



PROGRAM DEVELOPMENT COMMITTEE
Minutes of Meeting

Date: Wednesday, January 18, 2023

Time: 9:00am-11:00am

Room: Room 203 Toldo and MS Teams (Hybrid)

Committee Members: John Deukmedjian, Anumita Jain, Debbie Kane, Erika Kustra, Diana Marion, James Oloo Karen Pillon, Lauren Pupulin, Jeremy Rawson, Manjot Singh, Maureen Sterling, Lionel Walsh (Chair), Patti Weir, Jeremy Worth,

Absent: Tiripati Bolisetti (regrets), Eric Tanlaka (regrets), Lana Yacoub

Attendance: Joel Gagnon; Renée Wintermute (University Secretary), Alison Zilli (University Secretariat).

Formal Business

1 Approval of Agenda

MOTION: That the agenda be approved.

Erika Kustra/Debbie Kane
CARRIED

2 Minutes of December 16, 2022

MOTION: That the minutes of December 16, 2022 be approved.

Erika Kustra/Debbie Kane
CARRIED

E-Vote of December 12, 2022

The document was received for information.

3 Business Arising from the Minutes

Nothing to report.

4 Outstanding Business

Nothing to report.

5 Reports/New Business

5.1 Tracking Sustainability in Curriculum and Programs

(See documents PDC230118-5.1 for more details)

NOTED:

- The Association for the Advancement of Sustainability in Higher Education (AASHE) system is considered to be the gold standard for universities to measure sustainable performance. It is a global sustainability standard that has been created by, and for higher education.

- However, the challenge is that the AASHE Sustainability Tracking, Assessment and Rating System (STARS) requires that information regarding institution's sustainability initiatives and performance in courses and programs be collected and tracked.
- Specific course and program information is required to demonstrate compliance with AASHE STARS.
- The UN identifies 17 aspects of sustainability as follows: 1) no poverty; 2) zero hunger; 3) good health and well-being; 4) quality education; 5) gender equality; 6) clean water and sanitation; 7) affordable and clean energy; 8) decent work and economic growth; 9) industry, innovation and infrastructure; 10) reduced inequalities; 11) sustainable cities and communities; 12) responsible consumption and production; 13) climate action; 14) life below water; 15) life on land; 16) peace, justices and strong institutions; and, 17) partnerships for the goals.
- In response to concerns raised about resistance in implementation especially from areas that have external accreditation bodies, it was noted that the goal of this initiative is to report and promote sustainability work that is already being done across the campus and encourage new course initiatives. It will not have an impact on accreditation.
- Given that tracking sustainability in teaching and research is required to meet institutional goals for the University's Strategic Plan, it was suggested that information be gathered at the PDC level, similar to what is does to track experiential learning in courses and programs.. (i.e., PDC Forms).

MOTION: That PDC explore the adoption of AASHE STARS reporting either in the PDC Forms or as an addendum to them.

Patti Weir/James Oloo
CARRIED

***5.2 English – Minor Program Changes (Form C)**

(See document PDC230118-5.2 for more details.)

MOTION: That the degree requirements for Honours English and Creative Writing be changed in accordance with the program/course change forms.^

^Subject to approval of the expenditures required.

***CARRIED**

***5.3 English – New Course Proposal (Form D)**

(See document PDC230118-5.3 for more details.)

MOTION: That the course be approved.^
ENGL-3520. Advanced Topics in Literature

^Subject to approval of the expenditures required.

***CARRIED**

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

(See document PDC230118-5.4 for more details.)

The document was received for information.*

***5.5 Psychology – Course Learning Outcomes**

(See document PDC230118-5.5 for more details.)

The document was received for information.

5.6 Draft PDC Reports on University Program Reviews Final Assessment Reports (*CONFIDENTIAL*)

5.6a Self-Study, External Reviewers' Report, AAU/Head's Response, and Dean's Response for: Civil and Environmental Engineering and History

(See documents PDC230118-5.6 and PDC230118-5.6a for more details.)

NOTED:

- As publicly funded institutions, Ontario Universities are mandated to undergo an eight-year cycle of program reviews for the purpose of quality assurance.
- Through the PDC, the University reports on new program reviews and monitors the implementation of the recommendations contained in the Final Assessment Reports.
- The PDC Subcommittee reviewing the cyclical program reviews and the final assessment reports conducted the initial review and has submitted the draft reports and recommendations to the full PDC for final consideration.
- Given that there has been a change from biennial reporting to a mid-cycle review, it is imperative that the Office of Quality Assurance meet with every new incoming Head so that are aware of their responsibilities and that the recommendations are regularly and actively addressed.
- An *in-camera* discussion on the confidential draft reports ensued.

AGREED:

- Revisions were made to Recommendation 1 of the Odette School of Business report to request that data be provided regarding the number of female applicants in the undergraduate program.
- Physics will be asked to revise its response to Recommendation 8 to clarify that the primary responsibility for establishing supervisory committees and regular student meetings falls to the faculty. The PDC response will be revised to reflect this as well.
- Revisions were made to Recommendation 18 of the Civil and Environmental Engineering report to ensure that GAs are aware of their duties and expectations, including time commitment.
- A minor revision was made to Recommendation 3 of the History report to add that learning outcomes be updated in consultations with the Centre for Teaching and Learning.
- Recommendation 1 of the History report was changed to emphasize the implication of cross listing undergraduate courses with graduate courses.

MOTION: That the *PDC Reports on the 2022 University Program Reviews Final Assessment Reports and Implementation Plans Progress Reports and PDC Reports on the University Program Reviews Final Assessment Reports and Implementation Plans* be approved.

Erika Kustra/Lauren Pupulin

CARRIED

6 Question Period/Other Business

Nothing to report.

7 Adjournment

MOTION: That the meeting be adjourned.

Debbie Kane/Karen Pillon

CARRIED