

MINUTES
Faculty of Graduate and Postdoctoral Studies
Graduate New Programs and Curriculum Committee Meeting
January 23, 2015; 9:00 – 11:00am
Venue: Room 203, Graduate Student Centre, 6371 Crescent Road

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

Regrets: Murali Chandrashekar, Andrew Riseman, Tom Scholte

1. Adoption of Agenda

-Adopted

2. Minutes of January 16, 2015 Meeting

-Approved

3. Business Arising

-It was proposed that the Committee adopt a policy to review Category 2 proposals online. This proposal was agreed upon by all GNPCC members.

4. New Proposals

Faculty of Applied Science	
Submitted by Elizabeth Croft/Carol Jaeger	
<p>-MEL- Advanced Materials Manufacturing*</p> <p>Action: Approved, pending major revisions</p> <p>-Please note: Since the structure, format, and content is very similar amongst the suite of MEL/MHLP proposals, the following comments and recommendations can be applied to the other new program proposals. Some of the recommendations below have been made for other program proposals. Many of the changes noted below can be found in the accompanying document (an annotated version of the proposal containing the Committee's recommendations).</p> <p>-As recommended previously, please consider rewriting the proposal to remove repetition, 'sharpen' the document, clarify some of the terminology (platform, pillar, program), include program goals, and focus the market research section. This would significantly shorten the proposal.</p> <p>-It is recommended that the market research section focus on the area of engineering leadership relevant to</p>	

MEL-AMM.

- Some of the repetition has been identified in an annotated document and provided to the proponents post-meeting.
- The rationale for optional “non-credit requirements” (i.e. co-op / entrepreneurial activities) need to be expressed clearly, including a clear outline of what is 'optional' and what is 'required' in this area. This is especially important for the student audience.
- The course requirements for this program remain unclear.
Please consider removing the specific list of courses from the “Proposed Calendar Entry” section on the 2-column Curriculum Proposal form.
- The proposal needs to state unequivocally whether a co-operative education term is required or optional. Linked to this, an entrepreneurial activity seems to be an acceptable activity within 'co-operative education' already.
- The proposal refers to “optional co-operative education term or entrepreneurial activity.” Can students opt to do neither of these? As written, this is not clear. Also, is it feasible for students to complete a co-op term in a summer term where they have 7.5 credits of additional required course work? This is particularly relevant if the student is at a facility outside the lower mainland of BC for the co-op term.
- Under the “Objectives” section, the first paragraph states “the overall objectives of the pillar are to...” Please ensure that it is clear that the 'pillar' referred to here is the new program. Try to maintain consistency in referring to the pillar as the technical component of the specific program (MEL- AMM Program).
- At this point during the meeting, the Committee went in-camera for a short period of time.
- Please consider removing the “Market Insights” section from the proposal document, or refocussing to this specific area of engineering.
- Please ensure that when the proposal

references “partner faculties”, that the references identify the partner faculties by name.

- Please remove or rephrase the last sentence in section 2.6 as the Faculty of Graduate and Postdoctoral Studies does not oversee these new programs.
- Section 2.7.1 states that the CEEN program is changing from the MEng to the MEL. Please re-write this section to clarify this (creation of a new program).
- In section 2.7.1, it is recommended that only the MEng programs be referenced as existing professional programs.
- In section 2.7.2, please identify whether any similar programs within British Columbia or Canada provide a program with similar content (not just structure).
- The “Enrolment Predictions and Capacity” section notes that there is demand for the MEng- CEEN program. It should also be noted here that the MEng CEEN program will be closing after the MEL- CEEN program is established.
- Please ensure that the proposal and calendar entries are consistent in their reference to the constrained electives. Are these electives 3 courses or worth 6 credits?
- In the proposal, the Faculty of Commerce and Business Administration electives are listed in section 3.3.3, but there are no course numbers. Please either provide the course numbers/titles or remove this list. Please ensure titles are correct (see number 12).
- It was noted that some of the proposed elective Business courses are worth 0.7 credits. If a student takes two 0.7 credit courses, this may cause the student to be 0.1 credits short of the requirements for graduation.
- During the summer session, it appears that students are required to take 7.5 credits and also complete a co-op placement. This may not be possible.
- The “Proposed Calendar Entry” section of the 2-column curriculum change form notes that the co-op placement is

required, but section 3.3.5 notes that the co-op placement is optional.

- Please consider re-importing all figures at higher resolution.
- The Sustainability consult was only in relation to the APPP courses. Please ensure that this is noted on the Curriculum Consult Summary page.

+Including the Following Course

Changes (Please see electronic file provided):

-MTRL 512 (3)*

Action: Approved, pending minor revision

- If this course has previously been offered as topics course, please list this information in the Rationale statement.
- In the syllabus, please clarify the meaning of the first Learning Objective.
- In the syllabus, please remove the heading "Course Schedule" as the "Lecture Topics" heading covers the content following.
- Please provide some additional information concerning the "Project" as listed in the Assessment Strategies and Grading System."

-MTRL 515 (3)*

Action: Approved, pending minor revision

- If this course has previously been offered as topics course, please list this information in the Rationale statement.
- Please define the abbreviation "CAE" in the course description.
- Please note whether the modelling software will be made available to the students. Will the students be responsible for purchasing these modelling programs?
- As noted above, in the syllabus, please provide some additional information concerning the "Project" as listed in the Assessment Strategies and Grading System."

-MTRL 517 (3)*

Action: Approved, pending minor revision

-If this course has previously been offered as topics course, please list this information in the Rationale statement.

-Please ensure that the Course Structure and the Operation are in agreement in the syllabus. Please clarify the use of the word "tutorial."

-In the syllabus, please provide additional information about the assignments that will be required for this course.

-In the syllabus, please provide some information about the "Course Schedule" or include a "Course Topics" section.

-MEL- Integrated Water Management*

Action: Hold

+Including the Following Course

Changes:

-Create New Course Code (IWME)*

Action: Hold

-IWME 501 (3)*

Action: Hold

-IWME 502 (3)*

Action: Hold

-IWME 503 (3)*

Action: Hold

-IWME 504 (3)*

Action: Hold

-IWME 505 (3)*

Action: Hold

-MEL- Urban Systems*

Action: Hold

+Including the Following Course

Changes:

-Create New Course Code (URSY)*

Action: Hold

-URSY 510 (3)*

<p>Action: Hold</p> <p>-URSY 520 (3)* Action: Hold</p> <p>-URSY 530 (3)* Action: Hold</p> <p>-URSY 540 (3)* Action: Hold</p> <p>-URSY 550 (3)* Action: Hold</p> <p>-</p>	
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5. Proposals for Online Review

Faculty of Education Submitted by Maria Gallo	
<p>-Graduate Certificate in High Performance Coaching and Technical Leadership Action: Approved</p> <p>-Please ensure that the statement in the 2-column form “Alternatively, students who do not meet...” is not a bulleted heading under having a bachelor’s degree.</p> <p>-KIN 515 (3) Action: Approved</p>	<p>-KIN 585 (3) Action: Approved</p> <p>- The syllabus specifies a corequisite for this course. Will this affect any of the students currently in the Kinesiology program? Furthermore, the proposed Academic Calendar entry does not reflect this change, and thus it cannot be enforced. Please consider changing either the Syllabus or the proposed Calendar Entry (on the 2-column curriculum change form).</p> <p>-KIN 586 (3) Action: Approved</p>

6. Adjournment of Meeting

7. Next meeting: 9:00 AM, February 6, 2015, Room 203 of the Graduate Student Centre

*proposal for Senate Curriculum Sub-Committee of Graduate Programs