

**PROGRAM ADVISORY COMMITTEE (PAC)  
MINUTES**

**February 28, 2001  
9:30 a.m. — Room A225  
Abbotsford Campus**

**PRESENT:** Norah Andrew (Chair), Jean Ballard, Paul Burkhart, D'Anne Epp, Sandra Flynn, Sheryl Henderson, Elaine Harris, Barbara Salingre, Patti Wilson

**REGRETS:** Bill Cooke

**GUESTS:** Edith Camm

**1. APPROVAL OF PAC AGENDA**

**Motion:**

**D. Epp / B. Salingre**

To approve the 2001-02-28 PAC agenda.

**APPROVED**

**2. APPROVAL OF PAC MINUTES**

**Motion:**

**S. Henderson / E. Harris**

To approve the 2001-01-31 PAC minutes.

**APPROVED**

**3. NEW BUSINESS**

**3.1 BSc Major With Another Minor**

Edith Camm noted that she was requesting to have BSc students receive formal recognition on their transcripts for any minor offered by UCFV. Edith felt this would take careful, advance planning by the student, and the calendar copy information presented indicates to the student that they may not be able to make this work seamlessly in four years. They also must consider the workload involved. Procedures on how to declare this minor were discussed. Students will be required to meet the requirements of the different departments offering the minors. Effects on enrollment management were discussed.

**Motion:**

**P. Burkhart / J. Ballard**

To approve the proposal for a combination of Science Major with Arts or Business Administration Minor, for BSc degree.

**APPROVED  
RECOMMENDED TO UCC**

Norah Andrew directed Edith Camm to discuss with Michael MacColl and Joanne Bishop the issue of the difficulty students may have getting into the courses for

these minors. This option may be very attractive to students and there may be some benefit to try and accommodate them when they apply. It is possible that this option may be attractive to students planning to be teachers.

**Action: Edith Camm**

Edith Camm and Elaine Harris to discuss the framework procedures for declaring a minor.

**Action: Edith Camm / Elaine Harris**

Calendar Copy (page 134)

**BACHELOR of SCIENCE: MAJORS or DOUBLE MINORS**

(No change to existing text.)

**Majors**

(No change to existing text.)

**Program length**

(No change to existing text.)

**Minors**

(No change to existing text.)

**Double minor**

(No change to existing text.)

**Science major with an Arts or Business Administration minor**

A student completing the requirements for a major in biology, chemistry, mathematics, or physics may combine this with any Arts minor (see page 51 and 52; excluding the combination of a major in mathematics with a minor in mathematics/statistics) or any business administration minor (see page 102) for their BSc degree. In such cases, their transcript will specify both the science major and the arts or business administration minor.

Students wishing to combine a science major with a non-science minor are advised to seek the help of program advisors to plan their course work in advance, in order to complete their degree in a timely fashion. Students should be aware that choosing a minor outside the science area will likely demand more than 120 credits in order to fulfill all requirements, and that they will have to satisfy the graduation/program requirements for both the science major and the selected minor.

4. CONTINUING PAC BUSINESS

4.1 UCFV Certificate Programs at CTC Issues

Norah Andrew noted the list of issues that came out of the PAC/CTC Issues ad hoc subcommittee meeting. The purpose of the meeting was to develop specific issues that could be discussed at UCC. Norah reviewed Wayne Welsh's response to the list of issues developed by the subcommittee. Wayne's comments were:

- students taking courses at CTC are considered to be UCFV students, the programs are UCFV approved programs, and the instructors are UCFV hired instructors.

- all of UCFV policies and practices apply. There are some exceptions at UCFV, as well as at CTC, e.g., students under the age of 19, and have not graduated from highschool, are allowed to take UCFV courses.
- CTC students have to meet UCFV course and program requirements.
- CTC instructors feel CTC students could do well on a CPT test - and the CPT test should be required.
- in terms of continuance and exit GPAs, the UCFV criteria applies to ATT and HHS, as they are UCFV programs.
- the issue of attendance is a logistics and communication issue rather than a policy issue.
- pedagogical issues, contact hours, and appeals - students are considered to be UCFV students while in UCFV classes, so UCFV policies apply. School policies also apply for dual credit courses (there have been no unresolved disputes to date).
- selection of instructors follows UCFV procedures.
- grades have been handed in early enough to meet both UCFV and CTC deadlines.
- instructional and grading standards are to be the same at CTC as for UCFV, but are basically a departmental issue.
- access issue/waitlists: a “first-come, first-served” policy has been used for the few empty seats at CTC (high school students have first access). The funding formula at CTC is an issue being discussed, and it is hoped it leads to a standard policy for fee payers.
- a non-CTC student could not receive the HHS certificate until the HHS 100 is run at a different campus or the student gets into a CTC seat as a fee payer.
- availability of unused seats at CTC sections: these seats must be kept open for high school students until it is clear there is room. Management is working on this area toward filling vacancies.
- funding issues/UCFV services: CTC students are registered in Banner as UCFV students coincident with their first UCFV class at CTC - and not earlier. This results in a few problems, but it seems like the appropriate time to register them. Students’ fees were not considered when CTC was set up.
- financial aid: the programs were not designed for fee payers but now fee payers are being accommodated after the fact if there are spaces open. Students who are combining high school courses with post secondary courses are not eligible for financial aid. Each program needs to be assessed in light of course load, length and BC Student Assistance Criteria for eligibility. Any programs which significantly vary in delivery from those offered on the UCFV campus must be submitted to Student Services Branch, MAETT for program eligibility approval prior to student loan funding. Improvements to the immediate recording of student registration and withdrawal into the UCFV record system must be done to accommodate the confirmation of enrollment required prior to the release of funds to students.

- inter-institutional communication: the communication is significant and is handled at the department levels by those departments doing programming at UCFV.

It was felt there needed to be improvement in communication between the institutions, and it should include such things as promotional material. A more comprehensive discussion of the issues will take place at UCC.

It was suggested that there needed to be a Letter of Agreement between UCFV and CTC, that lays out the most critical concerns/issues in a comprehensive, but not restrictive, way. The present Letter of Agreement is very generic. A suggested approach would be to have a Letter of Agreement that could be reviewed annually. This may satisfy some of the concerns, and give some guidelines for establishing relationships with other school districts, e.g., Chilliwack.

It was felt that there needed to be a positive discussion of the issues between UCFV and CTC. Jean Ballard will re-frame the document to be presented to UCC for discussion, and circulate it to PAC members for input. PAC discussed what should be included in this document. Norah will inform Wayne Welsh on how PAC has decided to present the issues to UCC.

**Action: Jean Ballard / Norah Andrew**

#### 4.2 PAC Workshop Planning

It was felt that a PAC workshop would be useful. A discussion was held on the best time to present a workshop. It was decided that a workshop be held at department heads' meetings in April or May (lunch meeting). Also, that PAC, informally, keep in touch with department heads, especially the new ones, informing them about some of the things they need to pay attention to. Then go to department's heads' meetings in September to reinforce what was done at the May session.

A list of submission difficulties that are most commonly seen should be made up to remind people how they can avoid redoing submissions. It was suggested that example packages of successful proposals be on display at the workshop to show how they were set up and developed.

**Action: N. Andrew / E. Greaves**

The date for the workshop will be discussed at the next PAC meeting.

**Agenda: 2001-03-28**

#### 4.3 PAC Submission Consultation Form

Concern was expressed about consultation in a "formal way" by departments

presenting proposals - what that meant, and how it was done. It was felt that a draft of the proposal should be given to the person being consulted, and it should be done in a timely fashion. It was suggested that a memo accompany the Consultation Form advising what Advising needs to be involved in regarding a proposal that might be coming to PAC, e.g., admission requirements, prerequisite changes, etc. Also, when is it necessary to contact the Library, e.g., a new course in an area that has not been taught before. Norah and Ellenor will work on revising the Consultation Form to reflect the ideas put forth. A draft copy will be sent by email to PAC members to add to or revise the form.

**Action: E. Greaves / N. Andrew**

It was felt that all the PAC forms should be on the UCFV web site and this will be worked on over the next few months.

5. INFORMATION ITEMS

5.1 & CRIM 214 — Selected Topics in Crime and Criminal Justice; and CIS 115 and CIS 285

5.2 It was requested that the Criminal Justice department be informed that they should bring the course outline back to PAC when they have developed a topic for this course. Correction was made to the Learning Objectives. Ellenor to inform Tim Segger.

**Action: E. Greaves / T. Segger**

**Motion:**

**D. Epp / P. Burkhardt**

To approve acceptance of revised CRIM 214 course outline with amendment to Learning Objectives, and approve acceptance of revised CIS 115 and CIS 285 course outlines.

**APPROVED**

5.3 PAC Fall Schedule

Norah Andrew asked that a schedule of PAC meetings for Fall 2001 be drawn up and circulated to department/program heads. This item should also be put on a PAC web site when it is developed.

**Action: E. Greaves**

6. ADJOURNMENT

**NEXT PAC MEETING**

WEDNESDAY, MARCH 28, 2001  
9:30 A.M. — ROOM A225  
ABBOTSFORD CAMPUS

