PROGRAM ADVISORY COMMITTEE (PAC)
January 28, 2004
9:30 AM − Room A225
Abbotsford Campus

APPROVED MINUTES

Present:	P. Burkhart, S. Brigden, B. Cooke (Chair), V. Cooke, E. Harris, M. MacDougall, D. Riel, B. Salingré, J. Snodgrass, R. Snow, G. Tsurumaru
Regrets:	R. Frechette H. McCullough, N. Sexton
Guests:	J. Ashley, J. Atkinson, E. Camm, D. Francis, G. Mimmack, G. Ramsden, D.J. Sandhu
Recorder:	N. Egresits

1. APPROVAL OF PAC AGENDA

To approve the January 28, 2004 PAC agenda as presented.

2. APPROVAL OF PAC MINUTES

2.1. PAC minutes: December 3, 2003

MOTION: **M. MacDougall/G. Tsurumaru**

To approve the December 3, 2003 PAC minutes as presented.

APPROVED

2.2. PAC minutes: December 10, 2003

MOTION: **P. Burkhart/J. Snodgrass**

To approve the December 10, 2003 PAC minutes with the following amendment:

➢ Page 20: Agriculture entrance requirements (bullet 2):
   2) English 11, Principles of Math 11 or any other Mathematics 11 course, and one of the following….

APPROVED

3. PAC BUSINESS

3.1. Business Administration and Aviation
Changes to Course: BUS 120 – prerequisites

The Business department has always waived business course prerequisites for Crim and KPE students, and would do so for Agriculture students. The department questioned whether AGRI 242A should be listed as a pre/corequisite because only a small number of Agriculture students take this course. While BUS 120 is no longer a Crim or KPE requirement, a significant number of students in these areas take the course.

There was some confusion why Business students need the pre/corequisites, when students from other program areas have them waived. DJ said most first year business students lack the foundation needed to be successful in the course. Other program areas may offer similar courses so their students have a better chance of success in the course.

The committee felt a note should be added to state that students in programs other than Business may seek a prerequisite waiver from the department.

MOTION: **V. Cooke/D. Riel**

To approve BUS 120 with the following amendment:

➢ Pre or corequisite: Recommended fall 2004; required fall 2005: BUS 100 or AGRI 242A. (Students in programs other than Business may seek a prerequisite waiver from the department.)

APPROVED

3.2. Biology
Changes to Course: BIO 320 – prerequisites

When the Biology department originally set the BIO 320 prerequisites, the assumption was students would have completed at least one organic chemistry course, taken as a corequisite with BUS 201. Some students have used a loophole. They enroll in BIO 201 and CHEM 213, drop the Chemistry course, and remain in BIO 201. This loophole allows students to successfully complete BIO 201 and ultimately BIO 202. The student can then enroll in BIO 320 without the assumed and intended organic chemistry course. The Chemistry department asks that prerequisites be stated explicitly in the calendar.

MOTION: **J. Snodgrass/R. Snow**

To approve BIO 320 as presented.

APPROVED

The committee feels CHEM 213 has been an implied prerequisite so the change will be implemented September 2004.

MOTION: **J. Snodgrass/S. Brigden**

To implement the addition of CHEM 213 effective September 2004.

APPROVED

Out of this discussion additional questions arose regarding corequisites. How should the institution monitor corequisites? What is our responsibility with corequisites? If a student withdraws from a corequisite course, should they be withdrawn from the other corequisite course? These are some questions that will need to be answered in the future.

3.3. Fashion Design
Changes to Program: Marketing Option requirements – BUS 100 replaces BUS 102 in the program

The Business department recently introduced a new course, BUS 100 "Introduction to Business". This course is intended to replace BUS 102 as a program requirement. Due to the implementation of this course, the Fashion Design – Marketing option must be updated.

MOTION: **B. Salingre/S. Brigden**

To approve the Fashion Design – Marketing Option as presented.

APPROVED

3.4. Associate of Science

3.4.1. <u>Changes to Program</u>: Associate of Science program changes

An amended program outline was distributed. The changes have decreased the credits for the program from 82 to between 71 and 73, making the requirements more flexible, while meeting provincial guidelines. The change ensures that students have over 60 credits for transfer to all BC institutions. The amended outline was approved by the Science Curriculum Committee via email.

Previously, students were not completing the Associate of Science because the requirements are burdensome. In the first semester, students were required to take five courses; four science and one English. Due to the course load, students were running into academic problems. The re-crediting of science courses made the old program total more than 80 credits which is considerably more than the usual two year program. The revised program gives students a more reasonable course load and more flexibility. Provincial guidelines require Associate of Science students to have two English courses.

In order to balance out the semester credits, PAC suggested moving the Winter semester – year 1 English requirement to the Fall semester – year 2. Darren agreed this would be a logical program change and accepted the committee's recommendation.

<u>MOTION</u>:   **S. Brigden/J. Snodgrass**

To approve the Associate of Science program changes, with the amendment that, the Winter semester – year 1 English requirement be moved to the Fall semester – year 2.

APPROVED

3.4.2. Changes to Program: Associate of Science entrance requirements

Computer Science 12 is no longer offered in high school and none of the Associate of Science courses require it as a prerequisite. The SCAC would like it removed as an entrance requirement.

The submission also included the addition of a bullet (3) to the entrance requirements. This change, including preferred wording, was approved at the May 28, 2003 PAC meeting, so approval of this item was not required.

<u>MOTION</u>:   **B. Salingre/J. Snodgrass**

To approve the change to the Associate of Science entrance requirements, by removing Computer Science 12 as an acceptable Grade 12 science course, effective September 2005.

APPROVED

The SCAC has realized that the present wording of Associate of Science "Note A" is obsolete because four science courses are not required in the first semester. The revised note will state registration in "*four courses applicable to the Associate of Science*" is required for preferred access in the program.

<u>MOTION</u>:   **G. Tsurumaru/S. Brigden**

To approve the revisions to Note A of the Associate of Science entrance requirements as presented.

APPROVED

The Associate of Science program changes will be implemented September 2004; the entrance requirements changes will be implemented September 2005.

3.5. Mathematics

New Course: MATH 410 "History of Mathematics"

MATH 410 will be a substantive math course so 21 credits will be required. All upper-level math courses are 3 credits and 60 hours. The evaluation shows the final exam could be up to 50%. There is no rule that limits the percentage of a final exam. The course challenge follows the Mathematic department guidelines outlined on the Math website.

MOTION: **J. Snodgrass/R. Snow**

To approve MATH 410 as presented.

APPROVED

Adding MATH 410 as an option to the Mathematics minors and extended minors is considered a program change. When program requirements state "any fourth year course" we assume a course can be added, but if there is a list of courses, an addition is considered a program change. The addition of MATH 410 needs to be approved at ACC. The department was directed to review the Mathematics minors and extended minors calendar copy and bring this item to ACC for further direction.

3.6. College and Career Prep

3.6.1. Changes to Course: MATH 084

At the December 10, 2003 PAC meeting, changes to MATH 084 were approved. After further reflection, the department feels the prerequisites should be slightly modified. The intention is to ensure MATH 084 students have achieved at least a C- in MATH 072. The department was informed a passing grade is considered a "P", not a "C-", so the phrase will be deleted.

MOTION: **B. Salingre/S. Brigden**

To approve MATH 084 with the following amendment:

➢ Prerequisites: ~~A passing grade in~~ MATH 072, or demonstration of entry-level knowledge and skills on the CCP assessment or the UCFV Math Placement Test; and CCP department permission.

APPROVED

3.6.2. Changes to Course: MATH 085

MOTION: **J. Snodgrass/V. Cooke**

To approve MATH 085 as presented.

APPROVED

The MATH 084 and MATH 085 changes will be implemented September 2004.

4. INFORMATION ITEMS

The November 26, 2003 PAC minutes have been posted to the H drive.

5. ADJOURNMENT

The meeting adjourned at 11:00 AM.

CALENDAR COPY CHANGES

3.1 Business Administration and Aviation
Calendar Copy (page: 223)
<u>Changes to Courses</u>: BUS 120

> **BUS 120:**
> **Essentials of Marketing** *3 credits*
> ~~**Prerequisite(s):** None~~ **Pre or corequisites:** Recommended fall 2004; required fall 2005: BUS 100 or AGRI 242A (Students in programs other than Business may seek a prerequisite waiver from the department.)
> **Transfer:** PMAC; for additional transferability see the B.C. transfer guide at <B>www.bccat.bc.ca</B>
> An introductory survey course which examines the marketing environment and the fundamental principles underlying the selling of consumer and industrial goods and services. The course also examines market research, product planning, selection of trade channels and merchandising, advertising, pricing, promotion, and selling techniques. Case studies are used extensively to emphasize fundamental principles.

3.2 Biology
Calendar Copy (page: 222)
<u>Changes to Courses</u>: BIO 320

> **BIO 320:**
> **Biochemistry (3,0,0)** *3 credits*
> *(Developed in partnership with Simon Fraser University)*
> **Prerequisite(s):** ~~BIO 201 and 202~~ BIO 201, BIO 202, and CHEM 213
>
> This course deals with the structures, function and metabolic interactions of lipids, steroids, vitamins, nucleotides, nucleic acids, and amino acids. DNA replication, transcription, and protein synthesis as well as regulatory aspects of these processes will also be discussed.

3.3 Fashion Design
Calendar Copy (page: 88)
<u>Changes to Program</u>: Marketing Option

> **Marketing Option**
>
> For students who wish to pursue a career in apparel sales and marketing. Students need all of the following courses:
>
> | Course | Title | Credits |
> |---|---|---|
> | 17 common courses | | 51 |
> | Plus the following: | | |
> | BUS 100 | Introduction to Business | |
> | *or* BUS 102 *(previously offered)* | Management | 3 |
> | BUS 120 | Essentials of Marketing | 3 |
> | BUS 223* | Advertising | 3 |
> | BUS 224* | Retail Management | 3 |
> | **Total** | | **63** |

3.4 Associate of Science
Calendar Copy (page: 143-144)
<u>Changes to Program</u>: Associate of Science program and entrance requirement changes

Calendar Copy: Please delete the Sample program plan and the note on page 144, and replace with the following new program requirements:

Associate Science
Program Outline

First Year

Fall semester	Credit value
ENGL 105 The Reading and Writing of Prose	3
MATH 111 Calculus I	4
100-level science (see note 1)	5
100-level science (see note 1)	5
Total credits completed	**17**

Winter semester	Credit value
MATH 112 Calculus II	4
100-level science (see note 1)	5
100-level science (see note 1)	5
100 or 200-level science (see note 1 and 2)	4 or 5
Total credits completed	**18 or 19**

Second Year

Fall semester	Credit value
One of: ENGL 120-170	3
Electives – Arts (see note 3)	3
200-level science (see note 2)	4
200-level science (see note 2)	4
200-level science (see note 2)	4
Total credits completed	**18**

Winter semester	Credit value
Electives – Arts (see note 3)	3
200-level science (see note 2)	4
200-level science (see note 2)	4
200-level science (see note 2)	4
Arts, Science or other	3 or 4
Total credits completed	**18 or 19**

Total credits completed for awarding the degree	**71 or 73**

Note 1 – 100-level science courses should be applicable to the Bachelor of Science. Selection should be made based on the student's area of interest and in consultation with the science advisor. Suggested courses and pairings include: Biology 111/112, Chemistry 113/114, Computers 150/155 and Physics 111/112.

Note 2 – 200-level science courses should be applicable to the Bachelor of Science and in two or more subjects. Selection should be made based on the student's area of interest and in consultation with the science advisor. Applicable courses include: BIO 201, 202, 203, 210, 220, CHEM 213, 214, 221, 224, 241, COMP 251, 256, MATH 211, 214, 221, 235, 255, 270 and PHYS 221, 221, 231, 252.

Note 3 – The Arts electives must be in a subject other than English and this excludes mathematics and laboratory-based science courses. Arts electives can be either Humanities or Social Sciences (see page 50 for subjects in these areas).

Calendar Copy: Please delete the existing entrance requirements (page 143), and replace with the following:

Associate of Science Degree
Entrance requirements

1. B.C. secondary school graduation or equivalent.

2. Minimum of two (three preferred) provincially examined Grade 12 sciences with a grade of B or better. The subjects classified as Grade 12 sciences are: Biology 12, Chemistry 12, Computer Science 12, and Physics 12 (preferred).

3. Attendance at an Associate of Science information session or personal interview with the science advisor.

Note:

a. In order to be eligible for preferred access to courses in their first semester, new students should meet the prerequisites for, and register in, four courses applicable to the Associate of Science. Students should consult with the science advisor or an educational advisor regarding appropriate science courses.

b. Equivalent UCFV courses are accepted.

c. If you are currently completing the courses required for entrance, submit an interim grade with your application.

d. New students should note that they need to meet the prerequisites for MATH 111 if they wish to complete the Associate of Science degree within two years.

e. Students should note the prerequisites for UCFV English 105.

Entrance requirement changes effective 2005/06:

1. Completion of the prerequisites for MATH 111, or completion of a course equivalent to MATH 111 is required.
2. Computer Science 12 removed as an acceptable Grade 12 science course.

3.5   Math
Calendar Copy (page: 286)
<u>New Course</u>: MATH 410 "History of Mathematics"

MATH 410:
History of Mathematics   *3 credits*
Prerequisites: 21 Math credits above MATH 110

This course surveys the development of mathematical thought from antiquity to the present day. Emphasis is placed on topics likely to be familiar to undergraduates, which include numeration, arithmetic, geometry,

number theory, calculus, probability, statistics, set theory, abstract algebra and analysis. While most of the course is concerned with so-called "Western" mathematics, consideration is paid to the development of mathematical concepts in other societies, such as the Chinese and the Mayan. The cultural and historical context in which mathematicians worked will be examined, along with the ways in which ideas about the nature and role of mathematics have changed over the centuries. *Recommended for students considering a career in teaching as well as those wishing to know how their math courses fit into general and intellectual history.*

3.6   College and Career Prep
Calendar Copy (page: 282)
Changes to Course: MATH 084 and MATH 085

MATH 084:
Introductory Algebra and Trigonometry   *4 credits*
Prerequisites: A C in Math 072 is recommended (required fall 2005) or demonstration of entry level knowledge and skills on a UCFV Math assessment; and CCP department permission. MATH 072, or demonstration of entry-level knowledge and skills on the CCP assessment or the UCFV Math Placement Test; and CCP department permission.

MATH 085:
Advanced Developmental Math II Intermediate Algebra and Trigonometry   *4 credits*
Prerequisites: MATH 084 with at least a C, or Principles or Applications of Math 11 with at least a C. **All students must also write the Math Placement Test, including those who have completed any Math 11 course, except those who have successfully completed MATH 084.** At least a C in MATH 084 or demonstration of entry-level knowledge and skills on the UCFV Math Placement Test; and CCP department permission.

This course is intended for students who wish to improve and review their math skills. It reinforces and expands many topics from MATH 084 such as exponents, rational expressions, equations, graphing, factoring, trigonometry, and their practical applications. The course introduces functions, as well as quadratic, absolute value, and rational equations.
This course together with MATH 084 completes the Grade 11 math course. It will enable students to enter Provincial Diploma courses (MATH 094/095).

MATH 085 reviews basic algebraic concepts and skills, including linear functions. Absolute value, polynomial, rational, radical, and quadratic expressions, equations, and functions are studied in detail. Students will use function notation and graph relations and functions. The course reviews right-angle trigonometry and introduces the laws of sines and cosines to solve non-right triangles, with an emphasis on solving practical problems.

MATH 085 is intended to provide the background necessary for success at college level mathematics (MATH 094/095). As a prerequisite for entry into many college and university programs, Math 085 serves as an equivalent to Principles or Applications of Math 11.