

**MINUTES**  
**Faculty of Graduate and Postdoctoral Studies**  
**Graduate New Programs and Curriculum Committee Meeting**  
**April 10, 2015; 9:00 – 11:00am**  
**Venue: Room 203, Graduate Student Centre, 6371 Crescent Road**

**Present:** Tony Bi, John Church, Daniel Fritz (Minutes), Jessica, Iverson, Lena Patsa, Max Read, Clive Roberts (Chair), Andrew Riseman, Tom Scholte, Susie Stephenson

**Regrets:** Murali Chandrashekar, Norm Hutchinson, Ujendra Kumar

1. **Adoption of Agenda**
2. **Minutes of March 20, 2015 Online Review of Proposals**  
-Approved
3. **Business Arising**  
-Set meeting date(s) for remaining GNPCC meeting(s)  
Add meeting date: May 29, 2015
4. **Resubmitted Proposals**

<b>Faculty of Arts</b> Submitted by Julie Walchli	
<p>Arts PhD Co-Op Program (General) <b>Action: Approved</b></p> <p>Arts PhD Co-Op Program (English) <b>Action: Approved</b>            -The wording in this proposal has been changed to the present tense.            -The title of the option in the proposed calendar language has changed to be in alignment with the title of the general program. The title has been changed to “Co-operative Education Option”            -Some of the wording has been changed in the proposed calendar entry. Instead of “Students will receive rigorous training and individualized coaching in alternative work and will be assisted in applying for tailored work-terms with outside employers.” The proposed calendar entry now states “Students receive training and assistance in applying for tailored work-terms with outside employers.”</p> <p>ASTU 610 (3) <b>Action: Approved</b></p> <p><u>Note on ASTU 611, 612, and 613:</u>            -The course descriptions for ASTU 611, 612, and 613 have been removed so that</p>	

<p>the formatting of the courses in the Academic Calendar align with the corresponding master’s level courses (i.e. no course descriptions beyond the first level of the course).</p> <p>ASTU 611 (3) <b>Action: Approved</b></p> <p>ASTU 612 (3) <b>Action: Approved</b></p> <p>ASTU 613 (3) <b>Action: Approved</b></p>	
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**5. Category 1 Proposals**

<b>Faculty of Education</b> Submitted by Christine Wallsworth	
<p>EDCP 539 (3) <b>Action: Approved</b></p> <p>-If possible, please contact Linc Kesler in FNIS regarding any comments (formal or informal) that the FNIS program may have regarding this course. It appears that no response was received despite this course having some strong First Nations themes.</p> <p><u>Notes on the Syllabus:</u></p> <p>-The Syllabus refers to the “Disability Resource Center,” which is now called “Access and Diversity.” Please update the syllabus accordingly.</p> <p>-Under “Course Description and Format” please note the expected number of course hours and the course structure.</p> <p>-Please change the “day” notation to “week” in the “Course Schedule” section.</p> <p>-Please include notation in the syllabus that this is a 3-credit course.</p> <p>-Please ensure that these suggested changes to the syllabus are made before delivering this course to students.</p> <p>EDST 528 (3) <b>Action: Approved</b></p> <p><u>Notes on the Syllabus:</u></p> <p>-The Syllabus refers to the “Disability Resource Center,” which is now called “Access and Diversity.” Please update the syllabus accordingly.</p> <p>-Under “Course Overview” please note the expected number of course hours and the course structure.</p>	

-Please include a note that students are unable to appeal a participation grade (this is especially important as students are permitted to choose the percentage of their final grade that will be based on participation).

-The Committee was concerned with students receiving a mark for providing feedback to the instructor. Please consider revising this requirement.

-Consider revising the learning outcomes for this course and referring to Bloom's Taxonomy to strengthen the language.

-The Committee was concerned with allowing students to revise their grading percentages throughout the course. How would this work for the final assignment? Please consider revising the assessment strategies.

-Please ensure that these suggested changes to the syllabus are made before delivering this course to students.

#### EPSE 513 (3)

**Action: Approved**

-“Introduction to” in the course title/description was removed.

-The Committee has recommended the title change of this course to “Orientation and Mobility for Teachers of Individuals who are Blind or Visually Impaired” This change has been reflected on the 2-column Curriculum Change form.

-If the undergraduate version of this course will remain in the Calendar, please consider adding a credit-exclusion statement to the course description as this is replacing an undergraduate version of this course. For example, the credit-exclusion statement would note that “Students will receive credit for only one of EPSE 455 or EPSE 513.”

-Please clarify whether the program has responded to the OSOT curriculum consultation. This is especially important considering the point on learning outcomes for graduate-level students.

#### EPSE 514 (6)

**Action: Approved**

-The Syllabus refers to the “Disability Resource Center,” which is now called

“Access and Diversity.” Please update the syllabus accordingly.

- The Committee has recommended the title change of this course to “Advanced Orientation and Mobility Techniques for Teachers of Individuals who are Blind or Visually Impaired.” This change has been reflected on the 2-column Curriculum Change form.

-If the undergraduate version of this course will remain in the Calendar, please consider adding a credit-exclusion statement to the course description as this is replacing an undergraduate version of this course. For example, the credit-exclusion statement would note that “Students will receive credit for only one of EPSE 456 or EPSE 514.”

-Please clarify whether the program has responded to the OSOT curriculum consultation. This is especially important considering the point on learning outcomes for graduate-level students.

EPSE 546 (3)

**Action: Approved**

-The Syllabus refers to the “Disability Resource Center,” which is now called “Access and Diversity.” Please update the syllabus accordingly.

- The Committee has recommended the title change of this course to “Assistive Technology for Teachers of Students with Visual Impairments.” This change has been reflected on the 2-column Curriculum Change form.

-If the undergraduate version of this course will remain in the Calendar, please consider adding a credit-exclusion statement to the course description as this is replacing an undergraduate version of this course. For example, the credit-exclusion statement would note that “Students will receive credit for only one of EPSE 415 or EPSE 546.”

-The Committee was concerned that the IT requirements for students seem complicated. Please ensure that all students have access to both Mac and PC computers if both platforms are needed in order to complete the lab assignments.

<p>-Please clarify whether the program has responded to the OSOT curriculum consultation. This is especially important considering the point on learning outcomes for graduate-level students.</p> <p>Special Education- Orientation and Mobility Specialization</p> <p><b>Action: Approved</b></p>	
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**Faculty of Applied Science**  
Submitted by Carol Jaeger/Sherry Green

<p>EECE 595 (3)*</p> <p><b>Action: Approved</b></p> <p>-In the rationale statement, please provide the course number under which this course was previously offered.</p> <p>-The Committee was concerned with the number of credits that are proposed for this course. The expectation is that a 3-credit course involves approx. 39 hours of lecture time. This course includes 36 hours of lecture in addition to other assignments, activities, and requirements. This seems more than usual for a 3-credit course.</p> <p><u>General notes on the Syllabi for MINE 505, 507, and 515:</u></p> <p>-The Committee recommends that each course syllabus be revised to include additional information in the following areas:</p> <ul style="list-style-type: none"> <li>-Number of hours students are expected to devote to the course.</li> <li>-Credit hours</li> <li>-Mode of instruction/course format</li> <li>-Lecture titles</li> <li>-Assessment details/percentages</li> <li>-Learning objectives</li> <li>-Weekly schedule (this is not required, but recommended)</li> </ul> <p>MINE 505 (3)*</p> <p><b>Action: Hold</b></p> <p>-The Committee recommends starting the course description at “Rock mass properties...” Please delete “Latest developments in terms of characterization of...”</p> <p>MINE 507 (3)*</p>	
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**Action: Hold**

-Please consider changing the course description to “Mass mining (caving) process, how it relates to design and operations, the value proposition, and the key value drivers.”

MINE 515 (3)\*

**Action: Hold**

-Remove the first word (“The”) from course description.

General notes on MINE 571, 572, and 573:

-The Executive MBA program was approved by the Senate in May 2006, but is difficult to discern from sources online whether the Strategic Mining Management program has been approved by the Senate. It is also difficult to determine whether the Strategic Mining Management program is a stream, concentration, or a degree program. Additionally, there is no information in the Academic Calendar that refers to this program. If possible, please provide any additional information regarding the creation/review/approval of the EMBA in Strategic Mining Management.

Subsequent to our meeting, discussions have been ongoing between the Senate Secretariat and the Sauder School of Business regarding this matter. It is anticipated that any issues will be resolved shortly.

MINE 571 (1.5)\*

**Action: Held Over (to be reviewed at next meeting)**

MINE 572 (1.5)\*

**Action: Held Over (to be reviewed at next meeting)**

MINE 573 (1.5)\*

**Action: Held Over (to be reviewed at next meeting)**

**Faculty of Commerce and Business Administration**

Submitted by Brian Bemmels/Theresa Scott

BAAC 505 (2.3)\*

**Action: Hold**

- Consider revising the credit value of the course to be more in line with the required hours as described by the syllabus. A course worth 2.3 credits would typically have approximately 29 hours of classroom instruction.
- Please provide additional information regarding the time commitment that can be expected of students.
- The Committee requested additional information regarding the credit value of the course. To help provide some background for subsequent Senate Committees, the .7 and .8 credit values for Sauder courses should be explained in the "Rationale" section.
- Please include information in the Rationale section that notes if BAAC 505 is replacing COMM 505.
- Please provide additional information regarding assessment strategies and assignments that are required for the course.
- Consider revising the syllabus (and especially the learning outcomes) to be more in line with a graduate-level course.

MBA Calendar Language\*

**Action: Approved**

**Faculty of Forestry**

Submitted by Gayle Kosh/Jorma Neuvonen

Master of Geomatics for Environmental Management

**Action: Held Over**

- The Committee was unable to complete a full review of the program on April 10, 2015. However, Committee members remarked that they thought that the proposal was well-written and proposed. Moreover, some preliminary comments have been made regarding the proposal. At this point, the Committee has requested a supporting document that notes the changes that have been/will be made to the proposal. Please do not provide an entirely new proposal package.

- Page 2 of the proposal states: “The program will be administrated by the Faculty of Forestry, UBC.” Is the proposed program outside of G+PS? If so, administration outside of G+PS must be approved by the Academic Policy Committee. The Provost will also need to provide a memo that is in agreement with administration outside of G+PS.
- The Executive Summary is nearly double the suggested length. However, there is a lot of unnecessary spacing. Please remove spaces to shorten the summary.
- On page 12, please provide some additional information regarding electives. How exactly do they work? Will some students take more elective credits than others?
- On page 18 of the proposal, the program proposes the” MGEM” course code. Course codes should denote the subject matter and not the degree level. In this case, the description is simply “Geomatics for Environmental Management.” Please consider a more appropriate degree code, such as “GEMF.”
- On page 19 of the proposal: Any text in the “Present Calendar Entry” section that is to be deleted needs to be colored red and be formatted with a strike through.
- On page 20 of the proposal: It may be better to organize the courses numerically rather than chronologically.
- As noted in previous email conversations: Because the Library Consultation form notes that the “Proposal cannot be supported without additional resources,” the University Librarian will need to sign the Budgetary Impact of Curriculum Proposals form.

New Course Code (MGEM)

**Action: Held Over**

MGEM 500 (3)

**Action: Held Over**

MGEM 510 (3)

**Action: Held Over**

MGEM 511 (3)



<p><b>Action: Held Over</b></p> <p>MGEM 520 (3) <b>Action: Held Over</b></p> <p>MGEM 521 (3) <b>Action: Held Over</b></p> <p>MGEM 530 (3) <b>Action: Held Over</b></p> <p>MGEM 540 (3) <b>Action: Held Over</b></p> <p>MGEM 580 (3) <b>Action: Held Over</b></p> <p>MGEM 599 (3) <b>Action: Held Over</b></p>	
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6. **Category 2 Proposals (Online Review)**

<b>Faculty of Applied Science</b> Submitted by Carol Jaeger/Sherry Green	
	<p>Engineering Management Deletion (General)* <b>Action: Approved pending changes to proposed calendar language</b> -The sub-specialization should remain in the Calendar until all currently enrolled students have graduated. Instead of deleting the option, a note should be added to the Calendar that states, "This sub-specialization is no longer accepting students."</p> <p>Please confirm that this text is acceptable.</p> <p>Engineering Management Deletion (Civil)* <b>Action: Approved pending changes to proposed calendar language</b> -The sub-specialization should remain in the Calendar until all currently enrolled students have graduated. Instead of deleting the option, a note should be added to the Calendar that states, "This sub-specialization is no longer accepting students."</p> <p>Please confirm that this text is acceptable.</p>

MECH 528 (3)\*  
**Action: Held Over**

MINE 504 (2)\*  
**Action: Held Over**

MINE 506 (3)\*  
**Action: Held Over**

MINE 508 (3)\*  
**Action: Held Over**

MINE 509 (2)\*  
**Action: Held Over**

MINE 520 (3)\*  
**Action: Held Over**

MINE 522 (2/4)\*  
**Action: Held Over**

MINE 524 (3)\*  
**Action: Held Over**

MINE 526 (3)\*  
**Action: Held Over**

MINE 527 (3)\*  
**Action: Held Over**

MINE 529 (3)\*  
**Action: Held Over**

MINE 533 (3)\*  
**Action: Held Over**

MINE 540 (3)\*  
**Action: Held Over**

MINE 541 (3)\*  
**Action: Held Over**

MINE 544 (3)\*  
**Action: Held Over**

MINE 547 (3)\*  
**Action: Held Over**

MINE 553 (3)\*  
**Action: Held Over**

MINE 555 (3)\*  
**Action: Held Over**

	MINE 559 (3)* <b>Action: Held Over</b>
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<b>Faculty of Commerce and Business Administration</b> Submitted by Brian Bemmels/Theresa Scott	
	BA 504 (4)* <b>Action: Approved</b>
	BA 508 (1)* <b>Action: Approved</b>
	BAFI 500 (1.5)* <b>Action: Approved</b>
	BAFI 503 (1.5)* <b>Action: Hold</b> -The Committee has requested a course syllabus to complete their review of this course.

<b>Faculty of Land and Food Systems</b> Submitted by Gwen Chapman	
	Master of Land and Water Systems Calendar Language <b>Action: Approved</b>

7. **Adjournment of Meeting**

8. **Next meeting: 9:00 AM, TBD, Room 203 of the Graduate Student Centre**

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