



PROGRAM DEVELOPMENT COMMITTEE
Minutes of Meeting

Date: Friday, January 30, 2015

Time: 1:15pm-2:40pm

Room: 3100 MEB

Committee Members: Dr. Jamie Crawley, Dr. Maureen Gowing, Dr. Zhiguo Hu, Dr. Erika Kustra, Dr. Bob Orr, Dr. Chitra Rangan, Dr. Valerie Scatamburlo-D'Annibale, Ms. Dhouha Triki, Prof. Lionel Walsh (chair).

Absent: Dr. Ram Balachandar, Dr. Jonathan Bayley, Ms. Gwen Ebbett, Mr. Mahbub Khoda, Ms. Maggie Liddle, Dr. Vicky Paraschak, Dr. Jill Singleton-Jackson, Dr. Patricia Weir, Mr. Zheng Wu.

Attendance: Dr. Nurlan Turdaliev, Dr. Charles MacDonald, Dr. Blake Roberts, Dr. Lydia Miljan, Ms. Kristen Morris, Dr. Marty Gervais, Ms. Renée Wintermute and Ms. Alison Zilli (University Secretariat)

Formal Business

1 Approval of Agenda

Items 5.5, 5.6, 5.7, 5.9, and 5.10 were unstarred.

MOTION: That the agenda be approved.

Dr. J. Crawley/Dr. V. Scatamburlo-D'Annibale
CARRIED

2 Approval of Minutes

MOTION: That the minutes of the meeting of December 18, 2014 be approved.

Dr. M. Gowing/Dr. J. Crawley
CARRIED

3 Business arising from the minutes

Nothing to report.

4 Outstanding business

4.1 Digital Journalism – Admission Requirements – Revisions

(See document PDC150130-4.1 for more details.)

MOTION: That the Admission Requirements for the Combined BA Honours in Digital Journalism program be changed according to the program/course change forms.

Dr. C. Rangan/Dr. J. Crawley

NOTED:

- The area is removing the requirement for students to have a portfolio and a statement of intent. Also students are no longer required to submit a video or a writing sample.
- The intent behind removing the sample admission criterion is to achieve a higher applicant to registrant ratio.

AGREED:

- In response to concern raised pertaining to the rationale stating that no other programs require the submission of two samples, it was agreed that rationale be amended to remove this statement.

CARRIED, as amended

Items for Approval

5 Reports/New Business

5.1 Masters of Applied Economics and Policy – New Program Proposal (Form A)

(See document PDC150130-5.1 for more details).

MOTION: That the Master of Applied Economics and Policy – New Program Proposal be approved. *

** Subject to the approval of expenditures required.*

Dr. C. Rangan/Dr. J. Crawley

NOTED:

- The Master of Applied Economics and Policy (MAEP) is a course-based program that will consist of seven core courses and six elective courses, two of which are from the existing Masters of Management program.
- Although the program is primarily aimed at international students, it will also be attractive to domestic students who want to become applied economists.
- The program is structured so that a full-time student, with the necessary preparatory background, can complete the program in sixteen consecutive months.
- In response to a question raised pertaining to teaching loads, it was noted that the courses will normally be taught on load and the appointment of any sessional faculty has been taken into consideration in the budget and in keeping with graduate faculty regulations related to the appointment of faculty to teach within the program.
- In response to a question raised regarding whether instructors need Graduate Faculty designation to teach courses in the program, it was noted that this is not necessary as the faculty Dean approves exceptions.
- In response to a question raised pertaining to lab space, it was noted that there is currently space for the 1st year intake but any significant growth in the program may need additional space. However, the Dean of Science is currently reviewing the issue of lab space.

AGREED:

- Additional information be provided under the section on Societal Need in order to explain why comments or letters solicited from potential employers, or professional associations were not included in the proposal (*i.e.*, lack of response, no solicited, *etc.*)
- That the projected steady state student enrolment be reviewed in comparison with other course-based programs to account for attrition.
- That the middle section of the last paragraph under 4.5, which speaks to the multi-disciplinary approach and nature of the program be moved to section B.1.
- A few editorial revisions were made to the proposal.

CARRIED, subject to the above noted changes

5.1.1 Reviewers Report, AAU Response and Deans Response

(See document PDC150130-5.1.1 for more details).

The document was received for information.

***5.2 Computer Science – Minor Program Change – New Program Proposal (Form A)**

(See document PDC150130-5.2 for more details).

MOTION 1: That the degree requirements for the Bachelor of Computer Science (Honours) (with or without co-op) be changed according to the program/course change forms.*

** Subject to the approval of expenditures required.*

***CARRIED**

MOTION 2: That the program sequencing for the Bachelor of Computer Science (Honours Applied Computing) for University Graduates be changed according to the program/course change forms.*

** Subject to the approval of expenditures required.*

***CARRIED**

MOTION 3: That the program sequencing for the Bachelor of Computer Science (General) for University Graduates be changed according to the program/course change forms.*

** Subject to the approval of expenditures required.*

***CARRIED**

***5.3 Communication, Media and Film - New Course Proposal**
(See document PDC150130-5.3 for more details).

**MOTION: That the following course additions be made*:
40-350. Scriptwriting for Visual Media**

** Subject to the approval of expenditures required.*

***CARRIED**

***5.4 Languages, Literature and Culture – Minor Program Changes**
(See document PDC150130-5.4 for more details).

MOTION 1: That the degree requirements for that Honours Modern Languages and Second-Language Education, Honours Modern Languages with Two Languages Option, Combined Honours Modern Languages, and Honours Modern Languages (with year abroad) be changed according to the program/course change forms.*

** Subject to the approval of expenditures required.*

***CARRIED**

MOTION 2: That the academic regulations on language courses be changed according to the program/course change forms.*

** Subject to the approval of expenditures required.*

***CARRIED**

***5.5 Languages, Literature and Culture – New Course Proposal**
(See document PDC150130-5.5 for more details).

**MOTION: That the following course additions be made*:
07-437. Studies in German, Italian and Spanish Literary and Visual Culture**

** Subject to the approval of expenditures required.*

Dr. M. Gowing/Dr. J. Crawley

AGREED:

- Minor correction was noted.

CARRIED, as amended

5.6 Economics – New Course Proposals

(See document PDC150130-5.6 for more details).

MOTION: That the following course additions be made*:

41-210. Games and Behaviour

41-416. Urban and Regional Economics

**Subject to the approval of expenditures required.*

Dr. M. Gowning/Dr. J. Crawley

NOTED:

- The course will be taught in a blended delivery format so that students who are off-campus can participate online and those on campus can attend the class.

AGREED

- The reference to specific professors names be removed from the section on assessment of faculty expertise.
- Minor corrections were noted.

CARRIED, as amended

5.7 Engineering (Co-op)– Minor Program Changes

(See document PDC150130-5.7 for more details).

MOTION: That the Standing Required for Continuation in the Bachelor of Applied Science Co-op programs be changed according to the submitted program/course change forms.

** Subject to the approval of expenditures required.*

Dr. M. Gowning/Dr. C. Rangan

NOTED:

- In response to a question raised regarding the issue that students need a minimum cumulative average of 70% in first year, but only need a 60% in years 2, 3 and 4 to continue in the co-op program, it was noted that this change will ensure that students meet the higher academic standard in order to enter the co-op program but will not disadvantage them should they encounter academic difficulties in one of their semesters.

CARRIED

*5.8 MBA/JD Minor Program Changes

(See document PDC150130-5.11 for more details).

MOTION: That the degree requirements for the Integrated MBA/JD program be changed according to the program/course change forms.*

** Subject to the approval of expenditures required.*

***CARRIED**

5.9 Inter-Faculty – New Course Proposals

(See document PDC150130-5.9 for more details).

NOTED:

- In response to concern raised regarding the issue that the courses are both being taught in an online environment but the content requires that students investigate, analyze and manage crime scenes, it was noted that this will likely be achieved through online simulations and videos.

AGREED:

- Given that the specific details of the course design were not outlined, clarification was sought regarding how the assessment of some of the learning outcomes will be conducted for the online courses, and if not feasible to assess a learning outcome, then it should be removed.
- Clarification be sought regarding how the new course 57-210 *Crime Scene Evidence Investigation* provides students with the opportunity to learn diverse techniques for analysis spanning the fields of Physics, for instance, when students are not required to take physics.

5.10 Inter-Faculty (Forensics and Minor in Anthrozoology) - Minor Program Changes
(See document PDC150130-5.10 for more details).

AGREED:

- Deferred. Awaiting revisions under 5.9.

Item for Information

***5.11 Computer Science - Summary of Minor Course and Calendar Changes**
(See document PDC150130-5.11 for more details).

The document was received for information.*

***5.12 Earth and Environmental Science – Summary of Minor Course and Calendar Changes**
(See document PDC150130-5.12 for more details).

The document was received for information.*

***5.13 Physics – Summary of Minor Course and Calendar Changes**
(See document PDC150130-5.13 for more details).

The document was received for information.*

***5.14 Inter-Faculty – Summary of Minor Course and Calendar Changes**
(See document PDC150130-5.14 for more details).

The document was received for information.*

5.15 DRAFT PDC Reports on University Program Reviews (In-Camera)
(See document PDC150130-5.15 and 5.15.1 for more details)

MOTION: That the PDC Reports on the 2014 Undergraduate Program Review Annual Status Reports and the PDC Reports on the University Program Reviews be approved.

Dr. M. Gowing/Dr. J. Crawley

NOTED:

- The PDC Subcommittee on UPRs conducted the initial review and submitted the draft reports and recommendations to the full PDC for final consideration.
- An *in-camera* discussion on the confidential draft reports ensued.

AGREED:

- Business, and Communication, Media and Film were commended for the exceptional reports and updates provided.
- That the following paragraph be added to PDC Comments under Social Work's Recommendation 3: "As it prepares for its next cyclical review, Social Work must clarify the role of the Disabilities Study

program within the unit's overall program offerings, ensure that the Disability Studies program is appropriately supported, and continue to strengthen its relationship with Psychology, particularly as it relates to this important program."

- No changes were made to the other reports.

CARRIED, as amended

Additional Business

7 Question period/Other business

PDC Form D – Providing an Assessment of Faculty Expertise

Concern was raised regarding the issue that the PDC form request that proposers provide an assessment of faculty expertise committed to actively support the new course and yet it is not appropriate to provide names of professors and specific information pertaining to their workloads as it suggests that specific instructors are being guaranteed teaching of a particular course.

AGREED:

- A statement should be added to the Form D informing proposers to not include specific faculty names. Where instructors are named, that the reference be replaced with a more general statement affirming that there is faculty expertise to teach the course.

8 Adjournment

MOTION: That the meeting be adjourned.

Dr. M. Gowing/Dr. V. Scatamburlo-D'Annibale

CARRIED