

MINUTES
Faculty of Graduate Studies
Graduate New Programs and Curriculum Committee Meeting
Friday, October 5, 2012; 9:00 – 11:00am
Venue: Room 203, Graduate Student Centre, 6371 Crescent Road

Present: Stelvio Bandiera, Shauna Butterwick, Jessica Iverson (Minutes), Lindsey Kovacevic, Bill Ramey, Max Read, Clive Roberts (Chair), Allen Sens, Susie Stephenson

Regrets: Joy Begley, Barak Caracheo, Anthony Lau

Guests: Patrick Condon, Deb Feduik

1. Adoption of Agenda

-Adopted

2. Minutes of Friday, September 14, 2012 meeting

-Approved

3. Business Arising

-None

4. New Proposals

Faculty of Applied Science Submitted by Deb Feduik	
<p>Master of Urban Design (MUD) Degree Program*</p> <p>-in general, the Committee thinks the new program is exciting and the proposal is well-developed, however members have some comments and suggestions for strengthening the document before granting approval and taking the program forward to the Senate Curriculum Committee:</p> <ul style="list-style-type: none"> -for all admissions-related issues (i.e. students who fall below admission standards, 50/50 proportion of domestic to international students, transfer credit as the MUD is a non-FoGS program, etc.) consult with the Senate Admissions Committee (contact Megan Stewart in Enrolment Services at megan.stewart@ubc.ca) and amend proposal accordingly -remove "Term 1 and Term 2" following Summer Session in the table found in section 3.3.3 of the Executive Summary (Outline of Program for a Typical Student) -in section 3.4 of the Executive Summary (Supervision), the Committee suggests replacing instances of "supervisor" with "advisor" or something similar to avoid confusion 	

- provide greater detail in section 5.4 of the Executive Summary (Links Between Learning Outcomes and Curriculum Design)
- to ensure the MUD entry is highly visible in the Calendar (and in places where students would look for it) the Committee suggests creating additional entries for SALA and SCARP's own Calendar pages that direct students to the main program description (i.e. the Calendar page being created with this proposal)
- remove the Financial Assistance section from Calendar entry
- remove language regarding possible requirement for additional courses from the Admission Requirements section of Calendar entry
- rewrite proposal in present tense
- consider condensing the Program Overview paragraph and editing the language to be more consistent with existing Calendar entries; frame this section from a more student-centric perspective (i.e. focus on student outcomes of program)
- the Committee suggests removing the list of MUD members from the Calendar entry
- the Committee suggests only listing one contact person for the program; listing multiple contacts with their information makes the Calendar entry very long
- with regards to applicants from universities outside Canada in which English is not the primary language, the Committee suggests shortening this portion of the Calendar entry (i.e. "Students must meet XXX requirement...")
- remove first paragraph under Program Requirements in the Calendar entry and incorporate the information into the Program Overview; the remaining two paragraphs should remain under Program Requirements

Action: HOLD

UDES Course Code*

Action: HOLD

For all new course proposals:

- provide more details in the syllabi;
specifically:
 - explain the structure/nature/context of studio courses in a standalone paragraph at the beginning of each syllabus (section could be called "Course Delivery" or something similar)
 - outline topics week-by-week and include readings
 - under Evaluation, expand on criteria by which students will be assessed (participation, representation, use of precedents and cases, etc.); remove "but are not limited to" from first sentence of last paragraph under same heading
 - rephrase Learning Objectives as Learning Outcomes (i.e. "As a result of taking this course, students will be able to...")
 - with regards to course readings, ensure practices are in line with the University's and instructors' obligations under copyright law and amend language on syllabi accordingly → the Committee suggests adding the following to each course syllabus: "detailed reading lists will be distributed"
 - ensure each syllabus is specific to the course (and remove any unnecessary overlapping information)
- remove appendices to all library consultations
- in the rationale statements, provide more detail about the general objectives/outcomes of each course to clarify the contribution the individual courses make to the overall program

UDES 501 (6)*

Action: HOLD

UDES 502 (6)*

Action: HOLD

UDES 503 (6)*

Action: HOLD

UDES 504 (3)*

Action: HOLD

UDES 505 (3)*

Action: HOLD

UDES 506 (3)* Action: HOLD	
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Faculty of Medicine Submitted by Adrienne Hammond	
	PSYT 550 (3) -the Committee suggests making this a variable credit course (i.e. 3/6) to give the program flexibility for future offerings; if amenable, update rationale statement to reflect the need for this flexibility and remove references to Dr. Diamond; also, update credits on left-hand side of the proposal form -update description to read: "Reading and study in particular fields of study and research in Psychiatry." Action: HOLD

5. Resubmitted Proposals

Faculty of Medicine Submitted by Erin Smith	
	SPPH 533 (3) Action: APPROVED

6. Discussion of Paperless Meeting Model

7. Adjournment of Meeting

8. Next meeting: 9:00 AM, Friday October 26, 2012, Room 203 of the Graduate Student Centre

*proposal for Senate Curriculum Sub-Committee of Graduate Programs