

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

Friday, May 23, 2008  
9:30 a.m. – Room A225  
Abbotsford Campus

**APPROVED MINUTES**  
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**Present:** I. Affleck, S. Brigden, B. Cooke, K. Evans, S. Pattridge,  
**Guest:** D. Devitt, D. Francis, P. Funk, E. Kroeker, L. Moren, M. Silverstein  
**Recorder:** A. Grimson

**1. APPROVAL OF UPAC AGENDA**

With only four voting members present at the start of the meeting, a decision was made to run the meeting by consensus.

**MOTION:**

To approve the agenda with the following amendments:

- Deletion of item 3.5, Communications
- Addition of item 3.8, Representation from PLAR
- Addition of item 3.9, Advice to the registrar regarding the presentation of prerequisites in publications
- Addition of item 4.3, Stale-dated courses

**CARRIED****2. APPROVAL OF UPAC MINUTES**

**2.1.** UPAC Draft Minutes: April 25, 2008

**MOTION:**

To approve the April 25, 2008 minutes as presented.

**CARRIED****3. UPAC BUSINESS****3.1. Fashion Design**

Change to program: Fashion Design diploma

**MOTION:**

To replace FD 265 with FD 360 in the Fashion Design diploma program, for implementation in winter 2009 as presented.

**CARRIED****RECOMMENDED TO UCC****3.2. Science**

Change to program: Addition of CIS minor to BSc

**MOTION:**

To include the CIS minor as an acceptable minor in the Bachelor of Science degree as presented.

**CARRIED**

**RECOMMENDED TO UCC**

**3.3. Biology**

Change to course prerequisites: BIO 350, 406

BIO 350 has been offered once so far, and the proposed change is a direct result of student feedback. E. Kroeker noted that 75% of the students who took the course felt that they did not have the background necessary to be successful in the course.

The focus of BIO 406 has changed somewhat in recent years, and the shift in focus requires a better understanding of basic biochemistry and cell biology.

As the requested September 2008 implementation gives students very little notice, UPAC members suggested that the increased prerequisites be "strongly recommended" for September 2008 and required for September 2009. As the instructor of these courses, E. Kroeker indicated that this would be an acceptable timeline.

**MOTION:**

To increase the prerequisites for BIO 350 and BIO 406 for implementation in September 2009, with the additional courses strongly recommended for September 2008.

**CARRIED**

**3.4. Criminology/Criminal Justice**

Change to calendar copy: Exclusion of CRIM courses from calendar

The courses in question are not actually offered at UCFV, but they appear on students' transcripts as transfer credit. A proposed solution was to discontinue the courses, which would result in removal from the calendar. Transfer credit could still be granted without a problem.

**MOTION:**

To remove the following CRIM courses offered by the PRTC/RCMP from the calendar as presented: CRIM 261, 262, 263, 264, 291, 292, 293, 295, 296, 299, 391, 392, 394.

**CARRIED**

**3.5. Communications**

New course code: JRNL

This item was removed from the agenda at the request of the department, to be discussed at a later date.

**3.6. Computer Information Systems**

Change to program: BCIS concentrations

The calendar copy will only indicate the specific courses required for each concentration, and will include a note that students must also complete all requirements for the degree.

**MOTION:**

To reduce the required courses in each of the concentrations to four, and to add COMP 360 as an alternative course in the Software concentration as presented.

**CARRIED**

**RECOMMENDED TO UCC**

### **3.7. Election of chair and vice-chair for 2008/09**

S. Brigden indicated a willingness to continue on as Chair, and was acclaimed to the position. S. Pattridge similarly indicated a willingness to take on the role of Vice-chair, and was acclaimed to the position.

### **3.8. Representation from PLAR**

The Academic Standards Committee (ASC) has been reviewing its membership, and as a result the representative from Assessment Services has been removed. B. Cooke suggested that UPAC might be a more appropriate place for a PLAR representative to participate. UPAC members agreed that the committee would benefit by the involvement of a PLAR/Assessment Services representative.

#### **MOTION:**

To recommend to UCC that a PLAR representative (from Assessment Services) be added to UPAC as a voting member.

**CARRIED  
RECOMMENDED TO UCC**

### **3.9. Advice to the registrar regarding the presentation of prerequisites in publications**

Courses mentioned in the English Language Continuance Proficiency policy, such as CMNS 125, have a very long list of prerequisites. B. Cooke mentioned that one way to simplify the prerequisites might be to replace them with a statement along the lines of “an English Language Proficiency (ELP) value of 100 or higher”. This may be confusing for students if that is all that is listed, but the prerequisites could list applicable high school and UCFV courses “or an ELP value of 100 or higher”. Course outlines would not need to be changed, but the presentation of prereqs in the calendar and the timetable would be simplified.

UPAC members agreed that a simplified presentation would make sense, provided information about the ELP value and relevant tests is still easy to find.

## **4. INFORMATION**

### **4.1. 2008/09 UPAC meeting schedule**

### **4.2. Continuing Studies**

Proposal withdrawn: New course codes BKP, DMP, LMB

### **4.3. Stale-dated courses**

The treatment of stale-dated courses in the calendar was briefly discussed at the last meeting. A review of past PAC/UPAC minutes show that a motion was passed on this issue at the January 28, 2005 PAC meeting. Courses that have not been offered for five years should be removed, unless the department responsible specifically wants them to remain.

## **5. INFORMATION: APPROVED COURSE OUTLINES**

The following courses have been approved according to policy 110.29.

### **5.1. Agriculture Technology**

Change to pre/co-requisites: AGRI 103 has been approved.

Change to prerequisites: AGRI 194 has been approved.

Change to course description: AGRI 139, 192, 203, 206, 222, 223, 239, 292 have been approved.

Courses discontinued: AGRI 111, 112, 133, 137, 138, 236, 232, 235, 226, 166, 167, 194, 200, 205, 130, 230, 207, 270 have been approved.

**5.2. Biology**

New course: BIO 415: Cancer Biology has been approved.

Change to prerequisites: BIO 093, 201, 210, 280 have been approved.

**5.3. Fashion Design**

Revisions: FD 180 has been approved.

**5.4. Mathematics**

New course: MATH 420 124: Finite Math with Applications in the Information Sciences has been approved.

**6. ADJOURNMENT**

The meeting was adjourned at 11:00 am.