

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

Friday, March 2, 2007
9:30 a.m. – Room A225
Abbotsford Campus

APPROVED MINUTES

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**Present:** S. Brigden, J. Carroll, B. Cooke, E. Davis, E. Dennis, R. Kelley, L. Howe, S. Stegmuller  
**Guests:** H. MacDonald, S. Piper, G. Wolfson  
**Recorder:** A. Hallman

**1. APPROVAL OF UPAC AGENDA****MOTION:**

S. Brigden/E. Davis

To approve the agenda with the following amendment:

- Addition of change to hours of DHYG 151 as information item 4.12.

**CARRIED****2. APPROVAL OF UPAC MINUTES****2.1. UPAC Draft Minutes: Feb. 2, 2007****MOTION:**

S. Bridgen/E. Dennis

To approve the February 2, 2007 draft minutes as presented.

**CARRIED****3. UPAC BUSINESS****3.1. Latin American Studies**Change to program: LAS minorChange to program: LAS extended minor

S. Piper distributed a revision to the proposal, changing asterisks to superscripts for clarification. This proposal is to add alternatives to the programs; these are not structural changes.

**MOTION:**

E. Dennis/S. Stegmuller

To approve the changes to the Latin American Studies minor and extended minor as presented.

**CARRIED****SENT TO UCC FOR INFORMATION****3.2. Social Work and Human Services**Change to courses: Renumbering of 400-level HSER courses to 500-level

These courses were historically offered at the 600 level, but the department was asked to make them 400-level courses when UCFV developed graduate studies. The department subsequently asked to

change them to the 500 level, and this was approved by UPAC on March 3, 2006. However, the changes were put on hold at UCC on March 17, 2006, pending final approval of policy 210.14. The policy was approved by UCC on May 26, 2006, defining 500-level courses as "Post-baccalaureate courses that require a baccalaureate degree or equivalent preparation to study at a higher, but not graduate, level and may be used as professional development to maintain a credential or professional status." UPAC was to reconsider these courses for appropriateness at this level. The courses in question are not for entry-level students, but are offered at a professional level.

**MOTION:**

**S. Stegmuller/ L. Howe**

To approve the renumbering of HSER 500, 501, 502, 510, 511, 512, 527, 528, and 530, effective September, 2007.

**CARRIED**

**3.3. Competitive entry rating scales in calendar**

H. MacDonald presented some concerns that Health Sciences has over the implications of the decision made at the February 2, 2007 UPAC meeting to include links to rating scales in the calendar. Although Health Sciences supports transparency, they are concerned that giving the full, detailed rating scale will generate a high level of inquiry that they simply cannot handle. As this is a new process, Health Sciences would prefer to begin by making a summary of the criteria available rather than a detailed breakdown.

UPAC's original intention was to make students fully aware of all competitive criteria. As long as the summary includes all criteria on the rating scale, this should be sufficient.

**MOTION:**

**L. Howe/S. Stegmuller**

To reconsider the motion from the February 2 UPAC meeting, and amend it to the following: To include links to rating scales *or a summary of the rating scales* in the online calendar for every program that uses a rating scale for admission.

**CARRIED**

One of the concerns at the February 2 meeting was that the Dental Hygiene rating scale contained items which were not included in the entrance requirements. These are not required items, but are areas in which candidates can receive extra points. S. Stegmuller's concern was that students may not be aware of all criteria that they may be evaluated on.

B. Cooke suggested that UPAC may want to require the inclusion of all competitive entry criteria in the entrance requirements. However, E. Dennis questioned whether these actually belong in the entrance requirements; although additional criteria could be considerations for admission, they are not requirements. Students should certainly be aware of all possible criteria for competitive admission, but the entrance requirements may not be the most appropriate place for these. The new "basis for admission decision" section will be based primarily on the entrance requirements, but should also include any additional factors.

**MOTION:**

**J. Carroll/R. Kelley**

The basis of admission section should include the entrance requirements and any additional criteria that may be considered. This must be clearly stated.

**CARRIED**

### 3.4. Cross-listing of courses

B. Cooke presented a new version of the cross-listing proposal, which has been distributed to department heads for comment.

The current document indicates that each course will be owned by either a department or a discipline-focused curriculum committee. Questions were raised regarding how a curriculum committee is initially formed. E. Davis indicated that the dean ultimately approves the size, nature, and make-up of a curriculum committee. It was suggested that this statement be changed to read as follows: "If there is no department, then a committee focused on the discipline and recognized by UPAC will act as the owner of the course."

L. Howe suggested that we may need a course labeling policy to make ownership of certain course codes clear, as incorrect labeling of a course may cause the institution to lose credibility with various stakeholders. S. Brigden mentioned that examples of such a policy may exist at other institutions.

W. Burton sent a comment that approval of the originating department should be obtained in order to create a cross-listing. R. Welch sent suggestions for wording regarding discontinuation of a cross-listing: "If a cross-listing is to be discontinued, the department must advise the department offering the course, the relevant curriculum committee, and UPAC of their intention, including why the cross-listing is being discontinued." B. Cooke will incorporate some of these suggestions, and prepare another draft.

Definitions should also be defined and included in this policy. S. Brigden will look for examples of similar definitions at other institutions.

## 4. INFORMATION ITEMS

### 4.1. Anthropology

New course: ANTH 203: Selected Topics in Cultural Anthropology I has been published.

New course: ANTH 403: Selected Topics in Cultural Anthropology II has been published.

### 4.2. Biology

Review with no changes: BIO 420 has been published.

### 4.3. College and Career Preparation

New course: ECP 094: Provincial Education and Career Planning has been published.

Reviews: BIO 083; COMP 061, 071; ECP 074; MATH 051, 061, 072, 084, 085 have been published.

### 4.4. Communications

Review: CMNS 345 has been published.

### 4.5. English

New course: ENGL 275: Literature and Ecology has been published.

Cross-listing: ENGL cross-listed with VA 165 has been published.

### 4.6. Geography

New course: GEOG 300: Special Topics in Geography has been published.

Reviews: GEOG 345, 400 have been published.

Change to prerequisites: GEOG 341, 343, 344, 345, 346, 360, 362, 460 have been published.

**4.7. Physics**

Revisions: PHYS 100 has been published.

Change to prerequisites: PHYS 105 has been published.

**4.8. Sociology**

New course: SOC 299: Special Topics in Sociology I has been published.

New course: SOC 399: Special Topics in Sociology II has been published.

**4.9. Teaching English as a Second Language**

New course: TESL 302: Teaching English as a Second Language to Children has been published.

New course: TESL 303: Teaching Reading and Writing to ESL Learners has been published.

New course: TESL 311: Teaching ESL Writing and Grammar: From Theory to Practice has been published.

**4.10. Theatre**

Reviews: THEA 101, 111, 112, 201, 202, 211, 212 have been published.

**4.11. Visual Arts**

New course: FILM 210: Women in Film has been published.

New course: FILM 365/VA 365: Documentary Video Storytelling has been published.

Revisions and cross-listing: VA 165 cross-listed as ENGL 165 has been published.

**4.12. Dental Hygiene**

Change to hours: DHYG 151 has been published.

**5. ADJOURNMENT**

The meeting was adjourned at 11:05 am.

# CALENDAR COPY

## 3.1. Latin American Studies

### LAS extended minor

This section specifies the extended minor discipline requirements only. Information on additional Bachelor of Arts requirements can be found [here](#). The LAS program is administered through the Social, Cultural, and Media Studies (SCMS) department.

Note: Additional courses (such as SOC 205) may be counted toward the LAS extended minor when there is sufficient relevant content, but only with departmental approval.

### Lower-level requirements (21 credits)

| Required | Course                                                                                      | Credits |
|----------|---------------------------------------------------------------------------------------------|---------|
| Four of: | LAS 100, 102, 110, 200, 201; HIST 261, 262                                                  | 12      |
| Two of:  | SPAN 101, 102, 201, 202, 301                                                                | 6       |
| One of:  | LAS 100, 102, 110, 200, 201; ANTH 220; GEOG 233; HIST 261, 262; SOC 250; SPAN 201, 202, 301 | 3       |

Note: Students may not use one course to meet two criteria.

### Upper-level requirements (16 credits)

16 credits selected from the following:

| Course      | Title                                                                             | Credits |
|-------------|-----------------------------------------------------------------------------------|---------|
| LAS 312     | Special Topics: Latin American Cultural Topics                                    | 4       |
| LAS 402     | Field Study (no longer offered)                                                   | 4       |
| LAS 498     | Directed Readings in Latin American Studies                                       | 4       |
| GEOG 343    | Geography of Transitional Societies                                               | 4       |
| GEOG 433A   | Geography of Selected Regions                                                     | 4       |
| HIST 357    | History of Inter-American Relations: Latin America, the United States, and Canada | 4       |
| HIST 358    | African Slavery in the Americas                                                   | 4       |
| HIST 359    | Problems in Latin American Regional History                                       | 4       |
| HIST 457    | Sexuality and Gender in Latin America                                             | 4       |
| HIST 458    | History of Indigenous Peoples in Latin America                                    | 4       |
| HIST 459    | Topics in the Political and Social History of Latin America                       | 4       |
| SCMS 310A–G | Special Topics: Regional Studies of Latin America (see Note)                      | 4       |
| SCMS 363    | Processes of Development and Underdevelopment: Latin America                      | 4       |
| SCMS 388    | Minority Indigenous Peoples of the World                                          | 4       |
| SCMS 440A   | Religion in Latin America                                                         | 4       |
| SCMS 463    | Special Topics in Development Studies                                             | 4       |
| SCMS 470A   | Latin American Immigrants and Immigration                                         | 4       |

Note: No more than eight credits can be taken in SCMS 310 A–G.

## LAS minor

This section specifies the minor discipline requirements only. Information on additional Bachelor of Arts requirements can be found [here](#).

Note: Additional courses (such as SOC 205) may be counted toward the LAS minor when there is sufficient relevant content, but only with departmental approval.

### Lower-level requirements (12 credits)

| Required | Course                                                                                                                       | Credits |
|----------|------------------------------------------------------------------------------------------------------------------------------|---------|
| Two of:  | LAS 100, 102, 110, 200, 201; HIST 261, 262                                                                                   | 6       |
| One of:  | 100–200-level LAS or Latin American content courses: LAS 100, 102, 110, 200, 201; ANTH 220; GEOG 233; HIST 261, 262; SOC 250 | 3       |

Note: Students may not use one course to meet two criteria.

### Upper-level requirements (16 credits)

16 credits selected from the following:

| Course      | Title                                                                             | Credits |
|-------------|-----------------------------------------------------------------------------------|---------|
| LAS 312     | Special Topics: Latin American Cultural Topics                                    | 4       |
| LAS 402     | Field Study (no longer offered)                                                   | 4       |
| LAS 498     | Directed Readings in Latin American Studies                                       | 4       |
| GEOG 343    | Geography of Transitional Societies                                               | 4       |
| GEOG 433A   | Geography of Selected Regions                                                     | 4       |
| HIST 357    | History of Inter-American Relations: Latin America, the United States, and Canada | 4       |
| HIST 358    | African Slavery in the Americas                                                   | 4       |
| HIST 359    | Problems in Latin American Regional History                                       | 4       |
| HIST 457    | Sexuality and Gender in Latin America                                             | 4       |
| HIST 458    | History of Indigenous Peoples in Latin America                                    | 4       |
| HIST 459    | Topics in the Political and Social History of Latin America                       | 4       |
| SCMS 310A–G | Special Topics: Regional Studies of Latin America (see Note)                      | 4       |
| SCMS 363    | Processes of Development and Underdevelopment: Latin America                      | 4       |
| SCMS 388    | Minority Indigenous Peoples of the World                                          | 4       |
| SCMS 440A   | Religion in Latin America                                                         | 4       |
| SCMS 463    | Special Topics in Development Studies                                             | 4       |
| SCMS 470A   | Latin American Immigrants and Immigration                                         | 4       |

Note: No more than eight credits can be taken in SCMS 310 A–G.