

**PROGRAM ADVISORY COMMITTEE (PAC)  
MINUTES**

**May 5, 1999  
9:00 a.m. - Room D136  
Abbotsford Campus**

**PRESENT:** Norah Andrew (Chair), Trudy Archie, Tony Boccinfusso, Bill Cooke, Elaine Harris, Varlene MacLeod, Ian McAskill, Patti Wilson

**REGRETS:** Jeff Morgan, George McGuire, Lori Nelson, Beverly Trifonidis

**GUESTS:** Linda Brown, Edith Camm, Craig Chamberlin, Janet Falk, Marie Moore

**1. APPROVAL OF PAC AGENDA**

Addition to item 3. (b) - BIO 330 - Credit Change

**Motion:** **Bill Cooke / Tony Boccinfusso**

To approve the 1999-05-05 PAC agenda with addition.

**APPROVED**

**2. APPROVAL OF PAC MINUTES**

**Motion:** **Varlene MacLeod / Trudy Archie**

To approve the 1999-03-24 PAC minutes.

**APPROVED**

**3. NEW / CONTINUING BUSINESS**

- (a) KPE 282 - Exercise in Special Populations (New Course)  
Craig Chamberlin noted that KPE 282 is a required course in the KPE diploma program. It is a course that fits into an alternative mode of delivery.

**Motion:** **Varlene MacLeod / Trudy Archie**

To approve the new course - KPE 282: Exercise in Special Populations.

**APPROVED**

KPE 155 - Co- and Prerequisite Changes

Craig Chamberlin noted that the department is always trying to fine-tune the certificate program. They found they were putting a lot of emphasis on the first semester and students were having a problem. The students didn't quite have the right knowledge to get into work experience so the sequencing of courses was reviewed. They moved the KPE 160 course from Winter to Fall and moved the KPE 180 course from Fall to Winter. They found that KPE 180 worked better as a corequisite course. What the students needed as a prerequisite was KPE 103

and KPE 190 for KPE 155 for work experience. Craig was asked to up-date the calendar to indicate what courses are offered in the Fall and Winter semesters which would be helpful to part-time students. Information on the changes requested and approved should also be forwarded to Bill Cooke's office for timetabling.

**Motion:** **Action: C. Chamberlin  
Varlene MacLeod / Trudy Archie**

To approve co- and prerequisite changes to KPE 155.

**APPROVED**

Calendar Copy (page 227)

<b>KPE 282</b>	<b>3 credits</b>
<b>Exercise and Special Populations</b>	
<u>Prerequisites: KPE 103 and 190; KPE 160 and 163 strongly recommended.</u>	
<u>Corequisites: None</u>	
<u>This course is designed to give the fitness professional the knowledge and practical skills to design exercise programs and train people belonging to special population groups such as children, women, elderly, and physically and mentally challenged. Health, physiology, nutrition, and social considerations of each of these groups are discussed in order to enhance active lifestyles and quality of life for them. The class is organized into four modules offered as weekend workshops throughout the course of the academic year.</u>	

Calendar Copy (page 225)

<b>KPE 155</b>	<b>3 credits</b>
<b>Work Experience I</b>	
<u>Prerequisites: Completion of a minimum of four courses in the program, which must include KPE 103 and <del>KPE 180</del> KPE 190</u>	
<u>Corequisites: KPE 180</u>	

- (b) Calendar Change to Upper-Level Requirements  
Edith Camm noted that the department would like the passage that had been left out of the calendar, but is part of the Full Program Proposal accepted in 1998 by the Degree Program Review Committee, be inserted. Currently, students are counselled to include these 8 semester hours in their degree. The inclusion of this passage will make the calendar entry consistent with the actual structure of the degree, and with current counselling practice.

**Motion:** **Varlene MacLeod / Trudy Archie**

To approve the inclusion of the following passage to the description of upper-level requirements for the Biology Major: "Included in these 28 upper-level credits must be at least 8 credits from the following list: Biol 301, Biol 303, Biol 304, Biol 305, Biol 306."

**APPROVED**

Prerequisite and Course Description Changes to BIO 408 and BIO 409

Edith Camm noted that directed studies in Biology courses were to give students research experience. When the student enrollment was low this worked well. With more students in upper levels the problem of not enough faculty to take on self directed studies with students had arisen. Edith also noted that directed studies is not advisable for all students. The department requested that the prerequisites be changed to raise the prerequisite to B+ average in BIO 202, 210 and 220, and permission of instructor. To accommodate both the nature of these courses and the policy of an 18 month lead time, it was agreed that "permission" would be allowed immediately but the B+ would be recommended for September 2000. Also in the course description a change was added to qualify the difference between BIO 408 and BIO 409. It was noted that there needed to be a one year's notice of the requested changes and to get the information in the calendar. It was agreed that the Biology department would notify all students taking BIO 101, 102, 111, 112, 202, 210, 220. It was also suggested that SCC draft an advisory to all Biology students and send a copy of that advisory to PAC for information. It was also suggested that the prerequisites should read: "B+ average in BIO 202, 210, 220, and permission of instructor required."

**Action: Edith Camm**

**Motion:**

**Varlene MacLeod / Bill Cooke**

To approve the changes to BIO 408 and BIO 409 as modified.

**APPROVED**

BIO 330 Credit Change

Edith Camm noted that there was an error in the calendar re the credit value of BIO 330 and she requested that the credit value be changed from 3 to 4 credits. This causes a problem in timetabling and the fees charged. Bill Cooke will see that this error will be corrected in the system.

**Motion:**

**Bill Cooke / Varlene MacLeod**

To approve the credit change from 3 to 4 credits for BIO 330.

**APPROVED**

Calendar Copy (page 152)

**SCIENCE DISCIPLINES**

**Biology**

**Upper-Level Requirements**

Course	Title	Credits
BIO 312 .....		
....BIO 409		

Included in these 28 upper level credits must be at least 8 credits from the

following list: BIO 301, BIO 303, BIO 304, BIO 305, BIO 306.

\* Equivalent SFU BIS courses.....

Calendar Copy (page 181)

<b>BIO 408:</b>	<b>3 credits</b>
<b>Directed Studies in Biology I</b>	
Developed in partnership with Simon Fraser University	
<b>Prerequisites:</b> <u>B+ average (recommended for September 2000, required for September 2001) in BIO 202, BIO 210, BIO 220, and permission of instructor required.</u>	
<u>This course is designed for <del>third and four year</del> Biology major or minor students taking a Biology minor or major. Students will have an opportunity to apply scientific principles in a creative hands-on research experience outside the usual course format. Students will develop their own projects in biology under the supervision of a faculty member with expertise in the field. BIO 408 is designed to accommodate projects that are equivalent in weight and difficulty to a single upper-level course</u>	
<u>Students enrolled in biology majors and minors will receive credit for only one of BIO 408 or BIO 409.</u>	

<b>BIO 409:</b>	<b>3 credits</b>
<b>Directed Studies in Biology II</b>	
Developed in Partnership with Simon Fraser University	
<b>Prerequisites:</b> <u>B+ average (recommended for September 2000, required for September 2001) in BIO 202, BIO 210, BIO 220, and permission of instructor required.</u>	
<u><del>This course provides students with an opportunity to apply scientific principles in a creative hands-on research experience outside the usual course format. Students will develop their own individual projects in biology under the supervision of a faculty member with expertise in the field.</del></u>	
<u>BIO 409 is similar to BIO 408, but is designed to accommodate more ambitious projects.</u>	
<u>Students enrolled in biology majors and minors will receive credit for only one of BIO 408 or BIO 409</u>	

Calendar Copy (page 180)

<b>BIO 330</b>	<b>3 4 credits</b>
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(c) Personal Financial Planning Certificate Course Outlines

Janet Falk noted that she was presenting the course outlines as requested by PAC. These course outline descriptions have been taken directly from the descriptions of CIFP. A discussion was held on the numbering of the courses. It was suggested that Janet, Ron Coreau and Bill Cooke meet to confirm the correct numbering of the courses, and whether there should be another category. If the program is put in Business--how would that affect the numbering? This problem will probably appear again in the future as more and more courses are offered through CE.

A discussion was also held on the assignment of credits and the hours per term for the courses. Janet reviewed the amount of work done by the students in these courses. The Business Admin department has also established some transfer credits for these courses to the certificate programs and the department wants the credits to be 3. It was suggested and agreed that, given the amount of work students have to do on their own, 10 hours could be added to student directed learning to give a total of 45 hours for 3 credits. A discussion was held on the credit situation and the possibility that other CE courses would look for credit in the future. It was suggested that PAC bring this item to Ron Coreau in CE to develop guidelines for handling credit assignment of CE courses and work out a process - maybe put the courses in similar situations under a different category. Bill Cooke suggested that the courses be set up under the Business department but administered by CE and they then could be used as part of the Business programs. Attention to detail with this certificate could pave the way for other proposals in the future.

**Action: PAC Chair**

**Motion:**

**Tony Boccinfusso / Patti Wilson**

To approve the Personal Financial Planning course outlines with the addition of 10 hours student directed learning and the proviso that a process be developed for handling this and similar situations and the process brought back to PAC for further approval.

**APPROVED**

**Action: Janet Falk / Ron Coreau / Bill Cooke**

**PAC Agenda: Future**

(d) Application of Credit to Each ESL Course

Marie Moore noted that the application for credit for each ESL course was initiated when students had almost all the credits they needed for a General Studies diploma and the ESL courses they had taken did not count toward that diploma. It was felt that ESL should count as a second language. It was pointed out that ESL is not necessarily delivered under the vocational model, where all the learning is done in the classroom setting. That is the basis for the 3 credits. Bill Cooke noted that the 3 credit value can be assigned to these courses

retroactively. This also gives students recognition for a certificate or diploma and allows for calculation of the GPA.

**Motion:**

**Ian McAskill / Varlene MacLeod**

To approve the assignment of 3 credits to ESL courses G32, G52, G62, G72, G82, W31, W41, W51, W61, W71, W81, R30, R40, R50, R60, R70, R80, V33, V43, V53, V63, V73, V83, S36, S46, S56, S66, S76, L 87, BUS, CB50, CMS, FLM, MSC, P45, P55, P65, T85, TUT M, TUT L ; the assignment of 6 credits to WG 34, WG44, WG54, WG 64, WG 74, WG84; the assignment of 18 credits to I19, I29, I39; the assignment of 1½ credits to PST.

**APPROVED**

ESL Certificates: Intermediate, Advanced and Academic Changes

Marie Moore noted that the ESL department were requesting to have the letter grade requirement for the ESL certificate changed from C to C- in each course taken at UCFV. It was suggested that instead of C- the GPA should be 2.0 or higher. Because credits have been added to the courses the overall GPA can be added. The statement should read: *“Students must achieve a grade of C- or better in each of the following courses taken at UCFV and an overall GPA of 2.0 or higher.”*

**Motion:**

**Tony Boccanfusso / Ian McAskill**

certificate. To approve the amended letter grade requirement statement for an ESL

**APPROVED**

(e) ESL C54 - Canadian Culture and Communication Course

Linda Brown noted that she has been assessing the needs of new international students and has changed the content of this course to reflect those needs. She requested approval for 3 credit value, course description change and course title change.

**Motion:**

**Varlene MacLeod / Ian McAskill**

To approve course title, description and credit change to ESL C54 course outline.

**APPROVED**

Calendar Copy (page 42)

**ENGLISH AS A SECOND LANGUAGE**

**Certificates**

The ESL department offeres three certificates: for immediate proficiency, for advanced proficiency, and for academic proficiency in the English language. Students must apply for a certificate. Students must achieve a grade of C- or better in each of the courses taken at UCFV and an overall GPA of 2.0 or higher. Contact the department for details.

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## Calendar Copy (page 208)

**ENGLISH AS A SECOND LANGUAGE**

<b>ESL WG34:</b>	<u><b>6 credits</b></u>
<b>ESL WG44:</b>	<u><b>6 credits</b></u>
<b>ESL WG54</b>	<u><b>6 credits</b></u>
<b>ESL WG64:</b>	<b>6 credits</b>
<b>ESL WG 74:</b>	<b>6 credits</b>
<b>ESL WG84:</b>	<b>6 credits</b>

**Reading Sequence:**

<b>ESL R30:</b>	<b>3 credits</b>
<b>ESL R40:</b>	<b>3 credits</b>
<b>ESL R50:</b>	<b>3 credits</b>
<b>ESL R60:</b>	<b>3 credits</b>
<b>ESL R70:</b>	<b>3 credits</b>
<b>ESL R80:</b>	<b>3 credits</b>

**Vocabulary sequence:**

<b>ESL V33:</b>	<b>3 credits</b>
<b>ESL V43:</b>	<b>3 credits</b>
<b>ESL V53:</b>	<b>3 credits</b>
<b>ESL V63:</b>	<b>3 credits</b>
<b>ESL V73:</b>	<b>3 credits</b>
<b>ESL V83:</b>	<b>3 credits</b>

## Calendar Copy (page 209)

**Speaking/Listening sequence:**

<b>ESL S36:</b>	<b>3 credits</b>
<b>ESL S46:</b>	<b>3 credits</b>
<b>ESL S56:</b>	<b>3 credits</b>
<b>ESL S66:</b>	<b>3 credits</b>
<b>ESL S76:</b>	<b>3 credits</b>
<b>ESL L87:</b>	<b>3 credits</b>

**Special classes:**

<b>ESL BUS:</b>	<b>3 credits</b>
<b>ESL CB50:</b>	<b>3 credits</b>
<b>ESL CMS:</b>	<b>3 credits</b>
<b>ESL FLM:</b>	<b>3 credits</b>
<b>ESL MSC:</b>	<b>3 credits</b>
<b>ESL P45:</b>	<b>3 credits</b>
<b>ESL P55:</b>	<b>3 credits</b>
<b>ESL P65:</b>	<b>3 credits</b>

<b>ESL T85:</b>	<b>3 credits</b>
<b>ESL PST:</b>	<b>1.5 credits</b>
<b>ESL TUT M:</b>	<b>3 credits</b>
<b>ESL TUT L:</b>	<b>3 credits</b>
<b>Intensive (full-time) day classes</b>	
<b>ESL I19:</b>	<b>18 credits</b>
<b>ESL I29:</b>	<b>18 credits</b>
<b>ESL I39:</b>	<b>18 credits</b>
<b>Part-time Beginner (non-intensive evening classes)</b>	
· ESL B11:.....	3 credits
· ESL B12:.....	3 credits
· ESL B13:.....	3 credits
· ESL B 14:.....	3 credits
· ESL B15:.....	3 credits
· ESL B16:.....	3 credits
· ESL B17:.....	3 credits
· ESL B18:.....	3 credits
The combination.....	
· ESL B21:.....	3 credits
· ESL B22:....	3 credits
· ESL B23:....	3 credits
· ESL B24:....	3 credits
· ESL B25:....	3 credits
· ESL B26:....	3 credits
· ESL B27:....	3 credits
· ESL B28:....	3 credits

Calendar Copy (page 209)

<b>ESL C54</b>	<b><u>3 credits</u></b>
<b><del>Canadian Orientation (approx. 64 hrs)</del></b>	
<b><u>Canadian Culture &amp; Communication</u></b>	
<b><u>This course is for all new international students in their first semester. It is designed to orient people to Canadian culture and the Canadian educational milieu, to encourage intercultural communication, and to support cultural adjustment. If space is available, other students may also register.</u></b>	

- (f) Science Curriculum and Advisory Committee Concerns and Suggestions  
 The SCC committee are not in favor of having the Director of Community Relations and Development Office sign the Official Course Outlines and felt that



space for this should be provided on the submission consultation check-off list. A discussion was held on this issue and it was agreed to add Community Relations and Development office consultation to the PAC Submission form instead of the Official Course Outline form.

**Motion:**

**Patti Wilson / Ian McAskil**

That the statement "Calendar related material has been reviewed by the Community Relations and Development office" as item number 11 on the PAC Submission Consultation form.

**APPROVED**

**Official Course Outline and Guidelines**

The course outline and guidelines were discussed and a few minor revisions made. It was noted that the course outline was intended to accommodate faculty discretion and department discretion and provide as much academic freedom any program would require. It was felt that there should be a formal format for course outlines. A discussion was held on the benefit to students and department heads of up-to-date course outlines. UCFV is moving into a more sophisticated environment, students have more rights, and UCFV, as an institution, has to decide how to handle information for student use. This would be one way of doing it. It is a procedure that has to do with academic and quality control and is not much different than what has been assumed in the academic area. It is a document that departments and the institution can use as a measure.

It was felt that the Official Course Outline form makes it clear what is PAC business/concern and what is department/faculty business/concern.

**Motion:**

**Tony Boccinfusso / Bill Cooke**

To approve the Official Course Outline form and Guidelines.

**APPROVED**

**RECOMMENDED TO UCC**

Norah to ask Ron Coreau to attend the UCC meeting.

**Action: Norah Andrew**

(h) **Suggestions on Central Depository for UCFV Course Outlines and Monitoring of the Process**

It was suggested that the official course outlines should be on the Internet but there would need to be someone assigned to maintain and up-date the documents following PAC approval or changes - department heads should not be able to change documents on the Internet - they should be read and print only. The documents should also be available in at various places, including the Library and Student Services.

A discussion was held on the monitoring process. It was felt that having the documents available electronically would be the most efficient method. It was

felt that whatever the process is, course outlines should be readily accessible by students. It would be the decision of Management to institute a central site and a method of monitoring and updating the documents. The blank course outline form could be printed off the web for department use.

- (i) Discussion on PAC Luncheon and Workshop (May 19<sup>th</sup>) Agenda  
The PAC Procedures and Submission Kit was passed around the table for review. This Kit will be used as a framework for the workshop on May 19<sup>th</sup> for department/program heads. Overheads will be made of the forms and used for discussion.

All PAC representatives were invited to attend the luncheon and workshop on May 19<sup>th</sup> and participate in the discussions.

4. ADJOURNMENT

Patti Wilson / Tony Boccinfusso

**NEXT PAC MEETING  
WEDNESDAY, MAY 26, 1999  
9:30 A.M. - ROOM A225  
ABBOTSFORD CAMPUS**