

**PROGRAM ADVISORY COMMITTEE (PAC)
MINUTES**

**January 31, 2001
9:30 a.m — Room A225
Abbotsford Campus**

PRESENT: Bill Cooke (Vice Chair), Jean Ballard, Paul Burkhart, D'Anne Epp, Sandra Flynn, Sheryl Henderson, Barbara Salingre, Patti Wilson

REGRETS: Norah Andrew, Elaine Harris

GUESTS: David Morosan, Rhonda Schuller, Tim Segger

1. APPROVAL OF PAC AGENDA

PAC agenda approved.

2. APPROVAL OF PAC MINUTES

Corrections to minutes -

Pg. 2 - PSYC 493A to read “**Note:** Students who have already completed a directed studies course in psychology”

Pg. 14 - SSSW 394 title to read “Substance Misuse Issues”

Pg. 23 - SOC 310 should be changed to “SOC 350.”

Pg. 26 - How to apply, item 2, the words “and is not refundable” should be deleted.

Motion:

P. Burkhart / J. Ballard

To approve the 2000-12-13 PAC minutes with amendments.

APPROVED

3. NEW PAC BUSINESS

3.1 New Courses: ENGL 211, ENGL 212, ENGL 213, ENGL 280, ENGL 325

It was noted that the course outlines did not have signatures. PAC requested that all course outlines have signatures when presented for approval. All departments were to be informed of this requirement by PAC.

Action: E. Greaves

A question was raised about the prerequisite for submission of writing samples, who would receive the samples, and the timelines for submission. Rhonda Schuller noted that there would be instructions for students, and the intent is to make sure students are informed and understand the rigors of the course. Bill Cooke noted that students would not be allowed to register until “instructor’s permission” is obtained. It was suggested that first year literature courses list “**ENGL 120 or above.**” Library resources were discussed. Rhonda noted that the courses would not be offered for at least a couple years. The focus was on developing the courses and then making sure library resources are in place before

the courses run.

It was suggested that in the calendar description for ENGL 211, 212, and 213, that the first sentence start with the word “**This**” and the second sentence read “**It is a writing intensive course.**”

The difference in enrollment between writing courses and literature courses was discussed.

Motion:

B. Salingre / D. Epp

To approve ENGL 211 course outline with amendments.

APPROVED

The same amendments that applied to ENGL 211 applied to ENGL 212 and ENGL 213.

Motion:

J. Ballard / S. Henderson

To approve ENGL 212 course outline with amendments.

APPROVED

Motion:

J. Ballard / S. Flynn

To approve ENGL 313 course outline with amendments.

APPROVED

ENGL 280

It was suggested that maximum enrollment is now 36 as it appears in the timetable and by provincial agreement. It was noted that the student evaluation should have a range of percentages for evaluated work and may vary by instructor. Rhonda agreed to revise this on the course outline. A discussion was held on students purchasing their own children's books.

Motion:

S. Henderson / B. Salingre

To approve ENGL 280 course outline with amendments.

APPROVED

ENGL 325

A discussion was held on whether ENGL 211 or 212 could be used as prerequisites. Rhonda stated that she would like to discuss this issue with the department and they would bring it back to PAC if revisions were made to the prerequisites.

Motion:

J. Ballard / P. Burkhart

To approve ENGL 325 course outline as presented.

APPROVED

Rhonda Schuller was asked to send the amended course outlines to PAC for information.

Action: R. Schuller

Calendar Copy (page 224)

<p>ENGL 211: 3 credits Creative Writing: Play-Writing Prerequisites: English 105 and any first-year literature course 120 or higher. Submission of five pages of writing sample in the genre. Admission on approval of writing sample by instructor. Corequisites: none</p> <p>This course is an introduction to the creative process and techniques of play-writing. It is a writing intensive course. Works by established playwrights are studied as models. Students produce their own dramatic writing which is then critiqued by the instructor and classmates in classroom discussion.</p>
<p>ENGL 212: 3 credits Creative Writing: Fiction Prerequisites: English 105 and any first-year literature course 120 or higher. Submission of five pages of writing sample in the genre. Admission on approval of writing sample by instructor. Corequisites: none</p> <p>This course is an introduction to the creative process and techniques of short fiction writing. It is a writing intensive course. Works by established writers are studied as models. Students produce their own writing which is then critiqued by the instructor and classmates in classroom discussion.</p>
<p>ENGL 213: 3 credits Creative Writing: Poetry Prerequisites: English 105 and any first-year literature course 120 or higher. Submission of five pages of writing sample in the genre. Admission on approval of writing sample by instructor. Corequisites: none</p> <p>This course is an introduction to the creative process and techniques of poetry writing. It is a writing intensive course. Works by established writers are studied as models. Students produce their own writing which is then critiqued by the instructor and classmates in classroom discussion.</p>
<p>ENGL 280: 3 credits Survey of Children's Literature</p>

Prerequisites: Any two first-year English courses numbered 105 or higher
 Corequisites: none

This course introduces students to the major streams of literature written in English for children from the 17th century through the “Golden Age” of children’s literature in the Victorian period and the early part of the 20th century. The course will focus on major authors in classical children’s literature and on the images of childhood presented in these works over time.

ENGL 325:

4 credits

British Literature, 1780 - 1830

Prerequisites: Any two second-year English courses

Corequisites: none

A survey of literature published in England during the Romantic period, with emphasis on the poetry and poetics of Romanticism. Representative novels, essays and other genres will also be studied.

3.2 Course Renumbering: CRIM 214 - Selected Topics From CRIM 212

Tim Segger noted that at the last meeting of PAC, that CRIM 212 (formerly Selected Topics) course outline was approved as a course titled “*Women, Crime and Criminal Justice.*” This was the only topic that was ever taught under this course number (Selected Topics) and it was felt it was best to leave the course with this number because it would be a history for students who had taken this course in the Registrar’s office. There was now a need to have a new selected topics course, so Tim asked for approval of CRIM 214 as the new “Selected Topics” course.

It was suggested that the course outline needed to have learning objectives /goals /outcomes listed on the course outline because they are not at the discretion of the instructor. Tim was asked to include this on the course outline and send a copy to PAC for information.

Action: T. Segger

Motion:

J. Ballard / D. Epp

To approve CRIM 214 course outline, subject to changes to the learning objectives.

APPROVED

Motion:

J. Ballard / D. Anne

To approve the renaming of CRIM 212 to Women, Crime and Criminal Justice.

APPROVED

- 3.3 Prerequisite Changes to SSSW 260, and Revised Calendar Copy “How to Apply”
D’Anne noted that SSSW 260 is a course that is part of the Health and Human Services certificate program at CTC. There was a change to the prerequisites to “none” from the previous “first-year psychology course” to accommodate CTC students. There was no break-down in the structure of hours per term on the course outline because of the CTC method of delivery. A discussion was held on PLA, transfer credit, and whether the course should be changed at all just because it is being offered as part of the HHS certificate. It was felt that this was a UCFV course and there needed to be a way to adapt courses to meet CTC requirements. It was noted that this was a second-year course and is an elective in the SSSW program. Concern was expressed as to whether the content of the course was at a first-year level or a second-year level. It was suggested that possibly there should be a first-year course developed in Gerontology.

Motion:**P. Burkhart / S. Flynn**

To refer course outline SSSW 260 back for further revisions.

APPROVED**Action: SSSW Department****Revised Calendar Copy on “How to Apply”**

PAC had asked the SSSW department to consult and revise the wording to the section of the calendar on “How to Apply.”

Motion:**B. Salingre / P. Wilson**

To approve the revised wording for the SSSW department’s “How to Apply” section in calendar copy.

APPROVED

Bill Cooke noted that if there happened to be a postal strike or other disruption, students will be accommodated.

3.4 Prerequisite Change - PSYC 101

A discussion was held on the prerequisite requirement of a grade of B or better in English 12. Often students with an A in English 12 don’t have the writing skills required, so a B may cause some problems. It was noted that ENGL 101 is considering adding a CPT prerequisite requirement. CTC students do have the option of writing a CPT test.

Motion:**P. Wilson / D. Epp**

To approve the prerequisite change to PSYC 101 as presented.

APPROVED

PSYC 101:	3 credits
Introduction to Psychology I	
Prerequisites: CPT score of 48 or better, or a grade of C or better in ENGL 101, or C+ in CCP ENGL 081 or 091, or success in a previous university-transfer English course, or a grade of B or better in English 12.	

3.5 ECE Certificate and Diploma Course Number Changes.

D'Anne Epp requested that the numbering of courses for the ECE certificate program be changed to 100 level from 100 to 300 level numbering, the numbering for the ECE diploma courses be 200 level numbering from 400 level to put them in line with what other institution do. It was noted that the calendar description indicate what the former numbers were.

The department were requested to review the course outlines, put them on the correct forms and bring them to PAC for approval. It was noted that today's date should not be used as the review date on the course outlines.

It was noted that the ECE Information Sheet should change CMNS 255 to CMNS 250, and Continuing Education be informed so their publications can be revised.

D'Anne agreed to check to make sure that there was PAC approval for the program changes that were made to calendar copy.

Action: D. Epp

Motion:

J. Ballard / S. Henderson

To approve the proposed ECE course number changes for the ECE certificate and diploma programs, and that the calendar copy indicate the former number.

APPROVED

Calendar Copy (page 160)

Program outline		
Semester I		
Course	Title	Credits
ECE 100	Human Development	3
ECE 424 101	Intro. To Early Childhood Education	3
ECE 434 102		
ECE 444 103		
SSSW 120		
One of:		
CMNS 155		
or		
ENGL 105		
Semester II		
ECE 200 120		

~~ECE 221~~ 125
~~ECE 241~~ 122
~~ECE 254~~ 124
~~ECE 353~~ 123

Semester III

Course	Title	Credits
ECE 341	133	
ECE 351	132	
ECE 255	130	
ECE 361	135	
One of:		
CMNS 250		
or		
ENGL 105 -- 170 (one of) ¹		

Calendar Copy (page 161)

Program outline		
Core diploma requirements		
Course	Title	Credits
ECE 413	213	
ECE 424	224	
ECE 423	223	
Special Needs specialty		
Course	Title	Credits
ECE 460	260	
ECE 481	281	
ECE 442	242	
Infancy specialty		
Course	Title	Credits
ECE 469	269	
ECE 482	282	
ECE 443	243	

Calendar Copy (page 219 - 220)

Early Childhood Education	
Mostdiploma).	
ECE 100:	3 credits
Human Development	
ECE 121 101 (formerly ECE 121)	
ECE 131 102 (formerly ECE 131)	

ECE 141 103 (formerly ECE 141)	
ECE 200—120 (formerly ECE 200)	
ECE 241 122 (formerly ECE 241) Introductory Practicum Prerequisites: completion of the first semester of the ECE program Corequisite: ECE 221 125	6 credits
ECE 353 123 (formerly ECE 353)	
ECE 244 124 (formerly ECE 244)	
ECE 221 125 (formerly ECE 221) Early Childhood Programs Prerequisites: completion of the first semester of the ECE program Corequisite: ECE 241 122	3 credits
ECE 255 130 (formerly ECE 255)	
ECE 351 132 (formerly ECE 351)	
ECE 341 133 (formerly ECE 341) Advanced Practicum Prerequisites: completion of the second semester of the ECE program Pre- or corequisites: one of the following courses: ECE 351 132, ECE 353 123, ECE 355 130, and/or ECE 361 135	6 credits
ECE 361 135 (formerly ECE 361)	
ECE 160	
ECE 413 213 (formerly ECE 413)	
ECE 423 223 (formerly ECE 423)	
ECE 424 224 (formerly ECE 424)	
ECE 442 242 (formerly ECE 442) Practicum: Special Needs Prerequisites: ECE certificate or PCCFLB Licence to Practice Corequisites: ECE 481 281	6 credits
ECE 443 243 (formerly ECE 443) Practicum: Infancy Prerequisites: ECE certificate or PCCFLB Licence to Practice Corequisites: ECE 482 282	6 credits

ECE 460 260 (formerly ECE 460)
ECE 469 269 (formerly ECE 469)
ECE 481 281 (formerly ECE 481)
ECE 482 282 (formerly ECE 482)

4. CONTINUING BUSINESS: PAC ISSUES

4.1 PAC Meeting Schedule for October, November, and December

PAC discussed dates that possible additional PAC meetings could be held in the fall months when there are long agendas. The UCFV Meeting Schedule was reviewed. Tentative dates agreed on for additional PAC meeting were: October 31, 2001, and December 7 and 14, 2001. Rooms will be booked for these meetings.

4.2 CTC Submission Issues: Specific Examples of Problems

Bill Cooke noted that PAC raised some problems/issues with CTC programs and courses. Norah Andrew raised these issues at the January UCC meeting and UCC referred the issue back to PAC to review CTC programs, highlight specific examples and develop solutions for UCC discussion. Some issues were noted, e.g., whether admission requirements may be the same or different than those offered on the UCFV campus, graduation requirements, prerequisites, etc. Some of the problems are for UCFV students who may wish to have access to the CTC programs.

Motion:

J. Ballard / D. Epp

To form an ad hoc PAC subcommittee to enumerate what have been the problems with CTC programs, and highlight specific examples.

APPROVED

Those volunteering to serve on the ad hoc PAC subcommittee were: Jean Ballard, Paul Burkhart, Bill Cooke, D'Anne Epp, Barbara Salingre, Sandy Vanderburgh.

The ad hoc PAC subcommittee to report to PAC at the February 28th meeting, and plan to be on the March 14th UCC agenda.

4.3 PAC Workshop Planning

A discussion was held on the best time to hold a workshop for department/program heads. It was noted that there would be several new heads in the Spring. Also, there would be several new PAC representatives elected in May. It was suggested that an email/memo be sent to department/program heads informing them that there will be a workshop in August or September. Also, specific PAC contact names be given to those who are doing course development

over the spring and summer months and need some guidance or help with the forms. It was decided to make a presentation to the department/program heads at their May meeting, and present the workshop in late August - date to be decided on at a future PAC meeting.

Action: PAC Representatives

Other issues discussed: screening of submissions to PAC to make sure they are complete (consultation form completed properly, signatures on documents, calendar copy included with documents, etc.) It was suggested that the consultation form have a section to indicate how the consultation was carried out: by phone, in person, by e-mail. New courses should have library consultation checked. It was felt that consultation should be with the department head and not someone in the department. Often changes need to be discussed at department meetings. PAC has an obligation to return submissions to departments if the proper consultation has not taken place. It was suggested that the PAC workshop present how the consultation should take place and how the consultation form should be filled in.

4.4 Policy Manual Review: PAC Policies to be Updated.

It was reported that Policy Manual is being reviewed and reorganized. Some of the policies in the manual are specific to how PAC carries out its mandate — those are the policies that PAC may be reviewing. There are policies that were developed by Academic Standards but the effect of implementation is PAC's responsibility.

5. INFORMATION ITEMS

5.1 BUS 120, BUS 160, BUS 162, BUS 309, BUS 434 Course Outlines Requested by PAC

BUS 120 - It was noted that the second “merchandising” word in the calendar description should be replaced with “advertising.” The structure of hours should be indicated. Course designer/signature missing. Transfer credit is optimistic because the course is a combination of two courses, so will need to be re-articulated. Implementation date and review date missing.

BUS 160 - Course designer/signature missing. Implementation date and review date missing.

BUS 162 - Structure of hours missing. Structure of hours to be filled in. Student evaluation totals 70% or 110% (is this correct??). Implementation date and review date missing.

BUS 309 - Structure of hours missing. PLA indication missing.

BUS 434 - Structure of hours incorrect. Dean signature missing. Implementation date and review date missing.

These course outlines to be sent back to the Business Administration department for correction and resubmission to PAC.

Action: Michael MacColl

5.2 CIS 115, CIS 285 - Course Outlines Requested by PAC

It was noted that the “course content” was missing from CIS 115. This course outline will be returned to the CIS department for revision and resubmission to PAC.

Action: Paul Franklin

It was noted that course outlines are considered legal documents and will be posted on the UCFV web site and need to have correct information.

6. ADJOURNMENT

D. Epp / S. Henderson

NEXT PAC MEETING

WEDNESDAY, FEBRUARY 28, 2001

9:30 A.M. — ROOM A225

ABBOTSFORD CAMPUS