

**MINUTES**  
**Faculty of Graduate and Postdoctoral Studies**  
**Graduate New Programs and Curriculum Committee Meeting**  
**January 9, 2015; 9:00 – 11:00am**  
**Venue: Room 203, Graduate Student Centre, 6371 Crescent Road**

**Present:** Brian Bemmels, Tony Bi, John Church, Daniel Fritz (Minutes), Norm Hutchinson, Jessica Iverson, Lindsey Kovacevic, Lena Patsa, Max Read, Clive Roberts (Chair), Susie Stephenson

**Regrets:** Murali Chandrashekar, Ujendra Kumar, Andrew Riseman, Tom Scholte

**1. Adoption of Agenda**

-Adopted

**2. Minutes of December 12, 2014 Meeting**

-Approved

**3. Business Arising**

-Attendance for additional meeting date (January 16).

**4. Priority Proposals**

<b>Faculty of Applied Science</b> Submitted by Elizabeth Croft/Carol Jaeger	
<p><b>General Comments Concerning All APPP (and many of the Pillar) Course Proposals:</b></p> <ul style="list-style-type: none"> <li>-Under "Type of Action" the Calendar entries should state "Create new course."</li> <li>-In the proposed Calendar entries (2-column form), please ensure that all references to "Sauder School of Business" are changed to "The Faculty of Commerce and Business Administration."</li> <li>-Please provide a statement in the rationale (2-column form) that speaks to the need for each individual course. Each rationale sections should answer: Why is this specific course needed?</li> <li>-Please provide information in the syllabi about the anticipated contact time with students. It is difficult to judge whether the credit value of each course is acceptable for the amount of work and contact time.</li> <li>-Please provide additional information regarding student assessment. How will students be assessed on each of the individual required assignments?</li> <li>-Please clarify how students will be assessed in participation, especially considering that many of the courses state that participation is worth 25% of</li> </ul>	

the final grade. Please ensure that the participation assessment is transparent so that students know what they are being graded on. See APPP 504 for a good example of how participation can be assessed.

-As the Library Consult noted that additional resources will be required, these courses will require the sign off from the University Librarian on the Budgetary Impact of Curriculum Proposal form.

**-Master's of Engineering Leadership (MEL) Platform\***

-Please consider removing reference to the capstone project in the platform proposal and moving the capstone project course (same course code) to the individual pillars.

-Please clarify the "12-week entrepreneurial opportunity" (PDF page 4). Please be specific on what students will be required to do in the entrepreneurial activity.

+Related Course Changes:

-New Applied Science Professional Program Platform (APPP) Course Code\*

**Action: Approved**

-APPP 501\*

**Action: Hold**

-See general comments above.

-Please review the description and rationale of this course in relation to the health care pillar. The proposal is written to be specific to the engineering fields.

-APPP 502\*

**Action: Hold**

-See general comments above.

-Please review the description and rationale of this course in relation to the health care pillar. The proposal is written to be specific to the engineering fields.

-Please confirm whether the name is "Sustainability and Leadership" or "Leadership and Sustainability." The Calendar entry and the

syllabus differ.

-Consider changing the term “agency” in the syllabus and Calendar entry to “agent.”

-APPP 503\*

**Action: Hold**

-See general comments above.

-Please determine whether the other courses are pre-requisites or co-requisites. Also consider whether this information should be included in the proposed Calendar entry.

-APPP 504\*

**Action: Approved**

-See general comments above.

-The need for this course is described well in the rationale section.

-Please consider revising the title to incorporate a word other than “Acumen.” Perhaps use “foundation” or “fundamentals.”

-In the syllabus, please provide additional (or remove) information on whether the MOOCs are required or supplementary.

-In the syllabus, please ensure that the course is titled correctly (APPP vs. ASPP).

-In the syllabus, please note that this is a required course.

-In the course delivery model, please consider removing the example of “(150 students/5=groups).”

-Please clarify whether the course has an instructor/designer. This is especially important considering Sauder’s involvement in the instruction and delivery of the course.

-APPP 505\*

**Action: Approved**

-See general comments above.

-This proposal also presents a strong rationale for the need for the course.

-Please remove the “90% of the data...” sentence from the rationale.

-Please ensure that the program is referred to as the “MEL” program

and not MEng. See rationale.

-In the course schedule, please provide more details to the topics that the students will be studying.

-APPP 506\*

**Action: Approved**

-See general comments above.

-In the syllabus, please provide an example for what would be required for a 3 credit course vs. what would be required for a 6 credit course.

-Please consider removing the term “core” from the description and syllabus. This course appears to be optional in all other documents.

-While the example syllabus is only representative of this general course, the Committee noted the need for a possible title pillar change in reference to “Dependable Software Systems.”

-Please provide some additional information regarding the course schedule and what activities will be completed week to week.

**General Comments Concerning All New APSC Pillar Proposals:**

-Each pillar’s Executive Summary needs to be reformatted to focus on each individual pillar. Furthermore, the Ministry requests a 3-page Executive Summary that tightly conforms to the requirements that are laid out on the [UBC Senate website](#). It is acceptable to follow the Ministry’s format for the 3-page Executive Summary and provide any additional detail after the Executive Summary section.

-Each pillar proposal contains a “Proposed Credential” section (following the Executive Summary) that repeats much of the information that is provided in the previous sections. Please consider having a single person review/ reformat/ revise each individual pillar to be more concise and specific to each pillar.

-Please provide a summary of the program in the proposed Calendar statement (2-column form). How long

is the program? Who would take this?  
Etc.

- Please include a more detailed rationale in the 2-column curriculum change form for all new pillars. The rationales should be detailed descriptions of why each specific program is needed.
- In each pillar's proposed Calendar entry (2-column form), please provide some information about the differences between the MEng and the MEL programs. It would also be helpful to include information to help students choose between the two degree programs (MEng vs. MEL).
- In the rationales for the proposed pillar programs, please provide some information regarding why each specific program is needed in addition to the established MEng programs.
- Please remove Appendix 5 from all of the pillar proposals.
- Please provide a list (or a link to a list) of acceptable elective courses that are available from the Faculty of Commerce and Business Administration. These courses will be subject to space availability (and that this should be noted in the Calendar entry).

**-MEL- Naval Architecture and Marine Engineering Program\***

**Action: Hold**

- Please clarify what is meant by the "Technical or business catalog." Please specify what courses would be considered in this catalog or provide a link to a webpage that includes a complete list of course titles.
- Under the "Program Requirements" section, please be more specific about the required elective course at the end of the course list.
- Please clarify under the "Program Requirements" as to whether the capstone or co-op is required.
- Page 37: The table on this page notes a non-additive credits section. Please consider clarifying that these non-additive credits are part of the required activities.

<p><b>-MEL- Clean Energy Engineering*</b> <b>Action: Hold</b></p> <p><u>+Related Course Changes:</u></p> <p>-CEEN 501* <b>Action: Hold</b></p> <p>-CEEN 503* <b>Action: Hold</b></p> <p>-CEEN 504* <b>Action: Hold</b></p> <p>-CEEN 523* <b>Action: Hold</b></p> <p>-CEEN 525* <b>Action: Hold</b></p> <p>-CEEN 550* <b>Action: Hold</b></p>	
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**5. Resubmitted Proposals**

<p><b>Faculty of Applied Science</b> Submitted by Luke Parkinson/Cynthia Girling</p>	
<p>-LARC 553 (3) <b>Action: Hold</b></p> <p>-LARC 590 (3) → <i>incl. LARC 595 Deletion</i> <b>Action: Hold</b></p> <p>-M.L.A Credit Requirements <b>Action: Hold</b></p>	<p>-LARC 595 (3) Deletion <b>Action: Hold</b></p>

**6. New Proposals**

<p><b>Faculty of Applied Science</b> Submitted by Lukas Chrostowski/Carol Jaeger</p>	
<p>-EECE 587 (3) <b>Action: Hold</b></p> <p>-EECE 593 (3) <b>Action: Hold</b></p>	

<p><b>Faculty of Applied Science</b> Submitted by Carol Jaeger</p>	
<p>-EECE Parchment Change- MASc <b>Action: Hold</b></p> <p>-EECE Parchment Change- MEng* <b>Action: Hold</b></p> <p>-EECE Parchment Change- PhD <b>Action: Hold</b></p>	

<b>Faculty of Education</b> Submitted by Samson Nashon	
-Technology Studies Education Program Name Change <b>Action: Hold</b>	

<b>Faculty of Arts</b> Submitted by Peter Klein	
-JRNL 527 (3) <b>Action: Hold</b>	

**7. Category 2 Proposals (to be put to an online review and vote)**

<b>Faculty of Arts</b> Submitted by Dietmar Neufeld	
	<p>Classics Calendar Language- MA <b>Action: Approved</b></p> <p>Classics Calendar Language- PhD <b>Action: Approved</b> -Minor editorial changes made to the 2- column Curriculum Proposal form.</p> <p>Religious Studies Calendar Language- MA <b>Action: Approved</b></p> <p>Religious Studies Calendar Language- PhD <b>Action: Approved</b></p>

<b>Faculty of Arts</b> Submitted by Ralph Sarkonak	
	<p>French MA Program Requirements <b>Action: Approved</b></p> <p>Hispanic Studies MA Program Requirements <b>Action: Approved</b></p> <p>SPAN 500 (0) Deletion <b>Action: Approved</b></p> <p>SPAN 501 (3) <b>Action: Approved</b></p> <p>SPAN 502 (3) <b>Action: Approved</b></p> <p>SPAN 504 (3) <b>Action: Approved</b></p> <p>SPAN 505 (3) <b>Action: Approved</b></p>

	<p>SPAN 520 (3) <b>Action: Approved</b></p> <p>SPAN 530 (3) <b>Action: Approved</b></p> <p>SPAN 550 (3) <b>Action: Approved</b></p> <p>SPAN 570 (3) <b>Action: Approved</b></p> <p>SPAN 580 (3) <b>Action: Approved</b></p> <p>SPAN 590 (3) <b>Action: Approved</b></p>
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<p><b>Faculty of Arts</b> Submitted by Peter Klein</p>	
	<p>Journalism Program Requirements <b>Action: Approved</b></p> <p>-Currently, the Proposed Calendar Entry states, "The number of credits may, but not necessarily, include either an academic thesis (JRNL 549) or a journalistic project (JRNL 548)." Consider using "Elective credits may include a thesis (JRNL 549), a journalistic project (JRNL 548), or other courses from the acceptable list of electives."</p> <p>-Please provide your preference for wording at your soonest convenience.</p>

<p><b>Faculty of Arts</b> Submitted by Catherine Rawn</p>	
	<p>PSYC 508 (3) <b>Action: Approved</b></p>

**8. Adjournment of Meeting**

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