

**PROGRAM ADVISORY COMMITTEE (PAC)
MEETING**

January 30, 2002
9:30 a.m. – 12:00 noon
Room A225
Abbotsford Campus

MINUTES

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

REGRETS: Mike Anderson, Dave Burnie, Mark DeLadurantaye, Veena Merz

GUESTS: Craig Chamberlin, Paul Franklin, Gwen Clarke, Barbara Harms, Cheryl Issac, Jill Spencer

1.0 APPROVAL OF PAC AGENDA

Item 3.2 – Change “CYC 250A” to “CYC 350A”

Item 3.8 – edit 2nd bullet from “Part-Time” to “*Part -Time* and Full-Time”

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

That the 2002-01-30 PAC Agenda be approved.

APPROVED**2.0 APPROVAL OF PAC MINUTES – 2001-12-14**

2001-12-14 Minutes:

Page 10, Delete Avena's question / note

Motion:**B. Cooke / J. Ballard**

That the 2001-12-14 minutes be approved with amendments.

APPROVED

Paul Burkhart noted that not all courses presented to PAC include the Transferability Guide, and these are sometimes omitted from the Calendar copy. He stated that Anne Russell had suggested replacing transferability listing with “see BCAT guide”. This change will eliminate omissions or errors to courses in the Calendar. A discussion was held on how PAC would accomplish getting this change.

Motion:**P. Burkhart / B. Cooke**

That a suggestion to replace Transferability listings in the Calendar go to the Deans and department heads, that “Transferability” listings be replaced with a reference such as “See the BCCAT Guide”, and that PAC seek feedback and discuss it at a later date.

APPROVED**Action: D. Epp**

2002-01-02 Minutes:

Page 1, attendance record – switch Paul Burkhardt to “Present”, and Bob Bolton to “Regrets”

Page 6, Under Prior Learning ..., line 5 - insert "*Bachelor of General Studies*" advisors will ...

Page 7, first bullet under Program requirements - change “201” to “210”

Fill in missing names in Motion

Motion:**S. Flynn / S. Frank**

That the 2002-01-02 minutes be approved with amendments.

APPROVED**3.0 NEW PAC BUSINESS****3.1 Library Information Technology: Changes to the LIBT's Based on CIS Course**

At the December 7, 2001 PAC meeting, the CIS program made some changes to courses. Since the changes must be reflected in the LIBT program, Tim Atkinson submitted calendar copy changes to the LIBT program. The changes affect credit values and create a change of course requirement for the Information Technology Option within the LIBT program.

Summary of changes:

- All reference to CIS 100 credit value are changed from 4 to 3
- CIS has made CIS 115 (Foundations of Computer Information Systems) an infrequent offering and is replacing it with Comp 125. Comp 125 (Principles of Computing) is now a required course for the completion of the Information Technology Option - replacing CIS 115.
- A note has been added under the Information Technology Option to indicate that CIS now requires a C+ or better in Principles of Math 12 as a prerequisite for their courses and that familiarity with computers is essential for success. The note regarding the Computer Skills Placement Test has been removed as the CIS department is phasing this out.
- To reflect the new value of CIS 100, the "Total" Credit values for each of the 3 options have been changed.

Library Option	60-63	Formerly: 61-64
Information Technology Option	61	Formerly: 62
Records Management Option	60-61	Formerly: 61-62

Implementation date: Fall 2002

There was a brief discussion about the note under the IT option (Calendar Copy page 126) regarding CSPT and CIS 100. The note should remain.

Motion:**V. Cooke / P. Burkhardt**

That the Calendar copy changes to the LIBT programs, excluding the omission of the note that that students can substitute CSPT for CIS 100 for the Library option and the Information Technology option be approved as presented, and that Tim Atkinson be asked to attend the next PAC meeting to clarify this.

APPROVED**Action: D. Epp****PAC Agenda: 2002-02-27**

Calendar Copy (Page 126)

Library option program outline		
Course	Title	Credits
Nine diploma core courses (listed above)		27
LIBT*	Choose from non-core LIBT offerings (i.e., LIBT 210, 220, 230, 250, 260, 270)	3
LIBT*	Choose from non-core LIBT offerings (i.e., LIBT 210, 220, 230, 250, 260, 270)	3
Non-LIBT courses		
CIS 100***	Introduction to Computer Information Systems	4 3
CMNS 125	Business Communications I	3
or ENGL 105	The Reading and Writing of Prose	
BUS 102	Management	3
or BUS 203	Organizational Behaviour	
MACS 110	Introduction to Communication Theory	3
or MACS 130	Explorations in Mass Communications	
HIST 102	Canada 1867 to the Present	3
or HIST 105	British Columbia: 1774–1972	
POSC 110	Canadian Politics	3
Elective**	Any LIBT or university transfer course chosen in consultation with faculty.	3 or 4
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Elective**	Any LIBT or university transfer course chosen in consultation with faculty.	3 or 4
Total		61–64 60-63
* Choose from non-core LIBT offerings (i.e., LIBT 210, 220, 230, 250, 260, 270)		
** Any LIBT or university transfer course chosen in consultation with faculty.		
*** Students who achieve a satisfactory score on the Computer Skills Placement Test (CSPT) will not be required to take CIS 100, but three credits must be taken from other course offerings so that minimum graduation credits are met.		

Calendar Copy (Page 126)

Information Technology option		
Information Technology option program outline		
Courses	Title	Credits
Nine core courses (listed above)		27
LIBT 210	Database Organization of Information	3
LIBT 220	Library Applications Software	3
Non-LIBT courses		
CIS 100***	Introduction to Computer Information Systems	4 3

CIS 115	Foundations of Computer Information Systems	4
COMP 125*	Principles of Computing	3
CIS 190	Systems Hardware Concepts	3
CIS 191	Introduction to Networking	4
CMNS 125	Business Communications I	3
or ENGL 105	The Reading and Writing of Prose	
BUS 102	Management	3
or BUS 203	Organizational Behaviour	
MACS 110	Introduction to Communication Theory	3
or MACS 130	Explorations in Mass Communications	
POSC 110	Canadian Politics	3
Elective**	Any LIBT or university transfer course chosen in consultation with faculty.	3
Total		62 61

*Prerequisite: B.C. Principles of Math 12 (or equivalent) with a grade of C+ or better. Familiarity with computers is essential for success; see CIS web page for details.

***Students who achieve a satisfactory score on the Computer Skills Placement Test (CSPT) will not be required to take CIS 100, but three credits must be taken from other course offerings so that minimum graduation credits are met.

Calendar Copy (Page 127)

Records Management option		
Records Management option program outline		
Courses	Title	Credits
Nine core courses (listed above)		27
LIBT 250	Records Management	3
LIBT 260	Automated Records Management	3
or LIBT 270	Archival Techniques	
Non-LIBT courses		
CIS 100	Introduction to Computer Information Systems	4 3
CMNS 125	Business Communications I	3
or ENGL 105	The Reading and Writing of Prose	
BUS 102	Management	3
or BUS 203	Organizational Behaviour	
MACS 110	Introduction to Communication Theory	3
or MACS 130	Explorations in Mass Communications	
HIST 101	Canada 1760–1867: Prelude to Confederation	3
or HIST 102	1867–present Canada	
or HIST 105	British Columbia 1774–1972	
POSC 110	Canadian Politics	3
Elective**	Any LIBT or university transfer course chosen in consultation with the faculty.	3
Elective**	Any LIBT or university transfer course chosen in consultation with the faculty.	3

Elective**	Any LIBT or university transfer course chosen in consultation with the faculty.	3
Total		61-62 60-61
<p>**Any LIBT or university transfer course chosen in consultation with the faculty.</p> <p>Note: The Information Technology option and Records Management option cannot be completed in two semesters. LIBT 210, 220, 250, 260/270 will be offered on a rotating basis over a two-year period.</p>		

3.2 **CYC 350A (SSSW 312) and CYC 350B (SSSW 412) - Course Changes and Additions**

An updated Exhibit #4 package was distributed at the meeting. Bill Cooke Chaired this portion of the meeting.

D'Anne Epp proposed to change the course numbers from CYC 350A to CYC 350, and CYC 350B to CYC 351. These courses are part of the BA CYC Child Welfare Specialization offered by the department and will be co-listed and co-offered to SSSW and BC CYC department.

CYC 350A

CYC 350A has been in the Calendar since the degree program started, but it was recently noted that it was never brought to PAC. This course is identical to SSSW 312. In order to obtain a grade, 350A and 350B must be taken. This is not what the CYC departments wants, therefore the courses have been separated and D'Anne requested that 350A become 350 and that 350B become 351. The co-listed SSSW 312 & SSSW 412 courses were previously taken through the PAC process successfully.

A discussion was held on CYC 350A. The Course Outline should be adapted to reflect the relevant aspects for a CYC course. Under Synonymous Courses, point (b) should be changed to *Cannot take CYC 350A or SSSW 312*. The PLAR and prerequisites were changed. D'Anne will use the SSSW 312 Course Outline, modify it in order to develop an Outline for CYC350, and bring it back to the next PAC meeting.

Action: D. Epp

Motion:

P. Wilson / S. Frank

That PAC approve the renumbering of CYC 350A to CYC 350, and the note be added after the course description, and that D'Anne Epp would develop and submit the complete Course Outline for CYC350 to the next PAC meeting on February 27, 2002.

APPROVED

Action: D. Epp

PAC Agenda: 2002-02-27

Calendar Copy (page 219)

CYC 350A: 350 Law and Social Services Prerequisite(s): Admission into the BSW or CYC degree program, or permission	3 credits
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of program head with 45 credits from a Human Services or Arts and Sciences program, including PSYC 101.

This course utilizes a critical analysis to introduce students to law and related social policies relevant to child and youth care and social work practitioners. Students will examine law as an expression of social policy in areas such as child welfare, domestic violence, mental health, family law, young offenders, social assistance, and human rights, particularly as they affect vulnerable and marginalized populations. The course will address statutory frameworks, with an emphasis on the role of law, the structure of courts, professional codes of ethics, and legal accountability and liability.

Note: Students cannot receive credit for more than one of SSSW 312, CYC350A, and CYC 350.

CYC 350B (Course number change and calendar addition)

CYC 350B is equivalent to SSSW 412. CYC 350B is not in the Calendar, but it is being renumbered to CYC 351. This course will now be cross-listed with SSSW 412. Using the existing SSSW 412 Course Outline as her guide, D'Anne Epp will modifying the Outline as necessary to develop an Outline for CYC 351 and bring the Course Outline for CYC 351 to the next PAC meeting.

Action: D. Epp

It was noted that SSSW 412 was replaced by CYC 350B at the December 14, 2001. However, the minutes should be modified to state that SSSW 412 and CYC 350B are cross-listed. CYC 350B does not replace SSSW 412. Edit the December 14, 2001 minutes as follows:
 Page 28, 3.6 – Delete “SSSW 412” and “(Formerly SSSW 412)”
 Page 28, 3.6 – Insert note regarding cross listing of SSSW 412 and CYC 350B
 Page 28, 3.6 – Change calendar copy page number from “282” to “219”
 Page 29, 3.6 – Delete BSW box

Motion:

B. Cooke / B. Salingré

That the December 14, 2001 PAC minutes be edited to reflect that SSSW 412 is not deleted but cross-listed with CYC 350B as discussed.

APPROVED

Motion:

P. Wilson / B. Bolton

That PAC approve renumbering of CYC 350B to CYC 351 and all the cascading effect that it has in the Calendar be made, along with the cross-listed note to SSSW 412, and that D'Anne would submit the Course Outline for CYC351 to the next PAC meeting on February 27, 2002.

APPROVED

Action: D. Epp

PAC Agenda: 2002-02-27

Calendar Copy (page 219)

CYC 351

Legal Skills for Social Service Professionals**3 credits**

Prerequisite(s): Admission to the BA CYC program, SSSW 312 or CYC 350 (formerly CYC 350A).

This is a skills-based course focusing on both the development and the demonstration of skills that are part of statutory social service functions in child welfare, probation and youth work, parole, family court counselling, and mental health. Students will learn and demonstrate skills related to the various mandates that govern their work as professionals in the social services. The course will involve experiential learning related to dispute resolution, advocacy, and legal skills such as investigation, evidence giving, and report writing. Fundamental to practising these skills is an understanding of empowerment, partnership, working across differences, and individual and systemic change. The course will utilize a critical perspective and promote an understanding of the strengths and limitations of these skills in social service fields.

Note: Students cannot receive credit for both SSSW 412 and CYC 351.

Calendar Copy (page 281)

SSSW 312
Law and Social Services

3 credits

Prerequisite:

This course utilizes a critical.....

~~Note: Students cannot receive credit for both SSSW 312 and CYC 350A.~~

Note: Students cannot receive credit for both SSSW 312 and CYC 350

Calendar Copy (page 282)

SSSW 412
Legal Skills for Social Service Professionals

3 credits

Prerequisite:

This is a skills-based course.....

~~Note: Students cannot receive credit for both SSSW 412 and CYC 350B.~~

Note: Students cannot receive credit for both SSSW 412 and CYC 351

D'Anne Epp resumed Chairing the meeting.

3.4 **BUS 160 & CIS 110 – Changes to Courses**

Paul Franklin noted that BUS 160 and CIS 110 were identical to each other and PAC agreed that the two courses be presented simultaneously. The same changes were made to the Prerequisites, the Course Descriptions, and the Learning Objectives for both courses. The

Rationale for changing the prerequisites is that students are now entering the program with higher levels of computer skills. The Department feels that substituting a recommendation and a warning gives more flexibility to students, and that the warning can also give more detail of the specific knowledge necessary for success.

Implementation date: Fall 2002

Motion:

B. Salingré / J. Ballard

That the changes to BUS 160 and CIS 110 be approved as presented.

APPROVED

Calendar Copy (page 210)

BUS 160:

Computerized Business Applications

3 credits

Prerequisites: ~~CIS 100 or passing grade in CSPT.~~ Familiarity with Windows is essential for success in this course. Students should consult the CIS web page for details. CIS 100 with a grade of C or better is recommended.

Designed for students with a basic foundation in the use of microcomputer software applications. Students will accelerate directly into the use and integration of some of the more advanced features of applications such as word processing, electronic worksheets, database management and visual and graphic software. Emphasis is on computer use to analyse and solve problems in a business environment.

Note: Credit cannot be obtained for both BUS 160 and CIS 110.

Calendar Copy (page 222)

CIS 110:

Computerized Business Applications

4 credits

Prerequisites: ~~CIS 100 or passing grade in CSPT.~~ Familiarity with Windows is essential for success in this course. Students should consult the CIS web page for details. CIS 100 with a grade of C or better is recommended.

Designed for students with a basic foundation in the use of microcomputer software applications. Students will accelerate directly into the use and integration of some of the more advanced features of applications such as word processing, electronic worksheets, database management and visual and graphic software. Emphasis is on computer use to analyse and solve problems in a business environment.

Note: Credit cannot be obtained for both BUS 160 and CIS 110.

Paul Burkhardt raised the concern that there was a trend to review complete Course Outlines whenever courses are brought to PAC for minor Calendar copy for example. All courses have review dates, and he suggested that PAC examine the current procedure of reviewing the **entire** Outlines. Bill Cooke agreed that it was a very important point, which should be addressed at a future PAC meeting.

It was agreed that Bill Cooke, D'Anne Epp and Paul Burkhardt would form a Sub-Committee to examine the questioning of Course Outlines whenever courses are brought to PAC.

Action: B. Cooke / D. Epp / P. Burkhart
PAC Agenda: Future PAC Meeting (HOLD)

3.3 **CIS 145, 230 – Changes to Courses**

CIS 145 – Web Publishing

Paul Franklin noted that the prerequisite for CIS 145 was changed. The Rationale for the change is that the CSPT measures skills in some areas not necessary for success in CIS 145. The Department felt that substituting a warning gives more flexibility to students, and that the warning can also give more detail of the specific knowledge necessary for success.

Implementation date: Fall 2002.

Motion:

B. Cooke / P. Burkhart

That the prerequisite change to CIS 145 be approved as presented.

APPROVED

Calendar Copy (page 223)

CIS 145: Web Publishing Prerequisites: CIS 100 or passing grade in CSPT. Familiarity with Windows is essential for success in this course. Students should consult the CIS web page for details. The objective of this course	3 credits
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CIS 230 - Databases and Database Management Systems

Paul Franklin noted that the prerequisite for CIS 230 was changed. The rationale for the change is that the Department feels that one-year of programming courses is sufficient to enter CIS 230, whether the second course is CIS 180 or COMP 155. This will make it easier for students to enter CIS 230 for students who miss COMP 155 in their second semester.

Implementation date: Fall 2002.

Motion:

B. Cooke / P. Burkhart

That the prerequisite change to CIS 230 be approved as presented.

APPROVED

Calendar Copy (page 223)

CIS 230: (formerly COMP 330) Databases and Database Management Systems Prerequisites: COMP 155 . CIS 180 or COMP 155 Transferability:	4 credits
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3.5 **BBA-Aviation – Changes to Program (drop one course – 3 credits)**

Jill Spencer presented changes to the BBA Aviation program. The changes and reasons for the changes are outlined as follows:

- Currently the BBA Aviation is a total of 139 credits, which is in excess of the usual degree requirements of 120 credit hours.
- Jill proposed to drop one course only so that the degree would then be 136 credits
- The old program plan showed Bus 143 and Bus 144 taking place in Semester 2. Bus 143 is a pre-requisite for Bus 144. Under the old program plan, Bus 143 is scheduled in the same semester (Semester 2) as Bus 144. Bus 145 is offered as a replacement for Bus 143 and 144, but only one or two aviation students have ever taken this course. This indicates that Bus 145 is not a viable option for our students. Eliminating Bus 145 from the schedule will allow the program to offer Bus 143 in Semester 1 and Bus 144 in Semester 2.
- Dropping one elective course from the original plan will eliminate students from having to overload in Semester 2.
- Coastal Pacific and the Business Administration department have conferred and decided to drop one of the Social Science electives. All of the affected departments were consulted.
- Switching courses in semesters will assist in planning the reserved seat requirements

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

That the changes to the BBA-Aviation program with the elimination of an elective be approved as presented.

APPROVED

Calendar Copy (page 103)

Aviation		
Four-year Aviation degree program		
Year One		
Semester I		
Course	Title	Credits
AV 150A	Fitness	0.5
AV 161	Introduction to Aviation	2
AV 162A	Flight Training Private	0.5
ECON 100	Principles of Microeconomics	3
BUS 143	Accounting I	3
BUS 102	Management	3
CMNS 125	Business Communications 1	3
Year One		
Semester II		
Course	Title	Credits
AV 150B	Fitness	0.5
AV 162B	Flight Training - Private	0.5
BUS 120	Marketing Essentials	3
ECON 101	Principles of Macroeconomics	3
BUS 144	Accounting II	3
BUS 261	Business Law	3
BUS 203	Organizational Behaviour	3
Year Two		
Semester III		
Course	Title	Credits

AV 151	Fitness	1
AV 201	Aviation Theory I	3
AV 211	Simulator - Instrument Procedures I	1
AV 221	Aircraft - Commercial I	1.5
AV 231	Human Factors I	1
BUS 160	Computerized Business Applications	3
or CIS 110	Computerized Business Applications	3
MATH 106	Statistics I	4
ENGL 105	The Reading and Writing of Prose	3
Year Two		
Semester IV		
Course	Title	Credits
AV 152	Fitness	1
AV 302	Aviation Theory II	3
AV 312	Simulator - Instrument Procedures II	1
AV 322	Aircraft - Commercial II	1.5
AV 332	Human Factors II	1
BUS 201	Human Resource Management	3
BUS 247	Management Accounting	3
ENGL 110 - 170	English Literature elective	3
Year Three		
Semester V		
Course	Title	Credits
AV 251	Fitness	1
AV 401	Aviation Theory III	3
AV 411	Simulator - Multi-Engine	1
AV 421	Aircraft - Multi-Engine	1.5
AV 431	Advanced Airmanship I	1
BUS 400	Business and Society	3
PHYS 101	Physics	4
BUS 360	International Air Transportation	3
Year Three		
Semester VI		
Course	Title	Credits
AV 252	Fitness	1
AV 402	Aviation Theory IV	3
AV 412	Simulator - Crew Operations	1
AV 422	Aircraft - Multi-Engine Instrument	1.5
AV 432	Advanced Airmanship II	1
BUS 305	Industrial Relations	3
BUS 349	Financial Management	3
Elective	Upper Level Business or Economics elective	3
Year Four		
Semester VII		
Course	Title	Credits
AV 350A	Fitness	0.5
AV 403	Jet Transportation Systems & Operations (2 week course)	1
AV 404	Advanced Aerodynamics and Operating Procedures	3
AV 413	Simulator - Jet Transport Operations I	1
AV 414	Simulator - Jet Transport Operations II	1
BUS 420	International Business	3

BUS 403	Strategic Management	3
Elective	Second Language	3
Elective	Upper Level Business, or Economics elective or Math 111	3
Year Four		
Semester VIII		
Course	Title	Credits
AV 350B	Fitness	0.5
AV 405	Advanced Jet Transport Systems and Operating Procedures	3
AV 415	Simulator - Jet Transport Operations III	2
BUS 350	Operations Management	3
BUS 460	Aviation Management	3
BUS 430	Management of Innovation	3
Elective	Social Science elective (other than Economics requirement)	3
IMPORTANT: For complete Business Administration (Aviation) program details see the UCFV calendar.		

3.6 Bachelor of Kinesiology – Changes to Program

Due to the high degree of student interest, Craig Chamberlin proposed to combine Kinesiology majors with existing minors. Craig also provided a sample schedule of the courses that students might choose to take in the program. He pointed out that there is a broad range of career objectives that the students are going towards. Student requests have included combining the B.Kin major with existing minors in Arts, Science, Business Administration, and Computer Information Systems. There is a need to incorporate numerous other minors as well, particularly from many students who are interested in pursuing a teaching career.

Motion:

J. Ballard / B. Salingré

That the requested changes to the Kinesiology program to attach any minor offered at UCFV to the Degree of Kinesiology be approved as presented.

APPROVED

Calendar Copy (page 161)

Bachelor of Kinesiology

The Bachelor of Kinesiology degree requires completion of a minimum of 120 credits, with at least 48 credits from upper-level (numbered 300/400) courses.

Bachelor of Kinesiology combined with an existing minor

A student completing requirements for the Bachelor of Kinesiology may combine this with the requirements for any of the existing minors offered at UCFV. In such cases, their transcript will specify completion of the Bachelor of Kinesiology with the minor program completed. Examples of such minors include those in Arts (see page 54 for a listing of Arts minors), Science (Biology, Chemistry, Mathematics, Physics), and Business Administration (see page 112 – 115 for a listing of Business minors).

Students wishing to combine the Bachelor of Kinesiology degree with a minor are strongly encouraged to seek the help of program advisors to plan their coursework in advance, in order to complete their degree in a timely fashion. Students who choose to fulfil the requirements of a minor in addition to the degree will most likely need more than 120 credits

in order to meet all requirements, and they will need to meet the graduation/program requirements for both the Bachelor of Kinesiology degree and the selected minor.

Entrance Requirements
[as in the calendar]

3.7 Family Day Care Certificate program – Changes to FAM 01, 02, 03, 04, 05, 06

Cheryl Issac explained that the FAM courses had not formerly gone through PAC. Cheryl and Gwen Clarke presented the update to the Family Day Care Certificate program. The program has been in existence for about 10 years and has had 400 graduates. The program was originally a 150-hour certificate program. Now the program not only meets an ongoing adult education need in the child care sector, but it continues to be integral for students from various cultural backgrounds and many communities in the UCFV regions who want an entry-level certificate which provides immediate employment opportunities. UCFV needs to remain current in terms of language, research, and instructor resources to the Early Childhood Education field. The revision took 18 months, with feedback from hundreds of students, the instructors, and other Colleges and University Colleges who offer the program. The four proposed changes were presented and discussed individually as follows:

- **Name Change**

The name is being changed from “Family Day Care” to “Family Child Care Certificate program”. This is in keeping with the terminology now more common in BC and Canada. It was noted that “Child Care” should be two separate words.

Motion:

J. Ballard / B. Bolton

That the name change from Family Day Care to Family Child Care Certificate program be approved as presented.

APPROVED

- **Inclusion of language**

Inclusion of language regarding “supported child care” which is a more current term and is recognised in the field. This was formerly referred to as “special needs”.

Motion:

P. Burkhart / B. Salingré

That the term “special needs” be replaced with the term “supported child care” be approved as presented in the Family Child Care Certificate program.

APPROVED

- **Learning Outcomes**

All the courses now have more specific Learning Outcomes, which link this program to other post-secondary programs through advanced standing and laddering. The Family Child Care graduates with qualifying grades and acceptance into the ECE program can continue on to the 4-year CYC degree completion. The curriculum therefore needs continual review. The curriculum will continue to be printed and distributed through Open Learning Agency.

Cheryl Issac explained that Course Outlines could not be located for the courses. Therefore she wrote entire Outlines for all the courses and brought them to PAC. It was noted that PLAR is yes for all six courses. Cheryl will change the PAL descriptions, revise the Course Outlines as necessary, and resubmit them to PAC for information. The total hours for FAM 03 are 25 hours. There are no UCFV credits for any of the six courses. The implementation date is January 2002,

while the courses are to be Reviewed in January 2006.

Action: C. Issac
PAC Agenda: 2002-02-27

Motion:

P. Burkhart / B. Cooke

That the Learning Outcomes for the Family Child Care Certificate program be approved as presented, and that Cheryl Issac will revise the Course Outlines and resubmit then to PAC for information.

APPROVED

• **Course Content**

The Course Content is revised. This would accommodate the program to be adaptable to particular cultural groups and specific communities, and unique student groups.

Motion:

B. Salingré / B. Bolton

That the Course Outlines for the Family Child Care Certificate program be approved as presented, and that the Course Content be revised and resubmitted to the next PAC meeting for information.

APPROVED
Action: C. Issac
PAC Agenda: 2002-02-27

ATTENTION: Anne Russell: Please note appropriate references to "childcare" to be changed to "Child Care" for Calendar Copy

Calendar Copy (page 3)

Continuing Education certificate and programs.....90

Family Childcare **Family Child Care**.....91

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Early Childhood Education/Child and Youth Care.....164

Family Childcare certificate **Family Child Care Certificate program**.....170

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Prerequisites and Corequisites.....196

Family Childcare **Family Child Care**.....239

Calendar Copy (page 91)

Family Childcare Family Child Care

Calendar Copy (page 170)

~~Family Childcare certificate~~ **Family Child Care Certificate Program**

Calendar Copy (page 239)

~~Family Childcare~~ **Family Child Care**

Calendar Copy (page 239)

FAM 01:

Introduction to Family Childcare **Child Care**

Prerequisites: None

This course provides students with an overview of the whole family child care program, including goals and content. It introduces the individual (potential and existing child care providers, parents, and those considering a career change) to the mechanics of operating a family child care as a home based business.

Calendar Copy (page 239)

FAM 02:

Understanding Children's **Child Development**

Prerequisites: None

This course provides an overview of the development of the individual from conception through adolescence. Particular attention is paid to the psychological, emotional, physical, moral and intellectual development from birth to age twelve. This course will look at each of these areas from different theorists' perspectives, with application to the family child care setting.

Calendar Copy (page 239)

FAM 03:

Understanding Children's Behaviour

Prerequisites: None

~~The focus of this course will be~~ This course will focus on the guidance and nurturing of young children based on an understanding of their behaviour. Family childcare providers will have the opportunity to achieve competency in the development of strategies for interpersonal communication, child management and the fostering of positive, emotional and social development of young children. Students will explore effective ways in dealing with negative behaviour while developing strategies to encourage positive behaviour as well as preserving and encouraging child's self-esteem.

Calendar Copy (page 239)

FAM 04:**Nutrition, Health and Safety** **Health, Safety and Nutrition**

Prerequisites: None

This course will familiarize participants with the health, safety and nutritional needs of young children. It will emphasize how Family Child Care providers can offer a safe home environment that is consistent with the healthy growth and development of children.

Calendar Copy (page 239)

FAM 05:**Planning Children's Experiences**

Prerequisites: None

This course offers family child care providers practical knowledge in planning activities in terms of materials, space requirements, and time management. The focus will be on play-based activities, which promote learning that is developmentally appropriate so that children's needs can be met on an individual basis.

Calendar Copy (page 239)

FAM 06:**Operation of Family Childcare as a Business** **Administration/Working with Families**

Prerequisites: None

The details of administrative procedures necessary to deal with licensing, tax planning, parent/care giver contracts, record-keeping, household management, networking and the operation of a business including liability insurance, will be covered.

3.8 CE – Dental Office Receptionist Certificate program – Revisions:

Barbara Harms brought three revisions to the Dental Office Receptionist Certificate program. The changes cover course code, objectives, and method of student evaluation and provide a comprehensive view of learner outcomes, as well as a practicum component. Implementation date: Fall 2002

- **Changes to Total Number of Hours in Program**

The hours are being changed from 334 to 360 (288 hours theory and 72 hours practicum).

Motion:**J. Ballard / B. Bolton**

That PAC approve the total number of hours in the Dental Office Receptionist Certificate program be changed from 334 to 360 as presented.

APPROVED

- **Change Program Offered from Part-Time to Part-Time and Full-Time**

The program has been restructured to accommodate both part-time and full-time scheduling. This

year the program will be offered on a fulltime basis (4 days per week for 15 weeks at 6 hours per day). Barbara will resubmit the Course Outline to include the part-time hours as well as credit given.

Action: B. Harms

Motion:

S. Flynn / B. Salingré

That the change from Part Time to Part-Time and Full-Time and the credit information for the Dental Office Receptionist Certificate program be approved as presented, and that Barbara Harms will resubmit the revised Course Outline as discussed.

APPROVED

- **Change to Course Codes from BISC DEN 01, 02, 03 to HLTH DOR**

Originally the course was divided into three separate course codes, BISC DEN 01, 02 and 03 to allow students the option of paying the tuition fee in three instalments over their eight months of training. The code has been changed to HLTH DOR – the HLTH identifies it as a course under Barbara's direction and the DOR is short for Dental Office Receptionist. Full tuition fees will have to be paid at the beginning of the program. Letter grades are given.

Motion:

B. Salingré / P. Burkhart

That the change in the Course Codes from BIS DEN 01, BIS DEN 02 and BIS DEN 03 to HLTH DOR for the Dental Office Receptionist Certificate program be approved as presented.

APPROVED

Calendar Copy (page 91)

Dental Office Receptionist certificate

A ~~part-time~~ program designed to provide students with the skills to work as a dental office receptionist. Contact Bonnie Sigaty at 604-864-4637.

(Does not appear in Calendar but in Brochure. Here for H drive and PAC records)

HLTH DOR:

Dental Office Receptionist certificate program

Prerequisite: Grade 12 or equivalent; 30 wpm typing speed; introductory computer course or equivalent experience; interview

A program designed to provide students with the skills to work as a dental office receptionist. Contact Bonnie Sigaty at 604-864-4637.

3.9 **CE – Computer Assisted Drafting Certificate program – Revisions**

- **Changes in Module Titles**

Barbara Harms stated that she had not found any documentation that PAC officially approved the Computer Assisted Drafting Certificate program. She has information from 1991, but could not find any information from Ellenor Greaves that the program went thorough, or if it was *approved* by PAC. She has therefore submitted Course Outlines for PAC's approval. Amendments to this certificate program were last submitted to PAC in April 1998. Students and employer groups have been canvassed over the past six months to ensure program objectives and content are current.

The titles and content have been changed to provide a clearer and more precise understanding of module content. Implementation date: April 2002.

Motion:

B. Bolton / S. Flynn

That the module title changes to the Computer Assisted Drafting Certificate program courses be approved as presented.

APPROVED

- **Learning Objectives Modified in two Modules**
- **Course Content Clarified**

The content components have been revised to reflect more clearly what students will be covering in individual modules. There is no PLAR. There are no credits since students receive a letter grade. Student Evaluation should state a minimum of 75% is required in order to complete and receive the credit. The Course Numbers should be listed as TRD CAD 01, TRD CAD 02, TRD CAD 03, and TRD CAD 04. Barbara will also correct the spelling errors, and for uniformity, will change the prerequisites numbers to match the appropriate Course Numbers, and resubmit the corrected course outlines for the next PAC meeting.

Action: B. Harms

Motion:

J. Ballard / B. Salinger

That the Course Outlines to the Computer Assisted Drafting Certificate program be approved as presented, and that Barbara Harms will resubmit the revised Course Outlines to PAC as discussed.

APPROVED

(Does not appear in Calendar but in Brochure. Here for H drive and PAC records)

CAD I: Introduction

TRD CAD01:

Basic AutoCAD

Prerequisite: An introductory computer course with Windows experience and keyboarding proficiently.

This course covers basic AutoCAD functionality and drafting principles. Topics include the system introduction, basic commands, precision input features, drawing aids, editing commands, view manipulation and utilities, and adding text.

(Does not appear in Calendar but in Brochure. Here for H drive and PAC records)

CAD II Intermediate

TRD CAD02:

Advanced Features

Prerequisites: TRD CAD 01

Learn to use the more advanced capabilities of AutoCAD. Topics include drawing setup, plotting, basic dimensioning and styles, entity calculations and system variables, groups and blocks, symbol libraries, attributes and report generation, and isometric drawings.

(Does not appear in Calendar but in Brochure. Here for H drive and PAC records)

TRD CAD03:**3D**

Prerequisite: TRD CAD 01 and TRD CAD 02

Create three-dimensional models using AutoCAD. Topics include an introduction to 3D modeling, user coordinate systems and 3D planes, surface modeling, shading and rendering, solid regions and primitives, solid modeling, joining and editing solid models, and 3D modeling applications.

(Does not appear in Calendar but in Brochure. Here for H drive and PAC records)

TRD CAD04:**Customisation**

Prerequisite: TRD CAD 01, TRD CAD 02, and TRD CAD 03

Learn to customize the AutoCAD desktop and create new applications. Topics include AutoCAD desktop and create new applications. Topics include AutoCAD menus, tablet menus and script files, custom linetypes and hatch patterns, AutoLISP programming, applying AutoLISP, data input options, external references and OLE applications, database connectivity and advanced Autodesk products.

3.10 CE – Nursing Unit Clerk Certificate program – Revisions:

Barbara Harms proposed changes to the Nursing Unit Clerk Certificate program as follows:

- **Changes to the Learning Outcomes, Student Evaluation Components, and Course Content - to Reflect the Required Learner Outcomes for 10 Modules**
- **Calendar Copy Revisions**

Barbara stated that she went through the Course Outlines and withdrew and updated all of the Learning Objectives. This was done because hospitals regularly change/update position requirements and with this in mind, the program advisors and Barbara have revisited the program. They made changes/additions to the Learning Outcomes, Student Evaluation components and course content to more accurately reflect the required learner outcomes upon successful completion of the program. Students are able to challenge 50% of the program. The process for this is to challenge the practicum plus four of the modules in the program, and this is done by evaluating, testing and portfolio. Barbara will include the Methods of Obtaining PLAR such as exams, portfolios.

Action: B. Harms

Since the program is offered full-time and part-time, Barbara deleted reference to "part-time" from the calendar. Also, one of the prerequisites indicated a typing speed of 25 wpm and this has been increased to 30 wpm. During the discussion it was noted that the prerequisites must all be changed to reflect the previous course number, rather than the list of all the previous nursing unit clerk courses. Barbara will resubmit the revised Course Outlines to the next PAC meeting.

Action: B. Harms
PAC Agenda: 2002-02-27

Motion:

P. Burkhart / S. Flynn

That the changes to the Nursing Unit Clerk Certificate program courses be approved as presented

and that Barbara Harms will revise and resubmit the Course Outlines to PAC as discussed.

APPROVED

(Does not appear in Calendar but in Brochure. Here for H drive and PAC records)

HLTH NC01:
Communication Skills For Nursing Unit Clerks
Prerequisites: Acceptance Into The Program.
Corequisites:

Interpersonal skills and operational knowledge of hospital communications are important to the Nursing Unit Clerk. This course will provide the skills to effectively interact with hospital staff, patients, and visitors. It will also provide knowledge of hospital communication devices and emergency procedures.

(Does not appear in Calendar but in Brochure. Here for H drive and PAC records)

HLTH NC02:
Patient Chart Records
Prerequisites: HLTH NC01
Corequisites:

This course provides the knowledge and skills to maintain a patient's chart and to perform a patient admission, transfer, and discharge.

(Does not appear in Calendar but in Brochure. Here for H drive and PAC records)

HLTH NC03:
Admissions / Transfers / Discharges
Prerequisites: HLTH NC01, HLTH NC02
Corequisites:

This course provides the student with the knowledge, skills and experience to understand and perform the duties related to the admission, transfer, and discharge of patients.

(Does not appear in Calendar but in Brochure. Here for H drive and PAC records)

HLTH NC04:
PHARMACOLOGY And MEDICATION ORDERS - PART 1
Prerequisites: HLTH NC01, HLTH NC02, HLTH NCO3
Corequisites:

This course provides the Nursing Unit Clerk with the necessary pharmaceutical knowledge and skill to complete their duties which includes processing a physicians orders onto a kardex, medication admission records as well as the ability to symbolize and sign off an order.

(Does not appear in Calendar but in Brochure. Here for H drive and PAC records)

HLTH NC05:**PHARMACOLOGY And MEDICATION ORDERS - PART II**

Prerequisites: HLTH NC01, HLTH NC02, HLTH NCO3, HLTH NCO4

Corequisites:

This course provides the Nursing Unit Clerk with the necessary pharmaceutical knowledge and skill to complete their duties. Processing a physician's orders onto a kardex, medication admission records as well as the ability to symbolize and sign off an order.

(Does not appear in Calendar but in Brochure. Here for H drive and PAC records)

HLTH NC06:**Diagnostic Orders**

Prerequisites: HLTH NC01, HLTH NC02, HLTH NCO3, HLTH NCO4, HLTH NCO5

Corequisites:

This course will provide you with the skills and knowledge to do diagnostic orders. Students will learn how to complete order forms, Nursing Unit Clerk responsibilities, and the purpose for each examination.

(Does not appear in Calendar but in Brochure. Here for H drive and PAC records)

HLTH NC07:**Laboratory Orders**

Prerequisites: HLTH NC01, HLTH NC02, HLTH NCO3, HLTH NCO4, HLTH NCO5, HLTH NCO6

Corequisites:

The purpose of the physician's order sheet is to communicate any and all medical care for each individual patient that the Doctor wishes to have carried out by the medical staff. This course will provide the Nursing Unit clerk with the skill and knowledge to process physician orders sheet.

(Does not appear in Calendar but in Brochure. Here for H drive and PAC records)

HLTH NC08:**Surgical Orders**

Prerequisites: HLTH NC01, HLTH NC02, HLTH NCO3, HLTH NCO4, HLTH NCO5, HLTH NCO6, HLTH NCO7

Corequisites:

This course will provide you with the skills and knowledge to process surgical orders. Students will learn which order forms are required for surgical procedures as well as the Nursing Unit clerk's duties and responsibilities when processing patient surgical orders.

(Does not appear in Calendar but in Brochure. Here for H drive and PAC records)

HLTH NC09:**Therapeutic Orders**

Prerequisites: HLTH NC01, HLTH NC02, HLTH NCO3, HLTH NCO4, HLTH NCO5, HLTH NCO6, HLTH NCO7, HLTH NCO8

Corequisites:

This course will focus on microbiology, pathology, and provincial labs.

(Does not appear in Calendar but in Brochure. Here for H drive and PAC records)

HLTH NC10:**Practicum**

Prerequisites: HLTH NC01, HLTH NC02, HLTH NCO3, HLTH NCO4, HLTH NCO5, HLTH NCO6, HLTH NCO7, HLTH NCO8, HLTH NCO9

Corequisites:

(No description – course is a practicum).

3.11 Prerequisites that Require Permission: Do we Need Guidelines?

Bill Cooke brought the revised Policy 340.10 – Prerequisites to PAC. This item came up out of a meeting in April or before the summer when the question came up about prerequisite that allowed instructors' permission. The comment was that there were no guidelines to instructors as to what forms the basis of their permission. Bill stated that the Policy has been approved by ASC and UCC, but has to be put in the new Policy Format.

A brief discussion was held about the Policy. Questions were raised about the instructors' complaints and room for appeal. The Policy states that prerequisites require permission, but there is no information for students about what elements are required to get permission. The Policy does not indicate "permission of instructors" or state that, "a prerequisite seeks to ensure students have a reasonable chance of success". This puts constraints on the criteria that permission is required. Barbara Salingré referred to paragraph 1 page 196 of the 2001/02 Calendar regarding Prerequisites and Corequisites that, "It is understood that you may seek instructor's **written permission** if you feel" Bill Cooke will discuss the Policy with Cheryl Dahl and bring it back for discussion at next month's PAC meeting.

Action: B. Cooke / C. Dahl

PAC Agenda: 2002-02-27

3.12 PAC Meeting Venue Change for February 27, 2002 - (Mar 108)

D'Anne Epp pointed out that, due to the educational conference to be held at Abbotsford Campus on February 27 and the subsequent unavailability of rooms, the PAC meeting on February 27 will be held in Room 108 at Marshall Road. Although catering services will provide refreshments, they will not deliver to or pick up from the Marshall Road location. D'Anne therefore asked PAC members to bring their own refreshments to the meeting.

Regrets: Barbara Salingré will not be able to attend and Jean Ballard will have to leave the meeting early. Avena Guppy will send out an e-mail reminder the PAC members to check on their availability.

Action: A. Guppy

5.0 ADJOURNMENT

B. Salingré / D. Epp

NEXT MEETING

**February 27, 2002
9:30 am – 12:00 noon**

at

**UCFV Marshall Road Annex, Room 108,
34194 Marshall Road, Abbotsford**