

**MINUTES**  
**Faculty of Graduate and Postdoctoral Studies**  
**Graduate New Programs and Curriculum Committee Meeting**  
**Friday, February 7, 2014; 9:00 – 11:00am**  
**Venue: Room 203, Graduate Student Centre, 6371 Crescent Road**

**Present:** Tony Bi, John Church, Jessica Iverson (Minutes), Lindsey Kovacevic, Lena Patsa, Bill Ramey, Max Read, Clive Roberts (Chair), Susie Stephenson

**Regrets:** N/A

**1. Adoption of Agenda**

-Adopted

**2. Minutes of Friday, January 24, 2014 and Friday, January 31, 2014 Meetings**

-Approved

**3. Business Arising**

-Further to the November 15, 2013 NPCC meeting, Arts has submitted amended proposal forms and syllabi for CRWR 502 (3-12) d, CRWR 508 (3-12) d, CRWR 551 (3-12) d, CRWR 552 (3-12) d, CRWR 556 (3-12) d, CRWR 557 (3-12) d, CRWR 558 (3-12) d, CRWR 559 (3-12) d and CRWR 561 (3-12) d for review by the Committee Chair; the proponent has also addressed all questions raised at the meeting; the Chair is satisfied with the amendments and responses; the new course proposals will be put forward at the next meeting of the Senate Curriculum Committee

-Further to the January 24, 2014 NPCC meeting, Medicine has submitted a revised syllabus for PHTH 552 (5) for review by the Committee Chair; the Chair is satisfied with the resubmission; the new course proposal has been approved and was put forward and further approved at the February 3 meeting of the Senate Curriculum Committee; Medicine also confirmed an effective session of W14 for PHTH 572 (2)

**4. Resubmitted Proposals**

<b>Faculty of Applied Science</b> Submitted by Aimee Wesley	
	<p>NURS 595 (3)</p> <p>-the Committee approved the course change but has some recommended amendments for the SPAR Guidelines before the document is distributed to students</p> <p>-page 3 indicates projects begin after the proposal has been approved by the supervising faculty member, and are then normally completed within one term; for projects that require approval from the UBC Behavioural Research Ethics Board, what happens if this step takes a long time?; clarify the timeline for completing the project should students be delayed by ethics approval (i.e., could the timeline for completion normally be within one term following approval from the Ethics Board?)</p> <p>-page 5 lists the SPAR Project Policies, the last of which reads, "Failure to maintain contact with supervisors may result in the committee being automatically</p>

	<p>disbanded”; clarify what happens to the students in these cases (i.e., do they fail the course?)</p> <p>-page 10 states, “Once the grade is submitted only minor editorial changes in the draft that has been graded are appropriate prior to submitting the final copy”; clarify the purpose of the final copy if the grade has already been submitted</p> <p><b>Action: APPROVED</b></p> <p>Master of Science in Nursing Program Requirements</p> <p>- the Committee approved the requirements change but has added some additional information for the benefit of the student</p> <p>-page 5 of the SPAR Guidelines states, “Students planning on pursuing a SPAR project are required to take NURS 552 (Methods in Nursing Science) and NURS 586L (Critical Appraisal and Utilization of Evidence and Research)”; as such, the following sentence has been appended to the end of the MSN Program Requirements, “Students taking NURS 595 must also take NURS 552 and NURS 586L.”</p> <p><b>Action: APPROVED</b></p>
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<p><b>Faculty of Dentistry</b> Submitted by Maire Skelly ***Discussion of the following proposals was chaired by Bill Ramey***</p>	
<p>DENT 539 (3)</p> <p>-the Committee was advised that the curriculum consultation from Statistics is forthcoming</p> <p><b>Action: APPROVED</b></p> <p>DENT 540 (3)</p> <p>-as the statistical component of this course has been removed and set up as a standalone course (DENT 539), the Committee asked if DENT 539 should be a prerequisite for DENT 540?</p> <p>-if so, add the prerequisite to the two-column proposal form</p> <p>-the Committee noted the Craniofacial Science MSc Calendar entry reads, “Students normally take DENT 540 during their first year”</p> <p>-given DENT 539 precedes DENT 540, the Committee has requested an additional proposal form to accompany the course changes that reads, “Students normally</p>	

take <b>DENT 539 and</b> DENT 540 during their first year” <b>Action: APPROVED</b>	
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<b>Faculty of Land and Food Systems</b> Submitted by Melanie Train	
SOIL 510 (2) <b>Action: APPROVED</b>	
SOIL 550 (3) -the Committee approved the course but has some recommended amendments for the syllabus before the document is distributed to students -check entire document for grammatical and spelling errors -page 2 reads, “*Students must pass the final in order to receive a grade for the course”; the Committee found this sentence confusing and thought perhaps it should read, “*Students must pass the final examination in order to receive a <b>passing</b> grade for the course” -page 2 also reads, “The minimum number of exercises will be 5, and each exercise will contribute 9% to the final grade”; clarify if students can do more exercises, how additional exercises will be treated and how the entire component (45%) is graded if more than 5 exercises are completed -the Committee still found the course schedule to be light and thought expanding this section would benefit the student -amend the references so that they are accurate (for example, the publisher for the Kolin reading is actually Wadsworth Publishing) and follow the same citation style <b>Action: APPROVED</b>	

<b>Faculty of Science</b> Submitted by Nancy Cook	
	Atmospheric Science Calendar entry <b>Action: APPROVED</b>

**5. New Proposals**

<b>Faculty of Arts</b> Submitted by Steven Galloway	
	CRWR 511 (3-12) d <b>Action: APPROVED</b>

**6. Adjournment of Meeting**

**7. Next meeting: 9:00 AM, Friday, February 21, 2014, Room 203 of the Graduate Student Centre**

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