

Approved by PAC: 26 March 2003
To UCC: 16 April 2003

PROGRAM ADVISORY COMMITTEE (PAC)

APPROVED MINUTES

January 29, 2003
9:00 a.m. – Room A225
Abbotsford Campus

PRESENT: Bill Cooke (Chair), Susan Brigden, Paul Burkhart, Virginia Cooke, Sandra Flynn, Rebecca Frechette, Elaine Harris, Lynn Kirkland Harvey, Barbara Salingré, Patti Wilson.

REGRETS: Vi Chappell, Sheldon Frank, Gary Ridsdale

GUESTS: Jim Andersen, Edith Camm, Quintin Harris, Peter Mulhern, Betty-Joan Traverse, Terry Van Roon, Noham Weinberg

Administrative Assistance: Yvonne Boylan

1. APPROVAL OF PAC AGENDA

Bill Cooke noted that he had received comments and feedback from department heads with respect to the work of PAC, thus item 3.9 - Program and Course Outlines – on the agenda would be expanded to discuss this feedback.

Agenda Approved

Following a discussion it was agreed that the PAC meetings would continue to meet at 9:30 a.m. instead of 9:00 a.m. for the remainder of the year.

2. APPROVAL OF PAC MINUTES

2.1 PAC Minutes – 25 September 2002

Page 7 – it was suggested that the motion change to read: “To approve the course name change for all SSSW courses to HSER or SOWK as specified.”

Motion:

P. Burkhart / S. Flynn

To approve the September 25, 2002 PAC minutes as amended.

APPROVED

2.2 PAC Minutes – 28 October, 2002

Page 4 – under “How to Apply” item 1 – delete the first sentence.

Page 5 – Under “Program Outline – Semester I,” it was suggested that verification be made with the Nursing department as there was an inconsistency in their submission for PNUR 105, 106, 115, and 125.

Page 10 – For consistency change “computer science” to “computing science.”

Page 13 – Under calendar copy (page 121) should read “Years III and IV of the degree program.”

Page 15 – LAS 201 title should read “Artistic Expression in Latin America.”

Page 16 - SOC 220 and SOC 250 – add prerequisite: SOC 101 recommended. Credit change from 3 to 4 for SOC 335 and SOC 350.

Page 18 – LAS 498 - calendar description change to be included. Leave old prerequisites in and add note to new prerequisites – effective Fall 2004.

Page 19 – Under MACS 210 include note: GD 256 cannot be taken for further credit.

Page 22 - HIST 300 changed its title so the new title should be included in the calendar copy.

2.2 PAC Minutes cont'd:

Motion: B. Salingré / S. Brigden

To approve the October 28, 2002 minutes as amended.

APPROVED

3. PAC BUSINESS

3.1 Re-crediting of Courses – UCC Advice

Bill Cooke distributed a handout indicating a calculation of credits using the guideline formulas. Bill also took three issues to UCC, as a result of PAC's previous discussion on re-crediting. The advice from UCC was to review the policy for the assignment of credit because of the Board request that it be reviewed after a year. UCC has requested ASC to review the policy/guidelines. With respect to the policy, UCC expressed discomfort, not so much in the formula, but the fact that there was a formula and that was all that credits were related to. It was felt that there is more to what makes the credit value of a course than just the contact hours. It was noted that part of the policy refers to department's understanding of what they think the credit value is and this has some weight, which may alter the guidelines somewhat. However, there are no guidelines as to what the department should use to set their point of view for credit value for a course. Bill noted that it is going to take awhile for the discussion to revise the "Credit Value of Courses" policy.

It was noted that credit is used in two different ways. It is used around the province to trade and show what students have achieved, and it is used to show time value for instruction. It makes it difficult to bring these two together.

Bill Cooke noted that the policy/guidelines do exist and if PAC approves any divergences from the guidelines then they must be prepared to justify the requested changes.

With respect to whether the effect on transfer credit had been fully explored, UCC recognized the concern about transfer but accepted that it was not a perfect mechanism and there were controls in the articulation processes that attempted to make it fairer. Examples were discussed.

With respect to hours added with no change in content, UCC seemed to agree that this was not an appropriate reason to increase the credits for a course.

A discussion was held on the overall issue of the re-crediting of courses and where exactly is the policy applied in the course development and implementation. It was noted that under the guidelines courses can be re-evaluated, especially if it turns out the number originally given is incorrect (prior to these guidelines being put in place). The question as asked, "Is it unprecedented to have a five-credit course?" The Nursing course credits and the related teaching hours were discussed. Students end up paying for each additional credit applied – can this be justified? It was felt there was difficulty in getting some consistency across the institution.

A discussion was held on what other institutions do. Peter Mulhern pointed out that UCFV was making itself consistent with Kwantlen, SFU, and UBC (physics). Edith Camm noted that UBC were forced to drop a lab component because of the cost.

First year students take a one credit lab course and they complained about the credits as they were not getting enough out of the course – the point being, UCFV is doing the right thing by being consistent.

It was felt that the policy/guidelines should be applied as best as can be to each individual circumstances but it should not be taken too literally (which could cause other problems because the ground is consistently shifting). A discussion was held on how the issue of re-crediting and credit assignment is perceived by students in terms of cost and transfer credit value.

3.1 Re-crediting of Courses cont'd:

Peter Mulhern noted that there is a provision in the policy for on-line courses. If the policy doesn't fit some department courses, e.g., Nursing, then there should be a provision inserted in the policy to cover those departments. It was felt the majority of courses are in line with the policy.

Motion:

P. Burkhart / R. Frechette

That PAC generally supports the re-crediting of the science courses.

**Opposed: 2
Abstentions: 2**

APPROVED

It was noted that the intent would be that PAC accept the submissions of the science areas.

3.2 Re-crediting First-Year Lab Science Courses

3.2.1 Physics Department: PHYS 101, PHYS 105, PHYS 111, and PHYS 112

PHYS 101 – The calendar description and prerequisite changes were approved at the December 4, 2002 meeting. Credit value was changed from 4 to 5 credits.

PHYS 105 - The changes in content, calendar description, and prerequisites had been approved at the December 4, 2002 PAC meeting. Credit value was changed from 4 to 5 credits.

PHYS 111 - Total hours per term has been modified to reflect the three full blocks plus lab. The reflection of credit change from 4 to 5 credits to reflect the work load is greater than a 3-credit course. It is consistent with contact hours at other institutions. It was noted that changing the hours does not in itself change the credit value of the course. It was suggested that a note be copied into the calendar description to read: **“Students with Physics 111 can not take PHYS 101 for further credit.”**

PHYS 112 – Re-crediting from 4 to 5 credits.

Motion:

S. Brigden / R. Frechette

To approve the revisions to PHYS 101, PHYS 105, PHYS 111, and PHYS 112, and the re-crediting from 4 to 5 credits for each course.

**IN FAVOUR: 4
OPPOSED: 2
ABSTENTIONS: 2**

APPROVED

Calendar Copy (page 139): Associate of Science Degree

First Year		
Fall Semester – the following required courses:		
Course	Title	Credit
PHYS 111	Mechanics	5
Winter Semester – the following required courses:		
Course	Title	Credit
PHYS 112	Electricity and Magnetism	5

Calendar Copy (page 143) Biology Major

Lower-level requirements		
Course	Title	Credit
or PHYS 111 & PHYS 112	Mechanics Electricity and Magnetism	4-8 5-10

Calendar Copy (page 144) Chemistry Major

Lower-level requirements		
Course	Title	Credit
PHYS 111	Mechanics	4 5
PHYS 112	Electricity and Magnetism	4 5

Calendar Copy (page 145) Chemistry Minor

Lower-level requirements		
Course	Title	Credit
or PHYS 111	Mechanics	4 5

Calendar Copy (page 146) Mathematics Major

Lower-level requirements		
One pair of courses from the following sequences:		
Course	Title	Credit
PHYS 111&	Mechanics	4 5
PHYS 112	Electricity and Magnetism	4 5

Calendar Copy (page 147) Mathematics minor

Lower-level requirements		
Plus one pair of the following two-semester sequences:		
Course	Title	Credit
PHYS 111&	Mechanics	4 5
PHYS 112	Electricity and Magnetism	4 5

Calendar Copy (page 147) Mathematics minor (statistics option)

Lower-level requirements		
Plus one pair of the following two-semester sequences:		
Course	Title	Credit
PHYS 111&	Mechanics	4 5
PHYS 112	Electricity and Magnetism	4 5

Calendar Copy (page 148)

Physics Major		
This section.....minor		
Lower-level requirements		
Course	Title	Credits
PHYS 111	Mechanics	5
PHYS 112	Electricity and Magnetism	5

Calendar Copy (page 149) Engineering Transfer

Fall semester		
Course	Title	Credits
PHYS 111	Mechanics	4 5
Winter semester		
Course	Title	Credits
PHYS 112	Electricity and Magnetism	4 5

Calendar Copy (page 150)

Wood Science option		
Fall semester		
Course	Title	Credits
PHYS 111	Mechanics	5
Winter semester		
Course	Title	Credits
PHYS 112	Electricity and Magnetism	5

Calendar Copy (page 277)

PHYS 101		4— 5 credits
Introductory General Physics: Mechanics of Fluids		
PHYS 105		4— 5 credits
Non-Calculus Physics		
PHYS 111		4— 5 credits
Mechanics		
Prerequisites: Physics 11 or PHYS 100; Physics 12 recommended		
Co- or prerequisites: MATH 111 (Calculus)		
This course isreal experiments.		
Note: Students can not take PHYS 100 or PHYS 101 for further credit.		
PHYS 112		4— 5 credits
Electricity and Magnetism		

3.2.2 Chemistry Department: CHEM 113 and CHEM 114

CHEM 113 and CHEM 114 – Credit values changed from 4 to 5 credits. No other changes were made.

Motion:

S. Brigden / P. Wilson

To approve the credit value change for CHEM 113 and CHEM 114 from 4 to 5 credits.

OPPOSED: 3

APPROVED

It was noted that credit changes would have to be made in calendar copy for the Chemistry major and Chemistry minor requirements of the BSc.

Calendar Copy (page 220-221)

CHEM 113 Principles of Chemistry I	4 5 credits
CHEM 114 Principles of Chemistry II	4 5 credits

Calendar Copy (page 144)

Chemistry major		
This section specifies the chemistry major discipline requirements only. See the Bachelor Science degree section for additional requirements.		
Lower-level requirement		
Course	Title	Credits
CHEM 111	Principles of Chemistry I,	4
	Or CHEM 113 Principles of Chemistry I	4 5
CHEM 112	Principles of Chemistry II,	4
	Or CHEM 114 Principles of Chemistry II	4 5
CHEM 211	Organic Chemistry I,	4
	Or CHEM 213 Organic Chemistry I	4
CHEM 212	Organic Chemistry II	4
	Or CHEM 214 Organic Chemistry II	4
CHEM 221	Inorganic Chemistry	4
CHEM 224	Atoms, Molecules, Spectra	4
CHEM 241	Analytical Chemistry	4
MATH 111	Calculus I	3
MATH 112	Calculus II	4
MATH 211	Calculus III	4
PHYS 111	Mechanics	4 5
PHYS 112	Electricity and Magnetism	4 5
Plus three credits		
Chemistry minor (page 145)		
This section specifies the Chemistry minor discipline requirements only. Students need to combine these minor requirements with another science minor or major. See the Bachelor of Science degree section for additional requirements, and the appropriate sections for the chosen major or minor.		

Lower-level requirements		
Course	Title	Credits
CHEM 111	Principles of Chemistry I,	4
Or CHEM 113	Principles of Chemistry I	4— 5
CHEM 112	Principles of Chemistry II,	4
Or CHEM 114	Principles of Chemistry II	4— 5
CHEM 211	Organic Chemistry I,	4
Or CHEM 213	Organic Chemistry I	4
CHEM 212	Organic Chemistry II	4
Or CHEM 214	Organic Chemistry II	4
CHEM 221	Inorganic Chemistry	4
MATH 111		
PHYS 111	Mechanics	4— 5
Plus three credits		

Calendar Copy (NOTE)

Please change the credit value for CHEM 113, CHEM 114, PHYS 101, PHYS 105, PHYS 111, PHYS 112, BIO 111, and BIO 112 for the Biology major, minor, and extended minor (pages 143); Mathematics major, minor, statistic option in the calendar (pages 146 – 147).

3.2.3 Biology Department: Re-crediting First-Year Labs – BIO 111 and BIO 112

Edith Camm noted that BIO 111 and 112 were reviewed in 2000. Revisions at this time were for changing the credits from 4 to 5.

Motion:

R. Frechette / P. Wilson

To approve change of credits for BIO 111 and BIO 112 from four to five credits.

APPROVED

Calendar Copy (page 212)

BIO 111		4— 5 credits
Introductory Biology I (3,1,3)		
BIO 112		4— 5 credits
Introductory Biology II (3.1.3)		

Calendar Copy (page 143)

Biology major		
This section		
Lower-level requirements		
Course	Title	Credits
BIO 111	Introductory Biology I	4— 5
BIO 112	Introductory Biology II	4— 5
BIO 201		
or CHEM 113	Principles of Chemistry I	4— 5
or CHEM 114	Principles of Chemistry II	4— 5
Biology Minor		
This section		

Lower-level requirements		
Course	Title	Credits
BIO 111	Introductory Biology I	4— 5
BIO 112	Introductory Biology II	4— 5
BIO 201 or CHEM 113	Principles of Chemistry I	4— 5
or CHEM 114	Principles of Chemistry II	4— 5
Biology extended minor (applies to the Bachelor of Arts degree)		
This section		
Lower-level requirements		
Course	Title	Credits
BIO 111	Introductory Biology I	4— 5
BIO 112	Introductory Biology II	4— 5
BIO 201 or CHEM 113	Principles of Chemistry I	4— 5
or CHEM 114	Principles of Chemistry II	4— 5

3.3 Arts and Applied Arts: English: New Course – ENGL 309

Jim Andersen noted that ENGL 309 is a special topics course replacing ENGL 308 and ENGL 314, two broad survey courses in renaissance literature. The change will put the renaissance offering more in line with offerings in other periods (typically a major authors and a special topics course) and will allow instructors to make use of their special areas of expertise and interest, while allowing students to study selected topics in greater depth. The intent would be that if a student took ENGL 308 or ENGL 314 they could take ENGL 309 for further credit. Jim noted that it would be unlikely that students would be able to repeat the course for credit because of the course rotation, but it may be possible by labeling them A,B,C. However, transferring would be difficult for repeat courses.

Motion:

B. Salingré / V. Cooke

To approve new course outline for ENGL 309.

APPROVED

Calendar Copy (page 241)

ENGL 309	4 credits
Topics in Renaissance Literature	
Prerequisites: Any two second-year English courses.	
This course introduces students to writers and literature of the 16 th and 17 th centuries (excluding Shakespeare and Milton).	
ENGL 308	4 credits
Tudor Poetry and Prose	
ENGL 314	4 credits
Seventeenth Century Prose and Verse	

3.4 Arts Advice Centre: Minor in Kinesiology for Arts Students Within the BA Degree

A memo from Pamela Mercer was received that confirmed the BA program people had been consulted and that the minor in Kinesiology for Arts students was approved by ACC and the Dean.

Motion:

S. Brigden / P. Burkhart

To approve the offering of a minor in Kinesiology for Arts students within the Bachelor of Arts degree.

APPROVED

3.5 Science Curriculum Committee: Minor in Kinesiology for Science Students Within the BSc Degree

Bill Cooke noted that SCC has approved the inclusion of the Kinesiology minor for science student as an option in combination with a science major. It was noted that since the BSc has double minors it is important that the Kinesiology minor be included under the minors and can only be combined with a science major and can not be combined with another science minor.

Motion:

B. Salingré / S. Brigden

To approve the minor in Kinesiology for science students as an option in combination with a science major.

APPROVED

Calendar Copy (page 140)

Science major with an Arts, ~~or~~ Business Administration, or Kinesiology minor

A student completingthe combination of a major in mathematics with a minor in mathematics/statistics, any business administration minor (see page 113), or the kinesiology minor (see page 164) for their BSc degree. In such cases their transcript will specify both the science major and the arts, business administration, or kinesiology minor.

3.6 Institute of Modern Languages – Minor in French (Full Program Proposal)

Betty Joan Traverse reviewed the proposed French minor. She noted that a GPA of 2.33 was required over all courses applicable to the minor. Most of the students taking these courses are interested in teaching and would need to be proficient in the language. Minor requirements were discussed.

Motion:

V. Cooke / S. Brigden

To approve and recommend to UCC the full program proposal for the French minor.

APPROVED

RECOMMENDED TO UCC

Motion:

R. Frechette / B. Salingré

To approve the inclusion of the French minor in the BA, subject to confirmation from the Arts Curriculum Committee.

APPROVED

In the calendar copy description PAC recommended that the sentence “**the new teacher education option offered at UCFV in partnership with SFU**” be deleted.

Calendar Copy (page 3)

Bachelor of Arts, Extended Minors/Minors	53
Anthropology	
French	64

Calendar Copy (page 8)

Bachelor of Arts & Applied Arts	
Bachelor of Arts degree	
Majors offered	
Extended minors and minors offered in anthropology	french (minor only)

Calendar Copy (page 42)

Extended Minors/Minors	
Anthropology	
French	

Calendar Copy (page 43)

Extended Minors/Minors	
Anthropology (minor only)	
French (minor only)	

Calendar Copy (page 54)

Minors	
UCFV offers minors in:	
• Anthropology	
• French	

Calendar Copy (page 64)

<p>Modern Languages “Language is intimately.....level.</p> <p>French minor Students who complete a minor in French will have advanced proficiency in both oral and written French. At the lower level, considerable emphasis is placed on teaching students to speak French correctly, while introducing students to basic second-language writing skills as well as the wealth of cultures within the francophone world. At the upper level the ability to think critically and write correctly and convincingly is emphasized, whilst oral competency is developed further.</p> <p>Students completing a minor in French in addition to a major in another program may be eligible for entrance into teacher training programs such as PDP at SFU or the Bachelor of Education degree at UBC. They may be eligible for jobs in the federal civil service in positions requiring knowledge of both official languages, and in numerous other fields, including the tourism and hospitality industries.</p>

Note: A minimum cumulative GPA of 2.33 is required in all courses applicable to the minor for graduation with a minor in French.

For students entering UCFV with no previous knowledge of French:

FREN 100: Introduction to French

For those with up to French 11:

FREN 101: French Language I

FREN 102: French Language II

For those with French 12 or UCFV's FREN 102:

In addition to the general requirements for the Bachelor of Arts, students declaring a minor in French will be required to complete the following:

Lower-level requirements: (12 credits)

FREN 215: Intermediate French I

or FREN 230: Intermediate French I for French Immersion Students

FREN 216: Intermediate French II

FREN 219: Intermediate French Composition

FREN 225: Francophone Language and Culture via the Media

Upper-level requirements: (20 credits)

FREN 315: Introduction to French Literature

FREN 319: Advanced French Composition

FREN 325: Advanced French Conversation

FREN 330: Linguistics and French Language Learning for Future Teachers

FREN 345: French Culture Through Film

New Courses: FREN 319, FREN 330, and FREN 345

FREN 319: Betty Joan Travers noted that this course was created to satisfy the requirements for the French minor. PAC did not make any changes to this course outline.

FREN 330: PAC suggested that the prerequisites be changed to read: "FREN 219" to make it more clear to the students.

FREN 345: PAC suggested that the prerequisites be changed to read: "For students wishing to obtain credit in French: FREN 219. For students wishing to take the course in English: 45 university-level credits or may seek permission of instructor." Under Textbooks, References, Material section of the course outline the fee surcharge for the course was discussed. It was suggested that the sentence read: "A fee surcharge for the course may be applied to"

It was suggested that consideration be given to including CMNS 155 as a prerequisite.

Motion:

L. Kirkland Harvey / V. Cook

To approve course outlines for FREN 319, FREN 330, and FREN 345 with amendments and the specific inclusion of CMNS 155 but not specific inclusion.

APPROVED

3.6 Minor in French cont'd:

Calendar Copy (page 249)

<p>FREN 319 4 credits Introduction to French Literature Prerequisites: FREN 219 Corequisites: none</p> <p>This course refines students' ability to write in French, through the detailed study and practice of stylistic techniques, complex grammatical structures, and vocabulary used in formal contemporary written French.</p>
<p>FREN 330 4 credits Introductory French Linguistics Prerequisites: FREN 219 Corequisites: none</p> <p>Intended for those who wish to teach French or simply develop their knowledge of the structure and phonology of the French language, this course provides an introduction to the study of linguistics in French as well as an examination of various methods of teaching French as a second language. It shows how linguistic theories can be applied to second language learning and teaching to make language acquisition more effective.</p>
<p>FREN 345 4 credits French Culture Through Film Prerequisites: For students wishing to obtain credit in French: FREN 219. Non French students with 45 university-level credits or permission of instructor." Corequisites: none</p> <p>An analysis of French and Quebec societies since 1950 from a cinematographic perspective. All films will be shown in original French with English subtitles.</p> <p><i>Note: This course may count towards a minor in French provided the student participates in French in-class discussion groups and submits all written work in French.</i></p>

3.7 Social Work and Human Services: Title and Prerequisite Change to – SOWK 110

Bill Cooke noted that the prerequisites were revised so the students will not need to seek out a permission to register form in order to be enrolled in this course. It will make it clearer to the students and ensure that the students meet the standards set out by the program. It was suggested that since ENGL 099 is part of the prerequisites then CMNS 099 should be available as well. The Social Work department will be consulted as to whether they want to add CMNS 099. The title was changed to "Introduction to Social Work and Human Services."

Action: **B. Cooke / Social Work Dept.**
Motion: **P. Burkhart / S. Brigden**

To approve the title and prerequisite changes to SOWK 110 as presented.

APPROVED

Calendar Copy (187)

<p>SSSW-110 SOWK 110 (formerly SSSW 110) 3 credits Introduction to Social Work and Human Services Prerequisites: CPT score of 48 or better, or a grade of B or better in English 12, or a grade of C or better in ENGL 099, or C+ in CCP ENGL 081 or 091, or success in a previous university-transfer English course.</p>

3.8 **Graphic Design Full Program Approval**

At the last meeting PAC approved the direction the department was going in revising the program to a two-year diploma. PAC reviewed the program proposal. It was noted that the total number of credits for the program was 65. Admission requirements have not changed. Transfer credit was discussed and the possibilities of transfer to Kwantlen, Capilano, or Emily Carr. At the moment the students would have to take their portfolios to other institutions to try and get credit on an individual basis. Program requirements were reviewed. Under Course repetitions, PAC suggested that it read: **“Students may not repeat Graphic Design courses without the permission of the department head.”** It was suggested that it be made clear that a student loan would not cover the cost of a computer for the program. A letter could be sent out to students indicating this.

Motion:

P. Burkhart / V. Cooke

To approve the Graphic Design full program proposal as amended.

APPROVED

RECOMMENDED TO UCC AS A SIGNIFICANT CHANGE TO A PROGRAM

Graphic Design: New Courses – GD 102, 156, 157, 158, 201, 203, 204, 210, 217, 258, and 269

Change to Courses: GD 101, 115, 116, 154, 161, 164, 163, 215, 216, 161, 261 and 262

Virginia Cooke noted that some the traditional courses have three credits while other lab type courses have four credits.

GD 101 - The differences between the old GD 101 and the new one were discussed. The new course revolves mostly around the software and the programs and how they are used as tools in the industry in terms of materials and processes. It gives me a context as their role as a graphic designer. PAC suggested that the hours be changed to 45 (29 hours lecture, 6 hours lecture, and 10 hours field experience).

Semester I – Course Outlines

GD 102 – PAC suggested that the student evaluation section needed more information on the course outline.

GD 115 – This course has 2 credits. Student evaluation needs more information on the course outline..

GD 154 – This course has 2 credits.

GD 161 – Credits for this course were discussed.

Semester II – Course Outlines

GD 116 – PAC recommended, because of sequencing, that the prerequisites read: **“GD 115, and admission to the Graphic Design program, or permission of instructor.”** The student evaluation needs more information on the course outline.

GD 156 – PAC did not make any revisions.

GD 157 – PAC did not make any revisions.

GD 158 – PAC did not make any revisions.

GD 164 – It was noted that this course should be numbered GD 164 not 162. GD 162 should be deleted from the calendar and is not part of the new program.

GD 163 – PAC recommended that the prerequisites read: **“GD 154, and admission to the Graphic Design program, or permission of the instructor.”**

3.8 Graphic Design cont'd:

GD 161 – PAC did not make any revisions.

Semester III – Course Outlines

GD 201 – PAC recommended that the prerequisites read: “**GD 156 and GD 157, and admission to the Graphic Design program, or permission of the instructor.**”

GD 203 – PAC did not make any revisions.

GD 204 – PAC did not make any revisions.

GD 210 – PAC recommended that the prerequisites read: “**Completion of Year I of the Graphic Design program, or permission of instructor.**”

GD 215 – PAC recommended that the prerequisites read: “**Completion of Year I of the Graphic Design program, or permission of the instructor.**”

GD 261 – PAC recommended that the prerequisites read: “**Completion of Year I of the Graphic Design program, or permission of instructor.**”

Semester 4 – Course Outlines

GD 216 – PAC recommended that the prerequisites read: “**Completion of semester three of the Graphic Design program, or permission of the instructor.**” The student evaluation needs more information on the course outline.

GD 217 – PAC recommended that the prerequisites read: “**Completion of semester three of the Graphic Design program, or permission of the instructor.**” Under synonymous course it should be noted that GD 367 cannot be taken for further credit.

GD 258 – PAC recommended that the prerequisites read: “**Completion of semester three of the Graphic Design program, or permission of the instructor.**”

GD 261 – PAC recommended that the prerequisites read: “**Completion of semester three of the Graphic Design program, or permission of the instructor.**”

GD 262 – PAC recommended that the prerequisites read: “**Completion of semester three of the Graphic Design program, or permission of the instructor.**”

GD 269 – PAC recommended that the prerequisites read: “**Completion of semester three of the Graphic Design program, or permission of the instructor.**” This is a three credit course because it is more like a business course and less like a studio course. Total hours were changed to 45 (25 lecture; 5 field experience; 15 student directed learning). Under synonymous course it should be noted that GD 369 cannot be taken for further credit.

Motion:

L. Kirkland Harvey / P. Wilson

To approve revisions to GD 101, 102, 115, 116, 151, 154, 158, 161, 164, 163, 201, 203, 204, 210, 216, 217, 218, 258, 261, 262, and 269.

APPROVED

Elaine Harris made a request to delete courses from the calendar that are no longer offered.

Motion:

B. Salingré / P. Wilson

To approve that Graphic Design courses that are no longer offered be deleted from the calendar.

APPROVED

3.8 Graphic Design cont'd:

Calendar Copy (page 85)

GRAPHIC DESIGN

Entrance requirements

~~Note: The Graphic Design program takes review.~~

_____	Fall 2002	_____	no intake
_____	Fall 2003	_____	intake
_____	Fall 2004	_____	intake

B.C. secondary school graduation classes.

- Attend campus.
- Submit a portfolioadmission. Completing a communications, and art history English, or MACS course prior to entering the program would be beneficial.

Applicants

~~Note: Each class is sequential and the curriculum is designed holistically; therefore, the program is open to full-time students only.~~

Calendar Copy (page 86)

How to apply

1. Submit the application

Fees and additional costs

Fees stated are in effect for 2003/04 and are subject to change for 2003/04. 2004/05.

~~The fees for a full-time student (five courses or 15 credits) would be about \$1,000 per semester.~~

There are other related costs which must be considered by Graphic Design students over the three-two year program. Students will be expected to finance their own laptop computer at a cost of approximately \$3000.

Materials* over two years, approximately	\$1,000
Computer Design software, approximately	\$ 200
Studio Fees approx.	\$ 5 per course

~~Note: Studio fees are payable to the program assistant at commencement of classes.~~

*Certain material may be requested by individual instructor as the need arises.

Program and attendance requirements

Graphic design is a three- two-year full-time program. A cumulative grade point average of 2.0 is required in order to receive a diploma.

Standing required for continuance

Graphic Design diploma students must maintain a 2.0 cumulative grade point average (CGPA).

Course repetitions

Students may not repeat Graphic Design courses without permission of the department head.

Academic warning

Students whose grades fall below a 2.0 CGPA will be placed on Academic Warning for the next semester. A student on Academic Warning may not register in a course overload. Students who achieve a semester grade point average of 2.0 will continue on Academic Warning until the CGPA equals or exceeds 2.0.

Required to withdraw

Students who do not achieve a minimum semester grade point average of 2.0 while on Academic Warning will be withdrawn from the Graphic Design program. A student who has been required to withdraw may continue to take courses as a General Studies student.

Readmission to the program

To be readmitted to the Graphic Design diploma program, you must complete nine university-level credits (can be duplicate courses), with a minimum 2.0 CGPA. Once these criteria are met, you may apply for readmission at the Admissions and Records office. When readmitted, you will remain on Academic Warning until your overall CGPA is 2.0.

Graduation

It is the student’s responsibility to ensure all program requirements are met. This should be done by regular consultation with the Graphic Design department head.

Diploma candidates who qualify to receive a UCFV Graphic Design diploma must be approved by the UCFV Arts division and the University College Board.

Students must apply for graduation by completing a Request to Graduate form available at the Admissions and Records office. We recommend this be done in the first month of the graduating semester. The final deadline for submissions is April 1, with all program requirements completed by April 30 for students wishing to attend the June convocation ceremony.

Workload and studio expectations

Students will be in the studios for four hours per class. Each class will generate approximately three hours of work outside of the studio. The program is intense and demandsgraduate show and to meet project deadlines. Certain projects are specifically designed for graduate show and final portfolio.

Re-application

Students areapplicant.

Program outline

Three- ~~Two~~-year diploma program

Semester I

Course	Title	Credits
GD 101	Introduction to the Graphic Design Environment	3
GD 102	History of Graphic Design	3
GD 115	Drawing I	2
GD 154	Typography I	2
GD 161	Graphic Design I	3
Elective: <u>one</u> of the following:		
CMNS 125	Business Communications	
or ENGL 105	The Reading and Writing of Prose	3

Semester II

Course	Title	Credits
GD 156	Designing with Quark Xpress	2
GD 157	Designing with Adobe Illustrator	2
GD 158	Designing with Adobe Photoshop	2
GD 116	Drawing II	2
GD 164	Corporate Identity Design	2
GD 163	Typography II	2

Electives during Semesters I and II

- One of VA 123, VA124, VA151, or VA 183, or AH 101 or AH102 3
- One of MACS 110 or MACS 130 3

Semester III

Course	Title	Credits
GD 201	Designing with Comparative Software	2
GD 203	Designing with Macromedia Flash	2
GD 204	Designing with Macromedia Dreamweaver	2
GD 210	Pre-press	2
GD 215	Illustration I	2
GD 261	Graphic Design II	3

Semester IV

Course	Title	Credits
GD 216	Illustration II	2
GD 217	Publication Design	2
GD 258	Web Site Design	3
GD 262	Three-Dimensional Design	2
GD 269	Business Essentials for Graphic Designers	3

Electives during Semesters III and IV:

- One of MACS 215, MACS 210, or MACS 221 3
- One of MACS 212 or BUS 120 3

This program is intense and extremely demanding. The focus group of designers found that the ability to work hard and meet deadlines and having a high degree of motivation were as important as any other skills in graphic design. Students in this program will certainly be working at a fast pace.

3.8 Graphic Design cont'd:

Calendar Copy (page 253)

GD 101	3 credits
Introduction to the Graphic Design Environment Computing for Graphic Design I	
Prerequisites: Admission to the Graphic Design program, or permission of the instructor.	
This course is an overview of the graphics industry and how the designer fits within it. Students will explore the capabilities of the leading graphic design software in relation to the industry for which they are creating their design. Basic understanding of the MAC and PC platforms will be learned as well as processes and materials used in the field.	
GD 102	3 credits
History of Graphic Design	
Prerequisites: None	
The history of graphic design is an evolution in aesthetics, technology, and style. This course is designed to give a broad overview of the diverse and rich history in the development of graphic design. The lectures will provide a survey of the major movements in the field from the perspective of the social and political realities from which they developed. The studio component will enable students to create graphic images which reflect the design characteristics of the various movements.	
GD 115	2 credits
Drawing I	
Prerequisites: Admission to the Graphic Design program, or permission of the instructor.	
This course will introduce students to the basic tools and elements of drawing including how to render objects, both natural and man-made, expand their visual vocabulary, and aid them in the interpretation, organization, and communication of ideas visually.	
GD 116	2 credits
Drawing II	
Prerequisites: Completion of foundation year. GD 115, and admission to the Graphic Design program, or permission of instructor.	
The purpose of the course is to develop the skills and ability to render accurate and structurally sound, freehand drawing in line and tone. Using various drawing mediums separately or in combination, the students will explore further the materials and tools of drawing in both black and white and colour. Students will be encouraged to seek new ways of seeing and expressing visual ideas. Anatomy and drawing the figure from life will be introduced and an increased emphasis will be placed on composition.	
GD 154	2 credits
Typography I	
Prerequisites: Completion of foundation year. Admission to the Graphic Design program, or permission of instructor.	
Students will study the history and foundation of typography. Also studied through a series of projects will be the formation of letterforms, the particular characteristics and aesthetic values of typefaces, proper layout, and setting of type. Students will work in a traditional context of hand rendering type.	

3.8 Graphic Design cont'd:

GD 156	2 credits
Designing With Quark Xpress	
Prerequisites: Admission to the Graphic Design program, or permission of the instructor.	
Students will learn how to produce documentation from design concept right through to output. Practical design projects will range from creating single-sided literature to longer publications incorporating text and graphic elements. The student will have a comprehensive understanding of the features and processes involved in designing with Quark Xpress.	
GD 157	2 credits
Designing With Adobe Illustrator	
Prerequisites: Admission to the Graphic Design program, or permission of the instructor.	
This course enables students to produce vector-based illustrations, and to effectively utilize and manipulate this digital drawing tool. Students will learn professional approaches to creating design projects efficiently and learn how to integrate illustrator's vast array of special effects. Students will be able to prepare files for print and the web.	
GD 158	2 credits
Designing With Adobe Photoshop	
Prerequisites: Admission to the Graphic Design program, or permission of the instructor.	
Achieving high quality design from Photoshop requires a comprehensive understanding of Photoshop features and processes. This course enables students to acquire this level of theoretical and practical proficiency, including masking, scanning, resolution, selection techniques and the problems of targeting for output processes.	
GD 161	3 credits
Graphic Design I	
Prerequisites: Admission to the Graphic Design program, or permission of the instructor.	
Students will learn the fundamental principles of design through the creative use of space. The students will learn the architecture behind good design and develop problem solving skills and an 'eye' for good design while working with words and images. Visual communication skills will be enhanced through the process of individual and group brainstorming sessions	
GD 163	2 credits
Typography II	
Prerequisites: Completion of foundation year. GD 154, and admission to the Graphic Design program, or permission of the instructor.	
Students will be introduced to and become proficient at contemporary typesetting technology, Emphasis will be upon typographic communication and the use of typography as an exclusive element of design. Students will also identify font management/handling issues and postscript/true type technologies. Major project included is the original design of a typeface.	
GD 164	2 credits
Corporate Identity Design	
Prerequisites: Admission to the Graphic Design program, or permission of the instructor.	
Based on a client's marketing position the student will be able to visually communicate the client's business through logo design and then carry the image through to other products from stationary to vehicles. Emphasis will be on the students' own style. Projects will include the development of computer, design, critiquing, and problem solving skills. Meeting deadlines and group brainstorming will also be focused on.	

3.8 Graphic Design cont'd:

GD 201	2 credits
Designing With Comparative Software	
Prerequisites: GD 156 and GD 157, admission to the Graphic Design program, or permission of the instructor.	
This course is designed to look at the industry and other design software currently being used. Students will be exposed to and will evaluate the software. The students will explore the key features of two of these software programs – Adobe in Design and Macromedia FreeHand – and produce documents for publication.	
GD 203	2 credits
Designing With Macromedia Flash	
Prerequisites: Admission to the Graphic Design program, or permission of the instructor.	
Students will be introduced to time based web design utilizing Macromedia Flash. Emphasis will be placed upon mastering the provided tools and techniques within Flash while being challenged with originality, design aesthetics for the internet, flow of information, bandwidth issues, and user interactivity.	
GD 204	2 credits
Designing With Macromedia Dreamweaver	
Prerequisites: Admission to the Graphic Design program, or permission of the instructor.	
Students will be introduced to design for the Web utilizing Macromedia Dream-weaver. Emphasis will be placed upon mastering the provided tools within Dream-weaver while being challenged with originality, user interactivity, variables of the internet, differing technologies, tweaking HTML code by hand, and site organization.	
GD 210	2 credits
Pre-Press	
Prerequisites: Completion of Year I of the Graphic Design program, or permission of the instructor.	
Students learn about printing industry and how their work is impacted by the possibilities and limitations of the equipment used to reproduce their work. This course exposes the student to various techniques and methods of producing finished art and files for pre-press. Students will follow a project step-by-step to its end destination and learn the terms used by the industry.	
GD 215	2 credits
Illustration I	
Prerequisites: Completion of Year I of the Graphic Design program, or permission of the instructor.	
This course introduces the students to the principles and techniques of commercial illustration. Students will learn to convey messages, events, ideas and values in a visual form using a variety of illustration techniques. Creative ideas will be developed from concept through final working drawings for reproduction, with an emphasis on craftsmanship and deadlines.	
GD 216	2 credits
Illustration II	
Prerequisites: Completion of Semester 3 of the Graphic Design program, or permission of the instructor.	
This is an advance course on the principles and techniques of commercial illustration. The course will provide the students with the opportunity to expand their personal illustrative techniques and media skills developed in previous level. Assignments will be directed toward conceptual solutions in both advertising and editorial illustration.	

3.8 Graphic Design cont'd:

<p>GD 217 (formerly GD 367) 2 credits Publication Design Prerequisites: Completion of Semester 3 of the Graphic Design program, or permission of the instructor.</p> <p>Students will develop designs for publication (books, magazines, newspapers, etc.) from concept to a printed portfolio piece. Industry production processes and materials will also be studied. In addition the students will enhance their computer skills and creativity. Through a series of projects the student will also learn to critique and meet deadlines.</p>
<p>GD 258 (formerly GD 364) 3 credits Website Design Prerequisites: Completion of Semester 3 of the Graphic Design program, or permission of the instructor.</p> <p>Students will develop their own online portfolio as they learn advanced skills in today's leading we-based programs. Animation techniques, storyboard development and the development of sequenced art will be learned as well as file management, site mapping, layout and navigation. Emphasis will be on portfolio development both online and CD.</p>
<p>GD 261 3 credits Graphic Design II Prerequisites: Completion of year one of the Graphic Design program, or permission of the instructor.</p> <p>Students will further explore the relationship between text, shape, and colour. Emphasis will be on the process of design development from roughs to comprehensives, layout and marker techniques. Exercises in critical analysis and creative problem solving will strengthen and expand the student's visual communication skills.</p>
<p>GD 262 2 credits Three-Dimensional Design Prerequisites: Completion of Semester 3 of the Graphic Design program, or permission of the instructor.</p> <p>Students will develop designs for three-dimensional use (packaging, signage, point-of-purchase, etc.) from concept to a printed portfolio piece. Industry production processes and materials will also be studied. Students will also focus on meeting deadlines and developing their computer skills.</p>
<p>GD 269 (formerly GD 369) 3 credits Business Essentials for Graphic Designers Prerequisites: Completion of Semester 3 of the Graphic Design program, or permission of the instructor.</p> <p>Students will have an overview of the Graphic Design business. Issues related to employment and self-employment will be covered including resumes, business planning, marketing, time management, paper management and interpersonal skills.</p>
<p>GD 362 3 credits Graphic Design IV</p>
<p>GD 364 3 credits Multimedia Design</p>
<p>GD 365 3 credits Environmental Graphics</p>
<p>GD 366 3 credits Interactive Portfolio</p>
<p>GD 367 3 credits Publication and Book Design</p>
<p>GD 369 3 credits Business Essentials for Graphic Designers</p>

3.9 Program Course Outlines

Bill Cooke noted the problems with the PAC course outlines and the confusion that the hours record. There has also been confusion with respect to the dates at the top of the course outline form. Other problems have also arisen with the outline. Bill asked that a subcommittee be formed to review the course outline and bring back some recommendations for improving it.

With respect to full program proposals, Bill pointed out that it was important for the departments to understand what parts of the proposal are important for PAC to review. Bill suggested that PAC create a "Program Outline Form" that includes the areas that are of most concern to PAC.

Bill Cooke noted that there is going to be a request to UCC to review the PAC processes and the items that are reviewed at PAC. Department heads have concerns about the process. Bill is recommending that such a review not be done by PAC but include consultation – have someone outside of PAC look at the whole process.

Paul Burkhardt suggested that review of the course outlines be an item on the PAC agenda in early Spring. Bill Cooke agreed to develop a "Program Outline Form" for PAC review at a future meeting.

Action: Bill Cooke
PAC Agenda Item: March/April

4. INFORMATION ITEMS

4.1 PAC Approved Minutes: 28 August 2002

4.2 Nursing Program Calendar Changes – "How to Apply"

Calendar Copy (page 155): **How to apply**

1. ~~You may apply to the program prior to the completion of all entrance requirements.~~ The following documents must be submitted to the Admissions and Records office, along with your application fee in order to process your application:
- ♦ UCFV application form
 - ♦ Nursing Program application
 - ♦ ~~The registration form or interim grad(s) for the prerequisite English, or CPT score.~~
 - ♦ Proof of B.C. secondary school graduation or equivalent (except for high school students, who may apply once they are registered in Grade 12).
 - ♦ Prerequisite course(s) – submit an official transcript showing final grades in all prerequisite courses (except for Grade 12 students who will be required to submit an official transcript showing final grades in all prerequisite courses in early August).

4.3 Arts Advice Centre: Correction to Implementation Date – Bachelor of Arts Degree Entrance Requirements (Approved by PAC April 24, 2002) – Implementation Date From Fall 2004 to Winter 2004)

4.4 Kinesiology and Physical Education – Amendment to Note in the Applied Pedagogy Module.

Calendar Copy (page 165) (add note to Applied Pedagogy Module previously approved at the September 25, 2002 PAC meeting).

Insert before Course Listings and following the Applied Pedagogy Module:

Faculty of Education entrance requirements vary by institution. Students intending to enter such programs must ensure that all courses required for admission to their program of choice are completed. Students must also meet the minimum GPA requirement stated for entrance into their program of choice.

5. ADJOURNMENT

Motion to adjourn at 12:30 p.m.

APPROVED

**NEXT PAC MEETING:
Wednesday, February 26, 2003
9:30 am – Room A225
Abbotsford Campus**