

MINUTES
Faculty of Graduate and Postdoctoral Studies
Graduate New Programs and Curriculum Committee Meeting
March 6, 2015; 9:00 – 11:00am
Venue: Room 203, Graduate Student Centre, 6371 Crescent Road

Present: Tony Bi, Murali Chandrashekar, Daniel Fritz (Minutes), Jessica Iverson, Ujendra Kumar, Lena Patsa, Max Read, Clive Roberts (Chair), Tom Scholte, Susie Stephenson

Regrets: John Church, Norm Hutchinson, Andrew Riseman

1. **Adoption of Agenda**
-Approved
2. **Minutes of February 20, 2015 Meeting**
-Approved
3. **Business Arising**
-N/A
4. **Resubmitted Proposals**

Faculty of Applied Science Submitted by Luke Parkinson	
	<p>UDES 503 (6) Action: Approved</p> <p>MUD Degree Requirements Action: Approved, pending minor edits</p> <p>-Please clarify the history/theory credit requirements in the “Proposed Calendar Entry” field. Currently, the section notes “3 of which,” but it may be more accurate to state “a minimum of 3 of which?”</p> <p>-Please ensure that the wording in the “Current Calendar Language” section accurately reflects what is displayed in the Academic Calendar. The language currently states “3 of which <i>must</i> be...” while the form notes “3 of which <i>may</i> be...”</p> <p>-The Committee’s recommended changes have been applied to the proposed calendar entry.</p>

5. **New Proposals**

Faculty of Arts Submitted by Julie Walchli	
<p>Arts PhD Co-Op Program (General) Action: Hold</p> <p>-There is broad support from the Committee for this proposal.</p> <p>-The Committee questioned whether there will be some issue with Arts co-op students taking employment opportunities away from students who</p>	

- have already completed their PhD program? It would be beneficial to address this issue in the proposal.
- Please provide a response to Alan Richardson's comment in the curriculum consultation. If possible, please provide the program's response to Dr. Richardson for the GNPCC's records.
 - In the 2-column Curriculum Change form, please ensure that the "Proposed Calendar Entry" section is in the present tense.
 - In the last paragraph of new text in the "Proposed Calendar Entry," please clarify what is meant by the "student's academic record." Is this relating to a student's transcript, parchment, or some other record?
 - The "Proposed Calendar Entry" states that "Students in a co-op program normally complete three, four-month paid work terms..." Please consider changing the wording of this to state "...three work terms, each four months in duration,..."
 - In the "Proposed Calendar Entry," please consider removing "also" from the sentence Graduate Co-op professional staff and faculty advisors also visit students..."
 - In the "Proposed Calendar Entry" please change "would include" to "may include" in the sentence stating "Job options would include..."
 - Please ensure that the terminology throughout the "Proposed Calendar Entry" section is consistent, especially concerning reference to "a student" vs. "students."
 - The "Proposed Calendar Entry" states that "Individual Departments will develop their own policies about pausing funding while students are on co-op terms and be clear with applicants about this prior to them applying for the co-op program." Please consider changing the wording of this statement to be more direct, such as, "Individual departments will develop their own policies about pausing funding and are responsible for communicating these policies to

students before they apply for the co-op program.”

-As this is a new program, please ensure that your Budgetary Impact of Curriculum Proposals form is signed by the Provost. This must be obtained before this proposal can be presented at the Senate Curriculum Committee.

-Please ensure that students are informed that they will still be responsible for paying normal tuition/student fees during co-op terms (as they will be formally registered in courses). This information should also be included in the program proposal.

-In reviewing Appendix A, it appears that SSHRC’s requirements regarding leaves and funding may not allow students to continue to receive funding while on a co-op term. Please clarify with Brendan Morey (Awards Manager- G+PS) whether Arts PhD Co-op students will, in fact, be able to continue receiving funding. Students will be registered in courses and paying fees/tuition which may cause some administrative issues (as this is technically not considered being on leave). You may also need to consult directly with SSHRC regarding the relevant policies. How does SSHRC’s definition of a leave compare to the program’s definition of a leave? Do these two definitions align? Please also check similar awards language in section IV in the proposal document.

-Please ensure that the title of the program is consistent across all programs. For example, the general proposal for the Arts PhD Co-op program refers to the program as “Doctor of Philosophy Co-Operative Education Option.” While the English PhD Co-Op program refers to the program as “Co-operative Work Program.” The preferred terminology is “Doctor of Philosophy Co-Operative Education Option.”

English PhD Co-Op Program

Action: Hold

-Please ensure that the title of the program is consistent across all programs. For example, the general proposal for the Arts PhD Co-op

program refers to the program as “Doctor of Philosophy Co-Operative Education Option.” While the English PhD Co-Op program refers to the program as “Co-operative Work Program.” The preferred terminology is “Doctor of Philosophy Co-Operative Education Option.”

-Please consider listing the program requirements on the English PhD Co-Op page (i.e. ASTU courses). Alternatively, it may be beneficial to link to the general Arts PhD Co-Op page within the Academic Calendar.

General Comments Regarding all ASTU Course Proposals

-Please ensure that all of the proposed courses have the required Budgetary Impact of Curriculum Proposal form and the Library Consultation form. All courses can be included on a single Budget and a single Library form.

-In the syllabus, please consider including a rubric for the employer noting what they can expect from the student during a co-operative education term.

-Please consider creating a contract-style document (between students, employers, and the University) that serves to protect the rights of all parties involved. This document should also clearly state that the goal of the co-operative education program is to enrich students’ educational experiences.

-If the above information/contract already exists, please include this information in the program proposal and the syllabi.

-The following four courses are considered to be on “hold” pending completion of the program proposal above. The courses will be approved when the program proposal has been approved.

ASTU 610 (3)

Action: Hold

-Consider adding a course description to this course that mirrors the language that is presented in other ASTU co-op courses on the Academic Calendar. For

example, see ASTU 501.	
ASTU 611 (3) Action: Hold	
ASTU 612 (3) Action: Hold	
ASTU 613 (3) Action: Hold	

Faculty of Applied Science Submitted by Luke Parkinson	
	<p><u>General notes on all ARCH course proposals:</u></p> <ul style="list-style-type: none"> -You will need to include credit-exclusion statements for courses that reuse course numbers. For example, the proposed ARCH 500 will need a statement noting: "Credit will be granted for only one of ARCH 500 or ARCH 502." -You also need to review whether you will be able to reuse certain course numbers, as the general rule is that course numbers cannot be reused for the standard length of the program plus one year AFTER the course has no longer been offered. For example, if the standard M.Arch program is 4 years, and you want to reuse the ARCH 500 course number which was last offered in 2010, then you will need to wait until 2015 (5 years) until the course number can be reused. Please see page 18 on the Senate Curriculum Submission Guide for more information. -Please check the prerequisites for each course and ensure that they are updated along with the new and old numbering system. You should also consider how you will track prerequisites after the course numbering changes have occurred. -It may be easier to submit these changes in a 2-step process, where course titles and descriptions are changed first, and then course numbers are changed accordingly. -If course descriptions have been removed or updated, this change should be noted in the "Type of Action" field on the 2-column Curriculum Change form. -Please provide additional information in

the “Rationale” section for each proposal where the course description or course title has changed. You will need to address why these changes to title and description are necessary.

-The Committee Chair and the Graduate Curriculum Coordinator have regular meetings to discuss upcoming curriculum proposals. Please consider attending one of these meetings to discuss the proposed changes to the ARCH and LARC course numbers. Please contact the Graduate Curriculum Coordinator (graduate.curriculum@ubc.ca) for more information.

ARCH 500 (2)

Action: Hold

-The “Rationale” section states that the “revision clarifies current content,” but instead, content from the description has been deleted. Please provide further information on how the proposed change clarifies current content and why the change is necessary.

ARCH 501 (9)

Action: Hold

ARCH 502 (9)

Action: Hold

ARCH 503 (9)

Action: Hold

ARCH 504 (9)

Action: Hold

-For this proposed change, the prerequisite list is expansive and raises some questions. Please ensure that the pre-requisite list is accurate.

ARCH 505 (9)

Action: Hold

ARCH 510 (3)

Action: Hold

ARCH 511 (3)

Action: Hold

ARCH 520 (3)

Action: Hold

ARCH 521 (3)

Action: Hold

ARCH 522 (3)

Action: Hold

ARCH 530 (3)

Action: Hold

ARCH 531 (3)

Action: Hold

ARCH 532 (3)

Action: Hold

ARCH 533 (3)

Action: Hold

ARCH 534 (3)

Action: Hold

ARCH 535 (3)

Action: Hold

ARCH 540 (3)

Action: Hold

ARCH 541 (3)

Action: Hold

ARCH 542 (3)

Action: Hold

ARCH 550 (3-6)

Action: Hold

-After the course number updates, it appears that a pre-requisite in this course is a co-op course. Is this correct?

ARCH 551 (3)

Action: Hold

ARCH 552 (3)

Action: Hold

ARCH 553 (3)

Action: Hold

-The prerequisite for this course notes ARCH 531, but ARCH 531 became ARCH 533. Is this correct?

-This appears to be a new course. Please

	<p>redefine this proposal as a Category 1 change and submit the required paperwork.</p> <p>ARCH 554 (3-6) Action: Hold</p> <p>ARCH 555 (3) Action: Hold</p> <p>ARCH 556 (3) Action: Hold -This appears to be a new course. Please redefine this proposal as a Category 1 change and submit the required paperwork.</p> <p>ARCH 557 (3-6) Action: Hold</p> <p>ARCH 558 (3-6) Action: Hold</p> <p>ARCH 560 (3-9) Action: Hold</p> <p>ARCH 561 (9) Action: Hold</p> <p>ARCH 590 (3) Action: Hold</p> <p>ARCH 591 (3) Action: Hold</p> <p>ARCH 592 (12) Action: Hold</p>
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<p>Faculty of Land and Food Systems Submitted by Melanie Train/Carol McAusland/Simone Diego Castellarin</p>	
<p>LFS 530 (3/6) c Action: Approved -Before delivering this course to students, please include additional information about the mid-term progress report in the syllabus. Please note whether the supervisor will provide formative feedback during the mid-term progress report. - Before delivering this course to students, please ensure that the Syllabus is updated to reflect that the course is worth "3/6" credits instead of</p>	

<p>what is currently stated (“2-6 credits”).</p> <p>PLNT 542 (3)</p> <p>Action: Approved, pending minor edits</p> <p>-As this course is cross listed with APBI 442, the proposed Calendar entry must include a credit exclusion statement. This statement has been added to the “Proposed Calendar Entry” section of the 2-column Curriculum Change form.</p> <p>-Upon review of the course syllabus, the Committee strongly suggests removing the “clicker” requirement for graduate-level students. Instead, please consider revising the syllabus to note that attendance is mandatory.</p> <p>-Please ensure that the lecture durations are accurately reflected in the syllabus. The current syllabus notes 75 minute lectures. Standard courses are scheduled in 50 minutes blocks.</p>	
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6. Online Review of Category 2 Proposals

<p style="text-align: center;">Faculty of Medicine Submitted by Heather Cheadle</p>	
	<p>PATH 549 (18) Honours/Pass/Fail Grading</p> <p>Action: Hold</p> <p>-Please include information in the “Rationale” section of the 2-column Curriculum change form noting how students will be graded as either honours, pass, or fail. Also, please ensure that this information is clearly communicated to the students in the syllabus. The Committee recommends that the program generate a rubric noting how students will be graded, for both students and examiners.</p> <p>-The text “Honours/Pass/Fail” should be added to the “Proposed Calendar Entry” section of the 2-column Curriculum Change form.</p> <p>-If possible, please provide the materials that are used by examiners that help them determine a student’s standing in the course.</p> <p>PATH 500 (2-6) d Deletion</p> <p>Action: Approved</p> <p>MSc- PATH: Calendar Language Change</p> <p>Action: Approved pending changes</p>

	<p>-The Committee approves of this proposal pending several updates to the PALM Calendar entry including:</p> <ul style="list-style-type: none"> -Removing course titles when specific course numbers are referenced -Removing “credits” when referencing the value of specific courses -Changing “Pathology” to “PATH” when referencing specific courses -Removing requirements that are standard across all programs. <p>-The proposals will be updated with the Committee’s recommendations and provided to the proponents.</p> <p>PhD- PATH: Calendar Language Change Action: Approved pending changes</p> <p>-The Committee approves of this proposal pending several updates to the PALM Calendar entry including:</p> <ul style="list-style-type: none"> -Removing course titles when specific course numbers are referenced. -Removing “credits” when referencing the value of specific courses. -Changing “Pathology” to “PATH” when referencing specific courses. -Removing requirements that are standard across all programs. -Rewording the Calendar entry to positive language. Please only state what will be required of students, instead of what will not be required of students. <p>-The proposals will be updated with the Committee’s recommendations and provided to the proponents.</p>
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Faculty of Medicine Submitted by Cailen Ogley	
	PHTH Calendar Language Change Action: Approved

Faculty of Applied Science Submitted by Luke Parkinson	
	M.Arch Advanced Standing Calendar Language Action: Approved ARCH 526 (3) Deletion

	<p>Action: Hold</p> <p>ARCH 529 (3) Deletion Action: Hold</p> <p>ARCH 537 (3) Deletion Action: Hold</p> <p>ARCH 562 (3) Deletion Action: Hold</p> <p>ARCH 572 (3) Deletion Action: Hold</p> <p>ARCH 573 (3-12) Deletion Action: Hold</p> <p>ARCH 580 (0) Deletion Action: Hold</p>
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<p>Faculty of Law Submitted by Tania Astorino</p>	
	<p>LAW 560 (3) Action: Approved</p> <p>LLM CL Course Options Action: Approved</p>

<p>Faculty of Land and Food Systems Submitted by Melanie Train/Maja Krzic/L.M. Lavkulich</p>	
	<p>SOIL 500 (3) Action: Approved</p> <p>SOIL 510 (3) Action: Approved</p>

<p>Faculty of Arts Submitted by David Edgington</p>	
	<p>GEOB 506 (3) Deletion Action: Approved</p>

7. Adjournment of Meeting

8. Next meeting: 9:00 AM, March 20, 2015, Room 203 of the Graduate Student Centre

*proposal for Senate Curriculum Sub-Committee of Graduate Programs