



Date: Monday, September 23, 2019

Time: 9:05-10:00am

Room: 209 Assumption Hall

Committee Members: Dr. Randy Bowers, Dr. Greg Chung-Yan (Chair), Linden Crain, Dr. Douglas Kneale, Dr. Erika Kustra, Diana Marion, Karen Pillon, Dr. Jeremy Rawson, Dr. John Sutcliffe, Dr. Patricia Weir, Dr. Jeremy Worth

Absent: Dr. Kevin Milne, Dr. Ken Montgomery, Jay Patel, Mohammad Hannan Sadar, Dr. Maureen Sterling, Dr. Nurlan Turdaliev.

Attendance: Ms. Renée Wintermute (University Secretary), Alison Zilli (University Secretariat)

Formal Business

1 Approval of Agenda

Items 5.4, 5.5, 5.7 and 5.9 were unstarred.

MOTION: That the agenda be approved.

Dr. E. Kustra/Dr. P. Weir
CARRIED

2 Approval of Minutes

MOTION: That the minutes of the meeting of May 13, 2019 be approved.

Dr. E. Kustra/Dr. J. Rawson
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 PDC190923-5.1 for more details.)

NOTED:

- An overview of the mandate of the Program Development Committee was provided to members.
- There are 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.
- Over a decade ago PDC established a subcommittee, now the PDC Advisory Group, to vet proposals prior to submission to PDC. This work continues though it is mostly embedded in the PDC Approval Workflow.
- Members were reminded that starrng is used for non-contentious items (for information or approval) as it allows the committee to focus its attention on the more substantive, or less straight-forward proposals.
- The document was received for information.

5.1.1 Centre for Teaching and Learning Support for PDC Forms - Learning Outcomes

(See document PDC190923-5.1.1 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.
- Although it is acceptable to emphasize only three to 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 create a foundation for developing a program curriculum map.
- The document was received for information.

5.2 Management of PDC Business - PDC Subcommittees

(See document PDC190923-5.2 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. J. Rawson
CARRIED

5.3 Revisions to PDC Form E (Learning Outcome section)

(See document PDC190923-5.3 for more details.)

MOTION: That the proposed revisions to PDC Form E be approved.

L. Crain/Dr. J. Worth

NOTED:

- Currently, learning outcomes are required for every submission, even if changes were not being made to them. The proposed change removes this redundant.
- All existing learning outcomes submitted through the PDC approval process, have been uploaded into the Curriculum Mapping Aid (CuMA), creating a learning outcomes archive which will be regularly updated.

CARRIED

5.4 Nursing – New Course Proposal (Form D)

(See document PDC190923-5.4 for more details.)

MOTION: That the following course addition be approved: ^ NURS-1310. Pharmacology and Medication Management I

^Subject to approval of expenditures required.

Dr. E. Kustra/Dr. P. Weir

AGREED:

- Revisions were made to the course learning outcomes.

CARRIED, as amended

5.5 Education – New Course Proposal (Form D)
(See document PDC190923-5.5 for more details.)

MOTION: That the following course addition be approved:[^]
EDUC-5211 Mental Health in the Classroom

[^]Subject to approval of expenditures required.

L. Crain/Dr. E. Kustra

AGREED:

- Revisions were made to the course learning outcomes.

CARRIED, as amended

***5.6 Concurrent Education and Psychology – Minor Program Changes (Form C)**
(See document PDC190923-5.6 for more details.)

MOTION: That the Concurrent General Bachelor of Arts (Psychology)/Bachelor of Education/Diploma in Early Childhood Education program be changed according to the program/course change forms.[^]

[^]Subject to approval of the expenditures required.

CARRIED*

5.7 Modern Languages – Minor Program Changes (Form C)
(See document PDC190923-5.7 for more details.)

MOTION: That the Honours Modern Languages and Second-Language Education program and the Concurrent Modern Languages and Second Language Education (Intercultural Stream)/Bachelor of Education be changed in accordance with the program/course change forms[^].

[^]Subject to approval of the expenditures required.

Dr. J. Rawson/Dr. R. Bower

AGREED:

- Clarification and consistency is needed regarding how the degree requirements are presented for the proposed program changes.

WITHDRAWN

***5.8 English – Minor Program Changes (Form C)**
(See document PDC190923-5.8 for more details.)

MOTION: That the General English, Honours English, Honours English and Creative Writing, Combined Honours English, Combined Honours English and Creative Writing programs be changed in accordance with the program/course change forms, and that the changes be applied retroactively to September 1, 2019.[^]

[^]Subject to approval of the expenditures required.

CARRIED*

5.9 Law – New Course Proposals (Form D)

(See document PDC190923-5.9 for more details.)

MOTION: That the following course additions be approved: ^

LAWG- 5984. Windsor Review of Legal and Social Issue – Editorial Board Member

LAWG- 5985. Windsor Review of Legal and Social Issue – Editor-in-Chief

LAWG- 5989. Law of Migrant Work

LAWG-5987. Entertainment Law

^Subject to approval of the expenditures required.

Dr. E. Kustra/K. Pillon

AGREED:

- Given that LAWG-5984 is a six-credit course and LAWG-5985 is an eight-credit course, greater differentiation is needed between the two sets of learning outcomes.
- Since there are a fair amount of learning outcomes in both courses, PDC noted that only use the outcomes that will be directly assessed should be listed.
- Given that course LAWG-5989 is being launched as a result of an external grant, further clarification on whether continued offering of the course is contingent on continued external funding.

AMENDMENT TO THE MOTION: That the following course additions be approved: ^

~~**LAWG- 5984. Windsor Review of Legal and Social Issue – Editorial Board Member**~~

~~**LAWG- 5985. Windsor Review of Legal and Social Issue – Editor in Chief**~~

~~**LAWG- 5989. Law of Migrant Work**~~

LAWG-5987. Entertainment Law

^Subject to approval of the expenditures required.

CARRIED, as amended

Items for Information

***5.10 Law – Summary of Minor Course and Calendar Changes (Form E)**

(See document PDC190923-5.10 for more details.)

The document was received for information. *

***5.11 Communication, Media and Film – Summary of Minor Course and Calendar Changes (Form E)**

(See document PDC190923-5.1.1 for more details.)

The document was received for information. *

6 Question Period/Other Business

Consideration should be given to whether and how to adopt more standardization in the content listed in the Undergraduate and Graduate calendars. This will be further discussed at the next meeting.

7 Adjournment

MOTION: That the meeting be adjourned.

Dr. P. Weir/Dr. M. Sterling

CARRIED