

**MINUTES**  
**Faculty of Graduate and Postdoctoral Studies**  
**Graduate New Programs and Curriculum Committee Meeting**  
**October 17, 2014; 9:00 – 11:00am**  
**Venue: Room 203, Graduate Student Centre, 6371 Crescent Road**

**Present:** Thomas Chang, Daniel Fritz (Minutes), Norm Hutchinson, Lindsey Kovacevic, Max Read, Clive Roberts (Chair), Tom Scholte, Neal Yonson (observing)

**Regrets:** Murali Chandrashekar, Tony Bi, John Church, Lena Patsa Andrew Riseman, Susie Stephenson

**1. Adoption of Agenda**

-Adopted

**2. Minutes of October 3, 2014**

-Approved

**3. Business Arising**

After some discussion with Simon Fraser University, the proponents of the new Master of Public Policy program at UBC have decided to change the name of the proposed program from Master of Public Policy to Master of Public Policy and Global Affairs (MPPGA). This decision was under the recommendation of the University President (Arvind Gupta) and supported by the Deans of the Faculty of Science and the Faculty of Arts. The Provost and other parties on campus were also consulted on this name change.

**4. Held Over Proposals (from October 3, 2014 meeting)**

<b>Faculty of Arts</b> Submitted by Yves Tiberghien	
<p>Creation of MPPGA Degree program <b>Action: Approved</b></p> <p>Creation of new course code for MPPGA program (new course code- GPP) <b>Action: Approved</b></p> <p>GPP 501 (3) <b>Action: Approved (See “General notes on the Syllabi”)</b> -Please consider adding bullet points to the learning objectives section to make the syllabus consistent with the other “core” course syllabi. -The group project assignment/evaluation detailed in this syllabus seems to be a good model that could be followed by the other courses.</p> <p>GPP 502 (3) <b>Action: Approved (See “General notes on the Syllabi”)</b></p> <p>GPP 503 (3) <b>Action: Approved (See “General notes on</b></p>	<p><b>General notes on the Syllabi:</b> -Please consider developing a uniform approach to class participation marks. In most of the course syllabi, the Committee recommended including more detail in how the students are evaluated for participation. -The percentage of the final grade for course participation varies greatly from course to course. In cases where the participation grade exceeds 10% of the final grade, the Committee recommended including additional explanation for the evaluation marks. -Please also consider developing a uniform approach to the evaluation of group projects. -Also consider adding detail on how students will be graded for group projects. (i.e. Will students be graded individually or as a group?). -Please ensure that all syllabi correctly note the number of weeks per term as 13 weeks for a standard 3-credit course during Winter term (September-April). Please be sure to note if a course is to be regularly offered during a Summer term.</p>

<p><b>the Syllabi”)</b></p> <p>GPP 504 (3) <b>Action: Approved (See “General notes on the Syllabi”)</b></p> <p>GPP 505 (3) <b>Action: Approved (See “General notes on the Syllabi”)</b></p> <p>GPP 506 (3) <b>Action: Approved (See “General notes on the Syllabi”)</b></p> <p>GPP 507 (3) <b>Action: Approved (See “General notes on the Syllabi”)</b></p> <p>GPP 508 (3) <b>Action: Approved (See “General notes on the Syllabi”)</b></p> <p>GPP 509 (3) <b>Action: Approved (See “General notes on the Syllabi”)</b> -Please consider revising the mark breakdown in the “Evaluation Criteria and Grading” portion of the syllabus. The current mark breakdown seems to be a bit complex and suggests that there is a lot of work to be completed by the students for a 3-credit course.</p> <p>GPP 520 (3) <b>Action: Approved (See “General notes on the Syllabi”)</b></p> <p>GPP 521 (3) <b>Action: Approved (See “General notes on the Syllabi”)</b></p> <p>GPP 522 (3) <b>Action: Approved (See “General notes on the Syllabi”)</b></p> <p>GPP 523 (3) <b>Action: Approved (See “General notes on the Syllabi”)</b> -Please consider changing the title of this course to more closely match the content that is described in the course syllabus. The “course description” section in the syllabus seems to be more focused on the</p>	<p>-The Committee commented again that the program may want to consider re-evaluating the titles of their courses in relation to the content in the syllabi and course descriptions.</p> <p>-The Syllabus for GPP 567 was an exemplary syllabus for the evaluation criteria, assignments, outcomes, etc.</p> <p>-Consider adopting a common grading rubric for evaluating presentations</p> <p>-Consider adopting a common grading rubric for course participation.</p> <p>-In many of the course syllabi, it seems that the learning outcomes are more representative of the activities completed during the course. Consider re-evaluating the learning outcomes for all syllabi.</p> <p>-The Committee noted that many courses have a large number of deliverable assignments. Of course, students will be taking multiple courses per term which prompted the Committee to suggest re-evaluating the number of deliverables that each student will be asked to complete during any given term.</p> <p>-Consider revising the reading lists for many of the courses. Some courses appear to have extensive reading lists. The large number of readings may be difficult for students to complete. Also, in some cases, course reading lists note materials that may be difficult for students to locate based on the bibliographic notation used.</p> <p>-The Committee continually returned to a general concern on the topic of deliverables and reading lists. The Committee recommended possibly decreasing the number of deliverables and reading assignments to be more in line with the amount of work completed during a 3-credit course.</p> <p>-If changes have been made to the proposed course titles (in the 2-column forms), please ensure that the titles have also been changed in the course syllabi.</p> <p>-Please note: the syllabus changes that have been suggested by the Committee provide an opportunity to make standardized syllabi based on common format, language, and grading structures.</p>
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development of East-Asian economics.

GPP 524 (3)

**Action: Approved (See “General notes on the Syllabi”)**

-The “Final Paper” section of the syllabus includes a grading breakdown that seems a bit complicated. Please consider revising the grade breakdown for the final paper. Also, the first page of the syllabus notes that the final paper is worth 40% while the assessment portion of the syllabus has values that add up to 50%.

GPP 525 (3)

**Action: Approved (See “General notes on the Syllabi”)**

GPP 526 (3)

**Action: Approved (See “General notes on the Syllabi”)**

GPP 527 (3)

**Action: Approved (See “General notes on the Syllabi”)**

GPP 540 (3)

**Action: Approved (See “General notes on the Syllabi”)**

GPP 541 (3)

**Action: Approved (See “General notes on the Syllabi”)**

GPP 542 (3)

**Action: Approved (See “General notes on the Syllabi”)**

GPP 543 (3)

**Action: Approved (See “General notes on the Syllabi”)**

GPP 544 (3)

**Action: Approved (See “General notes on the Syllabi”)**

GPP 545 (3)

**Action: Approved (See “General notes on the Syllabi”)**

GPP 560 (3)

**Action: Approved (See “General notes on**

**the Syllabi”)**

GPP 561 (3)

**Action: Approved (See “General notes on the Syllabi”)**

GPP 562 (3)

**Action: Approved (See “General notes on the Syllabi”)**

-When comparing the “Learning Outcomes” section to the “Evaluation, Criteria, and Grading” section of the syllabus, it seems that it may be difficult for the assigned tasks to measure the stated learning outcomes. Please consider revising the “Learning Outcomes” section.

GPP 563 (3)

**Action: Approved (See “General notes on the Syllabi”)**

-According to the “Course Schedule and Readings” section of the syllabus, this course is organized around a 10-week term. Is the 10-week term correct for this course?

-Please ensure that the reference to “MPP 546” in the “course format” section of the syllabus is removed/revised.

GPP 564 (3)

**Action: Approved (See “General notes on the Syllabi”)**

-Please ensure that the “Learning Outcomes” as listed in the syllabus match the course content and assignments of the course.

-This syllabus notes that course participation is worth 40% of the final grade. Please consider separating the presentation component from the course participation grade and making presentation into its own grading category.

GPP 565 (3)

**Action: Approved (See “General notes on the Syllabi”)**

-Please consider revising the “learning objectives” section of the syllabus. Some of the learning objectives appear to more closely resemble activities that will be completed by the students during the course.

-Please consider revising the section that details the evaluation of class participation.

-Please also consider reviewing the grading percentages as class participation is currently worth more than class presentation.

GPP 566 (3)

**Action: Approved (See “General notes on the Syllabi”)**

-Please consider revising the learning outcomes.

GPP 567 (3)

**Action: Approved (See “General notes on the Syllabi”)**

-The syllabus for this course is an excellent example that other course syllabi can follow or borrow from.

-Consider using the assessment rubric presented in this syllabus for other courses in the MPPGA proposal package.

GPP 580 (3)

**Action: Approved (See “General notes on the Syllabi”)**

GPP 581 (3)

**Action: Approved (See “General notes on the Syllabi”)**

-Please consider revising the requirements of the writing assignment for this course. The Committee noted that it may be difficult to fit all noted topics into a 1000 word paper.

-Also, please consider revising the value of the assignment. Currently, the writing assignment is worth 40% of the final grade which seems high for a shorter written document.

GPP 582 (3)

**Action: Approved (See “General notes on the Syllabi”)**

GPP 583 (3)

**Action: Approved (See “General notes on the Syllabi”)**

-Consider replacing the assessment rubric for discussion contribution with a more standardized example.

GPP 584 (3)

**Action: Approved (See “General notes on**

<p><b>the Syllabi”)</b></p> <p>-Please consider revising the learning outcomes as stated in the syllabus.</p> <p>-Consider revising the “grading summary” section of the syllabus. The grading breakdown seems a bit complex.</p> <p>GPP 590 (6)</p> <p><b>Action: Approved (See “General notes on the Syllabi”)</b></p> <p>-If possible, please consider revising the “grading and assignments” section of the syllabus to a less complex breakdown.</p> <p>GPP 591 (3)</p> <p><b>Action: Approved (See “General notes on the Syllabi”)</b></p>	
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**Held Over Proposal (from May 23, 2014)**

<p><b>Faculty of Arts</b> Submitted by Alex Fisher</p>	
MUSC 535 (4)	
<b>Action: Held Over</b>	

**5. New Proposals**

<p><b>Faculty of Law</b> Submitted by Joel Bakan</p>	
	LAW 506 (3)
	<b>Action: Held Over</b>

<p><b>Faculty of Dentistry</b> Submitted by Ed Putnins</p>	
DENT 778 (3)	DENT 774/777 (3)
<b>Action: Held Over</b>	<b>Action: Held Over</b>
	DENT 775 (3)
	<b>Action: Held Over</b>
	DENT 776/779 (3)
	<b>Action: Held Over</b>

<p><b>Faculty of Forestry</b> Submitted by Stavros Avramidis</p>	
	FRST 573 (3)
	<b>Action: Held Over</b>

<p><b>Faculty of Applied Science</b> Submitted by Panos Nasiopoulos</p>	
CICS 506 (3)	CICS 505 (6) deletion
<b>Action: Held Over</b>	<b>Action: Held Over</b>

CICS 507 (3) <b>Action: Held Over</b>	
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**6. Adjournment of Meeting**

**7. Next meeting: 9:00 AM, October 31, 2014, Room 203 of the Graduate Student Centre**

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