

AGENDA

Faculty of Graduate and Postdoctoral Studies

Graduate Curriculum Committee Meeting

April 8th, 2016; 9:00 – 11:00am

Extraordinary meeting called by Committee Chair Clive Roberts to address the high number of new program proposals

Venue: Room 203, Graduate Student Centre, 6371 Crescent Road

Present: Justin Holme (Minutes), Kyle McCleery, Max Read, Clive Roberts (Chair), Edmond Cretu, Kin Lo, Susie Stephenson

Regrets: Vivien Measday, Norm Hutchinson, Ron Reid, Aaron Bailey, Natalie Marshall, Tom Scholte, John Church

1. Adoption of Agenda

Action: Approved

2. Minutes of April 1st, 2016, Meeting

Action: Approved

3. Business Arising

Update on Certificate from Alex Scott and discussion about getting proponents to submit for SCC as soon as possible.

4. New Program Proposals

Faculty of Applied Science Submitted by AnnaLisa Meyboom	
<p>Master of Engineering Leadership in High Performance Buildings (MEL in HPB) Action: Approved subject to minor modifications. Proposal to be forwarded to the SCC with a consultation document.</p> <p>-As a general comment the Committee encourages the proponents to review the entire document for consistency and structure prior to review outside of the University (Ministry level). The Committee encourages the proponents to ensure the document reads in one voice.</p> <p>-See edit on proposal package page 5. Please include the “in” between MEL and HPB. See attached Word doc for reference.</p> <p>-See necessary edit on page 26. The use of “MBE” is not correct. Please ensure the document uses MEL in its place throughout. See Word doc for reference.</p> <p>-The Committee asks that the proponents do more to distinguish the</p>	

proposed program from the MBA. See Word page 26.

-The Committee recommends editing the title of section 2.7.2. As this section includes institutions from BC, the rest of Canada, and internationally, the Committee believe the title should reflect this. Please see page 26 of the Word document for reference.

-Please be aware the course titles for HPB 504 and 506 on page 39 are not consistent with the 2-column/syllabi later in the document. The Committee asks that the proponents ensure the course titles are consistent throughout the proposal.

-The Committee recommends changing “Pillar” to “Program” in the 2-column form – page 42.

-The Committee proposes that the following paragraph be edited to read “The MEL in HPB program develops highly qualified personnel” and that the proponents remove the comment noting that a pillar is equivalent to a specialization as the term specialization is not defined in the Calendar.

-The Committee asks that you recognize the Sauder School of Business in the proposed program Calendar entry. See the bottom of page 42 for reference.

-The Committee asks that the proponents move the first 5 lines of their Admission Requirements section to the bottom of the program overview. See page 42 for edits made.

-See page 44 – Suggest using common MEL admissions language.

-Transfer Credit – The Committee notes this is inconsistent with the existing MEL transfer credit entries. The Committee recommends this be consistent unless there is an intention to create different transfer credit rules. See page 44

-The Committee recommends editing the program requirements section to read “Each student’s course *plan* must be approved...” on page 45 of the Word document. It is important to clarify that the Grad program office isn’t approving the work, just the choice of courses.

-The Committee asks that the proponents provide an outline/list of the core courses required for this program in

the program requirements section of the proposed Calendar entry. Please see Word document page 45 for reference.

-Please ensure consistency of course names. Add credits for each course as well. See page 52

- MECH XXX and MECH 473 respectively. The Committee notes that a credit exclusion statement will need to be added to MECH XXX once that course is confirmed as well as include a credit exclusions statement for MECH 473. See page 52.

Create HPB Course Code

Action: Approved subject to minor modifications. Proposal to be forwarded to the SCC with a consultation document.

-The Committee asks that the proponents clarify whether the program name is MEL in High Performance Building or High Performance Buildings with an “s” and use that consistently throughout. See page 53 for details.

HPB 501 (3)/ ARCH 574 (3)

Action: Approved subject to minor modifications. Proposal to be forwarded to the SCC with a consultation document.

-Please use an equivalency statement for HPB 501 and ARCH 574 as they are a single course. See page 54.

-The Committee notes that Credit/d/fail can be removed from the 2-column form as it is applied in the Calendar automatically.

-The Committee asks that the registration restriction statement be removed from the proposed Calendar entry. See page 54 for details.

-The Committee recommends edits to the rationale – Please consider deleting “The curriculum is designed for the student to understanding the principles of integrated design of the energy systems for high performance green buildings.” See page 54

- Prior to delivering the course to students the Committee recommends addressing the learning objectives

provided on page 58 of the proposal. The Committee asks that the proponents rephrase this section to focus on students. Using action oriented statements such as “By the end of this course student’s will be able to...” is encouraged or the example provided in the attached Word document.

-The Committee notes that attendance is considered by UBC as a requirement and therefore encourages the proponents to remove this from the class participation grade. See page 59 for reference.

-The Committee recommends that the proponents provide additional information within the evaluation section of the syllabi. More details on the case study report and presentation in particular would be appreciated. Please see page 59 for further reference.

HPB 502 (3)/ ARCH 575 (3)

Action: Approved subject to minor modifications. Proposal to be forwarded to the SCC with a consultation document.

-The Committee would like to make the proponents aware that Regenerative Development is at times referred to as Regenerative Design in the proposal. Please ensure one title is used consistently throughout. See page 62.

-The Committee asks that “regular attendance is expected” on page 66 of the proposal package be changed to “regular attendance is *expected.*”

-Before this course is taught to students, the Committee asks that the assessment scheme is refined to ensure clarity.

-The Committee notes that there should be equivalency, not credit exclusion statement for HPB 502 or ARCH 575. This is the same for the 2-column entry for ARCH 575 as well. Please see pg 62 for details.

HPB 503 (3)

Action: Approved subject to minor modifications. Proposal to be forwarded to the SCC with a consultation document.

-The Committee notes that MECH 474

does not exist and our records show that it has not been proposed yet. Is there a 2-column form/syllabus missing from this proposal package? Please see page 71 for reference.

- The Committee would like to know how the proponents expect students to get these prerequisites if they aren't admissions requirements. Page 71

-Please harmonize references to the title of this course throughout the document. There are different references at different times.

-MECH title needs a course number (474?) pg 73.

HPB 504 (3)

Action: Approved subject to minor modifications. Proposal to be forwarded to the SCC with a consultation document.

-Equivalency statement need in the Calendar for MECH 473. Pg 76

-Title – Please ensure this title is consistent throughout. The Committee expressed concerns that there may be discrepancies.

HPB 505 (3)

Action: Approved subject to minor modifications. Proposal to be forwarded to the SCC with a consultation document.

-The Committee suggests that the proponents reconsider the proposed title for HPB 505. The Committee recommends placing "Capstone" in brackets. Please see page 82 for details. If a change is made to the 2-column form please ensure it is also made to the syllabus. The Committee also notes the proponents may wish to add an "s" so that it is Greening Existing Buildings

HPB 506 (3)

Action: Approved subject to minor modifications. Proposal to be forwarded to the SCC with a consultation document.

-As above, the Committee recommends placing "Capstone" in brackets in the title. Please see page 87.

-The Committee also recommends

<p>revising the title. It suggests “New Building Energy Systems Design” in place of the currently proposed title.</p> <p>-The Committee suggests making a small revision to the course description. Please see edits tracked on page 87 and approve if they work for you.</p> <p>-The Committee recommends clarifying whether iPeer is used for formative feedback or does it also affect final grades?</p>	
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<p style="text-align: center;">Faculty of Applied Science Submitted by Judith Lynman</p>	
<p>Master of Health Leadership and Policy in Clinical Education Action: Review not completed – Hold until next meeting.</p> <p>NURS 531 (3) Action: Review not completed – Hold until next meeting.</p> <p>- The Committee requests additional information on class presentation and class participation. See page 61 for details.</p> <p>-Learning objectives – The Committee asks that the proponents refine this section.</p> <p>-Assessment, Evaluation, Grading – The Committee would like the distribution of marks by task/percentage to be clearly outlined with additional details added in this section. See page 63</p> <p>- The Committee recommends including a table with the tasks/percentages included to show the break down of how the overall grade is compiled.</p>	

5. Adjournment of Meeting

6. Next meeting: 9:00 AM, April 15th, 2016, Room 203 of the Graduate Student Centre