



PROGRAM DEVELOPMENT COMMITTEE  
Minutes of Meeting

**Date:** September 20, 2021  
**Time:** 2:00pm-4:00pm  
**Room:** MS Teams Virtual Meeting

**Committee Members:** Tirupati Bolisetti, Jamie Crawley, Greg Chung-Yan (Chair), Debbie Kane, Erika Kustra, Maggie Liddle, Diana Marion, Kevin Milne, James Oloo, Karen Pillon, Jeremy Rawson, Maureen Sterling, John Sutcliffe, Nurlan Turdaliev, Debbie Kane, Gabrielle Walach, Patricia Weir, Jeremy Worth.

**Absent:** Laila Albalkhi, Youstina (Tina) Assad.

**Attendance:** Renée Wintermute, Alison Zilli.

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**Formal Business**

**1 Approval of Agenda**

Item 5.8: Certificate in Public Administration was unstarred.  
Item 5.9: Business - New Course Proposal (Form D) was unstarred.  
Item 5.12: Nursing - New Course Proposals (Form D) was unstarred.  
Item 5.13: Nursing (Graduate) New Course Proposal (Form D) was removed from the agenda.

**MOTION:** That the agenda be approved, as amended.

Jeremy Rawson/Jeremy Worth  
**CARRIED**

**2 Minutes of Meeting of May 31, 2021**

**MOTION:** That the minutes of May 31, 2021 be approved.

Erika Kustra/Debbie Kane  
**CARRIED**

**3 Business Arising from the Minutes**

Nothing to report.

**4 Outstanding Business**

Nothing to report.

**Items for Information**

**5 Reports/New Business**

**5.1 Mandate of Program Development Committee**  
(See document PDC210920-5.1 for more details)

**NOTED**

- An overview of the mandate of the Program Development Committee was provided.
- 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.
- Over a decade ago PDC established a subcommittee, now the PDC Advisory Group, to vet proposals prior to submission to PDC.

- Starring 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.

#### **5.1.1 Centre for Teaching and Learning Support for PDC Form Learning Outcomes**

*(See document PDC210920-5.1.1 for more details)*

NOTED:

- The document outlines basic principles that the Centre for Teaching and Learning considers when advising instructors on the development of course and program learning outcomes.
- There is a consultation process between instructors and CTL whereby feedback is given to instructors pertaining to learning outcomes and aligning them to their overall curriculum.

### **Items for Approval**

#### **5.2 Management of PDC Business – PDC UPR Subcommittee**

*(See document PDC210920-5.2 for more details)*

NOTED:

- Each year, a University Program Review Subcommittee is established to conduct the preliminary review of the various University Program Reviews (UPRs) and status reports.

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

Erika Kustra (Chair)

Maureen Sterling (Odette School of Business)

Jeremy Worth (Faculty of Arts, Humanities and Social Sciences)

Diana Marion (OPUS)

Erika Kustra/Karen Pillon

**CARRIED**

#### **\*5.3 PhD in Computer Science – Minor Program Changes (Form C)**

*(See document PDC210920-5.3 for more details)*

**MOTION: That the degree requirements for the PhD in Computer Science be changed in accordance with the program/course change forms.^**

*^Subject to approval of the expenditures required.*

**\*CARRIED**

#### **\*5.4 Master of Human Kinetics – Minor Program Changes (Form C)**

*(See document PDC210920-5.4 for more details)*

**MOTION: That the degree requirements for the Master of Human Kinetics be changed in accordance with the program/course change forms.^**

*^Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.5 Dramatic Art – Minor Program Changes (Form C)**

*(See document PDC210920-5.5 for more details)*

**MOTION:** That the degree requirements for the General Bachelor of Arts in Drama, Bachelor of Arts (Honours Drama) and Bachelor of Arts (Combined Honours Dramatic Art) be changed in accordance with the program/course change forms.^

*^Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.6 Disability Studies – Minor Program Change (Form C)**

*(See document PDC210920-5.6 for more details)*

**MOTION:** That the degree requirements for the Minor in Disability Studies be changed in accordance with the program/course change forms.^

*^Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.7 Political Science (Certificate in Law and Politics) - Minor Program Changes (Form C)**

*(See document PDC210920-5.7 for more details)*

**MOTION:** That the degree requirements for Certificate in Law and Politics be changed in accordance with the program/course change forms.^

*^Subject to approval of the expenditures required.*

**5.8 Political Science (Certificate in Public Administration) – Minor Program Changes (Form C)**

*(See document PDC210920-5.8 for more details)*

**MOTION:** That the degree requirements for Certificate in Public Administration be changed in accordance with the program/course change forms.^

*^Subject to approval of the expenditures required.*

John Sutcliffe/Diana Marion

AGREED:

- The following courses were added to section (c) of the program requirements: POLS-3920 and POLS-4920. (Public Service Management Internship Seminar and Practicum.)

**CARRIED, as amended**

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

*(See document PDC210920-5.9 for more details)*

**MOTION:** That the following courses be approved: ^  
**MKTG-4410. Purchasing and Procurement**

*^Subject to approval of the expenditures required.*

Jaimie Crawley/Jeremy Rawson

AGREED:

- A more fulsome answer to the Indigenous question is needed.

**CARRIED, subject to the above-noted revision.**

**\*5.10 Engineering (Graduate)– New Course Proposal (Form D)**

*(See document PDC210920-5.10 for more details)*

**MOTION: That the following courses be approved:^**

**MECH-8250. Advanced Manufacturing**

**INDE-8460. Advanced Manufacturing**

*^Subject to approval of the expenditures required.*

**CARRIED**

**\*5.11 Engineering – New Course Proposal (Form D) \**

*(See document PDC210920-5.11 for more details)*

**5.12 Nursing – New Course Proposals (Form Ds)**

*(See document PDC210920-5.12 for more details)*

**MOTION: That the following courses be approved:^**

**NURS-3140. Professional Nursing IV**

**NURS-3552. Clinical Practicum V**

**NURS-3561. Experiential Learning Lab VI**

**NURS-3632. Consolidated Practicum III**

**NURS-3840. Adult Health and Health Alterations IV**

**NURS-3970. Health Issues in Gerontology**

*^Subject to approval of the expenditures required.*

Jaimie Crawley/Maggie Liddle

AGREED:

- A more fulsome answer to the Indigenous question is needed.

**CARRIED, subject to the above-noted revision.**

**\*5.13 Nursing (Graduate) – New Course Proposals (Form D)**

*(See document PDC210920-5.13 for more details)*

This item was removed from the agenda.

**\*5.14 Music – New Course Proposals (Form D)**

*(See document PDC210920-5.14 for more details)*

**MOTION: That the following courses be approved:^**

**MUSP 3720. Applied Composition (Western Classical)**

**MUSP 3730. Applied Composition/Arranging (Jazz/Pop)**

*^Subject to approval of the expenditures required.*

**CARRIED\***

**\*5.15 FAHSS and Women's and Gender Studies – New Course Proposal (Form D)**

*(See document PDC210920-5.15 for more details)*

**MOTION: That the following courses be approved:^**

**SOSC/WGST/WORK-4601. Seminar on Prostitution, Sexual Labour and Health**

*^Subject to approval of the expenditures required.*

**CARRIED\***

**\*5.16 Business – Summary of Minor Course and Calendar Changes (Form E)**

*(See document PDC210920-5.16 for more details)*

This item was received for information.\*

**\*5.17 Computer Science (Graduate) – Summary of Minor Course and Calendar Changes (Form E)**

*(See document PDC210920-5.17 for more details)*

This item was received for information.\*

**\*5.18 Dramatic Art - Summary of Minor Course and Calendar Changes (Form E)**

*(See document PDC210920-5.18 for more details)*

This item was received for information.\*

**\*5.19 Dramatic Art - Summary of Minor Course and Calendar Changes (Form E)**

*(See document PDC210920-5.19 for more details)*

This item was received for information.\*

**\*5.20 Engineering (Graduate)– Summary of Minor Course and Calendar Changes (Form E)**

*(See document PDC210920-5.20 for more details)*

This item was received for information.\*

**\*5.21 Psychology – Summary of Minor Course and Calendar Changes (Form E)**

*(See document PDC210920-5.21 for more details)*

This item was received for information.\*

**\*5.22 Sociology, Anthropology and Criminology – Summary of Minor Course and Calendar Changes (Form E)** *(See document PDC210920-5.22 for more details)*

This item was received for information.\*

**\*5.23 Women’s and Gender Studies– Summary of Minor Course and Calendar Changes (Form E)**

*(See document PDC210920-5.23 for more details)*

This item was received for information.\*

**\*5.24 Human Kinetics – Summary of Minor Course and Calendar Changes (Form E)**

*(See document PDC210920-5.24 for more details)*

This item was received for information.\*

**\*5.25 Computer Science (Graduate) – Course Learning Outcome**

*(See document PDC210920-5.25 for more details)*

This item was received for information.\*

**\*5.26 Business – Course Learning Outcome**

*(See document PDC210920-5.26 for more details)*

This item was received for information.\*

## **6 Question Period/Other Business**

### Indigenous Question (PDC Forms)

It was agreed that a memo be sent to all Deans, Heads and Instructors to inform them that, at the Senate meeting of June 11, 2021, a report was brought forward which modified the wording of this section of the PDC Forms to provide greater clarity and direction on how to respond to the question and to provide supports and resources to assist proposers in doing so. A link to the report will be included.

### Experiential Learning Categories (PDC Forms)

In response to a question raised about the experiential learning categories on the PDC forms, it was noted that under the Strategic Mandate Agreement 3 (SMA3) with the province, universities are required to report on the number courses available to students which provide an experiential learning opportunity. The categories are Ministry-defined.

### Quality Assurance Process

In response to a question raised about PDC's role in the quality assurance process and concerns regarding delays in the submission of cyclical program reviews to PDC/Senate, it was noted that the Office of Quality Assurance liaises with the Ontario Universities Council on Quality Assurance (the Quality Council) and is working with units on campus to address bottlenecks. Once the cyclical program review documents are submitted to PDC, the Committee is then responsible for the final assessment reports.

### Certificate in Forensic Science

In response to a question raised, it was noted that the Certificate in Forensic Science (which was approved last year) is currently only available to current students as part of the Faculty of Science's value-added recruitment strategy. As the program builds interest, the Faculty may review it, and its strategy, to determine whether it should become a stand-alone Certificate.

## **7 Adjournment**

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

Maureen Sterling/Debbie Kane  
**CARRIED**