

**PROGRAM ADVISORY COMMITTEE (PAC)
MEETING**

February 27, 2002
9:30 a.m. – 12:00 noon
UCFV Marshall Road Annex, Room 108, 34194 Marshall Road, Abbotsford

MINUTES

PRESENT: D'Anne Epp (Chair), Bob Bolton, Paul Burkhart, Dave Burnie, Bill Cooke, Virginia Cooke, Sandra Flynn, Patti Wilson

REGRETS: Mike Anderson, Jean Ballard, Sheldon Frank, Elaine Harris, Veena Merz, Barbara Salingré,

GUESTS: Barry Garner

2.0 APPROVAL OF PAC MINUTES – 2002-01-30

Page 19, item 3.10, line 9 of 1st paragraph – Replace “*is Barbara as Exams*” with “*such as exams*”
Page 22, item 3.11, line 1 of 1st paragraph – Replace “*Cook*” with “*Cooke*”
Page 22, item 3.11, line 8 of 2nd paragraph – Replace “*Dhal*” with “*Dahl*”
Page 15 – 16, in calendar boxes – delete “*TRD*”

Motion:

P. Burkhart / D. Burnie

That the 2002-02-27 PAC minutes be approved with amendments.

APPROVED

1.0 APPROVAL OF PAC AGENDA

D'Anne Epp requested that ECE/CYC 213, 269, 282 be added to the Agenda for discussion.

Motion:

S. Flynn / B. Bolton

That PAC approve the 2002-02-27 Agenda with the inclusion of the ECE/CYC courses as requested.

APPROVED

3.0 NEW PAC BUSINESS

3.1 Change to Prerequisite MATH 108: Statistics in Nursing Research

Barry Garner pointed out that, in consultation with the Nursing Department, the Math Department is requesting a change in the prerequisite for MATH 108. This course is only intended to fulfill the Nursing Degree program statistics requirement. It is not intended for students, other than BSc – 3rd year Nursing students to take and to receive credit for this course.
Implementation Date: September 2003.

Motion:

P. Burkhart / B. Cooke

That PAC approve the prerequisite change to MATH 108 as presented for Calendar copy.

**APPROVED
1 OPPOSED**

Virginia Cooke opposed the motion.

Calendar Copy (Page 261)

MATH 108:

Statistics for Nursing Research

3 credits

Prerequisites: Entry into the Nursing degree program, or ~~Grade 11 Math or equivalent, with C+ or better~~ or permission of the Nursing department.

The emphasis of this course

♦ **New Course – MATH 488: Selected Topics in Statistics**

Barry Garner noted that MATH 488 is designed for students towards the end of their degree. This course will allow the Math faculty the opportunity to teach a topic that falls outside of the usual Math course offerings. This will also allow the department to recruit an instructor from another institution to teach in his/her specialization in the field of statistics. The topics covered will be limited to those, which UCFV's Library resources can support.
Implementation Date: September 2002.

PAC decided that, "May not be repeated for additional credit" should be added to the Calendar description. The Math Department will therefore update the Calendar Description section in the Course Outline, and resubmit it as an Information Item for the next PAC meeting.

Action: B. Garner / G. Schlitt

Motion:

D. Burnie / B. Cooke

That PAC approve the new course, MATH 488 as presented, and that the Math Department resubmit the revised Calendar Description portion of the Course Outline for the next PAC meeting.

APPROVED

PAC Agenda: 2002-03-27

Calendar Copy (page 63)

Mathematics (Statistics option)

Extended minor requirements

Lower-level

Upper-level requirements: 18 credits

- Mathematics 302
- 15 credits from: Mathematics 308 or 360; 330, 350, 390, 402, 420, 450, 451, 460, 470, 488

Mathematics (Statistics option)

minor requirements

Lower-level

Upper-level requirements: 18 credits

- Mathematics 302
- 15 credits from: Mathematics 308 or 360; 330, 350, 390, 402, 420, 450, 451, 460, 470, 488

Calendar Copy (page 147)

Upper-level requirements		
Course	Title	Credits
MATH 302	Analysis	3
.....
MATH 448	Selected Topics in Statistics	3

Calendar Copy (Page 264)

<p>MATH 488: Selected Topics in Statistics Prerequisites: Four upper-level Mathematics courses, including at least three listed under the statistics option for the BA or BSc degree. Certain programs of study may require more particular prerequisites. The written permission of the instructor is required.</p> <p>This course is designed for students who wish to examine in greater depth a particular statistical technique or application. It will be offered either as an individual reading course or as a seminar, depending upon student and faculty interest. May not be repeated for additional credit.</p>	3 credits
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4.0 INFORMATION ITEMS

4.1 Course Outlines – CYC 350 & CYC 351

CYC 350: Law and Social Services

Bill Cooke Chaired this portion of the meeting.

As requested at the last PAC meeting, D'Anne Epp had submitted the Course Outlines for CYC 350 and 351.

A discussion was held on the Student Evaluation uneven distribution of marks. The Committee could not understand why 50% of the course mark was assigned for the midterm exam. D'Anne explained that CYC was being consistent with the SSSW Department, by having the same marking scheme for the CYC 350 as SSSW 312 had. It was noted that the marks for CYC 351 were more evenly distributed. PAC was unaware of how many other UCFV courses have the same or similar marking distribution. There was also uncertainty whether UCFV has any guidelines regarding the distribution of course marks.

Motion:

S. Flynn / P. Burkhart

That PAC approve the Course Outlines for CYC 350 and CYC 351, with the deletion of the number "1" in the prerequisites.

APPROVED
1 ABSTENSION

Dave Burnie abstained because of the uneven distribution of course marks. He would like an SSSW representative to attend a PAC meeting and explain the rationale for having such a high portion of marks (50%) assigned to one exam, the midterm exams.

D'Anne Epp was requested to invite Gloria Wolfson from the SSSW to attend a PAC meeting to

address the following concerns:

- ♦ Why is the midterm exam worth 50% of the course mark?
- ♦ Is the 50% midterm mark correct, or is it an error?
- ♦ Is the course a government exam therefore it is allocated 50% of the marks?

Action: D. Epp

Motion:

V. Cooke / D. Burnie

That SSSW be invited to attend a PAC meeting and explain the rationale for the distribution of marks for SSSW 312.

APPROVED

CYC 351: Legal Skills for Social Service Professionals

A discussion was held on the Course Outline for CYC 351. Under Synonymous Courses, "N/A" should be replaced with "350B". The Transfer Credit should indicate "no". D'Anne Epp noted that there were enrolment difference because CYC allows more students in the department than SSSW does. SSSW typically does not take in over 24 students. Although CYC can take in over 24 students, the department has never gone over 15. Bill and Virginia Cooke wondered if there was legislation to regulate class size and thought that this issue should be examined.

Action: B. Cooke

Agenda Item: Future PAC Meeting (HOLD)

D'Anne Epp will make the minor corrections to the Course Outlines for CYC 350 and CYC 351 and resubmit them to PAC for Information only (not to be distributed).

Action: D. Epp

D'Anne Epp resumed Chairing the meeting.

4.2 Revised Course Outlines: HLTH DOR, TRD CAD 01 – 04, and HLTH NC01 - 10

HLTH DOR

PAC examined and acknowledged that Barbara Harms had revised and resubmitted the Course Outline for HLTH DOR as requested at the last PAC meeting. However, there were a few different items, which Barbara needs to correct and resubmit, one copy for the Chair's approval, as follows:

- UCFV Credits – Change "Letter Grade" to "No Credits"
- Textbooks – Provide more information
- Student Evaluation - Provide more details
- The Course Outline forms must be signed by the appropriate individuals
- The Implementation ("February 2002") and Course Revision dates ("February 2006") should be included

Action: A. Guppy

TRD CAD 01 – 04

PAC examined and acknowledged that Barbara Harms had revised and resubmitted the Course Outline CAD as requested at the last PAC meeting. However, there were a few different items, which Barbara needs to correct and resubmit, one copy for the Chair's approval, as follows:

- UCFV Credits – Change "Letter Grade" to "No Credits"
- The Course Numbers should be listed as CAD 01, CAD 02, CAD 03, and CAD 04
- The Prerequisite numbers should follow the same numbering as the course numbers
- The Course Outline forms must be signed by the appropriate individuals
- The Implementation ("February 2002") and Course Revision dates ("February 2006") should be included

2006") should be included for each course

Bill Cooke will check on whether "TRD" should be included or omitted from the CAD course codes and will inform Avena Guppy.

Action: B. Cooke

HLTH NC01 - 10

PAC examined and acknowledged that Barbara Harms had revised and resubmitted the Course Outline for HLTH NC as requested at the last PAC meeting. However, there were a few different items, which Barbara needs to correct and resubmit, one copy for the Chair's approval, as follows:

- UCFV Credits – Change "Letter Grade" to "No Credits"
- Use the term "physicians" instead of "doctors"
- HLTH NC01 – Revise the Prerequisite for HLTH NCO1 to "Acceptance into the Nursing Unit Clerk program"
- HLTH NC10 – Write a Calendar Description for this course
- The Course Outline forms must be signed by the appropriate individuals
- The Implementation ("February 2002") and Course Revision dates ("February 2006") should be included for each course

(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 Nursing Unit Clerk Program.

Corequisites:

Interpersonal skills and operational knowledge

It was noted that the course descriptions for HLTH DOR, TRD CAD 01 – 04, and HLTH NC01 – 10 do not appear in the Calendar copy, but in the program brochures. Avena Guppy will point this out to Nancy Nicol and Anne Russell.

Action: A. Guppy

4.3 Revised Course Outlines – FAM 01 - 06

PAC examined and acknowledged that Cheryl Isaac had revised and resubmitted the Course Outline FAM courses as requested at the last PAC meeting. However, there were a few different items which Cheryl needs to correct and resubmit, one copy for the Chair's approval, as follows:

- FAM 03, Calendar Description – Change "bahaviour" to "behaviour"
- FAM 06 – PLAR should indicate "yes"

It was decided that when revised Course Outlines are initially resubmitted to PAC, that:

- ♦ The 16 signed copies should continue to be distributed in the Agenda Packages as Information Items
- ♦ If PAC determines that an Outline needs further revision, then the Outline presenter need only resubmit a revised signed for the PAC Chair's perusal.
- ♦ ALL Course Outlines which receive "PAC Final Approval", should be:
 - dated by the Administrative Assistant, and sent to:
 - the presenter for his / her records
 - the Vice President Academic

Action: A. Guppy

3.2 ECE/CYC 213, 269, 282

Bill Cooke chaired this portion of the meeting.

♦ **ECE 269: Foundations of Infant Caregiving**

D'Anne Epp noted that the prerequisites for ECE 269 had been tightened up. A discussion was held on ECE 269. This is a theory course. PAC noted that it would have been very helpful if D'Anne had also brought the corresponding practicum to this course in order to fully discuss both the theory and practicum aspects of the courses. D'Anne pointed out that students must take the foundation courses before the practicum. Since the UCFV calendar will only be printed every two years, with the next copy being produced in 2004, it was felt that in order to inform students about this course, that it should be implemented for the Fall of 2002. It was decided that the prerequisite should also include "or permission of department head". D'Anne will provide PAC with the associated practicum at the next PAC meeting.

Action: D. Epp
Agenda Item; 2002-03-27

The implementation date: September 2002
Course Revised Implementation Date: Sept 2002
Course to be Reviewed: 2003

Motion:

D. Burnie / S. Flynn

That PAC approve the implementation of ECE 269 for September 2002, with the revised prerequisite, and that D'Anne Epp will provide PAC with the associated practicum as discussed.

APPROVED
1 ABSTENSION
1 OPPOSED

Calendar Copy (page 231)

ECE 269:

Foundations of Infant Caregiving

3 credits

Prerequisite: Admission to ECE Diploma Program, or permission of Department.

An examination

♦ **ECE 282: Programming for Infants**

D'Anne Epp noted that the prerequisites for ECE 282 had been tightened up. PAC pointed out that, since information was duplicated in the prerequisites and corequisites, that the description should just state 'Pre or Corequisites'. Implementation date: September 2002.

Motion:

S. Flynn / P. Wilson

That PAC approve the implementation of ECE 282 for September 2002, with the revised Pre or Corequisite term as discussed.

APPROVED

Calendar Copy (page 231)

ECE 282:**Programming for Infants****3 credits**

Pre or Corequisite: Admission to ECE Diploma Program, ECE 213 & 269.

Instruction in theory.....

♦ **ECE 213: Atypical Development**

D'Anne Epp explained that the prerequisites and Calendar Description for ECE 213 had been revised. The course number change from 413 to 213 had already been approved by PAC last year. Students do not have to be in the diploma program in order to take this course. Bill Cooke explained that ECE 213 was not an upper level course.

Motion:**D. Burnie / P. Burkhart**

That PAC approve the implementation of ECE 213 for September 2002, with the revised Prerequisite and course description as discussed.

**APPROVED
1 OPPOSED**

Calendar Copy (page 230)

ECE 213 (formerly ECE 413):**Atypical Development****3 credits**

Pre or Corequisite: Certificate in ECE or enrolled in Introduction to Health and Human Services Career Certificate.

An Introduction to the understanding of specific disabilities and how a child's development can be affected in the home and school environments.

Virginia Cooke opposed the Motion to approve ECE 213. She objected on the grounds that, it was inappropriate to bring ECE courses for discussion to PAC without prior notice when, at the Chair's direction, she had recently turned down a request. Neil Campbell had approached PAC at the last minute to include prerequisites to ESL courses – prerequisites which had previously been approved by PAC in the past, but had been omitted from the Calendar. Neil also needed to bring some of the Course Outlines up-to-date. To make up for the prerequisite omission, Virginia had therefore asked the Calendar staff to insert before the course entries, "Note: All ESL courses have prerequisites or corequisites. For detailed and accurate information on prerequisites, a list is available in the ESL Office or from the department head."

A discussion was held and a compromise was reached.

Motion:**V. Cooke / B. Cooke**

That PAC gives approval for the ESL portion of the Calendar which notes that the ESL courses have prerequisites and that students must check with the ESL Office or department head for accurate information, as discussed.

**APPROVED
1 OPPOSED**

- 4.4 PAC Approved Minutes – 2001-11-28
- 4.5 PAC Approved Minutes – 2001-12-07
- 4.6 PAC Approved Minutes – 2001-12-14
- 4.7 PAC Approved Minutes – 2002-01-02

5.0 ADJOURNMENT

NEXT MEETING

**March 27, 2002
9:30 am – 12:00 noon
Room A225
Abbotsford Campus**