

APPROVED: October 27, 2006

**UNDERGRADUATE PROGRAM ADVISORY COMMITTEE (UPAC)
MEETING**

Friday, September 29, 2006
9:30 a.m. – Room A225
Abbotsford Campus

APPROVED MINUTES

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**Present:** S. Brigden, J. Carroll, B. Cooke, G. Mimmack, P. O'Brien, S. Stegmueller  
**Guests:** E. Harris, K. Lawrence, M. MacDougall, L. Tielmann  
**Recorder:** A. Hallman

**1. APPROVAL OF UPAC AGENDA**

**MOTION:**

**S. Stegmueller/P. O'Brien**

To approve the agenda as presented.

**CARRIED**

**2. APPROVAL OF UPAC MINUTES**

**2.1. UPAC Draft Minutes: August 29, 2006**

**MOTION:**

**S. Brigden/G. Mimmack**

To approve the August 29, 2006 UPAC minutes with the following amendment:

Remove "Regrets" and only list those present at the meeting.

**CARRIED**

**3. UPAC BUSINESS**

**3.1. UPAC approval process to date**

The process has been changed so that many items can be approved without coming to UPAC for discussion. In particular, new courses and changes to courses will likely not need UPAC approval. These will instead be presented to UPAC as information items. Minor changes to programs may also not need UPAC approval (at the discretion of the UPAC Chair and UPAC Assistant), but any new programs or major changes to programs will continue to come to UPAC for approval.

Department Heads are given an opportunity to comment on all items once they have gone to the supporting areas, also known as UPACA1, and the relevant curriculum committee(s). All items are listed on the UPAC website, along with a brief description of the change (such as "change to prerequisites"). If Department Heads wish to see a course outline to find details of a change, they can contact the relevant department or the UPAC Assistant. If there are concerns regarding an item, Department Heads should contact the UPAC Assistant and register the concerns. Unresolved issues will go to UPAC for decision.

Concerns were raised over the usability of the online list of items, as they are in reverse chronological order based on when an item is submitted, not sorted by course or program area. There may be a more complex proposal management system in place eventually, but we are currently limited by resources and technology. Rather than just asking Department Heads to check the website regularly, it was suggested that all Department Heads should receive a copy of the weekly UPACA1 agenda. A. Hallman will ensure that Department Heads receive this agenda.

Members of UPACA1 were given an opportunity to comment on the process.

One concern is that the supporting areas do not see the final version of a proposal; suggestions and comments are made during the initial consultation, and the department chooses whether to implement those suggestions. When all items came directly to UPAC under the old process, a decision was reached at the meeting and the final outcome was recorded in the minutes; now the information must be searched for. The response to this concern is that once a proposal has gone through the rest of the approval process, it will be included in the UPAC agenda as information or as a business item. If necessary, more details on information items can be included with the UPAC agenda.

Another concern is that departments are not required to implement any changes that are suggested during the consultation. Presumably, departments will be able to see the value in this process and will consider the potential implications for students when problems are identified.

The consultation process has also resulted in a significant increase in workload for many of the areas involved. Proposals must be reviewed on a weekly basis, or the opportunity to comment is missed.

One major benefit of the consultation is that comments can be made at an earlier stage than before, and many departments are more receptive to feedback at the beginning of the process. Under the old process, some problems were not identified until a final version of the proposal was presented at UPAC.

#### **4. INFORMATION ITEMS**

##### **4.1. English**

New course: ENGL 231 The Comic in Western Drama has been published.

Changes to courses (4 year course reviews): ENGL 306, 333, 336 have been published.

##### **4.2. BA/Liberal Arts diploma**

Changes to the lab science requirement were made to reflect the course title change of Physics 103 and 104 to Astronomy 103 and 104.

##### **4.3. Aboriginal Foundations general studies program**

This is an example of a way in which general studies students will be able to identify with a particular discipline or pathway.

##### **4.4. History**

Correction of error to prerequisite for HIST 381, at the request of Department Head Sylvie Murray.

#### **5. ADJOURNMENT**

## CALENDAR COPY CHANGES

### 4.2 Bachelor of Arts degree/Liberal Arts diploma

Lab Science requirement (Four credits from):

- Astronomy 103 or 104
- Biology, 100-level or higher
- Chemistry, 100-level or higher
- Geography 101 or 102
- Kinesiology/Physical Education 163 or 170
- Physics, 100-level or higher
- Psychology 202\*