

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

**Friday, October 2, 2009  
9:30 a.m. – Room A225  
Abbotsford Campus**

**APPROVED MINUTES**

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**Present:** S. Brigden, J. Carroll, B. Cooke, K. Evans, J. Hogg, C. Loten, S. Pattridge, S. StegmueLLer

**Guests:** C. Jensen, L. Kirkland-Harvey, P. Mulhern

**Recorder:** S. Kheleh

**1. APPROVAL OF UPAC AGENDA**

**MOTION:**

**K. Evans/S. Pattridge**

To approve the agenda as presented, with the addition of the following two items:

**4.5.** Program change: Addition of GEOG 116 to BA electives

**5.** UPAC Program and Course Approval Flowcharts

**CARRIED**

**2. APPROVAL OF UPAC MINUTES**

**MOTION:**

**C. Loten/S. StegmueLLer**

To approve the UPAC draft minutes of August 24, 2009.

**CARRIED**

**3. UPAC HOUSEKEEPING ITEMS**

**3.1 Election of UPAC Chair**

S. Brigden will stay on as UPAC chair and will represent UPAC on the Senate Committee.

**3.2 Election of UPAC vice-chair**

A call for nomination was made for the position of vice-chair on UPAC. Samantha Pattridge volunteered for the position.

**MOTION:**

**S. Brigden/K. Evans**

THAT Samantha Pattridge be elected to the position of vice-chair to UPAC for the academic year 2009/10.

**CARRIED**

#### **4. UPAC BUSINESS**

##### **4.1. Communications – New Certificate**

###### **MOTION:**

**J. Carroll/ K. Evans**

THAT the thirteen-credit Introduction to Journalism certificate be approved.

**CARRIED  
RECOMMENDED TO SENATE**

##### **4.2. Kinesiology and Physical Education – Program Change**

###### **MOTION:**

**B. Cooke/S. StegmueLLer**

THAT KPE 461 and KPE 481 be approved as electives to the KPE degree program pending clarification by the curriculum committee as to whether these are stream or program electives.

**CARRIED**

B. Cooke requested that the curriculum committee review the layout of the requirements and clearly indicate what the stream courses are. Clarification is needed as to whether these electives are stream electives, or program electives. It was decided that the curriculum committee would discuss this further at the next meeting.

##### **4.3. Physics – Program Changes**

###### **MOTION:**

**C. Loten/J. Hogg**

THAT the upper level credit requirements for both the double major in Physics and Math be revised. Current requirements are PHYS 381 *Mathematical Physics* plus 27 credits in upper-level Physics. These requirements will be replaced with (PHYS 381 *Mathematical Physics* plus 27 other credits in upper-level Physics) or (PHYS 381 plus 21 credits in upper-level Physics and a major in Mathematics).

**CARRIED  
RECOMMENDED TO SENATE**

##### **4.4. Physics – Program Changes**

###### **MOTION:**

**S. StegmueLLer/ B.Cooke**

THAT the fourth- year electives, PHYS 462 and PHYS 472, be renumbered to third-year electives in the Physics degree program as PHYS 362 and PHYS 372 respectively.

**CARRIED**

The rationale for renumbering the courses is that now they will be accessible to students who have completed second year. PHYS 462/472 were designed when UFV first became a degree granting institution. At that time these courses had PHYS 332/342 as prerequisites; since then the technology has changed, and our constant revision of these courses has made it possible to offer PHYS 462/472 without third year prerequisites (in a previous submission, the third year prerequisites were removed).

The Physics department has considered how the number changes may affect the programs. The majors only specify upper level credits, and so the change has no effect. The honours has two additional requirements that needed to be considered: the required two upper-level labs and third-year prerequisite requirements. The lab requirement is unaffected by this change. The intent of the "third year prerequisite" was to mimic similar requirements at other institutions and make it easier for our students to enter graduate school, but the intent of the requirement was to have students take advanced core physics courses. The potential problem was fixed earlier by removing the third year prerequisites for PHYS 462/472. Changing the numbering now does not affect this earlier correction and makes the honours requirements clearer.

#### **4.5. Bachelor of Arts Program Changes**

##### **MOTION:**

**S. StegmueLLer/ S. Pattridge**

THAT GEOG 116 be added to the list of lab science options in the BA.

**CARRIED**

#### **5. UPAC PROGRAM AND COURSE APPROVAL FLOWCHARTS**

In discussions with departments, areas of concern have been identified regarding the UPAC approval process for courses and programs. A few of the discussion items were as follows:

- Uncertainty as to how faculty approval takes place.
- Some faculties have multiple committees approving programs—process needs streamlining to identify path of approval. Flowchart diagram needs to be adjusted accordingly.
- The online agenda package published one week before the UPAC meeting is available to departments which will help to ensure external heads receive the opportunity to review the programs at UPAC.
- Committee members raised the concern of situations when one department develops a course which might belong in another area. What happens when it crosses disciplines? Deans need to be aware and be part of the process.
- Technology can be purchased to assist with process; however, cost factors and yearly upgrades are factors to be considered.
- Concerns were noted about making changes right now since we're still trying to figure out faculty roles within the approval process. Perhaps UPAC can pull together some heads to work on this at a later time, particularly in light of the fact that we are already in full tilt in the academic year, making any changes at this point awkward.
- It was suggested that it would be beneficial to publish the course outlines as part of the online agenda package. The course outline would still be presented to UPAC as an information item.
- The UPAC Assistant part of the flowchart in the program and course approval will be removed.
- The UPAC Assistant facilitates flow between department and UPAC.

#### **6. APPROVED COURSE OUTLINES**

The following courses have been approved according to policy 110.29.

##### **6.1. Astronomy**

Prerequisite change: ASTR 104

##### **6.2. Physics**

New course: PHYS 408, Special Topics

##### **6.3. English**

New course: ENGL 216, Introduction to Shakespeare

New course: ENGL 317, Creative Writing: Special Topics in Contemporary & Experimental Poetics

#### **7. ADJOURNMENT**

The motion to adjourn was moved by J. Carroll at 11 am.