

**MINUTES**  
**Faculty of Graduate and Postdoctoral Studies**  
**Graduate New Programs and Curriculum Committee Meeting**  
**December 12, 2014; 9:00 – 11:00am**  
**Venue: Room 203, Graduate Student Centre, 6371 Crescent Road**

**Present:** Tony Bi, Murali Chandrashekar, Thomas Chang, John Church, Daniel Fritz (Minutes), Jessica Iverson (guest), Lindsey Kovacevic, Lena Patsa, Max Read, Clive Roberts (Chair), Andrew Riseman, Tom Scholte

**Regrets:** Susie Stephenson, Norm Hutchinson

**1. Adoption of Agenda**

-Adopted

**2. Minutes of November 28, 2014 Meeting**

-Approved

**3. Business Arising**

N/A

**4. Resubmitted Proposals**

<b>Faculty of Education</b> Submitted by Marlene Asselin	
<p>LLED 559 (3)  <b>Action: Approved</b>            -Before the new course is presented to the SCC, please rephrase the “Course Objectives” section in the syllabus to more accurately reflect the learning outcomes. The outcomes should be phrased as, “By the end of this course, students will be able to...” Currently, the learning outcomes are more reflective of the course activities.            -Also, please fix the following inconsistencies that currently appear in the syllabus (i.e. presentation of two articles vs. one article; blog worth 30% or 40%, “Criteria for Evaluation Part [blank]”)            -The column header fields in the 2-column Curriculum change form need to be edited to reflect that the proposal is being reviewed for approval in 2014W.</p>	

<b>Faculty of Forestry</b> Submitted by Gayle Kosh	
<p>M.I.F. Course Requirements  <b>Action: Approved</b>            -The Rationale for proposed changes in the 2-column Curriculum Change form has been updated to reflect that FRST 562 is no longer a variable-credit form.</p>	

	<p>FRST 562 (1)</p> <p><b>Action: Approved</b></p> <p>-Please provide some additional information in the “Rationale for Proposed Change” section of the 2-column curriculum change form that details why this specific one credit course is needed for the program. This will be required before the February 2 meeting of the Senate Curriculum Committee. Please provide this information to Daniel Fritz (<a href="mailto:graduate.curriculum@ubc.ca">graduate.curriculum@ubc.ca</a>) by January 26, 2015.</p> <p>-Before the students receive the syllabus, please rephrase the learning outcomes section in the syllabus to reflect student-centered outcomes. Generally, the learning outcomes are phrased as, “By the end of this course, students will be able to...” Learning outcome 4 serves as a good example for a learning outcome.</p>
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<p style="text-align: center;"><b>Faculty of Medicine</b> Submitted by James Brown</p>	
<p>Graduate Certificate in Global Surgical Care</p> <p><b>Action: Approved</b></p> <p>-Please provide a Syllabus for SPPH 540 that reflects a fully online version of the course. The updated syllabus should include a detailed breakdown of assignments and grading. Please note the Learning Objectives should be the same for all versions of the course (traditional vs. DL vs. online).</p> <p>-The approval of this proposal is dependent upon the receipt an updated version of the SPPH 540 syllabus (specifically for the online version of the course). The updated SPPH 540 syllabus should address the Committee’s concerns as noted in the previous review of the proposal (e.g. detailed breakdown of grading). We hope to present this proposal to the SCC on February 2, 2015, so please provide the revised Syllabus by January 26, 2015.</p>	<p><b>Related Questions for Policy Committee:</b></p> <ul style="list-style-type: none"> <li>-Should courses being offered in an online format have a special notation in the Academic Calendar?</li> <li>-Should the online sections of courses (where the content varies from the offline version) be required to change their course number?</li> <li>-How are credit hours determined for online course activities?</li> </ul>

**5. Adjournment of Meeting**

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