



**PROGRAM DEVELOPMENT COMMITTEE**  
**Minutes of Meeting**

**Date:** Wednesday September 13, 2023  
**Time:** 9:00am-10:15am  
**Room:** 209 Assumption Hall and MS Teams

**Committee Members:** Robert Aguirre, Fazle Baki, Darry Danelon, John Deukmedjian, Dave Johnston, Debbie Kane, Kenneth Ng, Allyson Skene, Gemma Smyth, Eric Tanlak, Nurlan Turdaliev, Lionel Walsh, Jeremy Worth, Sarah Woodruff Atkinson, Zuo Chen Zhang, Victoria Iannetta, Harbal Deep Sidhu, Diana Marion.

**Absent:** Kate Hadwin (regrets).

**Attendance:** Jamie Kechego, Philip Rose; Renée Wintermute (University Secretary), Alison Zilli (University Secretariat).

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**1 Approval of Agenda**

Items 5.17 and 5.19 were unstarred.

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

Debbie Kane/Sarah Woodruff Atkinson  
**CARRIED, as amended**

**2 Minutes of Meeting of May 16 2022**

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

Jeremy Worth/Diana Marion  
**CARRIED**

**3 Business Arising from the Minutes**

Nothing to report.

**4 Outstanding Business**

Nothing to report.

**5 Reports/New Business**

**5.1 Mandate of Program Development Committee**

*(See document PDC220921-5.1 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 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 PDC230913-5.1.1 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.

### **5.1.2 Indigenous Question on PDC Forms – Orientation/Review (Purpose, how to respond, how to assess, etc.)** *(See document PDC230913-5.1.2 for more details)*

NOTED:

- Members were provided with an overview as to how the Indigenous question was added to the PDC Forms.
- In 2021, PDC approved a modification to the question in response to concerns raised regarding proposers not having the resources or the know-how to answer this question in a thoughtful, informative, and respectful manner.
- The guiding principle was to provide Indigenous resources and approaches to assist proposers in answering the question (*i.e.*, educational resources, Indigenous community outreach, literature, *etc.*).
- Key feedback for proposers when responding to the question and elements for PDC to look for when reviewing proposals:
  - If you have engaged in processes to self-educate, share some of them (what are the first steps, examples, reading to reposition world views).
  - When future plans are identified, provide a little more detail to help convey that what is promised as next steps are likely to occur, as historically groups have made promises that were not followed through.
  - It is generally better to avoid using the same answer for each application. Where possible, modify the answer for the specific context of the course or program.
  - Watch for language - for example ensure that Indigenous/Indigenization is capitalized to show respect.
  - Be careful to avoid wording where Indigenous people are represented as a marginalized group, a group that will be studied, or positioned as a problem.
  - Be mindful to not conflate Indigenization with general Equity, Diversity and Inclusion activities as this conflation negates Indigenous legal differences in Canadian society, which are upheld in the treaties, land agreements, Canadian Constitution, and Canadian Charter of Rights and Freedoms.
  - Be careful with the use of the term 'consultation' as it has different meanings and can mean something quite specific and formal. If there were conversations, discussions, meetings, you might use those terms instead.
  - The key is to demonstrate authentic and honest attempts to improve the content and curriculum where appropriate; reflection, intentional self-education, and a plan to continue the work. There is not a single right answer and no pan-Indigenous perspective.
  - Remember, what is recorded as a response to the PDC question of Indigenization will be re-examined as the PDC forms are resubmitted. For example: if your Faculty states that they are going to hire an Indigenous knowledge person, set completion dates.

AGREED:

- That the presentation be provided for Senators at a future meeting.

**5.2 Management of PDC Business – PDC Subcommittee on Cyclical Program Reviews Final Assessment Reports** *(See document PDC230913-5.2 for more details)*

NOTED:

- Each year, a Subcommittee is established to conduct the preliminary review of the various Cyclical Program Reviews and assessment reports.

**MOTION: That the membership for the PDC Subcommittee on Cyclical Program Reviews Final Assessment Reports, defined below, be approved:**

Jeremy Worth (Arts/Humanities ) (Chair)  
David Johnston (Leddy Library)  
Gemma Smyth (Faculty of Law)  
Fazle Baki (Odette School Business)  
Harbal Deep Sidhu (Graduate Student Society)

Debbie Kane/John Deukmedjian  
**CARRIED**

**5.3 Certificate in Critical Reasoning, Ethics and Law (Form A)**  
*(See document PDC230913-5.3 for more details)*

**MOTION: That the Certificate in Critical Reasoning, Ethics and Law be approved.^**

*^Subject to approval of the expenditures required.*

Debbie Kane/Gemma Smyth

NOTED:

- The *Certificate in Critical Reasoning, Ethics and Law* is intended to serve as a credential in critical reasoning with a special emphasis on issues that arise in the areas of ethical, moral, social, political, and legal life.
- The Certificate draws upon existing courses that are offered on a regular rotational basis in the Department of Philosophy.
- The Certificate is unique as it is the only certificate at the University of Windsor with a curriculum that places special emphasis on critical reasoning in its philosophical sense.
- The Certificate would be beneficial to students interested in the field of law, for instance,, as it will provide them with necessary critical reasoning (including argumentation) skills used in this discipline.
- In response to a question raised about ensuring that there is sufficient market demand for the Certificate, it was noted that the initial goal is to increase enrolments moderately and to offer it as a value-added credential only to current students. If the Certificate is popular, then consideration will be given to converting it to a stand-alone Certificate.
- In response to a question raised, it was noted that all new degree program proposals begin with the Notice of Intent (NOI). Once the NOI has been submitted, a meeting with the New Program Steering Committee is arranged by the IQAP Office, followed by approval by the Provost to proceed with the development of the program proposal.

**CARRIED**

**\*5.4 Business and Mathematics – Minor Program Changes (Form C)**  
*(See document PDC230913-5.4 for more details)*

**MOTION: That the degree requirements for the Honours Business Administration and Mathematics (with/without Thesis) be changed in accordance with the program/course change forms.^**

*^Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.5 Business and Political Science – Minor Program Changes (Form C)**

*(See document PDC230913-5.5 for more details)*

**MOTION:** That the degree requirements for the Honours Business Administration and Political Science (with/without thesis) (with/without specialization) be changed in accordance with the program/course change forms.^

*^Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.6 Business – International Specialization – Minor Program Changes (Form C)**

*(See document PDC230913-5.6 for more details)*

**MOTION:** That the degree requirements Honours Business Administration with Specialization in International Business (with/without Thesis) (with/without Co-op) be changed in accordance with the program/course change forms.^

*^Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.7 Business – Minor Program Changes (Form C)**

*(See document PDC230913-5.7 for more details)*

**MOTION:** That the degree requirements for the Honours Business Administration and Political Science (with/without thesis) (with/without specialization) be changed in accordance with the program/course change forms.^

*^Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.8 Computer Science (Graduate) – Minor Program Changes (Form C)**

*(See document PDC230913-5.8 for more details)*

**MOTION:** That the degree requirements for the Master of Science in Computer Science (MSc) and Master of Science in Computer Science (with Co-op) be changed in accordance with the program/course change forms.^

*^Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.9 Concurrent BA Psychology/Bachelor of Education/ECE – Minor Program Changes (Form C)**

*(See document PDC230913-5.9 for more details)*

**MOTION:** That the degree requirements for Ba Concurrent BA(Psychology)/BED/Diploma in ECE programs be changed in accordance with the program/course change forms.^

*^Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.10 Human Kinetics(Movement Science) – Minor Program Changes (Form C)**

*(See document PDC230913-5.10 for more details)*

**MOTION: That the Bachelor of Human Kinetics (Honours Kinesiology – Movement Science) be changed in accordance with the program/course change forms.^**

*^Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.11 Human Kinetics (Honours Sport Management and Leadership) – Minor Program Changes (Form C)**

*(See document PDC230913-5.11 for more details)*

**MOTION: That the Bachelor of Human Kinetics (Honours Sport Management and Leadership) be renamed Honours Bachelor of Sport Management and Leadership in accordance with the program/course change forms.^**

*^Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.12 Political Science with French Specialization – Minor Program Changes (Form C)**

*(See document PDC230913-5.12 for more details)*

**MOTION: That the Bachelor of Human Kinetics (Honours Kinesiology – Movement Science) be changed in accordance with the program/course change forms.^**

*^Subject to approval of the expenditures required.*

**\*CARRIED**

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

*(See document PDC230913-5.13 for more details)*

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

**KINE-3520. Sales Management**

**KINE-3530. Sport Facility Management**

**KINE-4420. Sport Sponsorship**

**KINE-4430. Social Responsibility in Sport**

**KINE-4440. Consumer Behaviour**

*^Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.14 Business – Summary of Minor Course and Calendar Changes (Form E)**

*(See document PDC230913-5.14 for more details)*

The document was received for information.\*

**\*5.15 Computer Science (Graduate)– Summary of Minor Course and Calendar Changes (Form E)**

*(See document PDC230913-5.15 for more details)*

The document was received for information.\*

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

*(See document PDC230913-5.16 for more details)*

The document was received for information.\*

**\*5.17 Civil Engineering – Summary of Minor Course and Calendar Changes (Form E)**

*(See document PDC230913-5.17 for more details)*

NOTED:

- Suggested revisions to the learning outcomes were made and will be forwarded to the area for consideration.

**\*5.18 Environmental Engineering – Summary of Minor Course and Calendar Changes (Form E)**

*(See document PDC230913-5.18 for more details)*

The document was received for information.\*

**5.19 Mechanical, Automotive and Materials Engineering – Summary of Minor Course and Calendar Changes (Form E) *(See document PDC230913-5.19 for more details)***

NOTED:

- Suggested revisions were made to the learning outcomes.

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

*(See document PDC230913-5.19 for more details)*

The document was received for information.\*

**\*5.21 Electrical and Computer Engineering – New Course Proposal (Form D)**

*(See document PDC230913-5.21 for more details)*

The document was received for information.\*

**\*5.22 Visual Arts – Learning Outcomes**

*(See document PDC230913-5.22 for more details)*

The document was received for information.\*

**6 Question Period/Other Business**

AGREED:

- A presentation by CTL on How to Read and Evaluation Learning Outcomes should be included on the next meeting agenda.

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

Debbie Kane/Fazle Baki  
**CARRIED**