UNIVERSITY COLLEGE
of the FRASER VALLEY

PROGRAM ADVISORY COMMITTEE (PAC)
May 26, 2004
9:30 AM − Room A225
Abbotsford Campus

APPROVED MINUTES

Present:	B. Cooke (Chair), V. Cooke, R. Frechette, E. Harris, H. McCullough, D. Riel, B. Salingré, N. Sexton, J. Snodgrass, R. Snow, G. Tsurumaru
Regrets:	P. Burkhart, M. MacDougall
Guests:	J. Andersen, G. Anderson, V. Chappell, P. Franklin, W. Gordon, J. Hogan, R. Kelley, L. Matwichuk, G. Mimmack, DJ Sandhu, J. Smith, W. Welsh
Recorder:	N. Egresits

1. APPROVAL OF PAC AGENDA

MOTION:

To approve the May 26, 2004 PAC agenda with the following amendment:

3.10 Math Department
    Changes to Courses: MATH 110, 111 and 115

APPROVED

2. APPROVAL OF PAC MINUTES

2.1. PAC minutes: April 28, 2004

MOTION: **J. Snodgrass/G. Tsurumaru**

To approve the April 28, 2004 PAC minutes as presented

APPROVED

3. PAC BUSINESS

3.1. New Program Approval Process Committee

The New Program Approval Process Committee is a UCC ad hoc committee. UCC recently approved a framework for how UCFV will deal with new program approvals. This framework is now at the Board. The ad hoc committee still needs to determine how the role of PAC will change with the new processes. A Graduate Studies Committee was struck in February so Undergraduate PAC (UPAC) and Graduate PAC (GPAC) are under consideration.

The UPAC will have three primary tasks:

1. Ensure consultation is done.

    a. A completed consultation checklist must be included in the proposal.

    b. All areas that may be impacted must be consulted.

2. Resolve any issues prior to recommendation to UCC.

    a. Issues could be related to service courses or cross discipline courses.

3. Ensure proposals follow UCFV standards and policies.

    a. Calendar copy

This change is intended for new programs but should work for changes to courses/programs.

Curriculum committees will be in place for each area/program, and will be comprised of at least three people. Curriculum committees and deans will review each proposal prior to submission to PAC. One problem is some areas significantly overlap with what PAC currently does. The ad hoc committee still needs to determine how PAC will evolve in the new process.

Wayne's Idea:

➢ A new UPAC comprised of four people: one Student Services rep, one Academic rep, one calendar copy rep, and the Chair of ASC to ensure policies and standards are followed.

➢ This umbrella committee would ensure consultation was completed and would be expanded for certain proposals. The group would not rehash items approved at curriculum committees.

➢ When reviewing full program proposals, PAC is only responsible for the three items mentioned above. Deans, instructional administrators and the registrar are responsible for signing off on most items.

➢ A two stage process: Proposal is developed; the three person committee would ensure consultation was completed and would review the proposal for any interdepartmental issues and UCFV standard violations. If problems exist, the small umbrella committee would meet with the larger committee before recommendation to UCC.

➢ Downside: A large advisory committee would not review each proposal which may leave us in a weaker position with ed council.

➢ Calendar copy support needs to be determined.

Comments:

➢ The proposed changes may speed up the process.

➢ May not get all views needed when reviewing a proposal. This would need to come from curriculum committees and departments. The benefit of PAC is the diversity of people who add value in their perspectives.

➢ Most institutions have large curriculum committees. Having one academic rep may be too extreme. The deans need to review submissions in more detail.

➢ PAC can spend too much time reviewing items for clarity. These items should have been dealt with earlier in the approval process.

➢ Some areas should not be discussed at PAC. Calendar copy can bog the committee down; this usually happens when departments haven't done their homework.

➢ With the new proposed process, curriculum committees become more important and have power to make decisions.

➢ Depending on the size of a program or department, curriculum committee structures could vary within the institution. A good structure needs to be in place to ensure every area is covered. Possibly group departments in a way so input is received from more than one department. It will be up to the Dean to ensure there is proper representation on the committee.

➢ PAC looks at overlap resulting from program changes and the ripple effect on other program areas. (changes to prerequisites, etc) It is unlikely a smaller committee or curriculum committee could address these issues. If the role and composition of PAC changes, curriculum committees would need to look at these kinds of issues.

➢ PAC needs to get involved with issues involving service courses.

➢ There is a lot of dissatisfaction with the current PAC structure.

➢ Need to determine the most efficient way to ensure consultation is done. Some say consultation was completed when it wasn't. The process is not always followed. When consultation is done, PAC runs a lot smoother.

➢ UCC delegates approval of new courses and programs, and changes to courses and programs, to PAC. UCC may not have the confidence in a smaller type committee. UCC will need assurance policies were not broken, consultation was completed and calendar copy is reflective.

➢ Over the past few years, PAC processes have improved. People have confidence in the committee; procedures and permanent administrative support are now in place. If we rely more on curriculum committees, they need to be properly supported. The institution needs to have confidence in a new structure.

The ad hoc committee will review this discussion and will determine whether this process will work for program changes.

3.2. English
New Course: ENGL 215 "Creative Writing: Creative Non-fiction"

The prerequisites for ENGL 215 should be the same as the other creative writing courses.

MOTION: **V. Cooke/H. McCullough**

To approve ENGL 215 with the following amendment:

➢ Prerequisites: ~~any two 100 level English courses~~ English 105 and any first-year literature course 120 or higher.

APPROVED

3.3. Bachelor of Arts
Changes to Program: Electives within the BA program

MOTION: **R. Snow/V. Cooke**

That students obtaining a Bachelor of Arts degree may be permitted to take 12 credits from outside the Arts and Sciences. The student may select these courses from any course (100 level or above) that carries academic credit at UCFV.

These 12 credits are outside the student's major or minor. The motion is not specific to this, but is addressed clearly in the calendar.

APPROVED

3.4. Computer Information Systems

3.4.1. <u>New Courses</u>: CIS 321, 393, 394 and 492

To ensure students show proof of current CCNA certification, permission of the instructor will be included in the prerequisites.

No changes were made to the Networking concentration but these courses can be used as electives towards the concentration.

<u>MOTION</u>:   **D. Riel/G. Tsurumaru**

To approve CIS 321, 393, 394 and 492 with the following amendments:

<u>CIS 321, CIS 393 and CIS 394</u>:

➢ <u>Prerequisites</u>: ~~Acceptance to the CIS degree. Completion of CIS292 or current CCNA certification.~~ CIS 292, or current CCNA certification and permission of instructor. Acceptance to the CIS degree program. (Students accepted to a CIS or Computing Science minor may register with permission of the department.)

<u>CIS 492</u>:

➢ <u>Prerequisites</u>: ~~Acceptance to the CIS degree. Completion of CIS392, CIS 393 and CIS394 or current certification.~~ CIS 392, CIS 393 and CIS 394. Acceptance to the CIS degree program. (Students accepted to a CIS or Computing Science minor may register with permission of the department.)

APPROVED

3.4.2. <u>Changes to Program</u>: Residency Requirements

The CIS department has elected to change the CIS degree program residency requirements from fifty to twenty-five percent. This will make CIS residency requirements inline with other UCFV programs.

<u>MOTION</u>:   **J. Snodgrass/N. Sexton**

To approve the change to the CIS program residency requirements from fifty to twenty-five percent.

APPROVED

RECOMMENDED TO THE UNIVERSITY COLLEGE COUNCIL FOR APPROVAL

The change to residency requirements will be implemented immediately.

3.5. Subsequent Degree policy

The Subsequent Degree policy has been reviewed by department heads and comes to PAC for feedback.

This policy is intended to cover students who already have a baccalaureate degree and who wish to study for an additional degree. Based on this policy, students can transfer up to 90 credits, but must take a minimum of 30 upper-level credits at UCFV. PAC felt it is important to state that students must have a degree from an institution recognized by UCFV.

ACC has approved the change to the residency requirement, but PAC must also approve the change.

MOTION: **V. Cooke/H. McCullough**

That the residency requirement for the UCFV Bachelor of Arts degree be altered from fifty to twenty-five percent for those seeking a second degree.

APPROVED

3.6. Participation Marks: Response from UCC

At the last PAC meeting, members discussed the use of participation as a student evaluation on course outlines. The concern being that participation is difficult to measure, and may be seen as subjective and not quantifiable.

This went to UCC for recommendation. UCC recommended that ASC include a definition of participation in the Instructional Policy Statement. When this recommendation was brought to ASC, the committee felt it would be difficult to construct a general definition of participation. Instead, the course syllabus must include any requirements for participation, and state what they are and how they will be evaluated.

3.7. Minimum Program Elements

Minor wording changes were incorporated after the April PAC meeting. This document states all elements must be addressed when submitting a program proposal. This form will not be included with program proposals but will be used (by PAC) when reviewing submissions.

Suggestions for program elements to be included: residency requirements and total number of credits for the program.

Bill will revise the document and bring it back for further discussion in the fall.

3.8. PAC Chair and Vice-Chair Elections for 2004/05

Bill Cooke was nominated by Virginia Cooke for the position of Chair, and accepted the nomination. There being no further nominations, Bill was acclaimed to the position.

Paul Burkhart was nominated by Harv McCullough for the position of Vice-Chair. Paul had sent his regrets to the meeting, and was not in attendance to accept the nomination. No further nominations were received. The UCC office will contact Paul to see if he accepts the nomination.

3.9. Fall 2004 PAC Meeting and Department Head Orientation

The first scheduled PAC meeting of the fall is September 2, 2004 – 10:00 AM – noon, Room TBC.

A department head orientation is scheduled immediately after the PAC meeting: noon – 2:00 PM, Room TBC. The UCC office will encourage all department heads and assistants to attend the orientation. Members suggested that Bill emphasize timelines and processes (curriculum committees to PAC to UCC to the Board).

The Minimum Program Elements will be added to the PAC Submission Package.

3.10. Math Department
   <u>**Changes to Courses**</u>**: MATH 110, 111 and 115**

The use of the MDPT as an alternative prerequisite for Math 110, Math 111, and Math 115 was approved at the May 19, 2004 meeting of the Academic Standards Committee. Due to this approval, the course outlines must be revised to include this option. These changes will not be included in the 2004/05 calendar but students will be made aware of this option.

<u>**MOTION**</u>**:**   **J. Snodgrass/R. Frechette**

To approve the changes to MATH 110, 111 and 115 as presented.

APPROVED

4. INFORMATION ITEMS

4.1. Bachelor of Arts and Liberal Arts
   <u>Changes to Program</u>: Psychology Reasoning Requirement and Lab Science Requirement

Calendar copy revisions will be included in the minutes.

4.2. 2004/05 PAC Meeting Schedule

4.3. PAC Minutes: The February 25, 2004 PAC minutes have been posted to H drive.

5. ADJOURNMENT

The meeting adjourned at 11:20 AM.

CALENDAR COPY CHANGES

3.2. English Department
Calendar copy (page 250 (2003/04 calendar))

New Course: ENGL 215

ENGL 215:
Creative Writing: Creative Non-fiction   *3 credits*
Prerequisite(s): English 105 and any first-year literature course 120 or higher.
Transfer: For transferability see the B.C. transfer guide at <B>www.bccat.bc.ca.</B>
Creative Non-fiction is a relatively new genre that is gaining critical attention. The course explores this genre's range and potential. Working with the personal essay as transformed by fictional elements and poetic technique, students will discover Creative Non-fiction's special capacity to explore and illuminate their worlds — through their own travel, memoir and biographical writings, and by studying the works of skilled practitioners.

3.3. Bachelor of Arts
Calendar copy (page 56 (2003/04 calendar))

Changes to Program: Bachelor of Arts

Program Requirements

To receive a Bachelor of Arts degree students must…..and visual arts.

The remaining credit can be from: up to 12 credits at the 100 or higher level from outside the Arts and Sciences.

~~1.   Any UCFV course listes….and the BSW),~~

~~or~~

~~2.   Any other course or practicum…Arts Curriculum committee~~

~~To date, some courses from….Arts advisor.~~

A minimum GPA of…..

3.4. CIS Department
Calendar copy (page 238 (2003/04 calendar))

New Courses: CIS 321, 393, 394 and 492

CIS 321:
Fundamentals of Network Security   *4 credits*
Prerequisite(s): CIS 292, or current CCNA certification and permission of instructor. Acceptance to the CIS degree program. (Students accepted to a CIS or Computing Science minor may register with permission of the department.)
Transfer: Check with the institution you wish to attend.
This course focuses on network security architectures, procedures and processes. Practical hands-on skill development is provided in security system technologies, security policy design, firewall design and implementation, router security architectures, authentication and authorization systems, Intrusion detection and VPNs. This course will include the "Cisco - Fundamentals of Network Security" learning objectives.

CIS 393:
Remote Access Internetworking *4 credits*
Prerequisite(s): CIS 292, or current CCNA certification and permission of instructor. Acceptance to the CIS degree program. (Students accepted to a CIS or Computing Science minor may register with permission of the department.)
Transfer: Check with the institution you wish to attend.
In this course students will design, plan, implement, test and troubleshoot remote access network solutions. Topics include WANs, asynchronous dial-up access, cable and DSL broadband, PPP, ISDN BRI/PRI, Frame-Relay, traffic shaping, backup links, security policies, scaling IP address plans using NAT, and VPNs. This course will include the Cisco CCNP Semester 2 learning objectives.

CIS 394:
Multilayer Switching *4 credits*
Prerequisite(s): CIS 292, or current CCNA certification and permission of instructor. Acceptance to the CIS degree program. (Students accepted to a CIS or Computing Science minor may register with permission of the department.)
Transfer: Check with the institution you wish to attend.
Advanced switched network principles as used in modern-day campus LANs are presented. Hands-on exercises will be used to develop skill in a variety of topic areas including VLANS, inter-VLAN routing, VTP, STP, multi-layer switching, redundant fault tolerance design and QoS. Campus LAN security and support for emerging LAN services including VOIP and streaming audio/video applications will be explored. This course will include the Cisco CCNP Semester 3 learning objectives.

CIS 492:
Troubleshooting Internetworks *4 credits*
Prerequisite(s): CIS 392, CIS 393 and CIS 394. Acceptance to the CIS degree program. (Students accepted to a CIS or Computing Science minor may register with permission of the department.)
Transfer: Check with the institution you wish to attend.
This course presents advanced Internetwork troubleshooting techniques as applied to larger mixed LAN/WAN Internetworks. Hands-on network and system troubleshooting techniques will be applied to various networking technologies including complex LAN and WAN environments. Strategies for network baselining and documentation using a variety of methodologies and tools are included. This course will include the Cisco CCNP Semester 4 learning objectives.

Calendar copy (page 126 (2003/04 calendar))

Transfer credit

At least 50 25 percent of the course work must be completed at UCFV, including at least 30 upper-level credits.

3.10. Math Department
Calendar copy (page 283-284 (2003/04 calendar))

Changes to Courses: MATH 110, 111 and 115

MATH 110:
Pre-Calculus Math *4 credits*
Prerequisite(s): A recent Principles of Math 12 (provincially examined); or UCFV MATH 094 and 095 with a C- or better, or Applications of Math 12 with at least a C+; or a score of at least 55% on the MDPT.

MATH 111:

Calculus I *4 credits*

Prerequisite(s): A recent Principles of Math 12 with B or higher (provincially examined); or UCFV MATH 094/095 with B average or higher, or MATH 110 with C+ or higher<mark>; or a score of at least 70% on the MDPT.</mark>

MATH 115:

Differential and Integral Calculus I *4 credits*

Prerequisite(s): Principles of Math 12 with C+ or higher (provincially examined), or UCFV MATH 094/095 with C+ average or higher, or MATH 110 with C+ or higher<mark>; or a score of at least 63% on the MDPT.</mark>

4.1. Bachelor of Arts

Calendar copy (page 54 & 57 (2003/04 calendar))

<u>Changes to Program</u>: BA reasoning requirement and BA Lab Science

Due to the Arts Curriculum Committee approval on the proposed changes to the BA and Liberal Arts reasoning requirement and lab science requirement, the following calendar copy revisions will be made.

---

3. Reasoning requirement

Social Science

Psychology ~~210~~ <mark>202*</mark>, 408

<mark>* This requirement may be met by PSYC 210 if previously completed.</mark>

4. Laboratory Science requirement

Four credits from:

Psychology ~~210 or 220~~ <mark>202*</mark>

<mark>* This requirement may be met by PSYC 210 or PSYC 220 if previously completed.</mark>