

MINUTES
Faculty of Graduate and Postdoctoral Studies
Graduate Curriculum Committee Meeting
December 4, 2015; 9:00 – 11:00am
Venue: Room 203, Graduate Student Centre, 6371 Crescent Road

Present: Justin Holme (Minutes), Norm Hutchinson, Kyle McCleery, Vivien Measday, Max Read, Ron Reid, Clive Roberts (Chair), Tom Scholte, Edmond Cretu,

Regrets: John Church, Sue Stephenson, Daniel Fritz, Lindsey Kovacevic, Aaron Bailey, Natalie Marshall, Kin Lo

1. Adoption of Agenda

Action: Approved

2. Minutes of November 20, 2015 Meeting

Action: Approved

3. Business Arising

- BAEN 506,507 – Committee notes the submitted consultation from APSC and approves the proposal to move forward to the SCC.
- RHSC 500, 530 – Category 2 proposal was unable to secure faculty approval in time for the meeting. The proposal will be resubmitted once that approval has been received.

4. Resubmitted Proposals

5. Held-Over Proposals

Faculty of Commerce and Business Administration Submitted by Kin Lo October 20 th , 2015	
<p>Master of Business Analytics Action:Hold</p> <p><u>General Comments</u> -An annotated PDF copy of the MBAn proposal will accompany the memo to Kin Lo.</p> <p><u>On the Program</u> -The Committee asked for clarification of the Faculty of Science’s participation in the proposed MBAN program, and recommended that the relationship between the Faculty of Commerce and Business Administration and the Faculty of Science (as it relates to this proposed program) be clearly outlined in the proposal package. This could, for example, take the form of a memorandum of understanding between the two faculties that includes a commitment from the Faculty of Science</p>	<p>BABS 502 (1.5) Action:Hold -</p>

to contribute the programming-intensive courses.

-The Committee recommends including calendar language specifying that the program will be administered outside of G+PS. Kyle/Lindsey are working on an appropriate example of this language at this time.

-The Committee would like to remind the proponents that if they are going to discontinue the MMOR program the necessary curriculum calendar changes will need to be submitted at the appropriate time.

Analytics Consulting Internship

-The Committee had a number of recommendations for the analytics consulting internship portion of the proposal.

1. **The creation of a separate course number** – The Committee recommends that a new course number be created for the MBAn consulting internship. This new course proposal could then be accompanied by clear course guidelines for students, faculty and external partners. A rubric for students and supervisors seeking entry into the internship, as well as clear evaluation standards for students accepted into the internship section would strengthen this.
2. **The selection/competition process** – The Committee recommends including additional information on the selection process for students seeking acceptance into the course and how this selection process will unfold.
3. **Funding** – The Committee recommends including greater detail on student funding during the internship and the involvement that MITACS will have funding students in the internship

BAMS 502 (1.5)

Action:Hold

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BAMS 506 (1.5)

Action:Hold

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BAMS 508 (1.5)

Action:Hold

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section. If an agreement is in place with MITACS, an outline of that commitment should be added.

4. **Program length** – The Committee would like the inclusion of additional information on how the internship portion of the program will affect program length. The Committee understands that Sauder has experience with a program ending at different times and encourages the proponent to include information on how this could be administered (eg. Different graduate dates).

The Committee notes that COMM 547 would become a paid internship (now contains a stipend) and cautions that this may be an issue as COMM 547 does not contain this in its current course description (as a directed study course).

On the Syllabi

-The Committee had a number of recommendations for the proposed program syllabi. Our recommendation is that you review and, as necessary, revise all of the course syllabi with the following general comments in mind:

- 1) **Learning Objectives** – The Committee echoes the sentiments of Dr. Loewen in the Math consult and feels many of the program objectives/outcomes are too vague. As Dr. Loewen notes, “reviewers are looking for action-oriented, verifiable criteria, not statements about graduates’ general competence or comfort level.” Along these lines the Committee recommends updating course learning objectives to be more competency based and competency focused. BAIT 507 contains positive examples of this and the Committee recommends it be used as a reference for updating other syllabi.

2) **Class Schedules** – Class schedules should include more details, especially information on class time (how many hours per week devoted to different kinds of instruction eg. Lectures, labs, group project time). This is necessary for the Committee to approve credit values for these courses.

3) **Class Participation and Peer Evaluation Grading** – The Committee recommends a consistent approach throughout the program to assessing class participation and peer evaluation (where applicable). The inclusion of rubrics for participation and peer evaluation are consistently requested by students and thus their inclusion is recommended in all program syllabi. The Committee feels BAMA 516 contains a well written section on “Evaluating Class Participation” and could serve as a good example for the other program syllabi.

4) **Academic Integrity/Plagiarism** – The Committee recommends including clear and consistent language on academic integrity in each syllabus. Please use standardized language from your Faculty handbook, from the Senate Curriculum Guide, or from the UBC Academic Calendar. If you choose to use a web link, please make this as specific as possible.

BABS 505 (1.5)

Action:Hold

- The Committee recommends the use of a more concise course description in the course change form. As an example the Committee proposed “Application of descriptive analytical skills to predictive analytics; using single/multiple regression, logistical regression, Poisson regression, and the Discrete Choice Model.

- The Committee raised concerns over having a larger course number (BABS 507) as a prerequisite. If at all possible, it would be better if prerequisite courses

had lower course numbers.

-The Committee recommends that in BABS 505 and other courses involving teamwork students be assigned randomly to groups for the group assignment portion of the course and that groups be re-assorted through the program, rather than groups being self-selected.

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BABS 506 (1.5)

Action:Hold

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BABS 507 (1.5)

Action:Hold

- The Committee recommends using a more concise course description. Please see the annotated attached PDF.

BAIT 507 (1.5)

Action:Hold

- The Committee recommends using a more concise course description. Please see the annotated attached PDF.

BAIT 508 (1.5)

Action:Hold

- The Committee recommends using a more concise course description. Please see the annotated attached PDF.

BAIT 509 (1.5)

Action:Hold

- The Committee recommends using a more concise course description. Please see the annotated attached PDF.

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BAMA 509 (1.5)

Action:Hold

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BAMA 511 (1.5)

Action:Hold

-The Committee raised concerns over the low number of learning objectives for this course and suggested including an objective related to the group assignment or outcome that builds on the first objectives, and is action-oriented (See Dr. Loewen's comments in the consult).

BAMA 516 (1.5)

Action:Hold

<p>-If “RFM analysis” will not be familiar to students looking to enroll in the course/program the Committee recommends spelling this out..</p> <p>-</p> <p>BAMA 517 (1.5) Action:Hold - The Committee recommends rewording the course description. Please see the attached annotated PDF file.</p> <p>BAMS 503 (1.5) Action:Hold - Rationale section – What other cohorts use this course? It is not clear to the Committee if another cohort is using this prerequisite (BABS 505).</p> <p>BAMS 504 (1.5) Action:Hold -Is the existing course BABS 504 or BAMS 504?</p> <p>BAMS 517 (1.5) Action:Hold -The Committee recommends using a more concise course description. Please see the attached annotated PDF. -The Committee expressed its concerns over potential scheduling issues that may arise between this course and a prerequisite that is already being offered by the Sauder. Has this been reconciled for students of the MBAN program?</p> <p>-When are the students doing this course, and how is the prerequisite going to work because it is not clear that BABS 505 precedes 507 in the calendar.</p> <p>BAMS 521 (1.5) Action:Hold -The Committee suggests the “Type of Action” be changed from “Change course description” to “Add course description.” Please see suggested edited description in the attached PDF.</p>	
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PhD, EdD Action: Held Over -	
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6. Category 1 Proposals

Faculty of Applied Science Submitted by Cate Palmer/ Penny Gurstein November 10 th , 2015	
Program requirements Action: Held Over -	
Calendar language Action: Held Over -	
PLAN 558 (3) Action: Held Over -	
PLAN 559 (3) Action: Held Over -	
PLAN 560 (1) Action: Held Over -	

Faculty of Science Submitted by Nancy Cook/Norm Hutchinson November 17 th , 2015	
CHEM 560 (3) Action: Held Over -	

Faculty of Science Submitted by Nancy Cook/Norm Hutchinson November 17 th , 2015	
RMES program name change Action: - Held Over	
Change subject code Action: - Held Over	
Change course code Action: - Held Over	

Update credit requirements Action: - Held Over	
Remove fisheries stream Action: - Held Over	
Update calendar language Action: - Held Over	

7. Category 2 Proposals (Online Review)

Faculty of Science Submitted by Nancy Cook/Norm Hutchinson November 17 th , 2015	
CHEM 524 (3) Action: Approved	
CHEM 527 (3) Action: Approved	
CHEM 534 (3) Action: Approved	

Faculty of Science Submitted by Nancy Cook/Norm Hutchinson November 17 th , 2015	
RMES/RES Calendar language updates Action: Approved	
RES 500 (3-12) Action: Approved	
RES 501 (3) Action: Approved	
RES 502 (3) Action: Approved	
RES 505 (3) Action: Approved	
RES 506 (3) Action: Approved	
RES 507 (3) Action: Approved	
RES 508 (3)	

<p>Action: Approved</p> <p>RES 510 (3) Action: Approved</p> <p>RES 515 (3) Action: Approved</p> <p>RES 516 (3) Action: Approved</p> <p>RES 517 (3) Action: Approved</p> <p>RES 518 (3) Action: Approved</p> <p>RES 520 (3) Action: Approved</p> <p>RES 530 (3) Action: Approved</p> <p>RES 542 (3) Action: Approved</p> <p>RES 550 (3) Action: Approved</p> <p>RES 586 (3) Action: Approved</p> <p>RES 599 (12) Action: Approved</p> <p>RES 699 (0) Action: Approved</p> <p>Update Calendar language to reflect the change from Fisheries Centre to Institute for the Oceans and Fisheries Action: Approved</p>	
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<p>Faculty of Science</p> <p>Submitted by Nancy Cook/Norm Hutchinson November 17th, 2015</p>	
<p>PHYS 508 (3) Action: Approved</p> <p>PHYS 526 (3) Action: Approved</p>	

Faculty of Medicine Submitted by Michael Jenner November 17 th , 2015	
RHSC 500 (2) Action: Held over pending faculty approval. -	
RHSC 530 (1) Action: Held over pending faculty approval. -	

Faculty of Medicine Submitted by Erin Smith November 18 th , 2015	
SPPH 510 (3) Action: Approved	SPPH 549 (Delete Course) Action: Approved
SPPH 530 (3) Action: Approved	
SPPH 621 (3) Action: Approved	

Faculty of Applied Science Submitted by Carol Jaeger November 25 th , 2015	
CIVL 556 (3) Action: Approved	CIVL 567 (3) Delete Course Action: Approved

Faculty of Applied Science Submitted by Nick Jaeger November 25 th , 2015	
EECE 563 (3) Action: Approved	

8. Adjournment of Meeting

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

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