

MINUTES
Faculty of Graduate and Postdoctoral Studies
Graduate Curriculum Committee Meeting
June 18, 2021

Present: Jolanta Aleksejuniene, Charlyn Black, Edmond Cretu, Norm Hutchinson, Jessica Iverson, Kin Lo, Karin Mickelson, Anne Phelan, Catherine Rawn, Max Read, Andrew Riseman, Jenn Fletcher (minutes)

Regrets: Alejandra Botia

1. **Adoption of Agenda:** Adopted
2. **Minutes of May 21 and May 28 Meetings:** Approved with revision
 - Karin should be recorded as absent for the May 21st meeting.
3. **Business Arising**
 - Applied Science has decided to hold the revised MECH 559 proposal for a future curriculum cycle. Other revised proposals are expected shortly and will be reviewed by Norm on behalf of the committee.
4. **Resubmitted Proposals**

School of Community and Regional Planning Submitted by Mark Stevens
<p>Master of Community and Regional Planning – Update program overview Action: Approved</p>
<p>Master of Community and Regional Planning – Change program requirements</p> <ul style="list-style-type: none">• Proposed course numbering was presented and deemed acceptable by the committee.• Proponents reached out to First Nations and Indigenous Studies for a consult but a response has not yet been received. In lieu of that formal consult, proponents could describe which Indigenous groups or units they consulted with or talked to in the development of this new curriculum and explain the general approach they have taken for this revised program. <p>Action: Approved pending consult or description of previous consultations</p>
<p>General comment for all courses</p> <ul style="list-style-type: none">• Removal of “demonstration of insight” criterion from assessment in response to previous feedback has left a gap in evaluating the content of assignments and this needs to be addressed. Committee pointed to the Creativity/Reflection and Critical/Analytical Thinking sections in the PLAN 516 new program proposal as potential ways to address this in other PLAN courses.• Consider replacing specific grading scales in syllabi with link to the relevant Calendar entry.
<p>PLAN 500 (3) – Create new course</p> <ul style="list-style-type: none">• “Insightful” remains in learning outcome 5 and should be replaced or defined. Alternative wording suggestions included valuable, well considered, or thoughtful. <p>Action: Approved</p>
<p>PLAN 501 (3) – Create new course</p>

- As above, if a formal consult is not forthcoming then proponents should outline the consultations or discussions that guided the development of this course.

Action: Approved pending consult or description of previous consultations

5. Held Over Proposals

School of Community and Regional Planning Submitted by Mark Stevens

PLAN 502 (3) – Create new course

- Learning outcomes are rather basic and verbs like “appreciate” will be difficult to measure. These should be revised and raised to a level appropriate for graduate-level learners.
- Evaluation criteria for Assignment 4 includes “relating to personal experience” and the proponents should explain what they mean by this.

Action: Approved

PLAN 504 (3) – Create new course

- Now *PLAN 505*

Action: Approved

PLAN 505 (3) – Create new course

- Now *PLAN 506*
- Committee noted “presenting information to variety of audiences” was a stated focus of the course, but was unable to see the *variety of audiences* reflected in the course activities and assignments.
- Proponents should also consider clarifying that “presenting information” in this course is generally focused on report writing and presenting data.
- Learning outcomes include verbs like “identify” and “read”. Graduate courses should push higher than this so those learning objectives should be revised.

Action: Approved

PLAN 507 (3) – Create new course

- Now *PLAN 511*
- Fourth learning objective is overly ambitious and should be toned down.
- Fifth learning objective is framed in the negative, which is unusual. Consider rewriting using verbs such as address, accommodate, or recognize.
- “Analysis” grading criterion for assignment #1 needs to be expanded. What do the proponents mean by this?

Action: Approved

PLAN 511 (6) – Create new course

- Now *PLAN 541*
- “The” is not normally included in course titles and the committee suggests deleting it.
- First learning objective is really ambitious. How will the instructor measure this?
- Under Assessment, professionalism should either be defined or linked to the definition provided earlier in the syllabus (“as defined earlier”).
- For poster assessment instructor should define “aesthetically pleasing.”

Action: Approved

PLAN 515 (12) – Create new course

- *Now PLAN 543*
- As above, if a formal consult is not forthcoming then proponents should outline the consultations or discussions that guided the development of this course.
- “The” is not normally included in course titles and the committee suggests deleting it.
- “ICP” in the course title should be expanded.
- Is the quality and/or substance of the community learning agreement and workplan being assessed? If so, appropriate criteria should be added to the list.
- “Analysis” grading criteria for reflective essay and project video or creative project need to be expanded.

Action: Approved pending consult or description of previous consultations

PLAN 516 (3) – Create new course

- *Now PLAN 504*

Action: Approved

PLAN 518 (6) – Create new course

- *Now PLAN 540*
- First and fifth learning outcomes are learning activities, not outcomes. These must be revised.
- Final learning outcome is an assessment, not an outcome. It must be reworded.

Action: Approved

PLAN 533 (3) – Change course number

- *Now PLAN 514*

Action: Approved

PLAN 503 (3) – Change course number

- *Now PLAN 516*

Action: Approved

PLAN 553 (3) – Change course number

- *Now PLAN 515*

Action: Approved

PLAN 561 (3) – Change course title and description

- *Now PLAN 512*
- Clarify whether this has been taught recently

Action: Approved

PLAN 590 (3) – Change course number, title, description

- *Now PLAN 513*
- Clarify whether this has been taught recently
- Concerns raised about the lack of learning objectives being measured at the individual level.
- Team activities account for 70% of students’ final grades but team interactions are not addressed or taken into account. Is team work included in the learning objectives? Those learning objectives must distinguish between what it takes to work in a team vs. did this particular team work out. The first requires some peer assessment and self-reflection, which is not being done in this course. Some measure of collaboration and insight into team functioning must be incorporated into the assessment strategies.
- Team work seems to be a real focus of this course. Should that be reflected in the course title?

- Is percentage grading appropriate for this course or would pass/fail be better?

Action: Held

PLAN 595 (3) – Change course number, title, add description

- *Now PLAN 507*
- Clarify whether this has been taught recently
- Title suggests students will learn to resolve conflicts but the course lacks content on resolution.
- Mismatch between learning objectives and assessment.
 - 45% of final grade is based on a literature review, which is very high given that this assignment addresses very few of the learning objectives.
 - Majority of learning outcomes are assessed solely through participation.

Action: Held

6. New Proposals – New Programs

**Faculty of Medicine
Submitted by Tara Chapman**

PhD in Genetic and Genomic Counselling – Create new program

- Committee felt this was a strong new program proposal.
- Admission requirements should be revised to state that if courses equivalent to UBC's MEDG 520 and MEDG 530 were not taken previously then they will be required as part of the PhD program.
- Some concerns were raised about potential difficulties the program might encounter in finding appropriate supervisors for students.

Action: Approved with revisions

MEDG 596 (6) – Create new course

- This new course proposal should be strengthened to bring it up to the level of the new program proposal.
- Learning objectives are vague and weak for a PhD course. Final learning objective listed is an activity and assessment, not a learning outcome. Learning objectives must be revised.
- Friendly enquiry: If each instructor is only teaching a small portion of the course will it be feasible for them to assign a participation grade to each student?
- Focusing assessment so strongly on exams and not getting students started on their research seemed like a missed opportunity to some members of the committee. Others felt this was a good foundational course meant to expose students to a variety of research methods prior to the commencement of their own research. Overall, the committee decided this approach was acceptable.
- Revised proposal will be reviewed by the chair on behalf of the committee.

Action: Held

**Faculty of Pharmaceutical Sciences
Submitted by Sandra Jarvis-Selinger**

Master of Pharmaceutical Leadership – Create new program

Action: Held Over

PHRM 520 (1.5) – Create new course

Action: Held Over

PHRM 521 (3) – Create new course

Action: Held Over

PHRM 522 (1.5) – Create new course

Action: Held Over

PHRM 523 (3) – Create new course

Action: Held Over

PHRM 524 (2) – Create new course

Action: Held Over

PHRM 525 (3) – Create new course

Action: Held Over

PHRM 526 (3) – Create new course

Action: Held Over

PHRM 549 (12) – Create new course

Action: Held Over

7. New Proposals – Category 1

Faculty of Medicine Submitted by Tara Chapman
Master of Occupational Therapy – Add distributed program option Action: Held Over
SPPH 604 (3) – Create new course <ul style="list-style-type: none">• Errors in course description should be corrected. Action: Approved

Faculty of Arts Submitted by Catherine Rawn / Heidi May
CHIL 500 (3) – Create new course <ul style="list-style-type: none">• Education agrees with the rationale provided, but perhaps more attention should have been paid to the benefits provided by taking a humanities perspective. Action: Approved

8. New Proposals – Category 2

- To be reviewed by email