



PROGRAM DEVELOPMENT COMMITTEE
Minutes of Meeting

Date: Thursday, April 23, 2014

Time: 9:30am-11:00am

Room: 209 Assumption Hall

Committee Members: Dr. Jonathan Bayley, Dr. Jamie Crawley, Ms. Gwen Ebbett, Dr. Maureen Gowing, Dr. Zhiguo Hu, Mr. Mahbub Khoda, Dr. Douglas Kneale, Dr. Erika Kustra, Dr. Valerie Scatamburlo-D'Annibale, Dr. Chitra Rangan, Prof. Lionel Walsh (Chair), Mr. Zheng (Neal) Wu.

Absent: Dr. Ram Balachandar (regrets), Ms. Maggie Liddle, Dr. Vicky Paraschak (regrets), Ms. Dhouha Triki (regrets), Dr. Jill Singleton-Jackson (regrets), Dr. Patricia Weir (regrets).

Attendance: Dr. Anne Forrest, Dr. Jacqueline Stagner, Dr. Laurie Freeman-Gibb, Dr. Debbie Kane; Ms. Renée Wintermute and Ms. Alison Zilli (University Secretariat).

Formal Business

1 Approval of Agenda

Item 4.4 was unstarred.

MOTION: That the agenda be approved, as amended.

Ms. G. Ebbett/Dr. J. Bayley
CARRIED

2 Approval of Minutes

MOTION: That the minutes of the meeting of March 26, 2015 be approved.

Dr. E. Kustra/Dr. J. Bayley
CARRIED

3 Business arising from the minutes

Nothing to report.

4 Outstanding business

4.1 Engineering – Summary of Minor Course and Calendar Changes (PDC Form E)

(See document PDC150423-4.1 for more details.)

The document was received for information.

4.2 MA in Communication Studies and Social Justice – Program and Course Learning Outcomes

(See document PDC150423-4.2 for more details.)

NOTED:

- Minor revisions were made to the learning outcomes.
- The document was received for information.

Items for Approval

4.3 Women and Gender Studies – New Course Proposal (PDC Form D)

(See document PDC150423-4.3 for more details.)

MOTION: That the following course addition be made*:

53-490. Directed Reading in Women's and Gender Studies

** Subject to the approval of expenditures required.*

Ms. G Ebbett/Dr. J. Bayley

NOTED:

- The Directed Reading course in Women's and Gender Studies will allow students to explore topics through the lens of feminist theory (*e.g.*, feminist analysis of gender which applies to women, men, and people who do not identify as either).
- Concern was raised regarding the issue that it is not clear as to whether students are actually matched with a faculty member or if they need to solicit a faculty member to be their advisor for the course. In response, it was noted that according to the proposal qualified students will submit an online application form and the program director (in consultation with the student) would then find a suitable instructor based on common research interest. Application criteria include a writing sample, cumulative average of 75% and 80% in 2 specified 300-level courses.
- As is the norm in FAHSS, such courses are taught on a volunteer basis.
- Clarification was requested regarding the term "paper abstract". In response, it was noted that this term can be used interchangeably with "conference paper". (*i.e.*, written document, *etc.*).
- In response to a question raised as to why the calendar description states that students *must* be prepared to present their research to an audience, rather than "will" present, it was noted that the language provides flexibility to accommodate students who may not be able present their research to an audience for varying factors.
- Concern was raised regarding the issue that some students are expected to present their research to an audience while others are not and it was expressed that there should be equal expectations for all students who enroll in this course.
- No additional resources are needed to launch this course.

AGREED:

- The following sentence be removed from the calendar description: "Students must be prepared to present their research to an audience."

CARRIED, as amended

4.4 Engineering – New Course Proposal (PDC Form D)

(See document PDC150423-4.4 for more details.)

MOTION: That the following course addition be made*:

94-472. Flight Dynamics and Control of Unmanned Aerial Vehicles

** Subject to the approval of expenditures required.*

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

NOTED:

- The course 94-472 was originally approved in 2011 as the course *Flightworthiness* for the Aerospace Option in the Mechanical Engineering program, but has not yet been offered. In light of this, the area is proposing to re-use the course number and create a new course that is better suited for students in the Aerospace Option.

AGREED:

- Although the proposal notes that there is no impact on existing resources (as the course is replacing an existing course), it was agreed that clarification be sought regarding whether there is sufficient lab space designated and equipment.

CARRIED

4.5 Dramatic Art and Communication, Media and Film – Minor Program Change (PDC Form C)

(See document PDC150423-4.2 for more details.)

MOTION: That the degree requirements for the BA Honours in Dramatic Art and Communication, Media and Film be changed according to the program/course change forms.*

** Subject to the approval of expenditures required.*

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

CARRIED

4.6 Draft PDC Reports on UPRs *(IN-CAMERA)*

(See document PDC150423-4.6 for more details.)

Bachelor of Arts and Science - *New Report**

Master of Human Kinetics - *New Report**

Sociology, Anthropology and Criminology (Undergraduate) - *5th Annual Status Report*

This item was deferred to a future agenda.

4.6.1 Reviewers' Report and Responses for BAS and MHK *(Confidential)*

(See document PDC150423-4.6.1 for more details.)

This item was deferred to a future agenda.

5 Reports/New Business

5.1 Nursing (Graduate) – New Course Proposals (PDC Form D)

(See document PDC150423-5.1 for more details.)

MOTION: That the following course additions be made*:

63-534. Advanced End of Life Care

63-535. Oncology/Palliative Simulation and Practicum

** Subject to the approval of expenditures required.*

Dr. G. Ebbett/Dr. J. Crawley

NOTED:

- The proposed courses will be offered as core courses in the Graduate Diploma of Advanced Practice Oncology/Palliative Care, which are part of the de Souza Advanced Practice Nursing designation.
- The courses will be delivered as hybrid distance education, which allows remote students to attend on-campus lectures “virtually” from their home. In addition, there is always an option for students to watch the web-based lecture in a room at the Windsor campus. However most students prefer being off-campus.

AGREED:

- That the reference to “CLEW” be removed to allow for potential changes to the Learning Management System in the future. (*i.e.*, CLEW is being replaced by Blackboard)
- Given that the terminology “*PhD-Prepared*” *Tenure Track faculty member* is unique to the Nursing discipline, it was agreed that this be revised to say *Tenure Track faculty member with a PhD*, which is

more easily understood by all disciplines.

- In response to clarification needed regarding the credit weighting, it was noted that there are 3 hours of classes over the course of 6 weeks (3X6=18) plus 16 clinical hours over the course of 6 weeks (16X6=96), which totals 114.
- Minor revisions were made to the learning outcomes.

CARRIED, as amended

5.2 Engineering (Graduate) – New Course Proposals (PDC Form D)

(See document PDC150423-5.2 for more details.)

MOTION: That the following course additions be made*:

- 85-519. Engineering Technical Communications**
- 85-540. Engineering Mathematics**
- 85-550. Engineering Project Management**

**Subject to the approval of expenditures required*

Dr. G. Ebbett/Dr. J. Bayley

NOTED:

- The new course proposals are being created to fill the gaps in knowledge and skills of students enrolled in graduate engineering programs.

AGREED:

- Although the courses are proposed to be at the graduate level, the current description suggests that the courses are at an introductory and/or preparatory/undergraduate level, rather than an advanced (or graduate) level.
- Most of the topics identified in the course descriptions and rationale (particularly for 85-519 and 85-540) are topics that are covered in undergraduate courses. The area should provide a clearer justification for assigning these courses at the master's-level, for which graduate credit will be given. In addition, the area should be consulting with the Department of Mathematics and Statistics on the Engineering Mathematics course (85-540) and report on the consultation in the revised course proposal.
- It is not clear from the course proposals that 85-519 and 85-550 are linked. PDC was informed that the project work undertaken in 85-550 would form the basis of the written proposal for 85-519. Do the students therefore have to enrol in the courses at the same time? If some students only want to enrol in 85-519 what will they use as the basis for their written report (not having completed 85-550)?
- The table on projected enrolments should be revised to reflect the number of students per course, not the number of students in the program. (30-50 students vs. 300)
- There should be hours allotted to “work for assessment” and “meeting with other for group work/project assignments” in the Student Workload chart.
- Concern was raised regarding the issue that the courses are open to MASc/PhD students as qualifying courses (non-credit), but students in the MEng program (except Automotive) can count these courses towards their degrees. If they are appropriate for graduate credit for one set of students, why are then not for another set of graduate students?
- International students are expected to have the same level of education as domestic students upon acceptance. By having them take introductory or remedial courses in their program, they are not getting the value for their education. Instead, students that need additional support should be required to take an undergraduate or preparatory class prior to commencing the program.
- A notation should be added to the Learning Outcomes to clarify the relationship between the skills in one course (85-519) being assessed in the other course (85-550), etc.
- If these courses are offered at the expense of others, how does this provide additional options, particularly for the students that may not need this introductory level course?

WITHDRAWN

Additional Business

6 Question Period/Other business

6.1 Delivery Format of a Course

This item was deferred to a future agenda.

7 Adjournment

MOTION: That the meeting be adjourned.

Ms. G. Ebbett/Dr. M. Gowing

CARRIED