

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

Wednesday, December 13, 2006
9:30 a.m. – Room A402
Abbotsford Campus

APPROVED MINUTES
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**Present:** S. Brigden, J. Carroll, B. Cooke, R. Kelley, L. Howe, G. Mimmack, P. O'Brien, J. Snodgrass, S. StegmueLLer.  
**Guests:** S. Drysdale, K. Evans, G. Gould, E. Harris, C. Koenig.  
**Recorder:** A. Hallman

**1. APPROVAL OF UPAC AGENDA**

The following amendments were made to the agenda:

- Correction: BGS Economics ~~major~~ **minor**
- Addition of CIS 390 (change to prerequisites) as an information item

**2. APPROVAL OF UPAC MINUTES****2.1. UPAC Draft Minutes: Nov. 24, 2006****MOTION:****S. StegmueLLer/S. Brigden**

To correct the date in "Approval of UPAC Minutes" from September 29 to October 27, and approve the November 24, 2006 draft minutes.

**CARRIED****3. UPAC BUSINESS****3.1. Computer Information Systems**

Change to program: Addition of Web Design and Animation option to CIS certificate

B. Cooke noted that one course can apparently be used to meet more than one requirement, thus bringing the total credits to less than 30. S. Drysdale clarified that this was not the intention; a note will be added to the calendar copy to indicate that courses taken to meet one requirement can not be used to meet another.

B. Cooke also mentioned that, since the original certificate is so flexible (any 30 CIS courses), the option appears more like an entirely new certificate than an option in an existing one. This should be presented to UCC as a concern, and final decision should be left to UCC.

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

To correct the title of CIS 162 by removing the word "intermediate", add a note that "courses counted toward one requirement can not be used to meet another", and approve the CIS certificate, Web Design and Animation option, with a note to UCC.

**CARRIED****RECOMMENDED TO UCC**

### 3.2. Business Administration

Change to program: Addition of Trades Management option to Bachelor of Business Administration

B. Cooke presented a concern from E. Harris that the wording used in the entrance requirements ("provincial trade certificate") is not standard in the industry, and could be open to broader interpretation. She suggested that "provincial Certificate of Qualification or inter-provincial certificate of qualification in a trade" might be more appropriate. G. Gould agreed that the requirement could be changed as suggested.

C. Koenig asked if this would be open to all trades, including trades such as hairdressing or locksmithing. As this program is a result of a request from UCFV's trades area, the initial intention was that it serve apprenticed trades such as carpentry. However, the program is open to interested students from any trades area. R. Kelley also mentioned that provincial certificates do not exist for all trades, such as electronics. B. Cooke suggested that a statement be added indicating that applicants who do not meet the certification requirement may still be considered for admission.

#### **MOTION:**

**S. Stegmuller/R. Kelley**

To amend the entrance requirement to "provincial Certificate of Qualification or inter-provincial certificate of qualification in a trade", add a note that "applicants who do not meet the certification requirement may be considered for admission; contact the department for more information", and approve the BBA Trades Management option.

**CARRIED**

**RECOMMENDED TO UCC**

### 3.3. Bachelor of General Studies

Change to program: Addition of Co-op option to Bachelor of General Studies

#### **MOTION:**

**S. Stegmuller/J. Snodgrass**

To approve the BGS Co-op option as presented.

**CARRIED**

**RECOMMENDED TO UCC**

Change to program: Addition of Economics minor to Bachelor of General Studies

J. Snodgrass mentioned that the BGS program was originally structured to include all minors. C. Koenig agreed that the BGS curriculum committee would like to have any new minors automatically added to the BGS, provided that they have been consulted.

K. Evans raised concerns over how to manage enrolment when students are registered in a minor but are not able to access the upper-level courses they need to complete that minor. C. Koenig indicated that the declaration of a minor is done formally (or should be), and so student enrolment can be monitored.

B. Cooke asked the committee if UPAC should require that both parties agree and advise UPAC, or simply that the proposing department advise UPAC that they have consulted with the other party. A confirmation memo to UPAC should be sufficient. E. Harris mentioned that the Crim degree has a clause indicating that any minor or extended minor can be included. A request to generalize the minor can be proposed at another meeting; K. Evans and C. Koenig will revisit the initial proposal and will come back to UPAC.

#### **MOTION:**

**S. Brigden/G. Mimmack**

To approve the BGS Economics minor as presented.

**CARRIED**

**RECOMMENDED TO UCC**

### 3.4. Kinesiology and Physical Education

Due to a lack of clarity with the wording in the direct entry to the Bachelor of Kinesiology (approved by UPAC in May 2006), E. Harris requested that UPAC approve a wording change to the requirements.

#### **MOTION:**

**P. O'Brien/J. Snodgrass**

To change the high school science requirements for the BKin to the following:

- Biology, Chemistry, and Physics, with a C+ or better. At least two subjects must be at the grade 12 level and one subject can be at the grade 11 level.

**CARRIED**

### 3.5. High school provincial exams

Further to UPAC's November 24 discussion, E. Harris distributed statistical data comparing the grade 12 school marks and final grades of UCFV students. In general, the provincial exam marks are somewhat lower than the class grade. It was noted that students will not be able to opt out of the provincial exam for English 12 or Communications 12.

All BC universities and other university colleges have already indicated that they intend to require provincial exams; colleges and institutes have a variety of positions.

#### **MOTION:**

**J. Snodgrass/L. Howe**

To require grades based on provincial exams for all provincially examinable courses.

**CARRIED**

**RECOMMENDED TO UCC**

### 3.6. Cross-listing of courses

The November 24 discussion of cross-listing was reviewed and discussed. In summary, UPAC's recommendations are as follows:

- **Course ownership:** only one department will own a course.
- **Course outlines:** only one complete course outline will exist, belonging to the owning department; all cross-listed outlines will refer to the original outline.
- **Calendar descriptions:** full course descriptions will be included in the calendar for all versions of the cross-listed course, and all will contain a boilerplate text stating that only one of the cross-listed versions can be taken for credit.
- **Program requirements:** in most cases, there will not be a limit on the number of cross-listed courses that can be taken to fulfill program requirements. If a program area wishes to institute limits, these must be clearly stated.
- **Registration and transcripts:** students will choose one version of a cross-listed course to appear on their transcripts. This will not appear as HIST/EDUC 323, but rather as either HIST 323 or EDUC 323. Students will be able to change how a course appears on a transcript, but a formal request should be made and changes should be approved by the dean.

These recommendations will be reviewed and finalized at the next meeting, and a formal recommendation will then be made to UCC.

## 4. INFORMATION ITEMS

### 4.1. Adult Education

New course: ADED 365: History of Aboriginal Adult Education in Canada has been published.

#### **4.2. Aviation**

Reviews: AV 101, 102, 151, 152, 161, 162, 201, 211, 221, 231, 251, 252, 302, 312, 322, 351, 352, 401, 402, 403, 404, 405, 411, 412, 413, 414, 415, 421, 422, 431, 432, 451, 452 have been published.

#### **4.3. Business Administration**

New course: BUS 245: Personal Wealth Creation has been published.

New course: BUS 314: Recruitment and Selection has been published.

New course: BUS 339: Introductory Financial Statement Analysis has been published.

New course: BUS 406: Compensation and Benefits has been published.

New course: BUS 443: Financial Accounting Theory has been published.

New course: BUS 446: Advanced Financial Statement Analysis has been published.

New course: BUS 457: Project Management has been published.

Reviews: BUS 338, 349 have been published.

#### **4.4. College and Career Preparation**

Reviews: ENGL 051, 061, 071, 081, 091 have been published.

#### **4.5. Communications**

New course: CMNS 175: Writing for the Internet has been published.

#### **4.6. Education**

New course: EDUC 447: Indigenous Youth and Schooling has been published.

New course: EDUC 460: Governance and Reform in Public Education has been published.

Revisions: EDUC 400, 495 have been published.

Additions to program: EDUC 447 and 460 added to Teacher Education program.

#### **4.7. English**

New course: ENGL 303: Writing Historical Fiction has been published.

New course: ENGL 311: Novel Writing has been published.

New course: ENGL 315: Writing Children's Literature has been published.

New course: ENGL 381: Playwriting has been published.

#### **4.8. Geography**

New course: GEOG 354: Approaches in Human Geography has been published.

Revisions: GEOG 241, 445 have been published.

#### **4.9. Social Work and Human Services**

Change to prerequisites: HSER 131, 192, 196 have been published.

#### **4.10. Theatre**

New course: THEA 401: Theories of Theatre has been published.

#### **4.11. Visual Arts and Graphic Design**

New course: GD 374: Concepts and Systems in Communication Design has been published.

Change to prerequisites: VA 123, 131, 151, 171, 183 have been published.

Reviews: VA 131, 132, 331, 332, 431, 432 have been published.

Revisions: GD 154, 216 have been published.

#### **4.12. Computer Information Systems**

Change to prerequisites: CIS 390 has been published.

#### **5. ADJOURNMENT**

The meeting was adjourned at 11:20 am.

# CALENDAR COPY

## 3.1. Computer Information Systems

### **Computer Information Systems certificate — Web Design and Animation option**

The CIS certificate is available as an exit credential to students who have completed any 30 credits from the CIS offerings, including degree program non-CIS courses, at least one half of which must be CIS or COMP courses. Students who wish to attain the CIS certificate can choose any 30 credits that meet these requirements, or they may choose the Web Design and Animation option.

This option provides students with a solid, broad-based background covering many aspects of Web Design and Computer Animation. Students in this option will take the core courses required for all Web Design and Animation students, with additional CIS/COMP and other courses to reflect both their own interests, and the current demands of employers. Graduates of this option will work in a wide variety of positions within many types of web design and IT companies.

Students who wish to continue on to attain the diploma or degree are advised to take the courses listed for the first year of the degree or to take courses that apply as course requirements to the diploma or degree.

Note: Students entering the program without any computer literacy skills are advised to take CIS 100.

### **Entrance requirements**

Entrance to this program is through the BCIS degree. Students in the degree can apply for the CIS certificate once they have completed the necessary coursework.

### **Program outline**

#### **One of the following courses:**

| Course  | Title                         | Credits |
|---------|-------------------------------|---------|
| CIS 145 | Web Publishing                | 3       |
| CIS 146 | Web Publishing – Intermediate | 3       |

#### **One of the following courses:**

| Course  | Title                                   | Credits |
|---------|-----------------------------------------|---------|
| CIS 160 | Introductory Web Graphics and Animation | 3       |
| CIS 162 | Introduction to Animation               | 3       |

#### **Two of the following courses:**

| Course      | Title                                   | Credits |
|-------------|-----------------------------------------|---------|
| CIS 145     | Web Publishing                          | 3       |
| CIS 146     | Web Publishing – Intermediate           | 3       |
| CIS 160     | Introductory Web Graphics and Animation | 3       |
| CIS 162     | Introduction to Animation               | 3       |
| CIS 165     | 3D Animation                            | 4       |
| CIS 185     | Introduction to Programming Using Media | 4       |
| or COMP 150 | Introduction to Programming             |         |
| or CIS 180  | Introduction to Visual Programming      | 4       |

#### **One of the following courses:**

| Course   | Title                                       | Credits |
|----------|---------------------------------------------|---------|
| CMNS 175 | Writing for the Internet                    | 3       |
| CMNS 375 | Document Design, Desktop and Web Publishing | 3       |
| CMNS 125 | Business Communications                     | 3       |

#### **Four of the following courses:**

| Course | Title                      | Credits |
|--------|----------------------------|---------|
| VA 180 | Digital Photography I      | 3       |
| VA 117 | Intro to Animation Drawing | 3       |

|        |                                  |   |
|--------|----------------------------------|---|
| GD 157 | Primary Digital Graphics         | 3 |
| GD 258 | Graphic Design for the Web       | 3 |
| VA 160 | Introduction To Video Production | 3 |

#### **Mandatory portfolio course:**

| Course  | Title                        | Credits |
|---------|------------------------------|---------|
| CIS 140 | Web Design Portfolio Project | 3       |

Note: courses counted toward one requirement can not be used to meet another.

### **3.2. Business Administration**

#### **Bachelor of Business Administration — Trades Management option**

The BBA option in Trades Management provides individuals with the ability to use their prior learning (Trade Certificate) and to augment prior learning– with the fundamentals of business management theories and practices. Students will be required to successfully complete the bridging courses prior to beginning Semester 5.

Note: Students must meet the pre-requisites as listed in the calendar for Eng 105.

#### **Entrance requirements**

1. 5 years work experience.
2. Provincial Certificate of Qualification or inter-provincial certificate of qualification in a trade, held for at least one year.

Note: applicants who do not meet the certification requirement may be considered for admission; contact the department for more information.

#### **3. 500 word essay:**

- Why do you want to obtain a BBA?
- What kinds of life / work experiences have you had that have contributed to this decision?
- What experiences have you had that prepare you for the BBA?

#### **4. Interview.**

#### **Program outline**

##### **Bridging Courses**

| Course   | Title                            | Credits |
|----------|----------------------------------|---------|
| MATH 170 | Business Math and Statistics     | 6       |
| ENGL 105 | The Reading and Writing of Prose | 3       |
| BUS 202  | Contemporary Management          | 3       |

##### **Semester V**

| Course  | Title                                     | Credits |
|---------|-------------------------------------------|---------|
| BUS 201 | Human Resource Management                 | 3       |
| BUS 227 | New Business Development                  | 3       |
| BUS 301 | Economic and Business Statistics          | 4       |
| BUS 339 | Introductory Financial Statement Analysis | 3       |
| BUS 305 | Industrial Relations                      | 3       |

##### **Semester VI**

| Course  | Title                          | Credits |
|---------|--------------------------------|---------|
| BUS 320 | Business Research Methods      | 3       |
| BUS 321 | Business to Business Marketing | 3       |
| BUS 349 | Financial Management I         | 3       |

|         |                           |   |
|---------|---------------------------|---|
| BUS 404 | Management Science        | 3 |
| BUS 406 | Compensation and Benefits | 3 |

### **Semester VII**

| <b>Course</b> | <b>Title</b>                   | <b>Credits</b> |
|---------------|--------------------------------|----------------|
| BUS 423       | Services Marketing             | 3              |
| BUS 440       | Management Information Systems | 3              |
| BUS 457       | Project Management             | 3              |
| Elective      | Upper-level BUS                | 3              |
| Elective      | Upper-level BUS                | 3              |

### **Semester VIII**

| <b>Course</b> | <b>Title</b>                           | <b>Credits</b> |
|---------------|----------------------------------------|----------------|
| BUS 403       | Strategic Management                   | 3              |
| BIO 420       | Special Topics (Global Sustainability) | 3              |
| BUS 430       | Management of Innovation               | 3              |
| Elective      | Upper-level BUS                        | 3              |
| Elective      | Upper-level BUS                        | 3              |

### **Graduation requirements**

Students must maintain a 2.67 cumulative grade point average in semesters 5-8.

## **3.3. Bachelor of General Studies**

### **Bachelor of General Studies**

#### **Minors from Faculty of Arts & Applied Arts**

Anthropology, Applied Ethical and Political Philosophy, Criminal Justice, Economics, English, French, Geography, History, Latin American Studies, Mathematics, Mathematics and Statistics, Media and Communications Studies, Sociology, Theatre, Visual Arts.

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#### **Co-operative Education option**

The Co-operative Education option provides general studies students with the opportunity to acquire paid, career-related work experience in conjunction with their studies in the Bachelor of General Studies degree program. See the [Co-operative Education](#) section for more details.

## **3.4. Kinesiology and Physical Education**

### **Bachelor of Kinesiology**

#### **Entrance requirements: Direct Entry from High School**

The first year of the Bachelor of Kinesiology degree program has a limited number of seats, and accepts students through a competitive entry process. Applicants must have completed the following requirements, including provincial exams where applicable:

- B.C. Secondary School graduation or equivalent
- English 12 with a B or better
- Principles of Math 11 with a C or better
- Biology, Chemistry, and Physics, with a C+ or better; at least two subjects must be at the grade 12 level and one subject can be at the grade 11 level
- Physical Education 11 and/or 12 with a B or better; or, alternatively, participation in a varsity sport at senior secondary level, or on a BC Summer or Winter Games team, or on a provincial or national team



## 4.6 Education

### Teacher Education Program

#### **Term 2 (September to December)**

| Course       | Title                                                                               | Credits     |
|--------------|-------------------------------------------------------------------------------------|-------------|
| EDUC 442     | Introduction to Classroom Research(child study on an individual student's strength) | 1           |
| EDUC 443     | Literacy Across the Curriculum                                                      | 3           |
| EDUC 444     | Classroom Management and Conflict Resolution                                        | 2           |
| EDUC 445     | Introduction to the Principles of Assessment                                        | 1           |
| EDUC 446     | Using Information Technology in Teaching                                            | 1           |
| EDUC 447     | First Nations Youth and Schooling                                                   | 1           |
| EDUC 400     | Integration of Knowledge and Practice I (practicum 1)                               | 6           |
| EDUC 495B    | Applications of Reflective Practice II                                              | 0.5         |
| <b>Total</b> |                                                                                     | <b>15.5</b> |

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#### **Term 4 (mid-February to May)**

| Course                       | Title                                                  | Credits     |
|------------------------------|--------------------------------------------------------|-------------|
| EDUC 404                     | Integration of Knowledge and Practice II (practicum 2) | 12          |
| EDUC 460                     | Governance and Reform in Public Education              | 3           |
| EDUC 495D                    | Applications of Reflective Practice IV                 | 0.5         |
| <b>Total</b>                 |                                                        | <b>15.5</b> |
|                              |                                                        |             |
| <b>Total program credits</b> |                                                        | <b>55</b>   |