Faculty of Graduate and Postdoctoral Studies
Graduate Curriculum Committee Meeting
January 15, 2016; 9:00 – 11:00am
Venue: Room 203, Graduate Student Centre, 6371 Crescent Road

Present: Aaron Bailey, John Church, Justin Holme (Minutes), Norm Hutchinson, Kyle McCleery, Vivien Measday, Max Read, Clive Roberts (Chair), Susie Stephenson, Edmond Cretu

Regrets: Kin Lo, Natalie Marshall, Ron Reid, Tom Scholte, Lindsey Kovacevic

1. **Adoption of Agenda**
   Action: Approved

2. **Minutes of December 4th, 2015 Meeting**
   Action: Approved

3. **Business Arising**
   - The Chair informed the Committee that Word documents, in place of PDFs would be used during the meeting so that recommended changes and comments could be applied directly to the proposal using the tracked changes feature. It is the Committee's hope that using an edited Word document will facilitate a clear and efficient revision process for proponents. The edited Word proposals will accompany the standard memo sent to proponents once the appropriate reviews have taken place at the GCC level.
   - The Committee discussed and approved new requirements for proponents re-submitting revised proposal packages for GCC review. The Graduate Curriculum Coordinator will now provide an annotated Word copy of a reviewed proposal to the proponent and ask for re-submission of the document(s) (if requested) to contain clearly tracked changes. This will make reviewing revised proposals much easier for the Committee as it will be clear which recommended changes were made and which were not.

4. **Resubmitted Proposals**

   MFRE modular courses package

MFRE General Comments -The Committee expressed concerns that the revised proposal package still does not contain the appropriate revisions requested during the November 20th GCC meeting. Changes that were made were found to be inconsistent throughout the proposal package. -The Committee agreed to move forward and schedule a meeting between Clive Roberts (Chair), George Kennedy (proponent), Vivian Measday (Committee representative from LFS), and Justin Holme (Grad Curriculum Coordinator) in order to more clearly outline the changes the Committee would like to see moving forward. **Action:** Hold pending further revision MFRE Calendar Language	FRE 503 (3) Course deletion) **Action:** Holding pending further revision -

Action: Hold pending further revision - FRE 504 (1.5) **Action:** Hold pending further revision - FRE 505 (1.5) **Action:** Hold pending further revision - FRE 517 (1.5) **Action:** Hold pending further revision -The Committee would like to see more details of the work that will be completed for credit during the CME exercise. FRE 518 (1.5) **Action:** Hold pending further revision - FRE 523 (1.5) **Action:** Hold pending further revision - FRE 524 (1.5) **Action:** Hold pending further revision - FRE 526 (1.5) **Action:** Hold pending further revision - FRE 527 (1.5) **Action:** Hold pending further revision - FRE 529 (1.5) **Action:** Hold pending further revision - FRE 530 (1.5) **Action:** Hold pending further revision - FRE 541 (1.5) **Action:** Hold pending further revision -	FRE 525 (3) (Course deletion) **Action:** Hold pending further revision - FRE 540 (3) (Course deletion) **Action:** Hold pending further revision -

MBAN new program proposal package (time permitting)

General Comments -The Committee noted that the resubmitted proposal package does not address a number of questions raised at the previous GCC meeting of December 4th, 2015. -The Committee raised a number of concerns about the continued inclusion of the COMM 547 internship in its currently proposed form. -It is the preference of the Committee	BABS 502 (1.5) **Action:** Hold pending consultation with Kin Lo -

that a new course (title and number) be proposed to take the place of COMM 547 and more accurately reflect the content and purpose of the Analytics Consulting Internship. As it stands right now COMM 547 is listed in the Calendar as "Major Essay/Industry Project" and it is important to be aware that this will go on the student's transcript. "Analytics Consulting Internship" may be a more accurate title, however, in order to have this reflected on a student's record a new course, or significant revision to COMM 547 is necessary. COMM 547 appears to serve other purposes under its listed title; the committee cannot approve the use of the same course number for two different courses, with different titles and distinct 'syllabi'.	
-The Committee continued to express concerns that the students enrolled in the proposed internship will have their program completion date delayed. The optional nature of this internship, after the cohort has completed the program and might have formally graduated, continues to be a concern. Committee members suggested this could result in administrative problems for the program: (i) What does the program do when a student who has completed all of the requirements and is looking for their first position, is given an offer of employment and chooses to leave the consulting internship early? Non completion of the internship course would be recorded on their transcript; the Centre would lose a 'consultant' part way through an obligation to an external partner); (ii) Difficulties for a student who had completed all of the requirements for graduation and was successful in securing that important first job, but whose graduation (and ability to start the job) could be held up by an obligation to an 'optional' course (see above) and (iii) Difficulties for the University - Is this 'consultant' still a student? Would they pay additional fees for this optional internship period, to maintain student status? Their classmates may have graduated, and they have completed the same requirements. What is the liability	BAMS 502 (1.5) **Action:** Hold pending consultation with Kin Lo - BAMS 506 (1.5) **Action:** Hold pending consultation with Kin Lo - BAMS 508 (1.5) **Action:** Hold pending consultation with Kin Lo -

of the student /University in the case that there is a problem with the consultancy? Can a student be covered by the MITACS agreement if they are not still officially a graduate student? -The Committee feels that approving COMM 547 as it currently exists within the proposed MBAN will be a precedent-setting decision. - The Committee proposed two options for the proponent: 1) The proposal can move forward to the SCC in its current form with a consult from the GCC outlining its concerns about the use COMM 547 as it currently stands in the proposal package. 2) The proposal can be put on hold while a letter is sent to the proponents thanking them for the changes they have made in the package, but reiterating that COMM 547 in its current form is not supported by the GCC. The proponents would then be given the opportunity to make changes prior to SCC submission. Master of Business Analytics **Action:** Hold pending consultation with Kin Lo - BABS 506 (1.5) **Action:** Hold pending consultation with Kin Lo - BABS 507 (1.5) **Action:** Hold pending consultation with Kin Lo - BAIT 507 (1.5) **Action:** Hold pending consultation with Kin Lo - BAIT 508 (1.5) **Action:** Hold pending consultation with Kin Lo - BAIT 509 (1.5) **Action:** Hold pending consultation with Kin Lo - BAMA 509 (1.5) **Action:** Hold pending consultation with Kin Lo -	

BAMA 511 (1.5) **Action:** Hold pending consultation with Kin Lo - BAMA 516 (1.5) **Action:** Hold pending consultation with Kin Lo - BAMA 517 (1.5) BAMS 503 (1.5) **Action:** Hold pending consultation with Kin Lo - BAMS 504 (1.5) **Action:** Hold pending consultation with Kin Lo - BAMS 517 (1.5) **Action:** Hold pending consultation with Kin Lo - BAMS 521 (1.5) **Action:** Hold pending consultation with Kin Lo **-**	

5. Held Over Proposals

Faculty of Education Submitted by Claudia Ruitenberg October 27th, 2015	
EDST Parchment Changes for MEd, MA, PhD, EdD **Action: Approved**	

Faculty of Applied Science Submitted by Cate Palmer/Penny Gurstein November 10th, 2015	
Program requirements/Calendar Language **Action: Hold – Resubmit with changes tracked** -The Committee raised concerns that the proposed Calendar entry for the MAP and MScP may be confusing as the two degrees could be interpreted as a dual degree program. The Committee recommends that the proposed Calendar entry be changed to clearly identify each degree as its own unique program.	

-The Committee recommends that the paragraph starting with "Note: The Master of Arts (Planning) and the Master of Science (Planning)…" be removed as it is not needed. The deadlines for applying for September 2016 will have passed by the time the proposed changes make it into the Academic Calendar. See Word document page 1 for details.
-The Committee would like to know if the qualitative methods course in the MAP program requirements section is required to be taken in another department. If this is the case then no changes recommended, If this isn't the case "in another UBC department" can be removed. See annotated Word document page 2.
-In the table on Word document page 5 the Committee requests that the proponents add in the source of the remaining credits to complete the program total of 34. The Committee would also like to see the table more closely reflect the credit breakdown included in the "Program Requirements" section on Word document page 6.

PLAN 558 (3)
Action: Hold – Resubmit with changes tracked

-The credit value of the proposed course has been added to the 2-colum proposal form.
-The Committee recommends that the proponents include information outlining the order students will be asked to take these courses in. In there is no mandated order, please include this information as well.
-The Committee also requests information about perquisites to be included in the proposed Calendar entry (if there are any).
-Learning outcomes – The Committee asks that the learning outcomes for this course are clarified. Using action oriented statements such as, "By the end of this course students will be able to…." are encouraged. The Senate Curriculum Guide provides a basis for how the

Senate would like learning outcomes to be written. Please see Word document page 8 for details.

-Assessment Criteria - The Committee feels this section could be well served by outlining the assessment criteria in greater detail. Inclusion of a rubric is encouraged.

-Grading Criteria – The Committee asks that the text "and the Faculty of Graduate and Postdoctoral Studies" is removed from the Grading Criteria section of each course proposal as grading information is in the UBC Calendar, but is not provided by G+PS.

-The Committee recommends either referring to the Calendar for the grading scale or including a table with the scale instead of providing both.

PLAN 559 (3)
Action: Hold – Resubmit with changes tracked

-The credit value of the proposed course has been added to the 2-colum proposal form.

-The Committee asks that a reading list be attached to this syllabus.

- Course requirements – The Committee requests further details on the team component of this course. As it is worth a significant portion of a student's grade, the Committee recommends that more information be provided in the syllabus. The Committee would like to know what constitutes a team, what the selection process looks like, how the teams will be assessed etc.

-Assessment Criteria – The Committee requests greater detail in this section of the syllabus. Inclusion of a rubric is encouraged.

- The Committee expressed concerns that peer evaluation makes up 25% of a student's grade. This is particularly high at the graduate level.

- Grading Criteria – The Committee recommends that the proposal contain a consistent use of either peer evaluation or team maintenance. Using both may be confusing for students.

-The Committee asks for clarification on

the weights used in the grading criteria. At what point are these weights determined? What are the constraints implemented by the instructor?

-The Committee raised concerns over week 11 and even week 12 of the course schedule, as little detail is provided with regards to what is being evaluated. The Committee would also like to know how student input is being evaluated on week 11 and if concerns relating to a student's evaluation of their instructor have been addressed.

PLAN 560 (1)
Action: Hold – Resubmit with changes tracked

-The credit value of the proposed course has been added to the 2-colum proposal form.
-Assessment Criteria – The Committee requests greater detail in this section of the syllabus. Inclusion of a rubric is encouraged.

Consultations
Action: Hold – Resubmit with changes tracked

-The Committee raised concerns that the consultation with Professor Poole moved forward without the syllabi available for review. Was this the case with the other consults as well? The Committee encourages the proponents to ensure that the relevant materials are available to those consulting on all curriculum proposals.

Faculty of Science	
Submitted by Nancy Cook/Norm Hutchinson November 17th, 2015	
CHEM 560 (3) **Action: Approved** - The Committee recommends making an edit to the second to last paragraph on Word document page 2. It is written that "Students in other graduate programs (Pharmaceutical Sciences) having the appropriate perquisite course content	

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will find the content extremely beneficial…" The Committee recommends changing that to "Students in other graduate programs (Pharmaceutical Sciences) having the appropriate *academic preparation* will find the content extremely beneficial…" as no prerequisites are listed.

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Faculty of Science	
Submitted by Nancy Cook/Norm Hutchinson November 17th, 2015	
RMES program name change **Action: Approved** Change subject code **Action: Approved** Change course code **Action: Approved** Update credit requirements **Action: Approved** -The Committee asks that the proponents make students already in the program aware of these credit changes. Remove fisheries stream **Action: Approved** Update calendar language **Action: Approved**	

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

Faculty of Medicine	
Submitted by Michael Jenner November 17th, 2015	
RHSC 500 (2) **Action: Approved** RHSC 530 (1) **Action: Approved**	

Faculty of Arts	
Submitted by Lois Nightingale/Laurel Brinton November 24, 2015	
ENGL 507 (3-12) **Action: Approved** ENGL 508 (3-12) **Action: Approved**	

ENGL 509 (3-12) **Action: Approved** -	

Faculty of Arts Submitted by Lois Nightingale/Karen Wong November 24, 2015	
Masters in Journalism calendar language **Action:Approved**	

Faculty of Applied Science Submitted by Cate Palmer December 22, 2015	
PLAN 506 (3) **Action:Approved** PLAN 527 (3-6) **Action:Approved**	

7. **Adjournment of Meeting**

8. **Next meeting: 9:00 AM, January 29, 2016, Room 203 of the Graduate Student Centre**

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