



PROGRAM DEVELOPMENT COMMITTEE
Minutes of Meeting

Date: Thursday May 28, 2014

Time: 9:30am-11:10am

Room: 209 Assumption Hall

Committee Members: Dr. Ram Balachandar, Dr. Jamie Crawley, Ms. Gwen Ebbett, Mr. Hussein Elnimairi, Dr. Maureen Gowing, Dr. Zhiguo Hu, Dr. Erika Kustra, Mr. Sanam Mehta, Dr. Vicky Paraschak, Prof. Lionel Walsh (Chair).

Absent: Dr. Jonathan Bayley, (regrets), Dr. Douglas Kneale, Ms. Maggie Liddle, (regrets), Dr. Valerie Scatamburlo-D'Annibale, Dr. Jill Singleton-Jackson (regrets), Dr. Patricia Weir (regrets).

Attendance: Dr. Christie Ezeife, Mr. Tim Brunett; Ms. Renée Wintermute and Ms. Alison Zilli (University Secretariat).

Formal Business

1 Approval of Agenda

Items 5.12, 5.13, 5.18 were unstarred.

MOTION: That the agenda be approved.

Dr. J. Crawley/Dr. G. Ebbett
CARRIED

2 Approval of Minutes

MOTION: That the minutes of the meeting of April 23, 2015 be approved.

Dr. J. Crawley/ Dr. G. Ebbett
CARRIED

3 Business arising from the minutes

Nothing to report.

Items for Approval

4 Outstanding business

4.1 Draft PDC Reports on University Program Reviews (UPRs) (*In-Camera*)

Bachelor of Arts and Science - New Report, Master of Human Kinetics - New Report, Sociology, Anthropology and Criminology (Undergraduate) - 5th Annual Status Report
(See documents PDC150528-4.1 and PDC150528-4.1.1 for more details.)

MOTION: That the *PDC Report on the 2014 Undergraduate Program Review Annual Status Report (Sociology, Anthropology and Criminology) and the PDC Reports on the University Program Reviews (BAS and MHK)* be approved.

Dr. M. Gowing/Dr. V. Paraschak

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:

- That the following amendment be made under Recommendation 5 in the Sociology, Anthropology, and Criminology document: "PDC notes that this recommendation, which speaks to both writing and research in early undergraduate years, has not yet been satisfied. PDC ~~directs~~ **urges** the area to ..."
- In response to a question raised regarding the structure of Inter-Faculty programs, it was noted that, although it is not a formal Faculty, IFP has adopted the Committee and Council structure of other departments and Faculties. It was agreed that the issue of the structure of Inter-Faculty Programs is a separate issue that needs to be addressed by the Provost outside of the BAS program review.

CARRIED, as amended

4.1.1 Reviewers' Report and Responses for BAS and MHK (Confidential)

(See document PDC150528-4.1.1 for more details.)

The documents were received for information.

5 Reports/New Business

5.1 Bachelor of Computer Science (Articulation Agreement) Major Program Changes (PDC Form B) and Response *(See document PDC150528-5.1 and PDC150528-5.2 for more details.)*

MOTION: That the Articulation Agreement Program for the Bachelor of Computer Science (General) and Qualifying Ontario CAAT (or equivalent) Students with 2 Years of Study in a CAAT (or equivalent) diploma program be approved.

**Subject to approval of the expenditures required.*

Dr. V. Paraschak/Dr. E. Kustra

NOTED:

- The proposal before the Committee was revised for grammar, appropriate and consistent use of the terminology (*i.e.*, CAAT (or equivalent) instead of college), and more information on evidence and data (sections B4.1 and B4.4).
- The agreement will provide students from eligible Computer Science related diploma programs the opportunity to be admitted into the University of Windsor's Bachelor of Computer Science (General).
- There are currently no existing agreements for admitting students who have completed only two years of a three-year program or have completed a two-year diploma program at a College of Applied Arts and Technology (CAAT) (or equivalent).
- Students who have a cumulative average of 70% (B-) or higher and have successfully completed Grade 12U Advanced functions, may receive up to 8 courses of transfer credit toward a Bachelor of Computer Science (General) degree.
- In response to concern raised regarding the issue that students will be receiving credit towards their degree even if they have not completed a full diploma program, it was noted that since this is an articulation agreement (rather than a degree completion program) students will still need to complete 22 courses *or more* depending on the number of transfer credits awarded.

AGREED:

- The budget summary sheet should be amended so that the sum of the expenses is accurate.
- Additional information regarding math course admission requirements will be included.

CARRIED, as amended

5.2 Bachelor of Computer Science (Honours) Applied Computing (Articulation Agreement) Major Program Changes (PDC Form B) and Response *(See documents PDC150528-5.2 and PDC150528-5.2a for more details.)*

MOTION: That the Articulation Agreement for the Bachelor of Computer Science (Honours Applied Computing) (Co-op) and Qualifying Ontario CAAT (or equivalent) Students with Two Years of Study in a CAAT (or equivalent) diploma program be approved.

**Subject to approval of the expenditures required.*

Dr. V. Paraschak/Dr. E. Kustra

NOTED:

- The proposal is identical to the one for the BCS (General) with the exception that students will need to complete 32 courses *or more* depending on the number of transfer credits awarded.
- *See item 5.1 for more details, included amendments made.*

CARRIED, as amended

5.3 Liberal Arts and Professional Studies for Career Professionals – Major Program Changes (PDC Form B) *(See document PDC150528-5.3 for more details.)*

MOTION: That the Liberal Arts and Professional Studies for Career Professionals degree completion program be approved.

**Subject to approval of the expenditures required.*

Dr. V. Paraschak/Dr. J. Crawley

NOTED:

- The proposal provides an opportunity for college graduates who are seeking career advancement that may require a university degree to receive admission into the LAPS program.
- Students who have graduated from a two-year CAAT Diploma program (with a minimum average of 3.0 on their final ten courses at college) will be considered for admission and required to complete 20 additional courses for the degree program.
- Students who graduate from a Three-Year Advanced Diplomas from a CAAT college (with a minimum 3.0 cumulative average) will receive 5 additional electives toward their degree (completing 15 courses for the degree program).
- The Liberal Arts and Professional Studies program provides students who are interested in several fields of study the ability to take courses from a broad range of departments.
- Given that students need to take two courses from Business Administration, which can be challenging without a good background in business, it was suggested that some examples of courses that would be suitable are 75-100, 70-151 or 74-231.

AGREED:

- The degree parchment will read: BA in Liberal Arts and Professional Studies, since students who complete the program through this pathway will have obtained the same learning outcomes as those that enter into first year. However, it can be marketed as being a degree for career professionals.
- Other minor revisions were made to the document. *(i.e., CAAT or equivalent, etc.)*

CARRIED, as amended

***5.4 Chemistry and Biochemistry – Minor Program Changes (PDC Form C)** *(See document PDC150528-5.4 for more details.)*

MOTION: That the degree requirements for the Honours Chemistry, Honours Chemistry with Thesis, Honours Chemistry and Physics, Honours Chemistry and Physics with Thesis, Combined

Honours Programs – Chemistry, Major and Minor Concentrations - Bachelor of Arts and Science (BAS) – Chemistry, Honours Biochemistry, Honours Biochemistry with Thesis, Honours Biology and Biochemistry (Health and Biomedical Stream), Combined Honours Programs – Biochemistry, and the Major and Minor Concentrations - Bachelor of Arts and Science (BAS) – Biochemistry, be changed according to the program/course change forms.*

**Subject to approval of the expenditures required.*

CARRIED*

***5.5 Digital Journalism (Inter-Faculty) – Minor Program Changes (PDC Form C)**
(See document PDC150528-5.5 for more details.)

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

**Subject to approval of the expenditures required.*

CARRIED*

***5.6 Music Regulations – Minor Program Changes (PDC Form C)**
(See document PDC150528-5.6 for more details.)

MOTION: That the Music Program Regulations be changed according to the program/course change forms.*

**Subject to approval of the expenditures required.*

CARRIED*

***5.7 Behaviour, Cognition and Neuroscience – Minor Program Changes (PDC Form C)**
(See document PDC150528-5.7 for more details.)

MOTION: That the degree requirements for BSc Honours in Behaviour, Cognition and Neuroscience be changed according to the program/course change forms.*

**Subject to approval of the expenditures required.*

CARRIED*

***5.8 Liberal Arts and Professional Studies (Aeronautics Leadership) – Minor Program Change (PDC Form C)**
(See document PDC150528-5.8 for more details.)

MOTION: That the degree requirements for the Liberal Arts and Professional Studies: Aeronautics Leadership – Flight Option be changed according to the program/course change forms.*

**Subject to approval of the expenditures required.*

CARRIED*

***5.9 Liberal Arts and Professional Studies (Aeronautics Leadership) – Ground Option (Deletion) - Minor Program Change (PDC Form C)** *(See document PDC150528-5.9 for more details.)*

MOTION: That the Liberal Arts and Professional Studies: Aeronautics Leadership - Ground Option be deleted.

**Subject to approval of the expenditures required.*

CARRIED*

***5.10 Physics – Minor Program Changes (PDC Form C)**

(See document PDC150528-5.10 for more details.)

MOTION: That the degree requirements for Physics (BSc Honours) (with thesis option and with co-op option); Physics (Medical Physics) (BSc Honours) (with thesis option and with co-op option) Physics (Physics and High Technology) (BSc Honours) (with thesis option and with co-op option) be changed according to the program/course change forms.*

**Subject to approval of the expenditures required.*

CARRIED*

5.11 Sociology and Criminology (Graduate) – Minor Program Changes (PDC Form C)

(See document PDC150528-5.11 for more details.)

MOTION: That the degree regulations for the MA Sociology and (Course Stream Option) and the MA Criminology (Course Stream Option) be changed according to the program/course changes forms.

**Subject to approval of the expenditures required.*

Dr. J. Crawley/Dr. V. Paraschak

NOTED:

- The proposed change will ensure that students complete their graduate courses over the duration of three semesters, as required by the Graduate Residency Requirements policy.
- This change will ensure that courses for the program can be offered by the department during the intersession semester as there will be student demand.
- Although exceptions can still be made for students to take 4 or 5 courses per semester (approved by the Dean of Graduate Studies), the department feels that this is not beneficial to students' learning and, it also impedes departmental offerings.
- The change will have no effect on fees as full-time students still pay for registration during each semester, regardless of whether they take a course or not.

AGREED:

- Clarification be provided under the rationale explaining that students are required to register in a minimum of three terms in order to graduate according to the Graduate Residency Requirements.

CARRIED, as amended

5.12 Law - New Course Proposal (PDC Form D)

(See document PDC150528-5.12 for more details.)

MOTION: That the following course addition be made:*

98-973 Special Topics in Law

Ms. G. Ebbett/Dr. R. Balachandar

**Subject to approval of the expenditures required.*

NOTED:

- The Special Topics course will allow Law to teach a variety of different topics as course sections under one umbrella course.

AGREED:

- Strong concern was raised regarding the issue that the area submitted a full set of learning outcomes, from which the instructor will choose depending on the topic. This is not in line with

current practice and raises the concern that students in different sections of the Special Topics in Law course will be evaluated based on different criteria.

- By the end of the course, students should be evaluated according to the same learning outcomes, regardless of the special topic that is being taught.
- Although there is a fine balance between being too generic and overly specific when developing course learning outcomes, it is imperative to ensure that the learning outcomes are the same and transferable for each and every topic that is being taught under the umbrella course.

AMENDMENT TO THE MOTION: That PDC approved the new Special Topics course, subject to the development of generic learning outcomes, each one to be assessed every time the course is taught regardless of the topic, and subject to the approval of the revised learning outcomes by CTL.

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

The main motion was **CARRIED, as amended.**

5.13 Women's and Gender Studies – New Course Proposal

(See document PDC150528-5.13 for more details.)

MOTION: That the following course additions be made*:

53-275. Boys to Men: A critical exploration of masculinities

Dr. V. Paraschak/Dr. J. Crawley

**Subject to the approval of expenditures required.*

Minor corrections were noted.

CARRIED, as amended

Summary of Minor Course and Calendar Changes (PDC FORM E's)

***5.14 Biological Sciences**

(See document PDC150528-5.14 for more details.)

The document was received for information.*

***5.15 Chemistry and Biochemistry**

(See document PDC150528-5.15 for more details.)

The document was received for information.*

***5.16 Computer Science**

(See document PDC150528-5.16 for more details.)

The document was received for information.*

***5.17 Earth and Environmental Sciences**

(See document PDC150528-5.17 for more details.)

The document was received for information.*

5.18 Economics

(See document PDC150528-5.18 for more details.)

NOTED:

- Regarding the proposal to renumber three economics courses from 300 to 400 level

courses, it appears in this case that there are no changes to the courses and that the argument is simply that Economics needs more 400-level courses.

- PDC notes that Economics should review the three courses to determine whether they will now be taught at the level of the final program-level learning outcomes. If so, new learning outcomes for these courses should be developed, since the learning outcomes would no longer be at the 300-level.
- The document was received for information.

***5.19 Engineering (Graduate)**

(See document PDC150528-5.19 for more details.)

The document was received for information.*

***5.20 FAHSS**

(See document PDC150528-5.20 for more details.)

The document was received for information.*

***5.21 Labour Studies**

(See document PDC150528-5.21 for more details.)

The document was received for information.*

***5.22 Law**

(See document PDC150528-5.22 for more details.)

The document was received for information.*

***5.23 Philosophy**

(See document PDC150528-5.23 for more details.)

The document was received for information.*

***5.24 Physics**

(See document PDC150528-5.24 for more details.)

The document was received for information.*

***5.25 School of Creative Arts (Music)**

(See document PDC150528-5.25 for more details.)

The document was received for information.*

***5.26 School of Creative Arts (Visual Arts)**

(See document PDC150528-5.26 for more details.)

The document was received for information.*

***5.27 Sociology, Anthropology and Criminology (Amendment)**

(See document PDC150528-5.27 for more details.)

The document was received for information.*

Learning Outcomes

***5.28 Learning Outcomes for Course: Business Ethics (34-224)**

(See document PDC150528-5.28 for more details.)

The document was received for information.*

***5.29 GLIER – Learning Outcomes**

(See document PDC150528-5.29 for more details.)

The document was received for information.*

Additional Business

6 Question Period/Other business

6.1 Delivery Format of a Course

A question was raised to PDC regarding whether a PDC form is required if a traditional face-to-face course is being taught in a flexible/online delivery format. Practice has been to not require a new course proposal. In response, it was agreed that a new course proposal is not required, unless the existing learning outcomes for the course cannot be met with the new delivery format

7 Adjournment

MOTION: That the meeting be adjourned.

Dr. E. Kustra/Mr. S. Mehta

CARRIED