

**CURRICULUM COMMITTEE**

Monday, October 5, 2009  
Room B209 at 9:10 am

**MINUTES**

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**PRESENT:** Brian Carr (Chair)  
Andrea Sussmann  
Colin MacLeod  
Heather Hamilton (Recorder)  
Jana Kolac  
Barbara Maloney  
Indra Manhas  
Nicki Pearson  
Liz Milliken  
Paul Richard  
Roshan Cader

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**1. Approval of the October 5, 2009 Agenda:**

The Agenda dated October 5, 2009 was approved with the following revisions thereto:

- a) Add new Item #2: Early Alert System – Nicki Pearson, and renumber the Agenda;
- b) The title for Item #4 should be: Business Arising from the September 14, 2009 meeting;
- c) The title for Item #5 should be: Announcements;
- d) Move Item #9: Items for Information to Item #6;
- e) The title for Item #7 should be: Associate of Science in Psychology – Brian Carr (this item was tabled for a future meeting); and
- f) Revise dates of Next Meetings as follows:
  - i) Add a special meeting called for Monday, October 26, 2009 commencing at 9 am in Room G1140;
  - ii) Monday, November 16, 2009 in Room B209 commencing at 9 am;
  - iii) Add a special meeting called for Monday, November 23, 2009 commencing at 9 am in Room G1140; and
  - iv) Monday, December 7, 2009 in Room B106 commencing at 9 am.

**2. Early Alert System (EAS) – Nicki Pearson:**

Nicki Pearson distributed the following documents on-table:

- a) A pamphlet titled “Early Alert for Students at Risk”;
- b) Using the Early Alert System; and
- c) Steps to sending an Early Alert.

Nicki offered the following comments: when a student-at-risk is contacted, participation is not mandatory, it is their decision whether or not to participate; Nicki contacts the students twice and after that it becomes their responsibility to contact her; and ideally the teacher and student would work together to resolve the student’s issues.

**3. Approval of the September 14, 2009, 2009 Minutes:**

The Minutes dated September 14, 2009 were approved with the following revisions thereto:

- a) Under Item #3: Business Arising from September 14, 2009 – replace the word ‘busing’ with ‘business’; and
- b) Dates of Next Meetings, Item #10(a): Monday, December 7, 2009 – replace Room ‘B109’ with ‘B106’.

**4. Business Arising from the September 14, 2009 meeting:**

No Business Arising.

**5. Announcements:**

- a) **Langley Facility Space Planning:** a meeting has been scheduled for October 7, 2009 to focus on storage space; and the consulting firm will work on issues raised and design a workable plan.
- b) **Upcoming Issues:** Senate has requested a review of the timetabling matrix and the 14-week semester; and Brian will bring this agenda item to a future Chairs’ meeting.
- c) **Curriculum Grants Committee:** Brian approves the Division of Science, Mathematics & Applied Sciences applications.

**6. Items for Information:**

- a) **Governance:**
  - i) A small working group was established to revise the Bylaws as requested by the Senate Governance Committee; these Bylaws will be on the October 19<sup>th</sup> Faculty Council agenda for approval and then sent to the faculty-as-a-whole; then to the Senate Governance Committee for approval. Once approval has been received, Faculty Council Standing Committees for Curriculum, Chairs’, Nominations, and Elections will be formed; and the Faculty Council will determine which standing committee agenda items belong on.
  - ii) The Bylaws, if approved, will separate Science and HORT Curriculum Committees; does this group want to review the HORT baccalaureate degrees and vice versa; continue with two separate committees until there is a common thread to have one united Curriculum Committee; there is the option to have a joint curriculum meeting, if required; and the role of the Curriculum Committee is changing because the degrees are going through.
- b) **Baccalaureate Degrees:**
  - i) HORT currently has two bachelor’s degrees in progress: a Bachelor in Horticulture Science with students able to specialize in Year 2 in either Plant Science (which is the former IPM degree); or Urban Eco-Systems.
  - ii) There is a meeting of the BSc in Sustainable Agri-Food Systems external panel on Friday, October 9, 2009;
  - iii) It is anticipated that the Bachelor in Health Science Full Program Proposal (FPP) will be on the January Agenda for the Senate Committee; and the target date for offering the degree is Fall 2010. The Program Concept will be discussed at the October 26<sup>th</sup> Curriculum Committee meeting; and members present advised they need adequate, advance notice to be able to study the document thoroughly.

**7. Associate of Science in Psychology – Brian Carr:**

Tabled.

**8. Process to approve “Science” and “Quantitative Studies” – Brian Carr:**

Currently, there is no common process in place to approve science or qualifying studies courses at Kwantlen; and there needs to be a consistent approach to ensure that science and mathematics courses meet Q-status for the Associate of Science and Bachelor of Science degrees.

*Moved by Paul Richard and seconded by Roshan Cader that Senate establish a single common process for determining “lab science”, “science”, and “quantitative (Q)” credit designation for its baccalaureate and associate degrees.*

CARRIED

**Action Item: Brian Carr to forward this motion to the Senate Standing Committee on Curriculum.**

**9. Bachelor of Science Qualifying Year – Brian Carr:**

- a) Brian discussed changes made to the version included in the agenda package from the previous version; he will meet with Nicki Pearson to discuss, and correct, language for the middle two paragraphs; the revised document will be on an upcoming Curriculum Committee agenda; language requirement is tied to ENGL 1100; and Senate is discussing whether or not it should be a compulsory course to meet the writing-intensive requirement.
- b) John Inglis is currently developing a science 1100 course, which will likely have a MATH acronym; this course could be used as a writing-intensive course; and the course outline will be presented at the next Curriculum Committee meeting.

**10. Subcommittee on Course Curriculum (SCC) Report – Paul Richard:**

Nothing to report.

**11. Course Outline:**

MATH 1117 – Environment Mathematics – Colin MacLeod:

*Moved by Colin MacLeod and seconded by Andrea Sussmann that the course outline for MATH 1117 – Environment Mathematics be approved as revised.*

CARRIED

**12. Dates of Next Meetings:**

- a) Monday, October 26, 2009 commencing at 9 am in Room G1140. The purpose of this special meeting (if required) is to discuss the BHSc Program Concept.
- b) Monday, November 16, 2009 commencing at 9 am in Room B209. Agenda items are due to Heather no later than October 26, 2009.
- c) Monday, November 23, 2009 commencing at 9 am in Room G1140. The purpose of this special meeting (if required) will be to discuss the BHSc Full Program Proposal.
- d) Monday, December 7, 2009 commencing at 9 am in Room B109. Agenda items are due to Heather no later than November 23, 2009.

The meeting adjourned at 10:45 am.