

# Tuesday February 7, 10:00 am. - 12 pm.

**North Campus Location: LRC 6104**

# Present: Absent:

Hanadi Alnawab Shirantha Beddage Kate Anderson

Patrick Burke Paul Corey

Melanie Chaparian Noah Gentner

Sonia Hoy (Minutes) Mary Ellen Kappler Dawn Macaulay (Chair) Heather Ramey Mojgan Rezvani Stephen Stockton Andrea Tavchar Jonathan Zeyl

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| **Agenda Item** | **Key Points** | **Action Items (Due dates will be outlined here if**  **required)** | **Individual** |
| **1. Introductions** | Dawn provides and introduction and group members introduce themselves.  Dawn explains the importance of document discussions of this meeting. | ***Action:*** Parking Issues (possible arrangement for members for upcoming meetings) | Sonia/Dawn |
| **2. Context** | Dawn explains history of degree breadth committee at Humber  2012 – VPA mandate for increasing | ***Action:*** Modify the proposal process | All Members |

# Next Meeting: February 14, 2017 10 - 12 LRC 1080

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| **Agenda Item** | **Key Points** | **Action Items (Due dates will be outlined here if**  **required)** | **Individual** |
|  | participation of other schools in delivery of breadth:   * Degree Council had duties that included considering enrollment reports, reporting of activity and achievements in the degree programs. Degree Breadth committee was created to include representatives from all Academic Schools * Degree Breadth committee was focused on PEQAB requirements and the development of breadth courses from all academic schools * Process developed by different schools to submit new courses to be considered.   ***Degree Breadth Committee focus***:  -establish categories  -establish upper & lower level  -establish recommendation that students do lower before upper in a category  -evaluate existing Breadth courses  -evaluate new proposed Breadth courses.  ***Process established within Liberal Studies:*** Step 1– one page proposal (with all the elements) for review by the Curriculum Committee  Step 2 – approval or denial to develop course relayed to submitting faculty – more detailed development can commence  guidance provided with feedback  Degree Breadth Committee did not meet after June 2014. |  |  |

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|  | Summer 2016 - AOC Retreat  Desire for more degree courses offered – need for development  **Current Issue:** Re-establishing a process that works smoothly and does not require a large amount of work for Faculty before feedback is received.  **Idea presented to AOC:** Merge Liberal Studies and Degree Breadth Approval Committee (share expertise and processes) –Deans approved terms of reference  **Note:**  Degree Breadth Approval website available: displays detailed spreadsheet of courses that have been approved with approval date and other important details  **Primary Focus of this Committee:** Not overall Degree Council – focus on degree breadth approval process |  |  |
| **3. Terms of Reference** | **Terms of Reference distributed**  Approved by  Deans of all Academic Schools  **Committee Appointment Limitation:**  3 years  Membership limitation allows many to:  -learn about degree breadth  -encourage more participants to join  -share ideas  (Dean & Associate Deans make recommendations to committee as to who is | ***Action:*** |  |

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|  | participating opportunity for others to participate)  **New Process:**  **Proposal form:**  Provides PEQAB guidelines, questions to consider, prompts and links to other resources.  Committee as a whole considers the initial proposal. Consensus that the course will make a significant contribution would lead to approval for development.  Subcommittees  -if a course is to be developed, it is assigned to a subcommittee to represent each of the three categories   * Science & Technology * Arts & Humanities, Society * Culture & Commerce   -cluster of members who have specialization in one of these areas (members more involved in the development phase)  -one member in that subcommittee would still be the main point of contact.  -Once a complete course outline is submitted, it will be considered by the subcommittee for detailed analysis and feedback  -will not be presented to entire committee until course is fully developed and approved by subcommittee  -after return to the full committee for final approval it will be available for the School to offer as breadth. |  | All Members |

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| **4. Procedure and Process** | **Degree Breadth New Course Proposal Guidelines distributed**  **Web site to Note:** [www.humberdegreebreadth.com](http://www.humberdegreebreadth.com/) Last Updated in December 2015 contains:   * Forms * References * Resources   Proposal that we review the older submissions first before starting with the new process. (Macaulay)  ***Idea:*** We should establish a process when evaluating this:   * which are popular * which are we phasing out * fear of repetition * compare to what is already existing Plan is needed: first year will know when certain courses are offered. A proposal checklist, worth considering. (Tavchar)   ***Issues:***   * we have more than 100 approved courses * unable to offer every elective every semester– courses get cancelled (SWFs, low enrolment) * how courses should be developed, (review past courses for popularity and variety) * clean up our offerings and remove courses that are no longer realistic offerings for the schools * establish a formal way of recommending courses to be offered | ***Action:*** Website needs to be updated  Arrange for representatives from the Office of the Registrar to come and present information (occasional presence at other meetings)  Possible Guests:  Sarah Jane Greenway Tanis Boak  Topics:  -growth?  -issues?  -feedback  -process sharing  ***Action:*** Ask for outstanding proposals to be | Dawn & Sonia to undertake after access granted  Dawn (TBD)  All members |

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|  | * longer term planning would help students   ***Guidelines:***   * PEQAB what constitutes breadth * website references and website needs to be more helpful * expectation that the faculty member is looking up information to make sure that the breadth elective is filling a need. * all course descriptions are available and found on Banner * purpose of Guidelines/questions – ensure they review before proposal put forward   ***Discussion:*** There was interest in determining how many degree students we have, to develop a formal process in deciding how we evaluate interest or popularity, in how we contribute to the RO regarding ensuring the appropriate number and mix of categories and levels.  Once we establish our processes, we may also serve also to gather feedback from academic schools about Degree Breadth issues and processes more generally. In selecting courses for development we want courses that serve our purposes but also that encourage transfer of credit possibilities for students. | reviewed (from the old process)  ***Action:*** Course descriptions need to be on website  ***Action:*** Determine ifs OnCat website has degree courses on it | Dawn & Sonia to undertake after access granted  Dawn |

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| **5. Forms for Feedback** | Please review the new forms for feedback. Once finalized, we will put out a call for new proposals. . |  |  |
| **6. Other?** | ***Proposal:*** Each Liberal Studies Program Coordinator will be an organizer on each of the subcommittees. They will act as a point of contact, share information/forms, help organize meeting and can connect through the possible online review process | ***Action:***  Chair the Subcommittees | Dawn  Paul Melanie John |
|  | **Subcommittee Members:**  **Arts & Humanities**  Melanie – Noah Mary Ellen Shirantha  **Science & Technology**  John Mojgan Stephen Hanadi Patrick  **Society, Culture & Commerce**  Paul Andrea Heather Kate |  |  |
|  | Discussion centered on many ideas about how work of the committee may be organized along with how the delivery of breadth may be enhanced. |  |  |
|  | ***Next Meeting:*** – evaluate course proposals  already received in old forms/processes meeting. |  | Dawn |