFV does not control the courses - they are CIFP courses and are set by the Canadian Institute of Financial Planning.

The first courses will start the last week in April and will be completed by July. There is a great deal of interest in this certificate program. An information night is to be held March 30, 1999.

Motion:

Bill Cooke / Beverly Trifonidis

To approve, in principle, the Personal Financial Planning Certificate program with the request that the six course outlines be reframed in UCFV terms and brought to PAC for approval.

APPROVAL

Action: Janet Falk

This program will go into the Continuing Education calendar. A note will be inserted stating that the course will be run on demand and the sequencing of courses will be listed. It will also be listed in the 2000-2001 UCFV calendar.

Calendar Copy (page 3)

Continuing Education Certificate Programs.....	39
<u>Personal Financial Planning</u>	<u>40</u>

Calendar Copy (page 6)

**Continuing Education
certificate programs**
Personal Financial Planning

Calendar Copy (page 13)

Personal Financial Planning certificate

Continuous
Any time for next available space

Calendar Copy (page 35)

Certificate programs:
Personal Financial Planning

Calendar Copy (page 40)

Personal Financial Planning
This certificate program is designed to prepare people to work in the financial planning industry, and consists of a series of courses developed by the Canadian Institute of Financial Planning (CIFP). Upon completion of the six courses, students are eligible to write the Financial Planners Standards Council's comprehensive professional proficiency examination leading to the acquisition of the CFP certification mark. In addition, each course qualifies for Continuing Education credit with the Life Underwriters Association of Canada and the Canadian Institute of Financial Planning (see those organizations for current Continuing Education credit details).
This University College of the Fraser Valley (UCFV) Personal Financial Planning certificate also partially ladders into UCFV Business Administration department programs (see Department for current details).

Calendar Copy (page 262)

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Personal Financial Planning	40

- (e) ESL Interactive Communication Course (ESL IC)
 Marie Moore noted that this course was requested by the International Education department as part of an ongoing effort to increase the attractiveness of the ESL program for international

students. The credit rating assigned is there, at present, to conform with the ratings of all ESL courses and used for fee structure only. The actual credit is 0. The implementation date is Spring 1999.

Motion:**Jeff Morgan / Elaine Harris**

To approve ESL Interactive Communications course (ESLIC) as presented.

APPROVED

Calendar Copy (page 209)

Special classes:**ESL IC: ESL Interactive Communications**

- Students practice speaking, listening, reading and writing through participation in guided tours.

(f) **Political Science 100 - New Course**

Jeff Morgan noted that most universities have this political science course and the department was adding it at UCFV. Since the start date for the course is September 1999, and it won't be in the calendar, more information will need to be available for time tabling in the fall.

Motion:**Elaine Harris / Beverly Trifonidis**

To approve Political Science 100 course outline.

APPROVED

Calendar Copy (page 243)

POSC 100**3 credits****Introduction to Political Science**Prerequisites: noneCorequisites: noneTransferability: requested

Introduction to the study of politics, political culture, ideology and government. Students will develop an understanding of the process of law-making in Canada. Areas in need of reform will be highlighted in order to encourage debate on important current themes. Discussions combined with readings will permit students to form informed opinions about government and politics.

(g) **PAC Submission Procedures (Discussion)**

A discussion was held on the feedback from the department/program heads' meetings and the suggestions that

came out of those meetings. It was suggested by the Science and Technology department that the sign-off for the Community Relations Director should be on the PAC submission sheet instead of the course outline. The trades/vocational department felt there should be a separate course outline for training day based programs. The Applied department suggested that the heading on the course outline should be "Learning Objectives/Goals / Learning Outcomes". The CATS department thought there should be a check-off on the PAC submission form for available computer lab time for new courses and programs. It was agreed to add this to the submission check-off list.

Ron Coreau and Bill Cooke was asked to meet with Harvey McCullough to discuss how the course outline could be revised to meet their needs.

Action: Ron Coreau/Bill Cooke

Following a discussion it was agreed that the Community Relations Director's signature should be on the Official Course Outline rather than the PAC submission check-off list because that would be communicated clearly that he had seen it and approved it.

It was suggested that a couple of department/program heads go through the forms and process to make sure the process was clear and easy to follow. Ron and Ellenor were asked to carry this suggestion out.

Action: Ron Coreau / Ellenor Greaves

It was also suggested that there be one sheet that shows "old" / "new" changes to course numbers, course descriptions, titles, pre- and corequisites and total hours.

Ron Coreau noted he will be attending the Art Curriculum Committee meeting on April 14, to get their feedback and suggestions.

Norah Andrew noted that the course outline was intended to be a package of material that the faculty member puts together for the benefit of the student. PAC is stating what has to be included,

what is discretionary and what isn't. Agreement has to be obtained from the entire institution and make whatever provisions are necessary for flexibility. Procedural methods need to be put in place to monitor the process and Norah asked the PAC members for suggestions on how this should be done. There needs to be a central depository for course outlines to enable checking and review of course outlines every four years and to have someone initiate that process. How should this procedure be approached and put in place? Where should the course outlines reside?

Following a discussion it was felt that it was the department's responsibility to inform faculty that the course outline and course syllabus correspond in the areas where there is no discretion. Where there is discretion, each department can determine how they will handle it. Some departments will wish to have more control than others. It is evident that the workload of the department will change in monitoring the process. It is important that the process information be relayed to everyone throughout the institution.

The following recommendations were put forward by the Course Outline subcommittee:

1. that PAC adopt the new Course Outline Information form and information package and its use be the only means for PAC to approve courses;
2. that there be a consistency between what appears on the Course Outline Information form and the Course Syllabus;
3. that the Course Outline Information form be reviewed and updated every four (4) years;
4. that Pac consider initiating a central information centre for all course outlines that would better serve department/program heads, faculty, staff and students at UCFV.

Motion:

Varlene MacLeod / Elaine Harris

To accept the four recommendations from the Course Outline subcommittee.

APPROVED

Norah suggested that PAC members think about:

- (i) if there was a central depository for course outlines,

- where would it be? (Which would preclude any individual Dean's offices.)
- (ii) who would have the responsibility for monitoring the process?

Action: PAC Members

- (h) Agenda items for the April PAC meeting:
 - (i) Suggested PAC workshop agenda for May 19th meeting with department heads
 - (ii) Review of proposed "Introduction" to PAC package.

4. ADJOURNMENT

Jeff Morgan / Beverly Trifonidis

<p>NEXT PAC MEETING</p> <p>WEDNESDAY, MAY 5, 1999</p> <p>930 a.m. - ROOM D136</p> <p>ABBOTSFORD CAMPUS</p>
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