

**MINUTES**  
**Faculty of Graduate Studies**  
**Graduate New Programs and Curriculum Committee Meeting**  
**Friday, September 14, 2012; 9:30am – 11:00am**  
**Venue: Room 203, Graduate Student Centre, 6371 Crescent Road**

**Present:** Stelvio Bandiera, Shauna Butterwick, Jessica Iverson (Minutes), Barak Kracheo, Anthony Lau, Max Read, Clive Roberts (Chair), Allen Sens, Susie Stephenson

**Regrets:** Joy Begley, Lindsey Kovacevic, Bill Ramey

**1. Committee Introductions**

**2. Adoption of Agenda**

-Adopted

**3. Minutes of Monday, June 25, 2012 meeting**

-Approved

**4. Business Arising**

-Further to the May 11, 2012 NPCC meeting, Rehabilitation Sciences provided a Faculty Approval Date for all proposals approved at that meeting, and identified the approving authority; all changes were approved by the program/department on April 10, 2012 and further approved by Dr. Peter Leung, chair of the Graduate Education Committee in the Faculty of Medicine, on June 27, 2012; the proposals were approved at the July 17, 2012 meeting of the Senate Curriculum Committee

-Further to the June 25, 2012 NPCC meeting, the Institute for Computing, Information and Cognitive Systems added a qualified instructor (Dr. Thanos Stouraitis) to the syllabus for CICS 511; the proposal was approved at the July 17, 2012 meeting of the Senate Curriculum Committee

-Further to the June 8, 2012 NPCC meeting, the effective session for CICS 516 was changed from Term 2 of Winter 2012 to Summer 2013 at the request of the proponent; the proposal was approved at the July 17, 2012 meeting of the Senate Curriculum Committee

-Further to the June 8, 2012 NPCC meeting, the effective session for RHSC 515 has changed from Winter 2013 to Winter 2012 as the proponent plans to offer the course in January 2013; the proposal was approved at the July 17, 2012 meeting of the Senate Curriculum Committee

-Further to the June 25, 2012 NPCC meeting, the School of Population and Public Health has elected *not* to list the required courses for the MPH Program Requirements in the Calendar entry; the same applies for listing core courses in the PhD program entry; the School provided the following statement, "As per FoGS recommendation, the School of Population and Public Health has chosen to not list specific core courses in its senate rules for each of its graduate programs. This allows us flexibility with our programs as core courses can sometimes change"; the proposals were approved at the July 17, 2012 meeting of the Senate Curriculum Committee

**5. New Proposals**

<b>Faculty of Land and Food Systems</b> Submitted by Melanie Train	
FOOD 511 (3) -spell out MFS in title -in general, the syllabus needs more work; specifically: -provide greater detail on week-to-week topics (syllabus currently lists topics in three parts) -in the Evaluation of Learning/Course	

<p>Grading section of the syllabus, provide greater detail on the “remedial work” students might be required to complete, including how it factors into grading</p> <ul style="list-style-type: none"> <li>-the Committee asked if students will know what a “graduate level reflection journal” is (noted in the Evaluation of Learning/Course Grading section of the syllabus); they suggested including more detail in the syllabus</li> <li>-30% assigned to attendance is unusually high; normally the maximum is 10% → provide rationale</li> <li>-as this course is to be graded H/P/F, the Committee suggests indicating in the program requirements for the program what Honours means; these details could also be included in the syllabus</li> </ul> <p><b>Action: HOLD</b></p> <p>FOOD 531 (6)</p> <ul style="list-style-type: none"> <li>-spell out MFS in title</li> <li>-clarify how the internal percentage system works and how it converts to a final “pass/fail/pass with honours” grade</li> <li>-as this course is to be graded H/P/F, the Committee suggests indicating in the program requirements for the program what Honours means; these details could also be included in the syllabus</li> <li>-the Committee recommends providing industrial project supervisors with a document that aids in assessing students’ performance; as an example, here is a link to information and forms for a similar evaluation method currently used by the School of Library, Archival &amp; Information Studies:  <a href="http://www.slais.ubc.ca/courses/coursedes/libr/libr596.htm#Forms">http://www.slais.ubc.ca/courses/coursedes/libr/libr596.htm#Forms</a></li> </ul> <p><b>Action: HOLD</b></p>	
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<b>Faculty of Medicine</b> Submitted by Tara Klassen	
PHTH 544 (5) <b>Action: APPROVED</b>	
PHTH 545 (6) <b>Action: APPROVED</b>	
Submitted by Patricia Janssen	
MPH/MSN Dual Degree Program -consult with the Strategic and Decision Support Group as per guidelines for new	

programs

(<http://facultystaff.students.ubc.ca/guidelines-new-program-development-approval>) as the budget form is outdated; an updated version of the budget form can be found here: <http://facultystaff.students.ubc.ca/download-forms>

-the Committee noted the total program requirement is 48 credits while a single master's degree has a minimum of 30 credits  
→ explain significant reduction of 27 credits (total credits for the two separate degrees is 75)

-provide cover memo for the program (similar to an Executive Summary) presented from a student-centric point of view

-in general, the Committee found the Calendar entry too large; they suggested removing information that is not normally included in the Calendar (course equivalences, supervisory committee details, etc.)

-additionally, the Committee found the Program Requirements section of the Calendar confusing; Max Read, Associate Director of Student Academic Services at FoGS, said she would consult with a FoGS records clerk to determine how the requirements should be listed; following is one suggestion, based on the wording of other dual programs, which takes into account the fundamental policy requirement that no master's degree at UBC can be composed of fewer than 30 credits (note, this entry would replace the proposed Program Requirements, Dual Degree Program Committee and Model Curriculum Schedule sections; the Conferring of Degrees subheading has also been removed):

*Program requirements:*

*"The two master's degrees, MPH and MSN, are awarded on the completion of \_\_\_\_ credits of work approved by the Director/Graduate Advisors/Supervisors. Students must complete the following:*

- *A total of \_\_\_\_ credits. Of these, at least 30 must be SPPH and 30 must be NURS, including a 6 credit practicum and 6 credit thesis. The remaining \_\_\_\_ credits can be either SPPH or NURS, or other approved courses [just in case].*

*The MPH and MSN will be conferred at the completion of the dual program after all requirements for both degrees have been met.*

<p><i>Students who choose to receive either the MPH or the MSN prior to completion of the dual degree program may apply for one of the degrees provided all requirements for that degree have been satisfied. Students selecting this option must withdraw from the dual degree program.”</i></p> <p>-upon approval by the New Programs and Curriculum Committee, the proposal will be forwarded to the Senate Admissions Committee for review (in addition to the Senate Curriculum Committee)</p> <p><b>Action: HOLD</b></p>	
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**6. Adjournment of Meeting**

**7. Next meeting: 9:00 AM, Friday, October 5, 2012, Room 203 of the Graduate Student Centre**

\*proposal for Senate Curriculum Sub-Committee of Graduate Programs