

MINUTES
Faculty of Graduate and Postdoctoral Studies
Graduate New Programs and Curriculum Committee Meeting
May 29, 2015; 9:00 – 11:00am
Venue: Room 203, Graduate Student Centre, 6371 Crescent Road

Present: John Church, Daniel Fritz (Minutes), Jessica, Iverson, Ujendra Kumar, Max Read, Clive Roberts (Chair), Andrew Riseman, Susie Stephenson

Regrets: Tony Bi, Murali Chandrashekar, Norm Hutchinson, Lena Patsa, Tom Scholte

1. Adoption of Agenda

-Approved

2. Minutes of April 10, 2015 Meeting

-Approved

3. Business Arising

Proposal: Held-Over Category 2 Proposals from Applied Science (MECH and MINE course changes) be reviewed online.

-Approved

4. Held-Over Proposals

Faculty of Forestry	
Submitted by Gayle Kosh/Jorma Neuvonen	
<p>Master of Geomatics for Environmental Management</p> <p>Action: Approved</p> <p>-The Committee is supportive of taking these proposals forward to the Senate Curriculum Committee. Please provide Daniel Fritz (daniel.fritz@ubc.ca) with an updated copy of the new program proposal and new course proposals <u>no later than July 6</u> so that they can be considered at the July 20 SCC meeting.</p> <p>-A statement has been added to the original proposal in the Overview section. This statement is required to accompany all new program proposals at UBC.</p> <p>-In the “Credential” section of the Summary, please remove or relocate all text after the first sentence.</p> <p>-On page 4 of the Executive Summary, please remove the duplicate paragraph at the top of the page.</p> <p>-On page 12, under the “Electives” heading, it is noted that MGEM 510 and MGEM 520 may be excused, but the rest of the documents discuss the requirements for these two courses as being essential. Please consider revising</p>	

the electives section to more clearly define the requirements for elective courses.

- The Committee echoed some of the curriculum consultations and noted that it would be beneficial if the courses that accompany this program are made available to other graduate students.

New Course Code (GEM)

Action: Approved

- Our Senate representative consulted with Senate Office and noted that "GEM" would be a more appropriate course code than "GEMF" as we had previously suggested. The course code and proposal will go forward with the "GEM" course code. Please let us know as soon as possible if you object to this course code.
- Please ensure to update all instances of the course code to "GEM" in all documents.

Note for all new course proposals associated with the Master of Geomatics for Environmental Management:

- Before delivering the courses to students, all syllabi should be updated with the information requested by the Committee.

GEM 500 (3)

Action: Approved

- Based on the hours required, this course appears to be more than 3 credits worth of work. Please consider changing the proposed credit value or the scope of the course. As this does appear to be an important "core" course, we suggest a credit value of 5 or 6 credits. Please note, if this change is made, it may alter the need for elective courses.
- Please ensure that the title of the course is in alignment on the 2-column Curriculum Change form and the syllabus.
- Please remove the point that students will receive points for attendance. Attendance can be worth a portion of a student's grade, but generally, points are not granted for attendance, as attendance is required.

- Consider revising the language that discusses the peer assessment component of the course grade. As a general rule, the Committee recommends that peer assessment contributes to less than 10% of the final grade.
- Consider suggesting an alternative text as both required texts for the course are written by the course lecturer.

GEM 510 (3)

Action: Approved

- Please ensure that the title of the course matches on the 2-column Curriculum Change form and the syllabus.
- “Introduction to” has been removed from the course title to be more in line with typical Calendar language.
- The rationale for this course notes that the course is an essential component of the program, but the new program proposal notes that students can be exempted from this course. Please ensure that the statements in these two documents are in alignment.
- Please clarify the “Laboratory Assignments” section as several Committee members noted some difficulty in deciphering the points associated with the labs.
- Under course overview in the syllabus, please ensure that the course is referred to as GEM 510, and not as CONS 510.
- Please ensure that the Learning Objectives section is rearranged with the last section above the bulleted learning objectives. This appears to be a minor formatting error.

GEM 511 (3)

Action: Approved

- If applicable, please consider revising the course title to indicate whether GEMF 511 is a continuation of GEMF 510.
- The rationale for this course notes that the course is an essential component of the program, but the new program proposal notes that students can be exempted from this course. Please ensure that the statements in these two documents are in alignment.

- Under the Course Requirements in the syllabus, please consider changing CONS 340 to GEM 510, as it appears that GEM 510 is a proper prerequisite to GEM 511.
- Please provide some additional information in the Laboratory Assignments section. Please clarify whether students will receive individual grades or grades as a group.
- Please consider revising the "Course Format" section to clarify the lab requirements for this course. The Course Format and the Course Schedule section do not seem to align.
- If possible, please harmonize the grading rubric for Lab Assignments for other courses in this program.

GEM 520 (3)

Action: Approved

- Please re-phrase the learning outcomes in the syllabus to be more in line with the learning outcomes that have been provided for the other proposed courses.
- Please consider revising the "Course Format" section to clarify the lab requirements for this course. The Course Format and the Course Schedule section do not seem to align.
- Please provide some additional information in the Laboratory Assignments section. If possible, please clarify whether students will receive individual grades or grades as a group.
- The group project for this course is worth 10%. Based on the amount of work that is dedicated to the group project, please consider revising the percentage of the final grade that this component is worth.

GEM 521 (3)

Action: Approved

- Please re-phrase the learning outcomes in the syllabus to be more in line with the learning outcomes that have been provided for the other proposed courses.
- Please consider revising the "Course Format" section to clarify the lab requirements for this course. The

Course Format and the Course Schedule section do not seem to align.

-Under the Course Assessment section, it is noted that there is a final exam for this course, but no further information is provided (e.g. percentage of total grade). If a final exam is not required, please remove this language from the syllabus.

-Please reconsider the percentage of the course grade given to participation and to the scientific paper discussion. As proposed, participation is worth double the value of the scientific paper discussion.

GEM 530 (3)

Action: Approved

-The course format notes that there are 1-hour labs required for each week, but the course schedule does not note any of the lab topics. If possible, please consider adding the lab topics to the course schedule.

GEM 540 (3)

Action: Approved

-The course description for this course has been removed as the course content is covered by the course title. Please let us know as soon as possible if you do not agree with this.

-Consider re-phrasing the learning outcomes to be more in line with the outcomes that have been provided for the other proposed courses. The Learning Outcomes for this course are more focused on tasks/topics rather than what students will be able to do after the course.

GEM 580 (3)

Action: Approved

-The Committee noted that it may be difficult to have students secure speakers for the course, especially considering that over 50% of the students are expected to be international students. Please consider revising this requirement.

GEM 599 (3)

Action: Approved

<p>-Please consider revising the credit value for this course as it appears that there is more work than is generally seen in a 3-credit course. Together with GEM 500, this may alter the need for elective courses.</p> <p>-The Committee suggests Faculty members choose external speakers and allocate them to grad students for hosting.</p> <p>-Please provide some additional information and on the research paper assignment.</p>	
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<p style="text-align: center;">Faculty of Applied Science Submitted by Carol Jaeger/Sherry Green</p>	
<p><u>All proposals in this block were approved to be reviewed online by the Committee under Business Arising.</u></p>	<p>MECH 528 (3) Action: Approved</p> <p>MINE 504 (2) Action: Approved</p> <p>MINE 506 (3) Action: Approved</p> <p>MINE 508 (3) Action: Approved</p> <p>MINE 509 (2) Action: Approved</p> <p>MINE 520 (3) Action: Approved</p> <p>MINE 522 (2/4) Action: Approved</p> <p>MINE 524 (3) Action: Approved</p> <p>MINE 526 (3) Action: Approved</p> <p>MINE 527 (3) Action: Approved</p> <p>MINE 529 (3) Action: Approved</p> <p>MINE 533 (3) Action: Approved</p>

	<p>MINE 540 (3) Action: Approved</p> <p>MINE 541 (3) Action: Approved</p> <p>MINE 544 (3) Action: Approved</p> <p>MINE 547 (3) Action: Approved</p> <p>MINE 553 (3) Action: Approved</p> <p>MINE 555 (3) Action: Approved</p> <p>MINE 559 (3) Action: Approved</p>
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5. Resubmitted Proposals

Faculty of Applied Science Submitted by Scott Dunbar/Sherry Green	
<p>MINE 505 (3) Action: Approved</p> <ul style="list-style-type: none"> -In the proposed course description, the following statement has been removed “This course is targeted to graduate students.” -In the syllabus, please provide some specific learning outcomes for students. Generally, the Learning Outcomes for courses are presented as bulleted lists that are introduced with, “By the end of this course, students will be able to:...” -Under the assessment section of the syllabus, please provide some additional information about the guidelines for the technical reports and memos. -Under the assessment section of the syllabus, please consider revising the paragraph starting with “students are required to complete all components to pass the course...” It may be helpful to include the standard statement that has been provided by UBC considering academic integrity. Also consider adding some clarity about late assignments. 	<p>Note: The Committee requests your agreement to making these changes before delivering the course to graduate students.</p>

MINE 507 (3)

Action: Approved

- In the proposed course description, the following statement has been removed
“This course is targeted to graduate students.”
- Please add some additional information to the rationale section as to why this course should be added the current curriculum.
- In the syllabus, please provide some specific learning outcomes for students. Generally, the Learning Outcomes for courses are presented as bulleted lists that are introduced with, “By the end of this course, students will be able to:...”
- Under the assessment section of the syllabus, please provide some additional information about the guidelines for deliverable assignments for this course.
- Under the assessment section of the syllabus, please consider revising the paragraph starting with “students are required to complete all components to pass the course...” It may be helpful to include the standard statement that has been provided by UBC considering academic integrity. Also consider adding some clarity about late assignments.

MINE 515 (3)

Action: Approved

- In the syllabus, please provide some specific learning outcomes for students. Generally, the Learning Outcomes for courses are presented as bulleted lists that are introduced with, “By the end of this course, students will be able to:...”
- Please provide some additional detail in the course schedule for this course.

MINE 574 (1.5)*

Action: Approved

- In the course syllabus, please ensure that the language follows the language in the rationale that these courses are for “professionals in the mining industry,” instead of “Sauder/Keevil EMBA in Strategic Mining Management program.”
- In the syllabus, please provide some additional information on whether

<p>students will receive individual or group grades for the group project component of the course.</p> <p>MINE 575 (1.5)* Action: Approved -In the course syllabus, please ensure that the language follows the language in the rationale that these courses are for “professionals in the mining industry,” instead of “Sauder/Keevil EMBA in Strategic Mining Management program.” -In the syllabus, please provide some additional information on whether students will receive individual or group grades for the group project component of the course.</p> <p>MINE 576 (1.5)* Action: Approved -In the course syllabus, please ensure that the language follows the language in the rationale that these courses are for “professionals in the mining industry,” instead of “Sauder/Keevil EMBA in Strategic Mining Management program.” -In the assignment section, it is noted that 50% of the grade is attributed to quizzes and 50% of the grade is attributed to mini case studies. The committee thought that the 50% number for the quizzes seemed high in comparison to the mini case studies.</p>	
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Faculty of Commerce and Business Administration Submitted by Brian Bemmels and Theresa Scott	
EMBA in Strategic Mining Management Calendar Language* Action: Approved Master of Management in Operations Research Calendar Language* Action: Approved Master of Management in Operations Research Parchment Language* Action: Approved BAAC 505 (2.3)* Action: Approved -In the course schedule section in the	

syllabus, please clarify the assignments due column.	
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6. New Category 1 Proposals

Faculty of Medicine	
Submitted by Erin Smith/Craig Mitton	
<p>SPHA 533 (1.5) Action: Approved -Before delivering this course to students, please ensure that the following changes are made to the course syllabus: +Please provide more information about hours of instruction. +Please separate the Course Goals section into "Course Topics" and "Course Outcomes." Making this change should clearly differentiate between the tasks completed by the students and what students will learn. +Please provide some information about how much time students are intended to spend in class and how much time students will spend doing work online. +Please provide some additional information about the course assignments and what will be required of students during the course. -Please consider revising the rationale in the 2-column curriculum change form to remove reference to SPPH 547 or to clarify how the content of the two courses overlaps.</p>	

Faculty of Arts	
Submitted by Ernest Mathijs/Lisa Coulthard	
<p>FIST 510 (3) Action: Approved -The Committee has made changes to the course description; please let us know as soon as possible if you have any objections.</p> <p>FIST 520 (3) Action: Approved -The Committee has made changes to the course description; please let us know as soon as possible if you have any objections. -Please consider revising the credit value</p>	

<p>for this course as there appears to be a great deal of work, lecture, time required for 3 credits. On the other hand, the tasks do appear to be very enjoyable.</p> <p>-Please consider editing the plagiarism statement in the syllabus. The plagiarism statement should include note that the Dean of the Faculty of Graduate and Postdoctoral Studies will be involved in the process.</p>	
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7. Category 2 Proposals (Online Review)

Faculty of Commerce and Business Administration Submitted by Brian Bemmels and Theresa Scott	
	BAFI 503 (1.5)* (Resubmission) Action: Approved -How are individuals who work in teams graded? -Please provide more details in the course outline: e.g. are presentations (week 3) graded; what does the final exam involve; etc.

Faculty of Medicine Submitted by Heather Cheadle	
	PATH 549 (18) Honours/Pass/Fail Grading (Resubmission) Action: Approved

Faculties of Commerce and Business Administration and Law Submitted by Brian Bemmels/Bob Wilson	
	JD/MBA Calendar Language* Action: Approved

Faculty of Arts Submitted by Lisa Coulthard	
	FIST 531(3/6) Action: Approved Film Studies Calendar Language Action: Approved -Does the Film Studies program no longer provide film production and post-production equipment? Is this an issue for students?

Faculty of Medicine Submitted by Erin Smith/Craig Mitton	
	SPHA 506/548 Action: Approved -Minor edits have been made to the

	<p>proposed course description.</p> <p>SPHA 530 Deletion Action: Approved -Before deleting SPHA 530, please ensure that 530 is not required for any other programs.</p> <p>SPPH 504 Prerequisites Action: Approved</p>
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Faculty of Law Submitted by David Duff	
	<p>LAW 562 (4) Action: Approved -Minor edits have been made to the proposed course description.</p> <p>LAW 563 (3) Action: Approved</p> <p>LAW 565 (4) Action: Approved</p> <p>LAW 566 (3) Action: Approved</p>

Faculty of Medicine Submitted by Tracy Henderson/Donna Drynan	
	<p>RSOT 525 (5) Action: Approved</p> <p>RSOT 521 (3) Deletion Action: Approved</p> <p>MOT Calendar Language (Credit Update) Action: Approved</p>

Faculty of Education Submitted by Maria Gallo	
	<p>KIN 585 (3) Action: Approved -Grading statement has been added to proposed Calendar entry.</p> <p>KIN 586 (3) Action: Approved -Grading statement has been added to proposed Calendar entry.</p>

Faculty of Arts Submitted by Susie Stephens	
	MA- Children’s Literature Calendar Language Action: Approved -The current calendar entry section on the 2-column curriculum change form has received some minor edits.

Faculty of Medicine Submitted by Vince Duronio	
	MSc/PhD- Experimental Medicine Calendar Language Action: Approved

8. Proposals Submitted after Document Submission Deadline (Category 2, Online Review)

Faculty of Applied Science Submitted by Theresa Juba	
	<u>Architecture</u> ARCH 500 (9) Action: Approved ARCH 501 (9) Action: Approved ARCH 502 (2) Action: Approved ARCH 515 (3) Action: Approved ARCH 517 (3) Action: Approved ARCH 520 (9) Action: Approved ARCH 521 (9) Action: Approved ARCH 524 (3) Deletion Action: Approved ARCH 525 (3) Deletion Action: Approved ARCH 529 (3) Deletion Action: Approved

ARCH 530 (3) Deletion

Action: Approved

ARCH 537 (3) Deletion

Action: Approved

ARCH 539 (9)

Action: Approved

ARCH 540 (9)

Action: Approved

ARCH 541 (3)

Action: Approved

ARCH 543 (3)

Action: Approved

ARCH 544 (3/6) d

Action: Approved

ARCH 545 (3/6) d

Action: Approved

ARCH 548 (3)

Action: Approved

ARCH 549 (9)

Action: Approved

ARCH 561 (3)

Action: Approved

ARCH 562 (3) Deletion

Action: Approved

ARCH 568 (3)

Action: Approved

ARCH 571 (3/6) d

Action: Approved

ARCH 573 (3-12) d

Action: Approved

ARCH 577 (3)

Action: Approved

ARCH 580 (0) Deletion

Action: Approved

ARCH 598 (12)

Action: Approved

Architecture Calendar Language Update
Action: Approved

Landscape Architecture

LARC 500/593 (1)
Action: Approved

LARC 501 (9)
Action: Approved

LARC 502 (9)
Action: Approved

LARC 503 (9)
Action: Approved

LARC 504 (9)
Action: Approved

LARC 505 (9)
Action: Approved

LARC 510 (2-12)
Action: Approved

LARC 511 (2)
Action: Approved

LARC 515 (3)
Action: Approved

LARC 520 (3) Deletion
Action: Approved

LARC 521 (3) Deletion
Action: Approved

LARC 525 (3)
Action: Approved

LARC 531 (3)
Action: Approved

LARC 532 (3)
Action: Approved

LARC 540 (3)
Action: Approved

LARC 541 (3)
Action: Approved

	<p>LARC 542 (3) Action: Approved</p> <p>LARC 551 (3) Action: Approved</p> <p>LARC 570 (3/6) d Action: Approved</p> <p>LARC 582 (1-9) d Action: Approved</p> <p>LARC 590 (3) Deletion Action: Approved</p> <p>LARC 595 (3) Action: Approved</p> <p>LARC 598 (9) Action: Approved</p> <p>Landscape Architecture Calendar Language Update Action: Approved</p>
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9. Adjournment of Meeting

10. Next meeting: TBD

*proposal for Senate Curriculum Sub-Committee of Graduate Programs