



PROGRAM DEVELOPMENT COMMITTEE
Minutes of Meeting

Date: November 27, 2014

Time: 1:30pm-3:00pm

Room: 203 Anthony P Toldo Building

Committee Members: Dr. Jonathan Bayley, Dr. Jamie Crawley, Ms. Gwen Ebbett (Acting Chair), Dr. Maureen Gowing, Ms. Maggie Liddle, Dr. Vicky Paraschak, Dr. Chitra Rangan, Dr. Valerie Scatamburlo-D'Annibale, Dr. Jill Singleton-Jackson, Prof. Lionel Walsh (chair), Dr. Patricia Weir, Dr. Alan Wright, Mr. Zheng (Neal) Wu.

Absent: Dr. Ram Balachandar (regrets), Dr. Zhiguo Hu (regrets), Mr. Mahbub Khoda (regrets), Dr. Bob Orr (regrets).

Attendance: Ms. Hillary Barron, Dr. Suzanne Crosta, Prof. Katherine Graham, Dr. David Marshall, Dr. Donna Woolcott, Dr. Phil Dutton, Dr. Ziad Kobti, Dr. Sudir Paul, Dr. Blake Rogers, Dr. Martha Lee; Ms. Renée Wintermute and Ms. Alison Zilli (University Secretariat).

Formal Business

1 Approval of Agenda

Although items were not discussed in a sequential order, the minutes do reflect the agenda order of business.
Items 5.5, 5.7, 5.12 were unstarred.

MOTION: That the agenda be approved.

Dr. P. Weir/Dr. J. Bayley
CARRIED

2 Approval of Minutes

MOTION: That the minutes of the meeting of October 30, 2014 be approved.

Dr. C. Rangan/Dr. M. Gowing
CARRIED

3 Business arising from the minutes

Nothing to report.

Items for Approval

4 Outstanding business

4.1 BMath Honours Mathematics with Finance Concentration – Major Program Changes (Form B)

4.1.1 Response *(See document PDC141127-4.1 and 4.1.1a for more details)*

MOTION: That the Bachelor of Mathematics Honours Mathematics with Finance Concentration major program change be approved, according to the program/course change forms.

**Subject to the approval of expenditures required.*

NOTED:

- The BMath Honours Mathematics with Finance Concentration is a combined Honours program intended for students who would like to focus on mathematics, statistics and finance.

- An overview was provided pertaining to the responses to the questions and concerns raised by the Provost and PDC during its initial review of the program.

AGREED:

- Prior to coming back to PDC, proposers are to meet with the Acting Provost to discuss the proposal and address any outstanding issues, including those relating to resources.
- The following clarification and documentation be submitted to PDC:
 1. To ensure greater breadth, the "Other requirements" should be revised to: "Six courses from any area of study excluding Business and Mathematics and Statistics"
 2. Under section C.4.1, the Quality Council is asking that proposals identify the corresponding attribute(s) that will be measured (A-I) through each form of assessment listed.
 3. Program learning outcomes must be revised to include clear learning outcomes relating to business and finance ethics. The course learning outcomes, including clear learning outcomes on finance ethics as well as the evaluation procedure(s) connected to ethics, for 72-270, 72-271, 72-372, 72-379, 72-472 are to be submitted to PDC.

MOTION: That the item be postponed.

Dr. A. Wright/Dr. M. Gowing

CARRIED

4.2 Combined BA Honours in Digital Journalism – Admission Requirements – Minor Program Changes (Form C) (See document PDC141127-4.2 for more details)

Given that this is a joint degree offered in collaboration with three AAUs in the Faculty of Arts, Humanities and Social Sciences (FAHSS), it was requested that this item be deferred pending further consultation between Inter-Faculty Programs and FAHSS.

4.3 Digital Journalism – Summary of Minor Course and Calendar Changes (Form E) (See document PDC141127-4.3 for more details)

The document was received for information.

Items for Discussion

5 Reports/New Business

5.1 IQAP Process – Auditors Visit

NOTED:

- The objective of the audit is to determine whether the institution has complied with the provisions of its Institutional Quality Assurance Process (IQAP) for cyclical program reviews and the development of new programs, as ratified by the Ontario Universities Council on Quality Assurance (the Quality Council).
- Following the site visit, the auditors will provide the University with a status report on the program reviews carried out by the institution, describe the institution's compliance with its IQAP (as it existed at the time the program was reviewed), identify notably effective policies or practices or areas of concern with regard to IQAP compliance, and provide suggestions and/or recommendations for improvements.
- A discussion ensued regarding the role of the Program Development Committee in the Quality Assurance process.

AGREED:

- At the last PDC meeting of each academic year, the University of Windsor's IQAP be placed on the agenda as a discussion item. (*i.e.*, how can the process be improved, can the accreditation process be more closely aligned with the IQAP process, *etc.*)

Items for Approval

- *5.2 Request for Waiver of Program Deletion (BA in Drama)**
(See document PDC141127-5.2 for more details)

MOTION: That the *Request for Waiver of Program Deletion* for the General BA in Dramatic Art be approved.

***CARRIED**

- *5.3 Political Science – Request for Waiver of Course Deletion For Course Deletion (45-371)**
(See document PDC141127-5.3 for more details)

MOTION: That the Request for Waiver of Course Deletion for the following course be approved:
45-371. Millenarian Movements

***CARRIED**

- *5.4 Psychology – Request for Waiver of Course Deletion Form (46-344)**
(See document PDC141127-5.4 for more details)

MOTION: That the Request for Waiver of Course Deletion for the following course be approved:
46-334. Applied Social Psychology

***CARRIED**

- 5.5 General Science – Minor Program Changes (Form C)**
(See document PDC141127-5.5. for more details)

Due to time constraints, this item was deferred to the next agenda.

- *5.6 Women's Studies – Minor Program Changes (Form C)**
(See document PDC141127-5.6 for more details)

MOTION: That the degree requirements for the General BA in Women's Studies and Honours in Women's Studies be changed according to the program/course change forms.*

**Subject to the approval of expenditures required.*

***CARRIED**

- 5.7 Political Science (Graduate) – Minor Program Changes (Form C)**
(See document PDC141127-5.7 for more details)

Due to time constraints, this item was deferred to the next agenda.

- *5.8 Kinesiology (Graduate) – New Course Proposals (Form D)**
(See document PDC141127-5.8 for more details)

MOTION: That the following course additions be made*:
95-698. Community Internship
95-695. Doctoral Seminar
95-692. Independent Study

**Subject to the approval of expenditures required.*

***CARRIED**

- *5.9 Communication, Media and Film – *New Course Proposal (Form D)***
(See document PDC141127-5.9 for more details)

MOTION: That the following course additions be made*:
40-200. Critical Digital Literacies

**Subject to the approval of expenditures required.*

***CARRIED**

Item for Information

- *5.10 Chemistry - *Summary or Minor Course and Calendar Changes (Form E)***
(See document PDC141127-5.10 for more details)

This document was received for information.*

- *5.11 Computer Science - *Summary or Minor Course and Calendar Changes (Form E)***
(See document PDC141127-5.11 for more details)

This document was received for information.*

- 5.12 Psychology - *Summary or Minor Course and Calendar Changes (Form E)***
(See document PDC141127-5.12 for more details)

Due to time constraints, this item was deferred to the next agenda.

- *5.13 Communication, Media and Film - *Summary of Minor Course and Calendar Changes (Form E)***
(See document PDC141127-5.13 for more details)

This document was received for information.*

- 5.14 Centre for Teaching and Learning Advice on Learning Outcomes**
(See document PDC141127-5.14 for more details)

NOTED:

- The document outlines basic principles that the Centre for Teaching and Learning considers when staff is advising faculty regarding the development of course and program learning outcomes.
- PDC commended the Vice-Provost Teaching and Learning and his staff for providing a very comprehensive and useful document for members.

AGREED:

- The Vice-Provost should circulate this document to the Academic Administrative Units (AAUs) and it should be placed on the first PDC meeting agenda every academic year.

- *5.15 MA in Political Science – *Learning Outcomes***
(See document PDC141127-5.15 for more details)

This document was received for information.*

- 5.16 Notice of Intent for New Program Development**

NOTED:

- Anyone intending to introduce a new program will be required to submit a *Notice of Intent* through the Quality Assurance Office, which will undergo preliminary review by a Steering Committee.

- The goal is to ensure that any new program proposal has strong support prior to going forward with an external review, which is a lengthy and time consuming process.
- The new *Notice of Intent* will include a very brief executive summary of the program and how it links to the Strategic Mandate Agreements.
- Additional information will be provided to Program Development Committee once the template is established.

Additional Business

6 Question Period/Other business

6.1 PDC Response to MTCU Letter

(See document PDC141127-6.1 for more details)

AGREED:

- The response will be forwarded to MTCU, through the President, as drafted.

7 Adjournment

MOTION: That the meeting be adjourned.

Dr. V. Paraschak/Dr. C. Rangan
CARRIED