

MINUTES
Faculty of Graduate and Postdoctoral Studies
Graduate New Programs and Curriculum Committee Meeting
Friday, November 28, 2014; 9:00 – 11:00am
Venue: Room 203, Graduate Student Centre, 6371 Crescent Road

Present: Tony Bi, Thomas Chang, John Church, Daniel Fritz (Minutes), Lindsey Kovacevic, Clive Roberts (Chair), Andrew Riseman, Susie Stephenson

Regrets: Murali Chandrashekar, Norm Hutchinson, Lena Patsa, Max Read, Tom Scholte

1. Adoption of Agenda

-Adopted

2. Minutes of November 14, 2014 Meeting

-Approved

3. Business Arising

-N/A

4. Resubmitted Proposals

| Faculty of Applied Science Submitted by Luke Parkinson | |
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| <p>Creation of new dual degree program option: M.Arch/MLA Action: Approved -Before this proposal can be presented to the SCC, please make the following minor changes: -The "Rationale" statements on the 2-column Curriculum change form states: "The dual degree program option also allows for a small reduction in total credits..." To more accurately reflect the change in credits, the word "small" should be removed from this statement. -In the Executive Summary document please add the following: -To section 2 "Proposed Credentials," please include the degree abbreviations after the full degree names (M.Arch and M.L.A.). -To Section 4 "Faculty offering the proposed dual degree option," please add the Faculty of Graduate and Postdoctoral Studies to this point. -The table provided to the Committee that compares the two separate programs to the dual degree option lists LARC 595 as a required course (instead of LARC 590, which has been proposed to take the place of LARC 595). Please</p> | |

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| <p>update the table accordingly.</p> <p>-If the table provided to the Committee is the same table that will be provided to Students, the course titles on the table need to match the actual course names as they are presented in the Academic Calendar. There are several options to fix this issue:</p> <ul style="list-style-type: none"> -Remove shortened course titles and leave only the course name and number (e.g. LARC 590) -Include full course titles as they appear in the Academic Calendar -Include a footnote stating that the titles in the table are for descriptive purposes only and do not match the titles of the courses as they appear in the Academic Calendar. <p>-If possible, please send a representative from SALA to accompany the GNPCC Curriculum Chair to the SCC meeting on February 2, 2015. Representatives from proposed new programs generally attend SCC meetings to help answer any questions posed to the GNPCC chair.</p> | |
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5. New Proposals

| <p style="text-align: center;">Faculty of Applied Science Submitted by Luke Parkinson</p> | |
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| | <p>MLA Credit Requirements</p> <p>Action: Hold</p> <ul style="list-style-type: none"> -Please revise the wording for the MLA advanced standing requirements. The Committee recommends using the current Calendar wording as a starting point. -The current wording states, “The Master’s degree is awarded upon the completion of 110 credits of work...” At this point, it was recommended to include the phrase “depending on the student’s previous degree” or “previous formal training.” -The Committee also posed the question: When is advanced standing determined? -The proposed Calendar entry should be clear on the definition of “advanced standing” and when advanced standing status will be determined. <p>LARC 590/595</p> |

LARC 553

Action: Hold

- The Committee posed the question:
Why is a graduate-level course needed for this program if it is for an undergraduate program? Please provide additional details on the 2-column Curriculum Change form under the "Rationale" section.
- Please ensure that the course is consistently referred to as LARC 553 (there are some instances of the course being referred to in the syllabus as LARC 535).
- Please provide separate sections in the syllabus for undergraduate and graduate-level students. There should be some discussion of the difference between the graduate-level course versus the undergraduate-level course.
- In the syllabus, please include additional information in the following categories:
 - Method of delivery for each module (lecture, lab, discussion, etc.)
 - Evaluation (separate sections for undergrad/grad students and details on how students will be evaluated)
 - Learning objectives/outcomes
- This Committee has delegated approval power to the GNPCC Chair pending changes made by the program.

Action: Hold

- On the 2-column Curriculum Proposal form, the "Rationale" section appears to end abruptly (possibly cut off due to a formatting error).
- Please provide additional information on this proposed new course (both on the 2-column curriculum proposal form and the syllabus).
- Currently, the "Effective Session" field simply lists "W." Please note whether the effective term will be W1 or W2.
- Based on the information provided to the Committee, it may be easier to propose a new course (LARC 590).
- If LARC 595 will no longer be offered, an additional Category 2 proposal for the deletion of LARC 595 should be submitted.

Faculty of Education
Submitted by Maria Gallo

Creation of Graduate Certificate in High Performance Coaching and Technical Leadership

Action: Hold

- Please ensure that the proposed Calendar entry is written in the present tense.
- Much of the review of this proposal focused on the “Admissions” statement in the proposed Calendar entry. It may not be possible to offer this program as a “Graduate” Certificate Program if applicants are not required to have a first degree. The Committee made several suggestions to help work toward some clarification on this issue:
 - Remove the word “Graduate” from the certificate program title.
 - Revise the “Admissions” statement in the proposed Calendar entry to only allow students who meet G+PS admissions criteria for Master’s programs.
 - Revise the “Admissions” statement in the proposed Calendar entry to note that students who do not hold a first degree will not be eligible to “ladder” the certificate program into a Master’s degree.
- The Committee noted that the Executive Summary document should address how the same coaching model will be applied to different sports with a diverse set of athletes.
- Please provide additional information regarding the proposed partnership between UBC and Laval University. Partnership programs require additional steps for approval as noted in the Senate’s [Curriculum Submission Guide](#) (page 33).
- In the Executive Summary, please provide additional information about the Organizations that will be recognizing this certificate program. Ideally, the Committee would like to see some information or a statement from any Organizations noting that this program will be recognized as a certified program. This includes recognition that the program satisfies requirements

- under the NCCP system.
- The Syllabi that have been included as part of the Executive Summary document require some revision and the addition of information (many of the Committee's comments related to the Syllabus in the KIN 515 proposal also apply to the syllabi for the courses that are included in the Executive Summary document).
 - Please provide information in the proposal that notes any online components in the required courses for the certificate program.
 - The Committee also noted that there are some differences in the courses as they are presented in the program proposal compared to how the courses are presented in the Academic Calendar.

KIN 515 (3)

Action: Hold

- In the "Effective Session" field, please clarify whether the change is to take place during W1 or S1.
- Overall, the syllabus could benefit from a general re-working and the addition of information to many categories.
- In the syllabus, please include a weekly schedule (outline of topics, course format, workshop format, etc.) to help clarify the course format.
- In the syllabus, please include specifics about how students will be evaluated on each individual assignment.
- Please consider revising the grading portion of the syllabus to more clearly define a separation of grades. The information on grading may be better represented by a rubric that applies to all courses in the certificate program.
- The Committee noted that the Syllabus should detail how the same coaching model will be applied to different sports with a diverse set of athletes.
- Please include the proposed instructor's name on the syllabus.
- Please provide more information in the syllabus regarding course reading lists and required texts.
- Please include more information in reference to this course having an

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| <p>online component. Currently, the Executive Summary document lists this course as having an online component, but no similar information is noted in the syllabus.</p> | |
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6. Adjournment of Meeting