

**MINUTES**  
**Faculty of Graduate and Postdoctoral Studies**  
**Graduate Curriculum Committee Meeting**  
**[October 16, 2015]; 9:00 – 11:00am**  
**Venue: Room 203, Graduate Student Centre, 6371 Crescent Road**

**Present:** Daniel Fritz (Minutes), Justin Holme, Lindsey Kovacevic, Kyle McCleery, Vivien Measday, Max Read, Ron Reid, Clive Roberts (Chair), Susie Stephenson

**Regrets:** John Church, Norm Hutchinson, Aaron Bailey, Tom Scholte

1. **Adoption of Agenda**  
-Approved
2. **Minutes of September 18, 2015 Meeting**  
-Approved
3. **Business Arising**  
-N/A
4. **Resubmitted Proposals**  
-N/A
5. **New Proposals**

<b>Faculty of Education</b> Submitted by Maria Gallo	
<p>Master of High Performance Coaching and Technical Leadership  <b>Action: Hold</b>            -Please consider proposing an acronym for the new program that is a bit more succinct. You may also want to redefine what “technical leadership” means in the title for those who are not familiar with the field.            -Please shorten the Executive Summary section in order to meet Ministry of Advanced Education standards (as close to 3 pages as possible). The program strength section could be shortened by only providing the first or second sentence for each bullet point.            -Please only include one contact in the Executive Summary.            -On pages 3-4 of the proposal document, there is some discussion of laddering from the certificate. The Committee identified many possible issues with the language surrounding the administration of the laddering. Two options were suggested in order to resolve these issues:</p> <ol style="list-style-type: none"> <li>1. Preferred method: Remove all language associated with laddering from the certificate program into the Master’s program. This will allow for an expedited re-review process and still allow for future changes to be proposed</li> </ol>	

before offering the program.

2. Provide additional information related to the administration of laddering. Please answer questions such as: will students be able to receive both a certificate and a Master's degree? Are students going to be transferred from certificate to the degree program, or will they be required to apply to the degree program? Etc. All language related to laddering administration in the program proposal should be mirrored in the proposed Academic Calendar Language.
- Please remove the following line from the proposal: Students admitted without prior academic experience would be admitted to the Graduate Certificate and be expected to demonstrate academic competency to continue in the Master's degree. (page 4, proposal)

**General Notes on Course Syllabi:**

- Please consider revising your learning objectives in each syllabus. Most syllabi reviewed by the GCC introduce learning objectives with the statement, "By the end of this course, students will be able to:..."
- Please include a revised statement on plagiarism in each syllabus. It would be beneficial to include a definitive link in the syllabus related to plagiarism. Please see: ([help.library.ubc.ca/researching/academic-integrity](http://help.library.ubc.ca/researching/academic-integrity)). Also note, all plagiarism transgressions require reporting to G+PS.
- Please harmonize the grading schemes in the syllabi with what is stated for graduate students in the Academic Calendar. Currently, the grading schemes in the syllabi are representative of an undergraduate grading scale.

KIN 516 (3)

**Action: Hold pending program approval**

- Please ensure that you refer to the program (MHPCTL) according to the same acronym at all points in the proposal. The rationale refers to (HPC).
- The rationale states that this course is available to students in other graduate programs (MA, MSc, etc.). Does this mean the course is available to all MA, MSc, etc. students? Please clarify what other programs will be able to take this course.

- In the syllabus, the course time table should provide some additional content on what is covered each week.
- Please consider some of the issues that are encountered when you offer online courses in a synchronous manner (i.e. students in different time zones required to attend in early/late local time). These issues should be noted in the syllabus.
- The Committee generally recommends having the final grade determined by the instructor on any project, especially when peer review is involved.
- Please remove the "iii." In the Scoping Review and Knowledge Translation assignment. There is no content associated with this point.
- Please include information in the syllabus that notes whether this course ties into a research project in later courses.
- Please ensure that assignment 1 is clear whether the deliverable document is 100 words or 1000 words.

KIN 517 (3)

**Action: Hold pending program approval**

- Remove "Canada's sport system, its" from the course description.
- Please provide some additional information regarding the method of instruction (i.e. lecture, reading, labs, etc.)
- In the syllabus, the course time table should provide some additional content on what is covered each week.
- In the syllabus, please provide some additional information on the Online exam portion of this course (i.e. what is the method of examination?).
- For the Major Project component of this course, please consider providing a concrete example for what would constitute a major project.
- The participation mark notes that punctual attendance is required. Please be clear about what punctual attendance means in relation to an online course. Does this only apply to synchronous online sections of this course?

KIN 572 (3)

**Action: Hold pending program approval**

- This course seems to focus on reviewing others work instead of undertaking

<p>personal research. Please consider adding “Critical Analysis of” before the current course title.</p> <p>KIN 596 (6)  <b>Action: Hold pending program approval</b>          -Consider changing the course description to include that this course requires students to design and conduct research in an area of interest.          -Please include a pre-requisite statement in the left side of the 2-column curriculum change form. Please also include a note that this course is restricted to students in the program (unless permission is granted otherwise).          -The Committee recommends that the research project be completed with the help of a supervisor, or that students should at least have regular consultations with a supervisor. Please provide additional details on the supervision process.          -Is this course linked to any of the other KIN courses in the program? If there is a link, please note how the courses build upon one another in each course syllabus.          -Please consider removing 10% of the total course grade for ethics approval. The Committee suggests re-distributing the percentage of grades to other grading categories. In this course, it is assumed that students will receive ethics.</p>	
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<b>Faculty of Commerce and Business Administration</b>	
Submitted by Kin Lo	
BAEN 506 (3) <b>Action: Held Over</b>	BAEN 507(1.5) Deletion <b>Action: Held Over</b>

Faculty of Education	
Submitted by Michael Marker/Christine Wallsworth	
EDST 545 (3) <b>Action: Held Over</b>	
EDST 546 (3) <b>Action: Held Over</b>	

**6. Category 2 Proposals (Online Review)**

<b>Faculty of Commerce and Business Administration</b>	
Submitted by Kin Lo	
	Master of Management Degree Requirements

	<p><b>Action: Approved</b></p> <p>Master of Management Seasonal Evaluation Calendar Language</p> <p><b>Action: Approved</b></p> <p>BA 504 (4)</p> <p><b>Action: Approved</b></p> <p>BA 507 (3)</p> <p><b>Action: Approved</b></p> <p>BA 508 (1)</p> <p><b>Action: Approved</b></p> <p>BA 512 (1.5)</p> <p><b>Action: Approved</b></p>
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<p><b>Faculty of Arts</b> Submitted by Julie Wagemakers</p>	
	<p>GPP 591 (1-3)</p> <p><b>Action: Approved</b></p>

7. **Adjournment of Meeting**

8. **Next meeting: 9:00 AM, October 30, 2015, Room 203 of the Graduate Student Centre**

\*Curriculum proposal in a program not administered by the Faculty of Graduate and Postdoctoral Studies.