



**PROGRAM DEVELOPMENT COMMITTEE
Minutes of Meeting**

Date: Friday, December 6, 2013

Time: 9:15am-10:15am

Room: 203 Toldo

Committee Members: Mr. Mohammad Alam, Dr. Ram Balachandar, Dr. Krista Chandler, Mr. Rob Crawford, Dr. Jamie Crawley, Dr. Maureen Gowing, Ms. Maggie Liddle, Dr. Valerie Scatamburlo-D'annibale, Dr. Patrick Selmi, Prof. Lionel Walsh (chair), Dr. Alan Wright.

Absent: Dr. Jonathan Bayley, Ms. Gwen Ebbett (regrets), Dr. Leo Groarke (regrets), Dr. Zhiguo Hu (regrets), Mr. Mahbub Khoda (regrets), Ms. M. Madolyn, Mr. Rayyan Manwar (regrets), Dr. Chitra Rangan, Dr. Patricia Weir (regrets).

Attendance: Dr. Arunita Jaekel, Ms. Danielle Handsor and Ms. Renée Wintermute (University Secretariat).

Quorum was reached at 9:20 am.

Items for Information

Although items were not discussed in sequential order, the minutes do reflect the agenda order of business.

Formal Business

1 Approval of Agenda

MOTION: That the agenda be approved.

Dr. J. Crawley/Dr. M. Gowing
CARRIED, as amended

2 Approval of Minutes

MOTION: That the minutes of the meeting of November 1, 2013 be approved.

Minor corrections were noted.

Dr. M. Gowing/Dr. V. Scatamburlo-D'annibale
CARRIED, as amended

3 Business arising from the minutes

NOTED:

- During the November Program Development Committee (PDC) meeting the issue was raised that proposals submitted to Faculty Council were lacking well-constructed learning outcomes. As a result, the Faculty Council was spending a lot of time revising learning outcomes or sending proposals back to the proponents.
- In an effort to address this issue, the PDC Chair and staff from the Centre for Teaching and Learning (CTL) attended the various Faculty Council meetings and unveiled a long-term plan that included assigning "Champions" within each Faculty who would act as experts in the area of program/course learning outcomes. These Champions would be responsible for reviewing departmental learning outcomes before they reach Faculty Council. It was also noted that throughout this process CTL would also remain as a resource.

4 Outstanding business

Nothing to report.

5 Reports/New Business

Nothing to report.

Item for Information

5.1 Demo – PDC Online Forms

NOTED:

- The University Secretariat will be able to give individuals access to the PDC online forms.
- In response to a question raised, it was noted that once a form has been submitted the proponent could no longer modify the form. Nevertheless, the proponent can make requested changes and individuals who have form approval status can modify the form at any time.
- A question was raised regarding the approval process. In response, it was noted that once the proponent has made requested changes the form does not go back to the beginning of the approval process, but rather back to the Council/Individual(s) requesting the change.
- The next step is to pilot the PDC online forms in January 2014.

Items for Approval

***5.2 Psychology (Thesis options) – Minor Program Changes**

(See document PDC131206-5.2 for more details)

MOTION: That the degree requirements for the Honours BA in Psychology with Thesis, Honours BA in Developmental Psychology with Thesis; Combined Honours BA in Psychology with Thesis; Combined Honours BA in Development Psychology with Thesis and the BSc Honours in Behaviour, Cognition and Neuroscience be changed, in accordance with the program/course change forms.*

**Subject to approval of the expenditures required.*

***CARRIED**

***5.3 Master of Education – Minor Program Changes**

(See document PDC131206-5.3 for more details)

MOTION: That the admission and program requirements for the Master of Education program be changed according to the program/course change forms.*

**Subject to approval of the expenditures required.*

***CARRIED**

***5.4 Sociology, Anthropology, Criminology – Minor Program Changes**

(See document PDC131206-5.4 for more details)

MOTION: That the degree requirements for the BA Sociology, BA (Honours) Sociology, Combined Honours Sociology, Minor in Sociology, Sociology Major and Minor Concentrations – Bachelor of Arts and Science (BAS), BA(Honours) Criminology, Combined Honours, Criminology, Criminology Major and Minor Concentrations – Bachelor of Arts and Science (BAS) be changed, in accordance with the program/course change forms.*

**Subject to approval of the expenditures required.*

***CARRIED**

5.5 Master of Applied Computing

(See documents PDC131206-5.5.1 and PDC131206-5.5.2 for more details)

NOTED:

- The new Master of Applied Computing (MAC) program is sixteen months in length and includes a six-month internship, which provides students with practical, hands-on experience.
- The program will be marketed to International students, yet the program is also open to domestic students.
- This program will build on the foundation of core undergraduate computer science courses and every course will have a laboratory component. In addition to the required computer science courses, students will also take relevant courses from Business to better prepare them for their profession. Lastly, following the third term students will complete an industry-based internship.
- The Centre for Executive and Professional Education (CEPE) conducted a survey, and in order to meet the needs of the constantly changing and growing information technology industry, such a program is needed.
- In response to a question raised, it was noted that the MAC program would be offering only local internships, as international internships are not being explored at the moment.
- In response to a question raised, it was noted that a professor's lab would not qualify as an internship placement; nonetheless there has been discussion regarding internships taking place within the University of Windsor's Information Technology Services (ITS) department.
- In response to a question raised about the coordination of internships, it was noted that there would be a Program Coordinator hired to seek out and manage internships and that partnerships are already forming between the University of Windsor and local industry partners.
- The CEPE will be using their resources to help market the program.
- A question was raised about whether the internship positions were paid or unpaid. In response, it was noted that currently the positions are unpaid. In the past CEPE has offered both paid and unpaid internships. Eventually a majority of the companies wanted to pay their interns and as a result the programs migrated into co-operative programs.
- A question was raised regarding unpaid internships and how students would be able to cover expenses accrued by their internship (*i.e.*, housing, gas). In response, it was noted that the student's offer of admission letter discloses that upon enrollment into the program they may face additional expenses.
- In the future it is expected that the unpaid internships will eventually develop into paid co-operative positions.
- Students must complete the internship portion of their degree in order to graduate. It is in the best interest of the student to graduate, so that they can be eligible to apply for a Canadian work permit.
- A question was raised regarding funding. In response it was noted that the program is not dependent upon Strategic Priority Fund (SPF) resources.
- In a response to a question raised regarding the timeframe students have to secure an internship, it was noted that the program commences in September, students start the job search in the second term and the internship begins in June. It was suggested by the external reviewers that if a student appears to be unqualified, they would be required to withdraw from the program, though this would be an exceptional case. If a student is unable to secure an internship, despite best efforts, the Program Coordinator and CEPE will assist them with the job search process.
- In response to a question raised regarding the Windsor University Faculty Association (WUFA) collective agreement and teaching loads, it was noted that the professors who teach the MAC program courses must abide by the WUFA collective agreement because it is a University of Windsor graduate program, not a program offered through CEPE.
- It was noted that Business has been consulted regarding the two Business courses that will be a part of the MAC program.
- It was noted, that the program will be operating on a cost recovery basis and the monies generated by the program will fund the Program Coordinator's salary.
- It was recommended that as Computer Science continues to review all its programs, the department is encouraged to continue brainstorming and discussing how creativity fits into learning outcomes. It has also been noted, that learning outcomes have been reviewed by the CTL.

AGREED:

- Minor editorial corrections were made to the learning outcomes.

MOTION: That the Master of Applied Computing program New Program Proposal be approved and that the following course additions be made:*

- 60-634. Internet Applications and Distributed Systems
- 60-611. Advanced Software Engineering Topics
- 60-615. Advanced Database Topics
- 60-654. Advanced Computing Concepts
- 60-656. Advanced Systems Programming
- 60-667. Networking and Data Security
- 60-699. Project/Internship

**Subject to approval of the expenditures required.*

Dr. V. Scatamburlo-D'annibale/Dr. R. Balachadar
CARRIED, as amended

***5.6 Economics – Requests for Waivers of Course Deletions (41-290, 41-341, 41-360)**
(See document PDC131206-5.6 for more details)

MOTION: That *Economics'* Requests for a Waivers of Course Deletions – 41-290, 41-341, and 41-360 be approved.*

**Subject to approval of the expenditures required.*

***CARRIED**

***5.7 Labour Studies – Minor Program Changes**
(See document PDC131206-5.7 for more details)

MOTION: That the degree requirements for the BA Honours Labour Studies and the Combined Honours Labour Studies be changed, in accordance with the program/course change forms.*

**Subject to approval of the expenditures required.*

***CARRIED**

5.8 History – New Course Proposal
(See document PDC131206-5.8 for more details)

NOTED:

- This item has been deferred to the next meeting agenda as the committee has requested clarification from the department regarding the number of lecture hours per week for a three-credit undergraduate course.

Items for Information

***5.9.1 Sociology, Anthropology and Criminology – Summary of Minor Course and Calendar Changes**
(See document PDC131206-5.9.1 for more details)

The document was received for information.*

***5.9.2 Communication, Media and Film– Summary of Minor Course and Calendar Changes**
(See document PDC131206-5.9.2 for more details)

The document was received for information.*

***5.9.3 Communication, Media and Film– Summary of Minor Course and Calendar Changes**
(See document PDC131206-5.9.3 for more details)

The document was received for information.*

***5.9.4 Communication, Media and Film– Summary of Minor Course and Calendar Changes**
(See document PDC131206-5.9.4 for more details)

The document was received for information.*

***5.9.5 Dramatic Art/ Communication, Media and Film– Summary of Minor Course and Calendar Changes**
(See document PDC131206-5.9.5 for more details)

The document was received for information.*

***5.9.6 Dramatic Art – Summary of Minor Course and Calendar Changes**
(See document PDC131206-5.9.6 for more details)

The document was received for information.*

***5.9.7 Political Science – Summary of Minor Course and Calendar Changes**
(See document PDC131206-5.9.7 for more details)

The document was received for information.*

***5.9.8 Psychology – Summary of Minor Course and Calendar Changes**
(See document PDC131206-5.9.8 for more details)

The document was received for information.*

***5.9.9 Computer Science – Summary of Minor Course and Calendar Changes**
(See document PDC131206-5.9.9 for more details)

The document was received for information.*

***5.9.10 Education (Graduate) – Summary of Minor Course and Calendar Changes**
(See document PDC131206-5.9.10 for more details)

The document was received for information.*

***5.10 History – Graduate Learning Outcomes**
(See document PDC131206-5.10 for more details)

The document was received for information.*

Additional Business

6 Question period/Other business
Nothing to report.

7 Adjournment

MOTION: That the meeting be adjourned.

Dr. K. Chandler/Dr. V. Scatamburlo-D'annibale
CARRIED