

**MINUTES**  
**Faculty of Graduate and Postdoctoral Studies**  
**Graduate Curriculum Committee Meeting**  
**December 1, 2017**

**Present:** Ljiljana Biukovic, Norm Hutchinson, Kyle McCleery, Max Read, Clive Roberts, Andrew Riseman, Paola Portaro (Minutes)

**Absent:** Stelvio Bandiera, Kin Lo, Edmond Cretu, Vincent Duronio; Christina Hendricks, Amanda Pisis (Student), Resha Sabti (Student)

1. **Adoption of Agenda:** Approved
2. **Minutes of November 10, 2017 Meeting:** Approved
3. **New Programs**

<b>Faculty of Forestry</b> <b>Submitted by Jorma Neuvonen</b>
<p><b><u>New Program</u></b></p> <p><b>Master of Urban Forestry Leadership</b> – new program proposal</p> <ul style="list-style-type: none"><li>• The proposal is very well written</li><li>• We understand that professional programs sometimes have a different structure, so we would like to point that programs outside the regular UBC timing could be problematic. Please make sure that you have a plan to register students and that they will have timely access to the necessary student services (like health insurance, U-Pass, library card). If you have questions with any of this, please contact Graduate and Postdoctoral Studies. Also, please make sure that the payment installments are clear to students</li></ul> <p><b>Action: Approved with recommendations, please review document with tracked comments</b></p> <p><b><u>Category 1</u></b></p> <p><b>UFOR 500 (3)</b> – new course creation</p> <ul style="list-style-type: none"><li>• Please provide the time commitment to complete the 3 proposed credits. If it's over 40+ hours, then the course should be more than 3 credits. Please add this information in the course syllabus so students know what to expect from this course</li></ul> <p><b>Action: Approved with recommendations</b></p> <p><b>UFOR 511 (1.5)</b> – new course creation</p> <ul style="list-style-type: none"><li>• Please confirm the exact course name, as there are different versions across the proposal</li></ul> <p><b>Action: Approved with recommendation</b></p>

**UFOR 512 (3)** – new course creation

- Learning outcomes: we suggest to add a fifth outcome linked to the group project and final report, conceptualizing what the student will learn with this

**Action: Approved with recommendation**

**UFOR 521 (3)** – new course creation

**Action: Approved**

**UFOR 522 (3)** – new course creation

- Participation section:
  - We suggest using “**each** student will...”
  - We suggest “Participation **and Peer Assessment**” as we consider that more than just participation is being evaluated

**Action: Approved with recommendations**

**UFOR 523 (1.5)** – new course creation

- Recommendation for Calendar description

**Action: Approved with recommendations**

**UFOR 531 (6)** – new course creation

- This course seems dependent on students finding external partners. Can the Faculty assure students they will be matched with an external partner? Is there an alternative if a student cannot find a partner?

**Action: Approved with recommendations**

**FCOR** – new course code creation

**Action: Approved**

**FCOR 500 (1.5)** – new course creation

- The calendar description is too long (over 40 + words), please reduce

**Action: Approved with recommendation**

**FCOR 501 (1.5)** – new course creation

- The calendar description is too long (over 40 + words), please reduce

**Action: Approved with recommendation**

**FCOR 502 (1.5)** – new course creation

- Delete Sauder grading, or align with UBC standards

**Action: Approved with recommendations**

**FCOR 503 (1.5)** – new course creation  
**Action: Approved with recommendation**

**Category 2**

**Master of Geomatics for Environmental Management (MGEM)** – update program requirements

**Action: Approved with recommendation**

**GEM 580 (3)** – delete course

**Action: Approved**

**FCOR 599 (3)** – update course code

- Will faculty help students to find a company? They should have a list of who are the partners

**Action: Approved**

**4. Category 1 Proposals**

**Faculty of Medicine  
Submitted by Eric Jan**

**General comment**

- We suggest that all courses be scheduled for 2018 W and not 2019, as if needed at an earlier date, they would be already available in the Calendar and UBC systems. Courses can be scheduled it in 2018 even if they won't run until 2019.

**BIOC 551 (1.5)** – update course title and course number (**Cat 2**)

**Action: Approved**

**BIOC 552 (1.5)** – new course creation

- We suggest that you reconsider the class participation statements and percentage for this component, as graduate students are expected to attend all classes, and the percentage allocated for 'participation' is high for an element with no clear rubric attached. The committee thought that the grade awarded might be very difficult to document, especially in the case of a student who is not able to satisfactorily 'participate'.
- Assessment: we suggest that you consider a pass/fail grade or reconsider the grading scheme (applies to most of this suite of courses)

**Action: Held – please review and send back to [graduate.curriculum@ubc.ca](mailto:graduate.curriculum@ubc.ca)**

**BIOC 553 (1.5)** – new course creation

- We suggest that you reconsider the class participation statements and percentage for this component, as graduate students are expected to attend all classes, and the

percentage allocated for 'participation' is high for an element with no clear rubric attached. The committee thought that the grade awarded might be very difficult to document, especially in the case of a student who is not able to satisfactorily 'participate'.

- Assessment: we suggest that you consider a pass/fail grade or reconsider the grading scheme (applies to most of this suite of courses)

**Action: Held – please review and send back to [graduate.curriculum@ubc.ca](mailto:graduate.curriculum@ubc.ca)**

**BIOC 554 (1.5) – new course creation**

- We suggest that you reconsider the class participation statements and percentage for this component, as graduate students are expected to attend all classes, and the percentage allocated for 'participation' is high for an element with no clear rubric attached. The committee thought that the grade awarded might be very difficult to document, especially in the case of a student who is not able to satisfactorily 'participate'.
- Assessment: we suggest that you consider a pass/fail grade or reconsider the grading scheme (applies to most of this suite of courses)

**Action: Held – please review and send back to [graduate.curriculum@ubc.ca](mailto:graduate.curriculum@ubc.ca)**

**BIOC 555 (1.5) – new course creation**

- We suggest that you reconsider the class participation statements and percentage for this component, as graduate students are expected to attend all classes, and the percentage allocated for 'participation' is high for an element with no clear rubric attached. The committee thought that the grade awarded might be very difficult to document, especially in the case of a student who is not able to satisfactorily 'participate'.
- Assessment: we suggest that you consider a pass/fail grade or reconsider the grading scheme (applies to most of this suite of courses)

**Action: Held – please review and send back to [graduate.curriculum@ubc.ca](mailto:graduate.curriculum@ubc.ca)**

**BIOC 556 (1.5) – update course number, credit value and Calendar description (Cat 2)**

- The calendar description is too long (over 40 + words), please reduce and send back to [graduate.curriculum@ubc.ca](mailto:graduate.curriculum@ubc.ca)

**Action: Approved with recommendation**

**BIOC 557 (1.5) – new course creation**

- Title suggestion: Advanced Topics in Biochemistry
- We suggest that you reconsider the class participation statements and percentage for this component, as graduate students are expected to attend all classes, and the percentage allocated for 'participation' is high for an element with no clear rubric attached. The committee thought that the grade awarded might be very difficult to document, especially in the case of a student who is not able to satisfactorily 'participate'.
- Assessment: we suggest that you consider a pass/fail grade or reconsider the grading

scheme (applies to most of this suite of courses)

**Action: Held – please review and send back to [graduate.curriculum@ubc.ca](mailto:graduate.curriculum@ubc.ca)**

**BIOC 558 (1.5) – new course creation**

- We suggest that you reconsider the class participation statements and percentage for this component, as graduate students are expected to attend all classes, and the percentage allocated for 'participation' is high for an element with no clear rubric attached. The committee thought that the grade awarded might be very difficult to document, especially in the case of a student who is not able to satisfactorily 'participate'.
- Assessment: we suggest that you consider a pass/fail grade or reconsider the grading scheme (applies to most of this suite of courses)

**Action: Held – please review and send back to [graduate.curriculum@ubc.ca](mailto:graduate.curriculum@ubc.ca)**

**BIOC 559 (1.5) – new course creation**

**Action: Approved**

**BIOC 560 (1.5) – new course creation**

- We suggest that you reconsider the class participation statements and percentage for this component, as graduate students are expected to attend all classes, and the percentage allocated for 'participation' is high for an element with no clear rubric attached. The committee thought that the grade awarded might be very difficult to document, especially in the case of a student who is not able to satisfactorily 'participate'.
- Assessment: we suggest that you consider a pass/fail grade or reconsider the grading scheme (applies to most of this suite of courses)

**Action: Held – please review and send back to [graduate.curriculum@ubc.ca](mailto:graduate.curriculum@ubc.ca)**

**Faculty of Applied Science  
Submitted by Kia Brus**

**APSC 520 (6) – new course creation**

**APSC 521 (6) – new course creation**

**APSC 522 (6) – new course creation**

- Please contact the University Legal Counsel regarding the syllabus for this Co-Op experience (including references to adherence to 'verbal contracts' to make sure there are no legal implications for the university)
- If not done already, please develop a document with the terms of engagement for the employer. This document should also be reviewed by legal counsel.
- Why have three separate courses with the same content? Could this be accomplished with 1 course that could be listed on the transcript multiple times (eg as a credit value of (6/12/18)?

**Action: Held until course is reviewed by the Office of the University Counsel**

**EECE 502 (3) – new course creation**

- Should the title be “Topics in Cybersecurity”?
- Consider renaming EECE 512 to define the relationship between these two courses. This would be a Category 2 proposal

**Action: Approved with recommendations, please confirm**

**Faculty of Education  
Submitted by Anke Shi**

**EDCP 533 (3) – new course creation**

- Please provide a more concise syllabus (ideally 3-5 pages): Please focus on what students will learn, how they are going to learn it, and how faculty will assess students' learning. Please see the annotated syllabus

**Action: Held. Please review and send back to [graduate.curriculum@ubc.ca](mailto:graduate.curriculum@ubc.ca)**

**5. Category 2 Proposals**

**Faculty of Applied Science  
Submitted by Kia Brus**

**PhD program - Chemical and Biological**

**Engineering - Increase the number of credits required for a PhD program**

**Action: Approved**

**CIVL 516 (3) - update Calendar description**

**Action: Approved**

**CIVL 521 (3) - update Calendar description**

**Action: Approved**

**CIVL 526 (3) - update Calendar description**

**Action: Held by proponent's request. A revised version for this proposal will be re-submitted**

**CIVL 540 (3) – update Calendar description**

**Action: Approved**

**CIVL 551 (3) – update credit value and Calendar description**

**Action: Approved**

**CIVL 561 (3) – update course title**

**Action: Approved**

**CIVL 575 (2) - update Calendar description**

**Action: Approved**

**CIVL 599 (12) - update credit description**

**Action: Approved**

**CIVL 515 (3)** – delete course

**Action: Approved**

**CIVL 525 (3)** – delete course

**Action: Approved**

**CIVL 527 (2)** – delete course

**Action: Approved**

**CIVL 535 (3)** – delete course

**Action: Approved**

**CIVL 536 (3)** – delete course

**Action: Approved**

**CIVL 544 (3)** – delete course

**Action: Approved**

**CIVL 545 (3)** – delete course

**Action: Approved**

**CIVL 557 (2)** – delete course

**Action: Approved**

**CIVL 560 (3)** – delete course

- Rationale should say delete course

**Action: Approved with recommendation**

**CIVL 563 (3)** – delete course

**Action: Approved**

**CIVL 572 (2)** – delete course

**Action: Approved**

**CIVL 573 (2)** – delete course

**Action: Approved**

**CIVL 577 (3)** – delete course

**Action: Approved**

**CIVL 587 (3)** – delete course

**Action: Approved**

**CIVL 596 (2-6)** – delete course

- Are you deleting the right course, as it was taught this year? Please confirm before we delete the course (vs the rationale)

**Action: Proposal has been withdrawn by the proponent**

**EECE 512 (3)** – update course title

**Action: Carried over to next meeting**

**EECE 589 (3)** – update course title and remove Calendar description

**Action: Carried over to next meeting**

**MECH 563 (3)** – update Calendar description

**Action: Carried over to next meeting**

**Master of Engineering Leadership in Advanced Materials Manufacturing** – update Admissions requirements

**Action: Carried over to next meeting**

**Master of Engineering Leadership in Clean Energy Engineering** – update Admissions requirements

**Action: Carried over to next meeting**

**Master of Engineering Leadership in Dependable Software Systems** – update Admissions requirements

**Action: Carried over to next meeting**

**Master of Engineering Leadership in Green BioProducts** – update Admissions requirements

**Action: Carried over to next meeting**

**Master of Engineering Leadership in High Performance Buildings** – update Admissions requirements

**Action: Carried over to next meeting**

**Master of Engineering Leadership in Integrated Water Management** – update Admissions requirements

**Action: Carried over to next meeting**

**Master of Engineering Leadership in Naval Architecture and Marine Engineering** – update Admissions requirements

**Action: Carried over to next meeting**

**Master of Engineering Leadership in Smart Grid Energy Systems** – update Admissions requirements

**Action: Carried over to next meeting**

**Master of Engineering Leadership in Urban Systems** – update Admissions requirements

**Action: Carried over to next meeting**

**Master of Health Leadership and Policy in Clinical Education** – update Admissions requirements

**Action: Carried over to next meeting**

**Master of Health Leadership and Policy in Senior Care** – update Admissions requirements

**Action: Carried over to next meeting**

**Master of Engineering Leadership in Advanced Materials Manufacturing** - add policy on transfer credit

**Action: Carried over to next meeting**



**Master of Engineering Leadership in Clean Energy Engineering-** add policy on transfer credit

**Action: Carried over to next meeting**

**Master of Engineering Leadership in Dependable Software Systems-** add policy on transfer credit

**Action: Carried over to next meeting**

**Master of Engineering Leadership in Green BioProducts-** add policy on transfer credit

**Action: Carried over to next meeting**

**Master of Engineering Leadership in High Performance Buildings-** add policy on transfer credit

**Action: Carried over to next meeting**

**Master of Engineering Leadership in Integrated Water Management-** add policy on transfer credit

**Action: Carried over to next meeting**

**Master of Engineering Leadership in Naval Architecture and Marine Engineering-** add policy on transfer credit

**Action: Carried over to next meeting**

**Master of Engineering Leadership in Smart Grid Energy Systems-** add policy on transfer credit

**Action: Carried over to next meeting**

**Master of Engineering Leadership in Urban Systems-** add policy on transfer credit

**Action: Carried over to next meeting**

**Master of Health Leadership and Policy in Clinical Education-** add policy on transfer credit

**Action: Carried over to next meeting**

**Master of Health Leadership and Policy in Senior Care-** add policy on transfer credit

**Action: Carried over to next meeting**

**Master of Engineering** - update Calendar entry and admissions requirements. Remove Engineering and Public Policy Specialization. Add two hyperlinks

**Action: Carried over to next meeting**

**APPP 506 (1-6) d** – update credit value

**Action: Carried over to next meeting**

**Faculty of Forestry  
Submitted by Chiara Longhi**

**FRST 508 (3)** – update course title and Calendar description

**Action: Carried over to next meeting**

**Faculty of Land and Food Systems**  
**Submitted by Estelle Li**

**Master of Land and Water Systems** – update Admissions and Program Requirement Calendar language. Eliminate concentration options (2)

**Action: Carried over to next meeting**

**LWS 548 (6)** – update Calendar description

**Action: Carried over to next meeting**

**LWS 550 (3)** – update Calendar description

**Action: Carried over to next meeting**

**LWS 501 (3)** – update Calendar description

**Action: Carried over to next meeting**

**SOIL 501 (3)** – add Calendar description

**Action: Carried over to next meeting**

**LWS 515 (3)** – update course title and Calendar description

**Action: Carried over to next meeting**

**SOIL 515 (3)** – update course title and Calendar description

**Action: Carried over to next meeting**

**SOIL 516 (3)** – update Calendar description

**Action: Carried over to next meeting**

**SOIL 520 (3)** – update Calendar description

**Action: Carried over to next meeting**

**SOIL 518 (3)** – update Calendar description

**Action: Carried over to next meeting**

**SOIL 517 (3)** – update Calendar description and add course equivalency

**Action: Carried over to next meeting**

**SOIL 510** – delete course

**Action: Carried over to next meeting**

**SOIL 548 (6)** - delete course

**Action: Carried over to next meeting**

**SOIL 550 (3)** – delete course

**Action: Carried over to next meeting**

**ANSC 549 (12/18) c** – delete course

**Action: Carried over to next meeting**

**ANSC 649 (0) c** – delete course

**Action: Carried over to next meeting**

**Faculty of Education  
Submitted by Anke Shi**

**EDST 571 (3)** – update credit value

**Action: Carried over to next meeting**

**MA Educational Studies, Master of Arts** – update Calendar

**Action: Carried over to next meeting**

**Next GCC Meeting: January 12, 2018**