

UNDERGRADUATE PROGRAM ADVISORY COMMITTEE (UPAC) MEETING

Thursday, September 1, 2005

10:00 AM – Room B140

Abbotsford Campus

APPROVED MINUTES

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**Present:** B. Cooke (Chair), E. Dennis, S. Fisher, E. Harris, R. Kelley, H. McCullough, G. Mimmack, R. Morrison, P. O'Brien, B. Salingré, W. Welsh

**Regrets:** M. MacDougall

**Absent:** S. Brigden, D. Ellis

**Guests:** N. Egresits

**Recorder:** L. Waites

**1. APPROVAL OF UPAC AGENDA**

The September 1, 2005 agenda was approved as presented.

**2. APPROVAL OF PAC MINUTES**

B. Cooke reviewed the May 27<sup>th</sup>, 2005 minutes for the benefit of new members, noting that the minutes go hand in hand with the agenda package. Minutes reflect essentially what was presented, plus any changes that took place. Course implementation dates and review dates are clearly noted.

**MOTION:****E. Dennis/R. Kelley**

To approve the minutes of May 27, 2005.

**CARRIED****3. UPAC BUSINESS****3.1 Election of the Chair and Vice Chair for UPAC**

Nicole Egresits opened the floor to a call for nominations for the Chair position.

Bill Cooke was nominated by Harv McCullough. The nomination was seconded by Barbara Salingré and accepted by Bill. There being no further nominations, Bill Cooke was acclaimed to the position.

Randy Kelley was nominated by Bill Cooke for the position of Vice-Chair. The nomination was seconded by Elizabeth Dennis and accepted by Randy. There being no further nominations, Randy Kelley was acclaimed to the position.

**3.2 New Program and Course Approval Policy Number 110.29**

B. Cooke reviewed the New Program and Course Approval Policy with members. He noted that not a lot has changed within the responsibilities of UPAC, but noted the following points:

- more emphasis has been placed on the consultation process
- more emphasis has been placed on the academic quality of all programs

## **PAC Approved Minutes: September 1, 2005**

- policy changes have resulted in a change to the UPAC membership, however the membership will remain the same as last year for the upcoming year
- long term goal is to have curriculum controlled by curriculum committees
- the difference between a minor change and a major change was discussed, noting a new layer has been added for undergraduate and graduate.

### **Review UPAC PROCEDURES AND GUIDELINES**

B. Cooke reviewed with the membership the revised 2005/2006 UPAC Procedures and Guidelines document, noting the following points:

- the importance of deadline dates for agenda items for inclusion in the calendar copy
- changes to the consultation process - now UPAC must see the results of the consultation process. If responses are not received from all areas an item will not be put forth to the UPAC agenda.
- Bill explained the process for the e-mail consultation, reviewing the format of the e-mail to be used

Discussion ensued re the new process and some concern was raised about the workload involved in terms of the new consultation process, i.e. the amount of e-mail involved. B. Cooke noted that the amount of work has not changed, but the context of the work has changed.

B. Cooke reviewed the Course Outline procedures. Questions arose as to how textbook changes should be handled on the official course outlines and what is being kept as an official outline for the institution. It was noted that the grey shaded areas on the Course Outline Form are areas that are under the control of the department.

It is the department's responsibility to keep those outlines (course syllabus) on file. W. Welsh will send a memo to department heads advising of this requirement.

**Action: W. Welsh**

### **4. INFORMATION ITEMS**

**4.1 2005/06 UPAC Membership List:**

**4.2 2005/06 UPAC Meeting Schedule**

**4.3 PAC Minutes: April 29, 2005 minutes are posted on the web.**

### **5. ADJOURNMENT**

Meeting was adjourned at 11:30 AM.