



**Date:** Wednesday, September 20, 2017

**Time:** 3:00pm-4:45pm

**Room:** 209 Assumption Hall

**Committee Members:** Ms. Tamsin Bacon, Dr. Randy Bowers, Dr. Krista Chandler, Dr. Greg Chung-Yan (chair), Dr. Beth Daly, Dr. Erika Kustra, Dr. Douglas Kneale, Ms. Maggie Liddle, Ms. Diane Marion, Dr. Maureen Muldoon, Dr. Jeremy Rawson, Mr. Dilpreet Singh, Dr. Maureen Sterling, Dr. Nurlan Turdaliev, Dr. Patricia Weir, Dr. Jeremy Worth.

**Absent:** Dr. Jamie Crawley (regrets).

**Attendance:** Dr. Pierre Boulos, Dr. Phil Graniero, Ms. Lorraine Grondin, Ms. Penny Kollar, Ms. Alice Miller, Mr. Michael Potter, Ms. Allyson Skene; Alison Zilli (University Secretariat).

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### Formal Business

#### 1 Approval of Agenda

**MOTION:** That the agenda be approved.

Dr. P. Weir/Dr. J. Worth  
**CARRIED**

#### 2 Approval of Minutes

**MOTION:** That the minutes of the meeting of June 23, 2016 be approved.

Mr. P. Calarco/Mr. C. Tribble  
**CARRIED**

#### 3 Business arising from the minutes

Nothing to report.

#### 4 Outstanding business

Nothing to report.

### Item for Information

#### 5 Reports/New Business

##### 5.1 Mandate of Program Development Committee

*(See document PDC170920-5.1 for more details.)*

NOTED:

- An overview of the mandate of the Program Development Committee (PDC) was provided to members.
- With the exception of few meetings, the agenda will be populated with proposals submitted on PDC Forms, the majority of which will be starred
- Starring is used for non-contentious items as it allows the committee to focus its attention on the more substantive, or less straight-forward proposals.
- Over a decade ago PDC established a subcommittee, now the PDC Advisory Group, to vet proposals prior to submission to PDC. The PDC Advisory Group ensures appropriate approvals were obtained prior

to coming to PDC, ensures consistency with University policies, ensures that clear rationales and learning outcomes are included, and ensures that there are no logistical issues with regard to course numbering, prerequisite requirements, and so on.

- PDC members who wish to participate in the Group should contact the University Secretariat.
- The document was received for information.

#### **5.1a Overview of Process and Forms**

*(See document PDC170920-5.1a for more details.)*

NOTED:

- Members were provided with an overview of the PDC Forms for program/course changes and how this relates to the Institutional Quality Assurance Process (IQAP)
- There are seven different PDC Forms that are used when proposing various new program proposals and changes to existing programs/courses, as well as program and course learning outcomes forms. Detailed information on the PDC Forms can be accessed online at <http://www.uwindsor.ca/secretariat/28/iqap-and-pdc-forms>.
- The document was received for information.

#### **5.1b Centre for Teaching and Learning Support for PDC Forms - Learning Outcomes**

*(See document PDC170920-5.1b for more details.)*

NOTED:

- The document outlines basic principles that the Centre for Teaching and Learning considers when advising faculty regarding the development of course and program learning outcomes.
- There is a consultation process between faculty members and CTL by which feedback is given to faculty pertaining to program and course learning outcomes and aligning them to their overall curriculum development.
- The document was received for information.

#### PDC Learning Outcomes Workshop

- An interactive learning outcomes workshop was provided to PDC members by Centre for Teaching and Learning.
- The workshop provided examples and generated thoughtful feedback from members on how to articulate learning outcomes.
- In response to question raised, it was noted that although it is acceptable to emphasize only three-four key learning outcomes for a given course, it is expected that all learning outcomes will be attained during the course of a given program.
- The learning outcomes that are attained in each of the courses are incremental in developing a program curriculum map.
- Additional resources on learning outcomes can be accessed on the CTL website at <http://www1.uwindsor.ca/ctl/links-cd> or by contacting the office for consultation.

### **Items for Approval**

#### **5.2 Management of PDC Business - PDC Subcommittees**

*(See document PDC170920-5.2 for more details.)*

**MOTION: That the membership for the PDC Subcommittee, defined below, be approved:**

Dr. Erika Kustra (Chair)  
Dr. Maureen Sterling  
Ms. Diana Marion  
Dr. Jeremy Worth

Dr. P. Weir/Dr. M. Muldoon  
**CARRIED**

### 5.3 Business - Certificate in Organizational Management - New Program Proposal (Form A)

*(See document PDC170920-5.3 for more details.)*

**MOTION: That the Certificate in Organizational Management be approved.\***

*\*Subject to approval of the expenditures required.*

Dr. M. Sterling/Dr. B. Daly

NOTED:

- This certificate program is intended to provide non-business students with a Certificate in Organizational Management.
- Although the program was created for students in the Liberal Arts and Professional Studies program (LAPS), it is open to any non-business student.
- In response to a concern raised regarding the market demand being from Essex-County region rather than a wider demographic, it was reiterated that the Certificate was designed for students in the LAPS program which is made up of approximately 80% of domestic students from this area.
- No new resources are needed to offer this program as it is based on existing resources and courses that are offered on an ongoing basis. The Certificate designation will enhance students' career opportunities in the job market.

**CARRIED**

### 5.4 Post Graduate Certificate in Accounting - Minor Program Changes (Form C)

*(See document PDC170920-5.4 for more details.)*

**MOTION: That the degree requirements for the Post Graduate Certificate in Accounting program be changed according to the program/course change forms\*.**

*\*Subject to approval of the expenditures required.*

Dr. M. Muldoon/Dr. P. Weir

NOTED:

- The new list of courses reflects the CPA Ontario requirements for entry to the Professional Education Program (PEP) or MBA-Professional Accounting Specialization.

**CARRIED**

### \*5.5 Bachelor of Commerce Programs - Minor Program Changes and Name Change (Form C)

*(See document PDC170920-5.5 for more details.)*

**MOTION 1: That the degree requirements for the Bachelor of Commerce (Honours Business Administration) Co-operative Education Program, Bachelor of Commerce (Honours Business Administration and Computer Science) Co-operative Education Program, Bachelor of Commerce (Honours Business Administration), Bachelor of Commerce (Honours Business Administration and Economics), Bachelor of Commerce (Honours Business Administration and Computer Science), Bachelor of Commerce Program for University Graduates programs be changed according to the program/course change forms\*.**

*\*Subject to approval of the expenditures required.*

**\*CARRIED**

**MOTION 2: That the Bachelor of Commerce Program for University Graduates be renamed Bachelor of Commerce Program for *Baccalaureate Degree Holders*.\***

*\*Subject to approval of the expenditures required.*

**\*CARRIED**

**5.6 Business – New Course Proposal (Form D)**

*(See document PDC170920-5.6 for more details.)*

**MOTION: That the following course addition be made:**

04-495 Research Based Independent Study

*\*Subject to approval of the expenditures required.*

Dr. M Little/Dr. M. Muldoon

**CARRIED**

**5.7 Moratorium on Program and Course Changes and Proposal regarding Special Topics Courses**

*(See document PDC170920-5.7 for more details.)*

NOTED:

- The moratorium is being proposed in order to ensure that there is a specific point in time when program/course changes are static so that they can be moved from the current SIS system into the new ERP.
- Currently, changes are in constant flux which could create significant risk for error when making the transition from the current structure into the new platform.
- Although implementation of any program/course changes submitted after January 2018 would not be able to be effective for Fall 2018, it was noted that PDC could continue to move forward and review all proposals en route to Senate with an implementation date of Winter 2019.
- Strong concern was raised regarding the issue that a moratorium would create disturbances for areas that are in the process of curriculum changes that would benefit students or affect programming accreditations.
- Members were in support of the Special Topics proposal to give any course that has been offered at least five times (in six or fewer consecutive years) a formal course number with stipulation that a new course proposals be submitted by June 2019 to save the course from being discontinued.

AGREED:

- That the Provost meet with representatives from the EPR Team for more in-depth discussion.

**MOTION: That the meeting be extended past 4:30pm.**

Dr. B. Daly/Dr. M. Sterling

**CARRIED**

**\*5.8 Women's and Gender Studies – New Course Proposal**

*(See document PDC170920-5.1 for more details.)*

**MOTION: That the following course addition be made\*:**

38/53-140 Queer Activism

*\*Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.9 BA Women and Gender Studies – Minor Calendar Changes and Name Change (Form C)**

*(See document PDC170920-5.9 for more details.)*

**MOTION 1: That the degree requirements for the Honours Bachelor of Social Work and Women's Studies program be changed according to the program/course change forms\*.**

*\*Subject to approval of the expenditures required.*

**\*CARRIED**

**MOTION 2: That the Honours Bachelor of Social Work and Women's and Gender Studies program name be changed to Honours Bachelor of Social Work and Women's Studies.\***

*\*Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.10 BSW and Women's Studies - Minor Calendar Changes (Form C)**

*(See document PDC170920-5.1 for more details.)*

**MOTION: That the degree requirements for the General BA in Women's and Gender Studies, BA Honours in Women's and Gender Studies, Combined Honours in Women's and Gender Studies, Combined Honours Women's and Gender Studies when taken with Criminology, Certificate in Women's and Gender Studies, Minor in Women's and Gender Studies, Women's and Gender Studies Emphasis Courses be changed according to the program/course change forms\*.**

*\*Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.11 BA in Labour Studies – Minor Program Changes - Deletion (Form C)**

*(See document PDC170920-5.11 for more details.)*

**MOTION: That the BA General in Labour Studies be discontinued.**

*\*Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.12 Law – New Course Proposal – (Form D)**

*(See document PDC170920-5.12 for more details.)*

**MOTION: That the following course addition be made\*:**

98-817. Professional Identity and Legal Skills (PILS)

*\*Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.13 Human Kinetics - New Course Proposals (Form D)**

*(See document PDC170920-5.13 for more details.)*

**MOTION: That the following course addition be made\*:**

95-361. Musculoskeletal Physiology

95-457. Hockey in Canada

95-458. Sport Media

95-488. Special Topics in Practice, Theory and Analysis of Sport

95-489. Special Topics in Sport Management

*\*Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.14 Bachelor of Interdisciplinary Arts and Sciences - Minor Program Change (Form C)**

*(See document PDC170920-5.1 for more details.)*

**MOTION:** That the degree requirements for the Honours Bachelor of Interdisciplinary Arts and Science (IAS), and Honours Bachelor of Interdisciplinary Arts and Science (IAS) (Double Major Concentration), be changed according to the program/course change forms\*.

*\*Subject to approval of the expenditures required.*

**\*CARRIED**

**Items for Information**

**\*6.0 Suspension of the Digital Journalism Programs**

*(See document PDC170920-6.0 for more details.)*

The document was received for information. \*

**6.1 Business – Summary of Minor Course and Calendar Changes (Form E)**

*(See document PDC170920-6.1 for more details.)*

The document was received for information.

**\*6.2 CMF – Summary of Minor Course and Calendar Changes (Form E)**

*(See document PDC170920-6.2 for more details.)*

The document was received for information. \*

**\*6.3 English – Summary of Minor Course and Calendar Changes (Form E)**

*(See document PDC170920-6.3 for more details.)*

The document was received for information. \*

**\*6.4 History - Summary of Minor Course and Calendar Changes (Form E)**

*(See document PDC170920-6.4 for more details.)*

The document was received for information. \*

**\*6.5 Human Kinetics – Summary of Minor Course and Calendar Changes (Form E)**

*(See document PDC170920-6.5 for more details.)*

The document was received for information. \*

**\*6.6 Nursing – Summary of Minor Course and Calendar Changes (Form E)**

*(See document PDC170920-6.6 for more details.)*

The document was received for information. \*

**\*6.7 Labour Studies - Course Learning Outcomes**

*(See document PDC170920-6.7 for more details.)*

The document was received for information. \*

**7 Question Period/Other Business**

Nothing to report.

**8 Adjournment**

**MOTION:** That the meeting be adjourned.

Dr. M. Muldoon/Dr. P. Weir

**CARRIED**