

PROGRAM DEVELOPMENT COMMITTEE  
Minutes of Meeting

**Date:** Monday, January 16, 2012

**Time:** 10:00am-11:05am

**Room:** 203 Toldo

**Committee Members:** Dr. Brent Angell, Dr. Ram Balachandar, Prof. Reem Bahdi, Dr. Tanja Collet-Najem, Dr. Jamie Crawley, Dr. Phil Dutton, Ms. Gwen Ebbett, Mr. Tareq Muhammad Supon, Prof. Lionel Walsh (Chair), Dr. Patricia Weir, Dr. Alan Wright, Dr. Shijing Xu.

**Absent:** Ms. Nadia Timperio (regrets), Mr. Hassaan Chaudhry (regrets), Dr. Krista Chandler (regrets), Mr. Monsur Elahi, Dr. Leo Groarke, Dr. Chike Okechuku (regrets).

**Attendance:** Ms. Abby Nakhaie, Dr. Clinton Beckford, Prof. Laurie Freeman-Gibb, Dr. Larry Glassford, Dr. Martha Lee, Dr. Valerie Scatamburlo-D'Annibale, Dr. Jyotika Viridi, Dr. Nader Zamani, Ms. Renée Wintermute and Ms. Alison Zilli (University Secretariat).

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**Formal Business**

**1 Approval of Agenda**

Item 5.7 was unstarred.

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

Crawley/Supon  
**CARRIED**

**2 Approval of Minutes**

*(See document PDC111216M for more details.)*

**MOTION: That the minutes of the meeting of December 16, 2011 be approved.**

Angell/Supon  
**CARRIED**

**3 Business arising from the minutes**

Nothing to report.

**4 Outstanding business**

**4.1 MFA in Film and Media Arts**

*(See documents PDC120116-4.1, PDC120116-4.1.1, PDC120116-4.2, PDC120116-4.3 for more details.)*

It was NOTED that:

- The MFA in Film and Media Arts. which was approved by OCGS (June 6, 2011) to commence no later than September 2013 and reviewed at the PDC meeting on October 21, 2011. recently underwent some revisions as a result of departmental and institutional restructuring.
- In June 2011, the University of Windsor announced that it would be relocating its Music, Visual Arts and Film Studies programs to the Armouries building in downtown Windsor. Subsequent to this, the School of Visual Arts merged with the School of Music. These changes include the transfer of three CMF faculty involved in the original MFA proposal (2 teaching film production and one teaching non-production courses).
- Since the OCGS review, the program has changed from being a joint initiative (5 CMF and 3 Visual Arts faculty) to being a program that will now be primarily housed in Visual Arts (2 in CMF and 6 in Visual Arts). This change is mainly a result of faculty transfers from Communication Media and Film over to the School of Visual Arts. The question is whether this considerably

dilutes the claim made (and recommended by the consultants) during the OCGS review process that the competitive edge of the MFA program proposal is its interdisciplinary nature. Is the program still interdisciplinary now that it is focused in one department (covering many disciplines), or is it no longer interdisciplinary as approved by OCGS?

- With the center of gravity of the proposed MFA shifting to Visual Arts (6 of 8 faculty), the space for housing students and equipment also needs to move to Visual Arts.
- Two graduate production courses taught by two faculty members in the Department of Communication, Media and Film are all now transferred to the School of Visual Arts.
- The program will still require the completion of one theory course and three production courses and a Thesis Film. The three new production courses (to be developed) will be taught by faculty now in Visual Arts.
- In the original proposal, the goal was to admit 5 students from Communication, Media and Film and 5 from Visual Arts each year. Now, the responsibility for admitting and administering the full complement of students will have to rest with the substantially expanded school of Visual Arts.
- The drastic faculty reduction in Communication, Media and Film now makes it impossible for Communication, Media and Film faculty to share admission and administrative duties for these students.
- In response to a question raised as to whether Communication, Media and Film will be offering courses for the program, it was noted that they will continue to offer two existing theory courses (40-515 Media Representation and 40-543 Advanced Film Theory and Criticism) to the MFA students. However, students only need to choose one course out of a group of three courses and the third theory course offered is 28-660, Contemporary Issues in Visual Arts, meaning that a student could complete the program without taking one CMF course. Overall 3 hands-on production and 1 theory course will be housed in Visual Arts.
- The ground has shifted considerably over the past year after the MFA was approved by OCGS and although the department is committed to offering its MA theory courses for the MFA program, it no longer has the faculty resources to administer the program as originally conceptualized.

It was AGREED that:

- Although PDC is in favour of the creation of a new MFA program, the general consensus of members was that since the current proposal is revised from its original format approved by OCGS (*i.e.*, from being a joint initiative to being solely housed in Visual Arts) and, since clarification is needed from the School of Visual Arts regarding its commitment to the proposed program, it was agreed that this item be TABLED.
- The Dean of Graduate Studies will meet with the graduate program chairs and AAU heads of Communication, Media and Film and Visual Arts to address these questions and determine how to proceed.

**MOTION: That the MFA in Film and Media Arts be tabled.**

Wright/Angell  
**CARRIED**

## **Items for Approval**

### **5 Reports/New Business**

#### **5.1 Education Curriculum Changes**

*(See document PDC120116-5.1 for more details.)*

It was NOTED that:

- The proposed changes to revert back to the Fall 2010-2011 Education curriculum will eliminate the significant increase in expenditures of approximately \$98,000 that is evident in the current curriculum.
- In addition to being costly, faculty members in Education feel that the 2011-2012 curriculum change has been extremely problematic and burdensome.
- Given that the Ontario government may be moving to expand the B.Ed program from a one-year to a two-year program, the Fall 2010 curriculum will provide Faculty with a platform from which to move forward when this province-wide change is made.

- Students in the current curriculum will not be affected by the proposed change. They will continue until the end of the year under the current curriculum.
- The course 80-207, *Contemporary Topics in Education* will be retained for Fall 2012 as an optional course for students in the consecutive degree.
- Given that the education program is one-year cohort of students that enter in the Fall and finish their degree in April, the change will not have any effect on current students.

**MOTION: That the curriculum changes to the Pre-Service BEd program approved in 2010-2011 to take effect 2011-2012 be rescinded and the 2010-2011 Pre-Service BEd program (prior to the changes) be re-activated for the 2012-2013 academic year**

Dutton/Crawley  
**CARRIED**

## **5.2 Graduate Diploma in Advanced Practice Oncology/Palliative Nursing – New Program Proposal** (See document PDC120116-5.2 for more details.)

It was NOTED that:

- the proposed Graduate Diploma in Advanced Practice Oncology/Palliative Nursing will be delivered in partnership with the de Souza Institute in Toronto.
- Partnership support from de Souza will include some financial support for students, technical support to augment e-learning delivery, and e-mentorship to students.
- The program will be delivered as hybrid distance education using software which allows remote students to attend on-campus lectures “virtually” from their home. In addition, there will be an option for students who choose to join as a group and watch the web-based lecture together in a room at the Windsor campus.
- The intensive one-week Summer Institute courses will rotate between Windsor and Toronto, every other year.
- In response to a question raised PDC was informed that the courses will be taught and developed by the University of Windsor faculty, with the exception of one cancer patient course which is already in existence at Dalhousie university and is offered in conjunction with de Souza. The University of Windsor is already a part of this nursing consortium.
- In response to a concern raised regarding whether the Faculty of Nursing has enough faculty /staff resources to accommodate the new program (particularly during a hiring freeze), PDC was informed that the diploma program will be run by one full-time faculty member, three sessional instructors and a part-time technical support person.
- Given that the program is fairly costly for students, it is anticipated that the revenue generated from tuition for this program will fund the ongoing salary of this faculty member (which is currently being funding for 2 years via the Strategic Priority Funds)
- In response to a question raised regarding whether the Faculty of Nursing has a plan in place if the University of Windsor does not renew their contract with Blackboard Collaborative which is going to be used to deliver the program, PDC was informed that the Faculty already has a plan in place to purchase a license for the product, if the University of Windsor opts to discontinue their campus agreement in the future.
- In response to a question raised about e-learning and whether this disadvantages students, PDC was informed that the University is moving towards using e-learning technology to advantage students by enabling them to learn advanced skills and knowledge in an flexible format.
- A successful model of e-learning is the Schulich School of Medicine in which the curriculum is delivered by the University of Western Ontario but the students on the Windsor campus take their program through an alternative delivery format which relies heavily on a collaborative e-learning network. As a result of the success of this online format, a second audio visual technician staff position is in the process of being filled (funded by Western) to work in the Toldo Health Centre from 7:00 am-10:00 pm.

It was AGREED that:

- A minor revision be made to the “*projected steady-state student enrolment*” section (*i.e.*, 15 students in year 1 only).

- Confirmation be provided regarding the issue of current and future resources.

**MOTION: That the Graduate Diploma in Advanced Practice Oncology/Palliative Nursing – New Program Proposal be approved.**

Dutton/Ebbett  
**CARRIED**

**5.3 Bachelor of Applied Science in Mechanical Engineering Degree Completion programs (General and Honours) for Diploma of Engineering Program Graduates of Saint Mary's University** *(See document PDC120116-5.3 for more details.)*

It was NOTED that:

- The degree completion program will allow students to transfer seamlessly from Saint Mary's University pre-engineering diploma program to the University of Windsor in order to complete a BAsC Mechanical Engineering degree in either general, automotive option, materials option or environmental option.
- In response to a concern raised regarding the issue that students are required to take 7 courses in the summer of the 3<sup>rd</sup> year for the automotive option, PDC was informed that this is an error on the form.
- Students are required to take a maximum of 6 courses per semester in the program which is considered a regular course load in Engineering. Any courses over this (*i.e.*, 7 courses) would be deemed to be an overload as they would need to be taken in addition to the prescribed term load for the program.
- In response to a question raised about the regulations to require a C- or better for transfer credit purposes, PDC was informed that this is comparable to a B at a college, and is University policy.

It was AGREED that:

- The course 92-324, *Engineering Measurements* be moved from the Summer of 3<sup>rd</sup> year to the Summer of 4<sup>th</sup> year.

**MOTION: That the Bachelor of Applied Science in Mechanical Engineering Degree Completion programs (General and Honours) for Diploma of Engineering Program Graduates of Saint Mary's University, be approved as amended.**

Balachandar/Crawley  
**CARRIED**

**5.4 Bachelor of Applied Science in Civil Engineering Degree Completion program for Diploma of Engineering Program Graduates of Saint Mary's University** *(See document PDC120116-5.4 for more details.)*

**MOTION: That the Bachelor of Applied Science in Civil Engineering Degree Completion program for Diploma of Engineering Program Graduates of Saint Mary's University, be approved.**

Crawley/Supon

It was NOTED that:

- The degree completion program for Civil Engineering is identical to the one for Mechanical Engineering except that it will allow students to transfer from Saint Mary's University pre-engineering diploma program to Windsor to complete a BAsC in Civil Engineering degree.

**CARRIED**

**\*5.5 Inter-Faculty – Minor Program Changes** *(See document PDC120116-5.5 for more details.)*

**MOTION: That the Inter-Faculty – Minor Program Changes, be approved.**

**\*CARRIED**

- \*5.6 FASS – Minor Program Changes**  
(See document PDC120116-5.6 for more details.)

**MOTION: That the FASS - Minor Program Changes, be approved.**

**\*CARRIED**

- 5.7 FASS – New Course Proposals**  
(See document PDC120116-5.7 for more details.)

It was NOTED that:

- In response to a question raised about the learning outcomes for course 40-401, *Advanced Topics in New Media and Digital Culture* - specifically that there are only outcome listed to address three of the *Characteristics of University Graduate* - it was stressed that it is acceptable to emphasize only two to three key learning outcomes for a given course as it is expected that all learning outcomes will be attained during the course of a given program.

It was AGREED that:

- Minor revisions be made to the learning outcomes for courses 08-361, *Literature and Film in North Africa and the Middle East* and 08-403, *Directed Studies and Arabic Literature*.

**MOTION: That the FASS – New Course proposals be approved.**

Weir/Supon  
**CARRIED, as amended**

- \*5.8 Law – Minor Program Changes**  
(See document PDC120116-5.8 for more details.)

**MOTION: That the Law - Minor Program Changes, be approved.**

**\*CARRIED**

### **Items for Information**

- \*5.9 Communication Media and Film – Summary of Minor Course and Calendar Changes**  
(See document PDC120116-5.9 for more details.)

The document was received for information.\*

- \*5.10 Women’s Studies – Summary of Minor Course and Calendar Changes**  
(See document PDC120116-5.10 for more details.)

The document was received for information.\*

### **Additional Business**

#### **7 Question period/Other business**

Members were informed that the “Need for Speed” group has met and it has been determined that there are only a few items on the PDC forms that the University has some control over. It was noted that 98% of the information on the forms is either required by the Ministry of Training Colleges and Universities (MTCU), by the Ontario Quality Assurance Framework, or (to a smaller extent) by Senate policy.

#### **8 Adjournment**

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

Weir/Dutton  
**CARRIED**