



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

**Date:** January 15, 2025

**Time:** 9:00am-10:45am

**Room:** 209 Assumption Hall and MS Teams

**Committee Members:** Fazle Baki, Darryl Danelon, Ray Darling, Jana Jandal Alrifai, Dave Johnston Diana Marion, Kenneth Ng, Jane Simanovski, Allyson Skene, Nurlan Turdaliev, Lionel Walsh (chair), Jeremy Worth, Patti Weir, Sarah Woodruff Atkinson, Zuochoen Zhang.

**Absent:** Sharma Bhagwat, John Deukmedjian, Louie Elias, Adam Merheb, Gemma Smyth.

**Attendance:** Lydia Miljan, Gerry Kerr, Bharat Maheshwari, Ronak Doowd; Renée Wintermute (University Secretary), Alison Zilli (Associate University Secretary).

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**1 Approval of Agenda**

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

Patti Weir/Sarah Woodruff Atkinson  
**CARRIED**

**2 E-Vote of December 17, 2024**

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 Political Science – Request for Waiver of Program Deletion**

*(See document PDC250115-5.1 for more details.)*

**MOTION:** That the Request for Waiver of Program Deletion for the Honours Political Science with French Specialization be approved.

Sarah Woodruff Atkinson /Patti Weir

**NOTED:**

- Political Science is requesting a wavier to remove the enrolment threshold from the program as it is in the process of reviewing all their courses with the intent to remove many courses that are not part of the core programming.
- According to the Senate Policy on Course and Program changes, any undergraduate program that does not have more than a total of the equivalent of five full-time students for three successive years or not more than ten for five successive years should be deleted.
- Concern was raised regarding the lack of enrolment data to determine the sustainability of the courses.
- In response to a question raised, it was noted that the French courses will continue to be taught on a rotating basis by LLC for its programs.

- The program is aimed at high achieving students, but these students tend to prefer the Law and Politics program, which may explain the low enrolment in this program.

AGREED:

- Data should be provided on the number of students who have been enrolled in courses specific to the program over the past 3 years.
- This item should be brought back to the next PDC meeting.

**WITHDRAWN**

**\*5.2 Mathematics – Minor Program Change (Form C)**

*(See document PDC250115-5.2 for more details.)*

**MOTION: That the programs regulations for all Mathematics undergraduate degree programs be changed in accordance with the program/course change forms.^**

*^Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.3 Interdisciplinary Arts and Science – Minor Program Change)**

*(See document PDC250115-5.3 for more details.)*

**MOTION: That the Honours Bachelor of Interdisciplinary Arts and Science (IAS) be changed in accordance with the program/course change forms.^**

*^Subject to approval of the expenditures required.*

**\*CARRIED**

**5.4 Master of Business Administration for Managers and Professionals Major Program Changes (Form B)**

*(See document PDC250115-5.1 for more details.)*

**MOTION: That the major program changes to Master of Business Administration Managers and Professionals program be approved.^**

*^Subject to approval of the expenditures required.*

Allyson Skene/Fazel Baki

NOTED:

- The program has been restructured to enable students to take two or three courses fully online in a mix of synchronous and asynchronous delivery in a semester format.
- Approximately 30-40% of students come from business-related backgrounds, while the rest come from other fields.
- Since students with a degree in business have faced issues of repetitive courses, a fast-track option has been introduced for such students.

AGREED:

- Revisions should be made to the learning outcomes to ensure alignment with the regular MBA program, as the degree designation at the end of the program is the same.
- This item should be brought back to the next PDC meeting.

**WITHDRAWN**

**\*5.4.1 Business (Graduate) New Course Proposal**  
(See document PDC250115-5.4.1 for more details.)

**MOTION:** That the following course be approved: ^  
**BUSI-8000. Foundations of Business**

*^Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.5 Law – New Course Proposal (Form D)**  
(See document PDC250115-5.5 for more details.)

**MOTION:** That the following course be approved: ^  
**LAWG-5852. Mental Health Justice Clinic**

*^Subject to approval of the expenditures required.*

**\*CARRIED**

**\*5.6 Arts and Sciences – Summary of Minor Course and Calendar Changes (Form E)**  
(See document PDC250115-5.6 for more details.)

The document was received for information.\*

**\*5.7 Forensic Science – Summary of Minor Course and Calendar Changes (Form E)**  
(See document PDC250115-5.7 for more details.)

The document was received for information.\*

**\*5.8 Interdisciplinary and Critical Studies – Summary of Minor Course and Calendar Changes (Form E)**  
(See document PDC250115-5.8 for more details.)

The document was received for information.\*

**\*5.9 Philosophy – Summary of Minor Course and Calendar Changes (Form E)**  
(See document PDC250115-5.9 for more details.)

The document was received for information.\*

**\*5.10 Psychology – Summary of Minor Course and Calendar Changes (Form E)**  
(See document PDC250115-5.10 for more details.)

The document was received for information.\*

**5.11 Draft PDC University Program Reviews Final Assessment Reports and Implementation Plans and Progress Reports (CONFIDENTIAL)** (See document PDC250115-5.1.1 for more details.)  
**5.11a Self-Study, External Reviewers' Report, AAU/Head's Response, and Dean's Response for New Reports (CONFIDENTIAL)** (See document PDC250115-5.11a for more details.)

**MOTION:** That the *2025 PDC University Program Reviews Final Assessment Reports and Implementation Plans (FAR/IP) and the 2025 PDC Reports on the FAR/IP Progress Reports* be approved.

Sarah Woodruff Atkinson/Jeremy Worth

NOTED:

- As publicly funded institutions, Ontario Universities are mandated to undergo an eight-year cycle of program reviews for the purpose of quality assurance.
- 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.
- An *in-camera* discussion on the confidential draft reports ensued.

AGREED:

- Revisions were made to Recommendation 1 of the Electrical and Computer Engineering report to reflect that graduate committee composition fall under the purview of the Faculty of Graduate Studies, as approved by Senate in the University Graduate Calendar. However, the Department should review its thesis proposal and monitoring process and consider revisions, supported by clear and standard guidelines, as identified by the external reviewers.

**CARRIED, as amended**

#### **5.12 PDC Forms C and E – Revisions**

*(See document PDC250115-5.12 for more details.)*

**MOTION: That the sections on Indigenous Content, Perspectives, or Material and on Learning Outcomes be removed from the PDC Forms C and E.**

Jeremy Worth/Sarah Woodruff Atkinson

NOTED:

- Removing these sections will enhance efficiency and timeliness in this time of financial austerity when changes need to be made quickly. The change applies only to minor program and course/calendar changes such as course deletions, title updates, contact hour adjustments, and renumbering. Such changes are generally housekeeping changes.
- Removing the learning outcomes section from the Form E does not prevent any department from submitting learning outcomes for courses using a separate learning outcomes form.
- The New Program Proposal (Form A), Major Program Change (Form B) and New Course Proposal (Form D) will remain unchanged and will retain the Learning Outcomes and the Indigenous section.

AGREED:

- In response to a concern raised, it was agreed that if a course lacks learning outcomes, they must be submitted alongside the PDC Form E. However, if learning outcomes already exist, they do not need to be included on Form E.
- The Learning Specialist on Indigenization in the CTL should be contacted regarding the removal of the Indigenous section from forms C and E.

**CARRIED**

#### **5.13 Policy on Course and Program Changes (Program Development Committee) – Moratorium on Deletion of Courses Not Offered for Four or More Years**

*(See document PDC250115-5.1 for more details.)*

**MOTION: That a minimum two-year moratorium on the deletion of courses that have not been offered in four or more years (including those in the course bank) be approved, commencing Fall 2025.**

Allyson Skene/Dave Johnston

NOTED:

- The impetus for the proposed moratorium is to provide departments with a longer timeline to review their curriculum and courses and remove the need for submission of waivers which take time

and effort away from other needed activities.

- The university is facing financial constraints with a hiring freeze on sessional instructors which has an impact on course offerings.
- If a course is deleted from the calendar, it may take up to a year to redevelop and obtain approvals before it can be offered again.
- Currently if an undergraduate course has not been offered in four or more years the department will be notified, and it is then able to submit a waiver to put it into a two-year course bank. If it does not offer the course during this timeframe the course is permanently deleted from the calendar.
- In response to a question raised, it was noted that there is no course deletion policy for graduate courses.
- Many courses listed in degree programs are optional and not necessary for graduation. These surpluses create a false perception of choice for students, who can only select from what is offered in a given term. It is important that the university commit to “truth in advertising” in terms of the programs and courses it actually offers.
- Concern was raised regarding the issue that students are needing multiple course substitutions, highlighting the need for departments to streamline their curriculum.

**AGREED:**

- A policy for suspending non-offered courses would be a better alternative than imposing a moratorium on the policy. Suspended courses would be removed from public visibility (e.g., the course calendar) but could be reinstated within a set number of years, during the current period of significant resource constraints.
- This item should be forwarded to Academic Policy Committee.

**WITHDRAWN**

**5 Question Period/Other Business**

Nothing to report

**6 Adjournment**

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

Sarah Woodruff Atkinson/Nurlan Turdaliev

**CARRIED**