

PROGRAM ADVISORY COMMITTEE (PAC) MEETING

28 August 2002
9:30 a.m. – Room A402
Abbotsford Campus

MINUTES

Present: Bill Cooke (Acting Chair), Susan, Brigden, Paul Burkhart, Vi Chappell, Virginia Cooke, Sandra Flynn, Rebecca Frechette, Elaine Harris
Regrets: Sheldon Frank, Barbara Salingré, Patti Wilson
Guests: Maureen Kiner, Diane Luu
Administrators: Yvonne Boylan, Deb Greenfield

1. APPROVAL OF PAC AGENDA

Motion:

2. APPROVAL OF PAC MINUTES

Motion:

That the 2002-03-27 minutes be approved as circulated

S. Flynn/P. Burkhart

APPROVED

Motion:

That the 2002-04-24 minutes be approved as circulated

V. Cooke/S. Flynn

APPROVED

Motion:

That the 2002-05-29 minutes be approved with amendments. Reference to item #4.1 – the word “community” in the description be identified.

P. Burkhart/V. Chappell

APPROVED

3. NEW PAC BUSINESS

3.1. Election of Chair and Vice Chair

Bill outlined the responsibilities of the Chair and Vice-Chair. It was suggested to postpone the election until the next meeting as all PAC members were not present.

Motion:

That the election of Chair and Vice-Chair be postponed until the next PAC meeting on September 25, 2002.

P. Burkhart/S. Brigden

APPROVED

3.2. Applied Business Technology Program

M. Kiner

Exhibit # 3.2

Due to the last budget shortfall in April 2002 and by direction of the Board of Governors, the ABT Program was asked to be restructured for Fall 2002. The 32 week program has been streamlined to 24 weeks (6 months) so that students may complete the core certificate requirements in a shorter period of time. The program will be offered twice a year at the Abbotsford campus only, starting September 2002. Each intake will accommodate 24 students. The two specialty options have been removed from the regular program. The specialty options will be offered based on student interest and sufficient funding to cover the cost. Students wishing to specialize further may take the specialty courses after completion of the 24 weeks.

With the restructuring of the program, the total credits have changed from 32 credits to 24. With reference to the credit policy, a certificate is normally issued based on a minimum of 30 credits. Maureen indicated that the program credits were assigned based on the new policy at one credit per week. Concern was raised that we would be setting a standard for other certificate programs. It was indicated that the cut-off is 30 credits for the issuance of a certificate.

MOTION:

V. Cooke/P. Burkhart

That PAC recommends to UCC that the ABT Program be offered as a 24 credit certificate even though it does not meet policy requirements for a type "A" certificate.

APPROVED

Admission requirements have not been changed (ref. page 98 "Entrance Requirements"). Graduation requirements: students must have an average GPA of 70.1%. It was suggested that graduation requirements are reflected in the calendar.

The old program will continue to run for those students attending the Career Technical Centre (CTC). There are students who still need a year and a half to complete the program.

MOTION:

V. Cooke/V. Chappell

That the changes to the program be approved as outlined.

APPROVED

Course outlines: Policy indicates that academic courses are normally 45 hours and vocational courses are 30 hours per credit. Revision of course outlines: ABT 131; 133; 137, 143, 135, and 187. It was noted that ABT 187 does not indicate that the student must return for one more week after completing their practicum. Students are close to completing their courses and returning for one more week is not specific to ABT 187.

MOTION:

V. Chappell/P. Burkhart

That the changes to the course outlines be approved as circulated.

APPROVED

SUMMARY OF CHANGES TO CALENDAR COPY:

Calendar Copy (page 98):

Delete line after ABT heading: Note: ~~The Applied Business Technology program is under review.~~

Paragraph 2: The Applied Business Technology program is offered at the Abbotsford and Chilliwack campus, and the....

Entrance Requirements: Students need to be physically, emotionally, and financially prepared before undertaking either option **it**.

Fees and additional costs (page 98):

Paragraph 2 - Change: The fee for the first semester is about \$1,000, and the fee for the second semester is about \$1,130. The full fee for the semester must be paid at registration for the semester.

To: Fees for the program is \$3,500 plus \$100.27 ancillary fees.

Paragraph 3 - Change: Be prepared to spend an additional \$800 on books and supplies.

To: Be prepared to spend an additional \$800 on books, supplies, printing, parking, bus fare, etc.

Program Outline:

Change in Paragraph 1: The Applied Business Technology program is divided into two semesters **a full-time, 24-week program, which includes three weeks of work experience**. The second semester includes a two week practicum. In the second semester you will select one of two options. The courses specific to the Bookkeeping option may be offered on one campus only.

Delete Paragraph 2: The Applied Business Technology program may be taken on a part-time basis (depending on seat availability). Students may take up to three years to complete the program.

Calendar copy (p. 98) (change table – 2nd column)

First Semester Applied Business Technology Certificate			
Course		Title	Credits
ABT 101	ABT 131	Keyboarding 4	3
ABT 103	ABT 133	Word Processing 4: Word	3 4.5
ABT 105	ABT 137	Spreadsheets 4: Excel	1.5 3
ABT 107	ABT 143	Bookkeeping	1.5 3
ABT 109		Introduction to Computers: Windows	1.5
ABT 111		Office Procedures	1.5
ABT 124	ABT 135	Business English and Communications	3 4.5
	ABT 110	Database Management: Access	1.5
	ABT 187	Work Experience	3
Total, first semester			15
Total credits			24

Calendar Copy (p. 99):

Delete: Second semester table

Course	Title	Credits
ABT 102	Keyboarding 2	3
ABT 110	Database Management	1.5
ABT 114	Word Processing 2	3
ABT 130	Business Communications	3
ABT 132	Work Experience	2
		12.5

Insert before Word Processing table:

After completing the basic Applied Business Technology Certificate, students may choose one of the specialist certificates to enhance their job/skills marketability. Courses will run only if enrollment meets minimum class size requirements.

Change to Course Listings Paragraph:

Some of the first semester courses are offered online. Some of the courses are offered online.

Calendar copy (p. 98):

Faculty: remove name from faculty list

Sandi Sasaki, BC (SFU), Instructor's Diploma (VCC)

Calendar copy (p. 207):

ABT 131 – Keyboarding: replaces ABT 101 and ABT 102. Change to course title and course description.

Course Number:

ABT 101: **ABT 131**

3 credits

Course Title:

Keyboarding 1 **Keyboarding**

Course Description:

This course will provide students with a program designed to improve speed and accuracy in keyboarding. At an introductory level. **The Cortez Peters method of keying letter by letter is used.**

Calendar copy (p. 207, 208)

Delete:

Course Number:

3-credit

ABT 102:

ABT 133 – Word Processing: Replaces ABT 103. Change in credits from 3 to 4.5; course title and description.

Course Number:

3 credits

ABT 103: **ABT 133**

4.5 credits

Course Title:

Word Processing 1 **Word Processing: Word**

Course Description:

~~This course introduces students to basic word processing concepts using Word software. Features covered include document setup, saving and opening files, editing and printing documents, and formatting techniques.~~

This course introduces learners to basic word processing concepts using Microsoft Word software. Topics include activities related to creating, opening, saving and editing documents; formatting and working with tables and columns. More advanced applications include macros, outlines, merge commands, graphics and style creation. Practice and instruction is provided for integrating data from other sources.

Calendar copy (p. 207, 208)

ABT 137 – Spreadsheets: Replaces ABT 105. Change in credit from 1.5 to 3; change in course title and description.

Course Number	1.5 credits
ABT 105: ABT 137::	3 credits
Course Title: Spreadsheets 4 Spreadsheets: Excel	
Course Description: This course provides an introduction to electronic spreadsheets. Students will learn the basics for building simple worksheets for business and financial planning. This course provides the student with instruction and practice (including basic and advanced skills) required to use a spreadsheet program: designing and using worksheets to make business decisions, using formulas and functions, applying formatting techniques to create professional-looking worksheets, creating charts, working with lists, linking with other programs, and creating complex workbooks.	

Delete: Course Number: ABT 106:	1 credit
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Calendar copy (p. 208):

ABT 143 – Bookkeeping: Replaces ABT 107. Change in credit from 1.5 to 3; change to course title and description.

Course Number: ABT 107: ABT 143:	1.5 credits 3 credits
Course Title: Bookkeeping 4 Bookkeeping:	
Course Description: This course is an introduction to the accounting cycle. Topics include journalizing, posting, preparing a trial balance, preparing a six column worksheet, preparing financial statements, making closing entries, and preparing a post-closing trial balance. This course covers the accounting cycle for a service business organized as a sole proprietorship and examines the accounting practices related to a business of that nature. Introduction to a computerized accounting package is included. Topics include journalizing, posting, classified financial statements, worksheet adjustments, and closing entries.	

Delete: Course Number:-s ABT 109:	1.5 credit
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Calendar copy (p. 208)

ABT 110 – Database Management: Access: Change to course title.

Change to Course Title:

Course Number:

ABT 110:

1.5 credits

Course Title:

Database Management: **Access**

Delete:

Course Number:-s

~~1.5 credit~~

~~ABT 114:~~

Course Title:

~~Word Processing 2~~

ABT 135 – Business English and Communications: Replaces ABT 121. Change in credits from 3 to 4.5; change to course title and description.

Course Number:

3 credits

ABT 121: **ABT 135:**

4.5 credits

Course Title:

Business English and Communications

Course Description:

~~This Course provides a review of grammar, spelling, and punctuation as they apply to business communications. Students are introduced to a wide business vocabulary, which they apply to letters and other business documents in transcription. Proofreading skills are stressed.~~

The ability to communicate effectively is one of the skills needed for success in virtually every career. This course helps students develop the oral, written, and group communication skills necessary to achieve success in the workplace. The course provides a review of grammar, spelling, and punctuation as they relate to letters and other business documents. Students will be introduced to planning and writing effective positive, neutral, and negative business messages including e-mail. They will analyze writing situations and apply appropriate style, strategy, and basic writing principles to typical office correspondence. Editing and proofreading skills will be emphasized. Students will also prepare employment communications, be introduced to both traditional and electronic resumes, participate in a mock interview, and deliver a short oral presentation.

Delete:

Course Number:-s

~~3 credit~~

~~ABT 130:~~

Course Title:

~~Business Communications~~

Calendar copy (p. 208)

ABT 187 – Work Experience: Replaces ABT 132. Change in prerequisites and course description.

Course Number:

ABT 132: **ABT 187**:

3 credits

Course Title:

Work Experience

Prerequisites:

All other certificate requirements for ABT must be met before a student is placed in Work Experience. The requirement may be waived at the discretion of the instructor.

Course Description:

The student is placed in an office for two weeks and introduced to a "real life" situation.

This course provides the student with "real life" experiences in an office. The student will spend three weeks taking on a variety of typical office tasks in offices of companies/agencies that the Applied Business Technology program liaises with in the community in the community.

ABT 110 – Database Management: Request for change to course title to "Database Management: Access".

MOTION:

B. Cooke/R. Frechette

That the course title for ABT 110 is changed from "Database Management" to "Database Management: Access".

APPROVED

ACTION:

B. Cooke/Y. Boylan

ABT Program changes to be recommended to UCC for approval.

3.3. History

E. Davis

Exhibit # 3.3

Agenda item moved for discussion after # 3.4 Communications.

3.4. Communications

D. Luu

Exhibit # 3.4

➤ RSS 098 (new course)

The director George Peary at the Career Technical Centre (CTC) requested from UCFV to offer a communications course to assist grade 11 students entering grade 12. CSM 108 is offered only to students in the Health and Human Services program at CTC. CTC would like the current grade 11 students to take reading and study skills. As the grade 11 students do not qualify for CSM 108, RSS 098 taught by UCFV, would be an appropriate academic course.

This will not change the Health and Human Services Certificate program which requires CSM 108; it is a preparatory course for that, given the nature of the students that are involved. CSM 108 does not fit in the program as the students do not approach critical thinking; the material offered is developmental in terms of understanding the basic skills.

RSS 098 is a UCFV program and must meet UCFV requirements. The school district will be covering the cost of the program through their operating budget.

- Calendar Description: request to remove the colon after “such as” in the last sentence.
- Course Title: request to remove the designation code “098” from the title “Reading & Study Skills”.

MOTION:

V. Cooke/P. Burkhart

That the course RSS 098 “Reading & Study Skills” be approved to include the following amendments: removal of “098” from the course title, and the colon after “such as” in the course description.

APPROVED

Calendar copy (p. 200): Under Academic Support Services

**RSS 098:
Reading and Study Skills**

3 credits

Prerequisite: none
Transferability: none

This course is designed specifically for CTC students. If you need to improve your reading and study habits, Reading and Study Skills 098 covers the basic skills such as vocabulary improvement, fast textbook reading, writing skills, and study methods.

3.5. History (ref. 3.3 on PAC agenda)

E. Davis

Exhibit # 3.3a

- THEA 201 (new course)
- THEA 202 (new course)

THEA 201 and 202 are copies of existing outlines and should not be treated as new courses. PAC will consider them as existing outlines for changes to the History program. With reference to the memo from Eric Davis, the line “History department reserves the right to review this decision periodically”, it was indicated that adequate notice should be given to students on any changes to the program and should be requested through the normal channels. It was indicated that this sentence should not be included in the calendar as outlined in the calendar.

MOTION

S. Brigden/P. Burkhart

To approve the line “students may count three credits from THEA 201 or THEA 202 towards their History major or extended minor requirements”.

APPROVED

Calendar copy (p. 60)

History Major requirements:

Insert after last paragraph, first column (...breadth area):

Note: Students may count three credits from THEA 201 or THEA 202 towards their History major or extended minor requirements.

History extended minor requirements:

Insert after last line, second column (...Directed Studies courses):

Note: Students may count three credits from THEA 201 or THEA 202 towards their History major or extended minor requirements.

- **Declaration of History major, extended minor, or minor** Exhibit # 3.3b
- Eric Davis indicated in his rational that students who wish to pursue a Major, Minor, or Extended Minor in History, must complete a formal declaration with the Bachelor of Arts advisor.
 - To alleviate enrolment pressure on upper-level courses and students frustration with a lack of seats in these courses.
 - Currently, the banner student record system does not allow for reserved seating for students declaring a minor. Significant changes would need to be made to the software to allow for reserved seating. Reserved seating is available to students declaring an extended minor.
- After much discussion, the committee recommended the item be brought back to the Arts Curriculum committee for further discussion.
- Issues of concern:
- Department has difficulty in controlling the numbers of majors
 - Under what condition is it possible to declare?
 - Should there be a grade requirement included? And a graduation requirement?

ACTION:

V. Cooke

The committee has asked for the “Declaration of History as a Major, Minor, or Extended Minor” to be taken back to the Arts Curriculum Committee and brought back for further discussion to the next meeting.

4. INFORMATION ITEMS

- 4.1. Community Pharmacy Technician Certificate Program
- 4.2. ECT08 (Interpersonal Communication Skills) in the Career Development Practitioner Certificate Program
- 4.3. New Grading Policies within the LIBT Program

5. ADJOURNMENT

B. Cooke/V. Chappell

**NEXT PAC MEETING
WEDNESDAY, SEPTEMBER 25, 2002
9: 30 A.M. – ROOM A225
ABBOTSFORD CAMPUS**