

**PROGRAM ADVISORY COMMITTEE (PAC)
MINUTES**

**September 26, 2001
9:30 a.m. - Room A225
Abbotsford Campus**

PRESENT: Norah Andrew (Chair), Jean Ballard, Bob Bolton, Paul Burkhart, Dave Burnie, Bill Cooke, Virginia Cooke, D'Anne Epp, Sandra Flynn, Sheldon Frank, Elaine Harris, Veena Merz, Barbara Salingré, Patti Wilson

REGRETS: Mike Anderson

GUESTS: Donna Alary, Jim Andersen, Craig Chamberlin, Cheryl Isaac, Joan Ross, Bob Warick

1. ELECTION OF PAC CHAIR AND VICE CHAIR

Norah Andrew welcomed the new PAC members, noting that she will remain on the committee until December 2001, and that Virginia Cooke will represent Senior Management from January to June 2002. Members introduced themselves, and then Deb Greenfield took the Chair to conduct elections for the position of Chair and Vice Chair.

Nominations were called for the position of PAC Chair: Norah Andrew was nominated, to serve until December 2001. There were no other nominations.

Norah Andrews
ELECTED PAC CHAIR BY ACCLAMATION
Action: Election of PAC Chair for January-June 2002: January agenda

Nominations were called for the position of PAC Vice Chair: Bill Cooke was nominated.

Bill Cooke
ELECTED PAC VICE CHAIR BY ACCLAMATION

2. APPROVAL OF PAC AGENDA

Norah advised that Joanne Bishop had asked to attend the meeting to speak to a memo regarding complementary courses. In addition, Dale Demeules had requested that PAC consider issues around BCCAT and course outlines; and Cheryl Dahl had requested a discussion about awarding credit to students who serve on committees.

Motion:

D. Epp / D. Burnie

To approve the 2001-09-26 PAC agenda, with additions as noted above.

APPROVED

3. APPROVAL OF PAC MINUTES - 2001-05-30

Elaine Harris noted that motions on page 6 and page 7 of the minutes should be reworded to read “Aircraft Structural Repair **Technician** Certificate Program” instead of “Training Certificate Program”.

Motion:

S. Flynn / B. Salingré

To approve the 2000-05-30 PAC minutes as amended.

APPROVED

4. NEW BUSINESS

4.1 Election of PAC Chair and Vice Chair

See item 1 above.

4.2 Minimum GPA Change: Professional Languages Certificate

Committee members reviewed a request from Betty-Joan Traverse, head of the Modern Languages department, to approve change in minimum GPA in each of the courses applied to the Proficiency Certificates in Modern Languages from 2.0 to 2.33 (C+). There was discussion about the implementation date for this change. Bill Cooke advised that, if approved, the change would appear in the 2002/2003 Calendar, and graduates in 2003 would need to meet the new requirements. It was noted that 2003 graduates may already be taking courses.

Proposed Calendar Copy (current p.64-65):

The Modern Languages Institute now offers proficiency certificates in the language of your choice. The intermediate certificate consists of successful completion of 12 UCFV credits (i.e., two years) in a single language: 101, 102, plus two second-year courses, with a minimum 2.33 GPA.

Advanced certificate in French:

- completion of the requirements for the intermediate certificate in French, **plus**
- French 315 and 325 with a minimum of 2.33 GPA.

Advanced certificate in Russian:

- completion of the requirements for the intermediate certificate in Russian, **plus**
- Russian 311 and 321 with a minimum of 2.33 GPA.

It was agreed that Betty-Joan Traverse should be invited to attend the next PAC meeting, to advise which requirements current students will need to meet.

Action: refer to PAC October agenda

4.3 New Course: English 372:

Jim Anderson reviewed the proposed Course Outline for English 372 (Canadian English). Barbara Salingré recommended rewording the prerequisites to coincide with others in the calendar: “Any two second-year courses in English.” It was confirmed that Linguistics 101 is only offered once every two years. This *recommended* Prerequisite should be shown as a separate sentence: “Linguistics 101 is recommended.”

Motion:

P. Wilson / B. Salingré

To approve the new course outline for English 372 (Canadian English) as amended.

APPROVED

Calendar copy:

ENGL 372	4 credits
Canadian English	
Prerequisites: Any <u>two</u> second-year courses in English. Linguistics 101 is recommended.	
Transferability:	
<p>The course explores the history and structure of English as spoken and written in Canada. In addition to examining the roots of Canadian English in both the British and North American contexts, students will compare the historical and contemporary dialects of the Canadian regions, to explore the impact of history, geography, and ideology on the language as used. Readings will be drawn from a range of literary and non-literary sources. The course will begin with a brief introduction to the basic principles of linguistic analysis.</p>	

4.4 Community Workplace Leadership - Increased Hours

Cheryl Isaac advised committee members that 200 hours better reflects the time needed to successfully complete the project (practicum) portion of the Community & Workplace Leadership Certificate program. This program just started in September 2001, and all students are aware of the proposed change to course hours.

Motion:

B. Bolton / D. Epp

To approve a change in the total hours per term for CE course CWL07 (Leadership Project) to 200 hours, to include 24 hours Lecture, 100 hours Field Experience, and 76 hours Student Directed Learning.

APPROVED

4.5 UCFV Calendar: publication changes

Bob Warick reviewed the Calendar publication process, and advised that there is a proposal to move to a printed calendar with a two-year shelf life, rather than the current annual publication. Reasons for the proposed change include print production costs of more than \$20,000 per edition (not including the staff time involved), and declining demand for print product, with more and more people accessing online information. If the print schedule moves to a two-year cycle, some money may be re-allocated to facilitate faster updating of the online version. About \$7,000-8,000 per annum is recovered through Calendar sales.

Some issues around the proposal include: how does UCFV determine which version (print or electronic) would be the “official” Calendar? Would program/course changes need to be printed as an addendum in the “off” years? How often would UCFV update the online version? How would electronic versions be archived, to provide a record of all changes approved through PAC? Committee members questioned the number of students who are accessing the Calendar online (figures are not available). If the online version becomes the official Calendar, frequent updates would be necessary, possibly necessitating a full-time webmaster. Some printed information would not be as user-friendly in an online version.

The institutions that are currently moving to biennial publication are mostly graduate schools, but Bob advised that others are considering this option. Costs for producing a print addendum have not yet been determined.

There was discussion about implications for advance notice to students regarding changes to credentials and courses (currently 18 months), and the safeguards that would be required to prevent possible “hacker” interference with an electronic version.

Barbara Salingré noted that although UBC’s online Calendar is the official version, that institution also prints calendars annually. She asked that educational advisors be invited to participate in further discussions regarding Calendar production. More consistency across programs would be useful in the print version, to include career opportunities, etc. Some departments currently have very informative websites, but the information does not always correspond to the Calendar material.

It was stressed that UCFV would have to continue to produce a print version of the Calendar for reference by other institutions, libraries, etc., as well as a print addendum.

Several PAC members supported the concept of an electronic Calendar as the official version, noting that student groups such as International and CIS tend to look first to electronic information. It was suggested that if the web version was current and well-maintained, a print version could be produced on a cost-recovery basis, but keeping in mind the needs of students without computer access and/or training.

This item will be referred back to PAC for consideration of the committee's position in October. Norah Andrew asked members to look at other institutions' websites before that meeting, with a view to relying solely on electronic Calendar information. Bob Warick confirmed that department heads will be advised by memo, and consulted before a decision is made. Any publishing changes would be unlikely to occur during the next year.

Bob Warick thanked committee members for their feedback, and for assistance in refining the Calendar process during past years.

Action: B. Warick - memo to department heads
Agenda: October 24, 2001

5.0 CONTINUING PAC BUSINESS

- 5.1 New Course Approval: FNST 101 - Sto:Lo Nation Development
Final Approval: FNST 102 - Traditional Ways of Healing and Helping
Barbara Salingré noted that the methods for obtaining PLAR were not specified. The wording is consistent with that used for other courses offered by the department. For FNST 101, under Calendar Description, the phrase "professional helps" needs revision. The suggested description from May 2001 PAC minutes would read "...enable people working with the Sto:lo Nation in the helping professions to do..."

The course outline for FNST 102 (approved in November 1999) was being resubmitted as requested, but it was unclear what changes have been made. A covering memo will be requested. The committee asked that examples of Coursepack items for this course be listed.

Approval of FNST 101 and 102 was deferred to the next PAC meeting, and Robert Harding will be asked to address the concerns raised.

Action: R. Harding
Agenda: October 24, 2001

- 5.2 New Courses - final approval: KPE 350 (course content); KPE 435 (readings)
It was noted that, for KPE 435, the pre-requisites and course credits differ from

the information published in the Calendar. The course was approved at PAC in April 2001 at three credits. Bill Cooke confirmed that eighteen months' notice is not required for a drop in the number of credits; students currently enroled in the course signed up for three credits, not four. Craig Chamberlin confirmed that frequency of offering is once a year for both the subject courses. Course implementation date is Sept 2001 for each course, and the review date is Sept 2005.

Motion:**D. Epp / J. Ballard**

To give final approval to the course outlines for KPE 350 - Stress and Chronic Disease; and KPE 435 - Ergonomics/Occupational Biomechanics as presented, with amendments to both outlines as follows: Course Implementation date: September 2001; Course Review date: September 2005; and Expected Frequency of Course Offering: 1/year.

APPROVED

Calendar copy (pg. 256):

KPE 350 Stress and Chronic Disease Prerequisites: KPE 160, KPE 260 Corequisites:	3 credits
<p>This course focuses on the causes and physiological consequences of stress and how it can play a key role in the etiology of chronic disease. Stressors, and how they are perceived and reacted to, are discussed in relation to the multifactorial causes of chronic disease. Stress reduction techniques, with an emphasis on the role of physical activity, are researched along with their implications for disease prevention, management, and treatment.</p>	
KPE 435 Ergonomics - Occupational Biomechanics Prerequisites: KPE 315 Corequisites:	3 credits
<p>This course explores human factors as they relate to human-machine interactions in the workplace, and includes an examination of the physical work environment, adaption of the environment and equipment to the worker to enhance worker comfort, equipment design, and the tasks involved in an ergonomic assessment of the workplace.</p>	

5.3 Aircraft Structural Repair Technician Certificate:

Harvey McCullough presented a progress report on the Aircraft Structural Repair Technician Certificate. The program is offered for Fall 2001, and will begin on

October 1, but is still awaiting Transport Canada approval of the curriculum. Transport Canada's safety regulations changed after the events of September 11. The program advisory group, which includes Transport Canada and industry representation, is meeting on a monthly basis. The official approval process for this type of program is four-eight months, working closely with Transport Canada and industry experts. Two other institutions in Canada have approval for this type of program. Norah Andrew noted that the program will begin before final approval is received, but that this is not uncommon for this type of course. The material provided is not in official UCFV course outline format, and this will need to be addressed.

Harvey advised that the original intent was to teach Module #1 of the course, then place students in an employment term with Cascade Aerospace at the same time as a second cohort of students started Module #1. Since the events of September 11, and the impact on the aerospace industry, employment opportunities have decreased. The revised plan is to have students complete Module #1, then Module #2, before moving into the workplace. The changes to Transport Canada regulations will entail some changes to course content but not course structure. The outcomes for Module #1 are fixed. Content may vary, but the delivery methods will not.

Module #1 will be taught by the course content consultant (formerly manager of training for CP Air), and by temporary UCFV faculty. Program funding is stable, and Harvey suggested Air Canada may move to put more emphasis on maintenance contracts. Students from across the Province have applied to the program.

Motion:

B. Cooke / S. Frank

That Module #1 of the Aircraft Structural Repair Technician Certificate program be approved as presented, with the provisos that the pre-requisite requirement is admission to the program; that the course components are not challengeable; that the program total must equate to 1,000 + hours for certification; that student evaluation be based on feedback from employers for the work experience component; and that a 70% pass is required for all examinations.

APPROVED

Action: N. Andrew/B. Cooke/H. McCullough - Course outlines for each module
Agenda: October 24, 2001

Professional Cook Training:

Harvey McCullough advised that course outlines for the Cook Training program were approved at the 1998 04 29 PAC meeting, and that there have been no changes. Calendar copy will be provided for the next meeting.

Action: H. McCullough
Agenda: October 24, 2001

5.4 Review of PAC Workshop - September 19, 2001:

Norah Andrew thanked Catherine Sorensen and Deb Greenfield for assistance in preparing for the workshop, and thanked the PAC members for coming to the event. Attendance was excellent, and a larger room may be required next year. In future, the workshop could be improved by scheduling more time (need to liaise with Deans' offices regarding department meetings, publish advance notice in Datelines, check for possible conflicting special events). Although a large amount of material was presented in a short time, Bill Cooke noted that the use of binders enables department heads to refer to sections later, as required. In future, a "hands-on" exercise may be planned. It was recommended that PAC members have a chance to review binder material ahead of time. The additionally scheduled PAC meeting dates were announced at the workshop, and a memo will be sent to department heads advising that submissions should be made in anticipation of appearing at the regular meetings. The extra dates should be kept free, and the UCC Administrative Assistant will advise which date items will be considered on.

Action: UCC Assistant; PAC members (hands-on exercise)

6. INFORMATION ITEMS

6.1 Memo from Dale Demeules regarding posting of new Course Outlines to database:

Norah Andrew referred to an e-mail from Dale Demeules raising concerns about consistent forwarding of approved Course Outlines, and notification to other institutions. The e-mail will be circulated to PAC members. Dale will be invited to speak to PAC members about this issue in October.

Action: UCC Assistant
Agenda: October 24, 2001

6.2 Course credits for students serving on committees:

Norah Andrew advised that Cheryl Dahl will bring a suggestion regarding the granting of course credit to students serving on committees to the next meeting. Virginia Cooke informed committee members that the Philosophy/Political Science department has a grant from C2T2 to develop such a course, at the second year level, which will be done by January. She will talk to Cheryl.

Action: V. Cooke / C. Dahl
Agenda: October 24, 2001

6.3 Complementary courses:

A memo from Joanne Bishop, chair of the Arts Curriculum Committee, reviewed

issues around complementary courses. The recommendation was to expand the Calendar index to include topic headings such as “Environment”, rather than just program headings. This would address the grouping of related courses, and overlap issues.

Members recommended that Joanne and Bob Warick discuss this proposal, and the issue will be brought back to PAC in October.

Action: J. Bishop / B. Warick
Agenda: October 24, 2001

7. ADJOURNMENT

B. Salinger / P. Wilson

NEXT PAC MEETING
WEDNESDAY, OCTOBER 24, 2001
9:30 A.M. - ROOM A225
ABBOTSFORD CAMPUS