

Course Validation Meeting Q&A

6 October 2022



Q: As an accelerated 20 month nursing program, our curriculum is integrated with set series of courses. However, due to unanticipated student circumstances, the program will make exceptions to the co-requisites. Given the "future state" that "co-requisites are enforced at the time of registration", how can the department make the adjustments? Can we override this enforcement?

A: Co-requisites can be administratively overridden.



Q: Can you confirm that Workday will be able to recognize high school courses as pre-requisites? Would this include grade 11 courses, and AP/IB Credit?

A: Yes, high school courses can be used as pre-requisites for courses in Workday Student. See the appendix of the [Current and Future State Systems Overview Slides](#) for a list of currently programmed high school courses.



Q: Can equivalent courses have different vectors as long as the credit value is the same?

A: Yes. Vectors in Workday Student will be text-based and part of the course description.



Q: A distinction has been made between simple and complex co-requisites, but there are no similar comments for pre-requisites. Can Workday Student handle complex pre-requisites?

A: Yes, Workday Student can handle complex pre-requisites.



Q: Are statements like 'credit will only be granted for one of X or Y' included in the 40 word calendar entry something that will be assessed manually? I.e. students could register for and take both X and Y but only one would count towards the program and that would be identified at the time of degree adjudication (or earlier).

A: There is anti-requisite functionality in Workday Student that will be used to enforce these credit exclusion statements. Students would be prevented from registering in more than one course in the credit exclusion statement. (An administrator could override this, if needed.)



Q: Pre- and co-reqs vs. text-based pre- and co-req notes what is the difference? Is the distinction whether the pre-/co-req is in the 40 word calendar entry vs. in the dedicated line items? Do you have sample courses?



A:

Pre- and co-reqs:

Faculty	Course	Long Title	Credits	Course Description	Equivalencies	Prerequisites	Prerequisite Note	Corequisites	Corequisite Note
Applied Science	NAME591	Computer-Aided Ship Design Project	3	A capstone design project designed to give students experience in the preliminary design of a special purpose ship. Students work individually and in teams, using advanced design software and databases, to design a vessel according to specified criteria.		All of NAME 581, NAME 578.		All of NAME 502, NAME 522, NAME 501, NAME 566.	

Text-based pre- and co-req notes:

Faculty	Course	Long Title	Credits	Course Description	Equivalencies	Prerequisites	Prerequisite Note	Corequisites	Corequisite Note
Applied Science	MINE493	Seminar	1	Oral presentation of a technical nature. Use of closed circuit television for personal evaluation.			Fourth-year standing in Mining Engineering.		
Applied Science	APSC279	Engineering Materials Laboratory	1	Atomic bonding; crystal structures and imperfections; properties of metals, ceramics, polymers, wood, concrete and fibre composite materials; selection of materials; corrosion; mechanical testing and heat treatment.		APSC278			APSC 278 may be taken.

Q: What is the difference between a course restriction and a course eligibility rule, and do the course eligibility rules now need to be in the calendar entry? (related question and example below - knowing whether (and how) courses with registration restrictions (eligibilities?) would have to change would be super helpful.



A: “Course restriction” is a term we use for the current SIS. Course restrictions typically appear in pre-requisite statements or course descriptions and are programmed in the FSC; they include things like “third-year standing” or “must be a student in the B.Sc. program.” They should appear in the Academic Calendar course listings. “Course eligibility rule” is a Workday Student term that encompasses a number of different types of rules, including pre-requisites and our current course restrictions. Eligibility rules need to be in the Academic Calendar course listings, as they are now, and approved by Senate.

Q: Related to the previous question: How would I identify faculty level restrictions? I have tried to find an example and I am wondering if APPP 501 is an example of what you are referring to:

APPP 501 has the following Calendar entry and SSC entry. In the SSC entry the course lists a restriction to MHLP students that is not noted anywhere in the Calendar entry. Is this an example of a faculty level restriction that would need to be converted to a Senate rule?

Calendar entry: APPP 501 (1.5) Project Management and Leadership

Leading complex multi-disciplinary projects through management processes; project management frameworks, standards; core management processes of planning, scheduling, estimating, survey of communication, risk, and management issues; case studies in industry-relevant project management. Collaboratively delivered with the Faculty of Commerce and Business Administration. This course is not eligible for Credit/D/Fail grading.

SSC entry: <https://courses.students.ubc.ca/cs/courseschedule?pname=subjarea&tname=subj-section&dept=APPP&course=501§ion=101> which includes the note: - This course is restricted to students in the Master of Health Leadership and Policy (MHLP) programs.

A: This is an example of a faculty using the notes section of the Course Schedule to introduce a restriction that has not been approved by Senate. This is not uncommon, however the step is outside of the Senate approval and course creation process. It is misaligned with the Calendar, confusing or misleading to students, and possibly even appealable. The restriction should be added to the Calendar course listing via a Senate proposal.



Q: What will happen to pre-requisite notes?

A: For go-live, they will remain as text-based notes on the course. At some point following go-live, notes that can be programmed as rules in Workday will be programmed appropriately and the rest will remain as text.



Q: Can the pre-requisite notes be updated? (Column H)

A: No, unless the note includes a credit exclusion statement (see [Guidance Notes](#) for more information). This project has brought to light inconsistencies in how courses have been created over the years. The Office of the Senate will attempt to address at least some of these inconsistencies when we process the submissions next spring.



Q: If there is a course where we would like students to check with the course instructor or head prior to registering, is that possible within this new system?

A: For Workday Student go-live, there will not be functionality where this could be set up as a pre-requisite. There may be ways to use seat restrictions that would prevent students from registering and to have a note on the course description/pre-requisite to contact the department to register. An administrator could then register the student in the course upon approval.



Q: If you would like to add new pre-requisites what would be the procedure for this?

A: Submit a Category 2 curriculum proposal via the usual curriculum process. This project is not an opportunity to change pre-requisites.



Q: Can the recommendations option for pre-requisites be seen as a soft pre-requisite? Will students still get a warning?

A: No, if there are recommended courses they will be text-based and part of the course description and there will be no warning to students.



Q: How do we remove a pre-requisite/co-requisite note?

A: Submit a Category 2 curriculum proposal via the usual curriculum process.

Q: How do we convert a note to an enforced pre-requisite/co-requisite?

A: If something is currently in a pre-requisite note field it would be for one of two reasons: it isn't something that we can program as a rule in the SIS or it is a restriction that we set up in the FCM and then put the details in the pre-requisite note field to ensure it appears in the Academic Calendar entry. In Workday Student, after go-live pre-requisite notes will be reviewed and evaluated to see whether there is system functionality to support programming a rule.

Q: Where do we indicate this on the spreadsheet?

A: The spreadsheet is not intended to provide direction for notes unless the note includes a credit exclusion statement (see [Guidance Notes](#) for more information).

Q: Are there common format/wording suggestions? Ex. Remove pre-requisite note.

A: As above, removing notes requires a Category 2 curriculum proposal. The spreadsheet is only intended for pre-requisites, co-requisites, and equivalencies.



Q: Is course Restriction different from the Pre-requisite Note? Seeking clarity as we do not have visibility of course restrictions in the Senate process, and we want to ensure that the updates work in the fuller picture of all course information. Please see the examples on the following slides.

A: Explanatory notes appear in **highlighted text** on the following two slides. The examples provided are from the Course Schedule and is a mix of Senate-approved course details plus elements added outside of the Senate process (such as Section Comments and registration status).



Example 1:



ECON 490 Seminar in Applied Economics

Outline/Syllabus

Save to Worklist

Selected problems and issues in the theory and practice of Economics. Each section will focus on a different field. Restricted to Economics Majors, and Combined Majors in Economics their final academic session. **Calendar** << Correct, this is the course description from the Academic Calendar.

This course is eligible for Credit/D/Fail grading. To determine whether you can take this course for Credit/D/Fail grading, visit the [Credit/D/Fail](#) website. You must register in the course before you can select the Credit/D/Fail grading option.

? Where is this? Is it a setting?

Credits: 3

^^ Cr/D/F determination was made when course was created. Cr/D/F is assumed for all undergraduate courses unless the Academic Calendar states otherwise.

Pre-reqs: All of [ECON 325](#), [ECON 326](#) and one of [ECON 301](#), [ECON 304](#) and one of [ECON 302](#), [ECON 305](#). (For additional possible prerequisites see individual course descriptions on the School's website.) **"all of..." = Prerequisite. From calendar?** << Yes, and enforceable. **In () = Prerequisite Note. From calendar?**

- This course is restricted to students in one of these programs: BA in year: =4 with one of these specializations: MAJ ECON -OR- in one of these programs: BA in year: =4 with one of these specializations: CMJ ECMA -OR- in one of these programs: BA in year: =4 with one of these specializations: CMJ ECST -OR- in one of these programs: BA in year: =4 with one of these specializations: CMJ ECPO -OR- in one of these programs: BA in year: =4 with one of these specializations: CMJ ECPH

^^ Yes, and text-based.

This box: SISC Restriction Viewer

This is a mix of Senate- and faculty-level course restrictions. All entered/viewable in the FCM.

Status	Section	Activity	Term	Mode of Delivery	Interval	Days	Start Time	End Time	Section Comments	Course Requires In-Person Attendance
	ECON 490 002	Lecture	1	In-Person		Tue Thu	15:30	17:00		Yes
Full	ECON 490 003	Lecture	1	In-Person		Tue Thu	12:30	14:00		Yes

SIS Section Published Notes
Not from calendar?

^^ Not from the Academic Calendar. Likely entered by a T-Rep in SISC.

Example 2:



Save To Worklist

ASIA 453 Japanese Travel Literature

Japanese travel literature (myths, legends, poetry, tales, diaries, illustrated guides, satiric sermons, haiku, comic fiction, colonial reporting, and ethnography) from the 8th century to present.

This course is not eligible for [Credit/D/Fail](#) grading.

Credits: 3

Pre-reqs: (Restricted to fourth-year students. A minimum of 9 credits of 300-level ASIA coursework recommended.)

- This course is restricted to students in year: ≥ 4

SISC << This is a Senate-level course restriction from the pre-req note published in the Academic Calendar. Entered/viewable in the FCM.

Status	Section	Activity	Term	Mode of Delivery	Interval	Days	Start Time	End Time	Section Comments	Course Requires In-Person Attendance
Restricted	ASIA 453 001	Lecture	1	In-Person		Tue	14:00	17:00	<div> <p>Section Comments</p> <p>ASIA 453 is a research intensive course. Please register for the waitlist. Students will be added into the course after their eligibility has been verified. For more information, please see https://asia.ubc.ca/undergraduate/research-course-guidelines/.</p> </div>	Yes
Blocked	ASIA 453 W01	Waiting List	1	In-Person		Tue	14:00	17:00	<div> <p>Section Comments</p> </div>	Yes

SIS Section Published Notes
Not from calendar? Incl.
prereq information in some
courses

Source: SISC? << Not from the Academic Calendar. Likely entered by a T-Rep in SISC.

^^ Not from the Academic Calendar. Likely entered by a T-Rep in SISC.

Q: Currently, when Students go to register in SSC, there is a field called Section Comments (example entries: special topics, or "by permission of instructor") - will this be available in WD STU? If so, can we add this information in the spreadsheet?

A: When a course is scheduled in Workday Student, there is a boxed that could be used to make public comments on the section. This information should not be information that needs to be approved by the Senates (e.g., edits to course title or description, adding 'by permission of instructor', etc.). The information that is currently seen in the Section Comments in the SSC is not included in the course validation spreadsheet as it is not Senate-approved information.



Q: When the same sentence in different courses is appearing in different fields:

Example: LATN 403 co-requisite note + LATN 402 course description include the same sentence. If we want them both to appear as a co-requisite note so that they show in the same place in WD STU, do we need to do anything to move the sentence from 402 over to a co-requisite note?

A: In Workday Student, pre- and co-requisite notes will be added to the bottom of the course description (there are no pre- and co-requisite note fields in Workday Student like those that exist in the SIS). For now, units are advised to keep their pre- and notes as-is, if the information remains accurate, as the details may end up appearing as desired once the courses are in the new system.



Q: How do we include historic/legacy course names? Ex. AMNE 235 used to be CLST 211. The course description states these course codes should be treated as equivalent. Ex. ARTH 332 has CLST 332 and AMNE 377 as equivalencies. In actuality we see two issues:



1. CLST 332 does not appear in UBC Calendar, it is deleted. It is a recent enough course that it will appear on student's transcripts from the last 5 years. Will this course meet the equivalency requirements with CLST 332?

A: When a course is closed, it is removed from the Academic Calendar but it stays in the system for purposes such as this. We will bring such courses into Workday Student.

2. Will this course be treated as an anti-requisite? CLST 332 and AMNE 377 should be credit exclusion, how do we reflect this in the spreadsheet?

A: If they are equivalencies, then they should be listed as such. If they are not true equivalencies, then they need to be credit exclusions.

Q: How will a course be listed as equivalent for a course that no longer appears in the calendar?

A: Not in the Academic Calendar does not mean not in the system. So, we can have courses in the Calendar that list an equivalent course that no longer appears in the Calendar because it is no longer offered.





Q: For complex pre-requisites, in some instances we want to enforce one set, but remove/recommend partially. How do we reflect this on the spreadsheet, enforcing the first half and removing/recommending the second half? Example: CRWR 319 currently states: All of CRWR 200, CRWR 209. CRWR wants to enforce CRWR 209, but CRWR 200 is to be removed/recommended.

A:

Faculty	Course	Long Title	Credits	Course Description	Equivalencies	Prerequisites	Prerequisites?	Comments (if applicable)
Arts	CRWR319	Writing Genre Fiction	3	Exploration and practice in writing major genres of genre fiction, including fantasy, science fiction, romance, crime, horror, and historical fiction.		All of CRWR 200, CRWR 209.		Enforce CRWR 209; remove (or recommend, depending of decision) CRWR 200

As per the instructions:

- NOTE 1: In cases where multiple pre-requisites appear in Column G and more than one of the above options apply, please include comments regarding the requested course of action in the Comments field (Column O).

Q: Can a complex pre-requisite be an “or” statement? Seeking confirmation, as previous example was an “and” statement.

A: Yes, Workday Student can accommodate both “or” and “and” statements for pre-requisites.



Q: Effective Session – is there a reason to select an option other than 24W?
What is the purpose/benefit of choosing an earlier session?

A: Faculties can choose whether changes take effect in current state or for go-live. Purpose/benefit likely to vary unit to unit. The system changes will take effect 24W, but Faculties may implement earlier.



Q: In the course description, a sentence that begins with “credit will be granted for only one of...” When we reviewed these sentences, sometimes the meaning is (a) course equivalency or (b) course exclusion. Sometimes those are mixed together in the same sentence. Often this sentence is not represented in column F, Equivalencies. How do we communicate what we want to do with the different parts of the “credit will be granted for one of...”

A: If the course is not currently listed with an equivalent but meets the definition, submit a Category 2 curriculum proposal via the usual curriculum process. For more information on equivalent courses and credit exclusion statements, see [Guidance Notes](#).





Q: Credit Exclusions – we understand the this is currently out of scope for Course Validation. However, how do we address courses that do not appear on the master spreadsheet, but in the calendar there is language in the course descriptions that needs to be addressed and accounted for?

Example: JAPN 160 (6) *Intensive Beginning Japanese I An introduction to modern spoken and written Japanese with emphasis on both form (grammar and syntax) and functions. Offered in Term 1. Not available for credit to students with JAPN 12. **Students are recommended to complete JAPN 160 and 260 in the same year. Credit will be granted for only one of JAPN 160 or JAPN 150 or both JAPN 100, JAPN 101.** This course is not eligible for Credit/D/Fail grading.*

A: There is anti-requisite functionality in Workday Student that will be used to enforce these credit exclusion statements. Students would be prevented from registering in more than one course in the credit exclusion statement. (An administrator could override this, if needed.)



Q: Courses with information in the course description, how do we address these? Ex. JAPN 422 does not show on spreadsheet, but includes exclusion statement in course description. JAPN 423 is in the spreadsheet, because of the pre-requisite statement, but it also includes an exclusion statement in the course description that needs to convert to Workday Student.

JAPN 422 (3) Classical Japanese I

The grammar, orthography, and literary style of pre-modern Japanese (bungo). It is strongly recommended that students have 12 credits of JAPN, or equivalent, prior to registration. Credit will be granted for only one of JAPN 422 or JAPN 311.

JAPN 423 (3) Classical Japanese II

A continuation of JAPN 422. Focus on reading pre-modern primary sources and producing English translations. Credit will be granted for only one of JAPN 423 or JAPN 312.

Prerequisite: One of JAPN 311, JAPN 422.

A: There is anti-requisite functionality in Workday Student that will be used to enforce these credit exclusion statements. Students would be prevented from registering in more than one course in the credit exclusion statement. (An administrator could override this, if needed.)

Q: Distinguishing between pre-requisites and pre-requisite notes: Sometimes these are mixed where the information should be flipped or doesn't appear where we would expect it. How do we manage this? Example: ENGL 393 on spreadsheet has only pre-requisite note: *Third-year standing and 3 credits from one of (a) 100-level ENGL or (b) 200-level ENGL or (c) ARTS 001 or (d) ASTU 100 or (e) ASTU 101 or (f) WRDS 150 or (g) WRDS 350. 6 credits of 100- and/or 200-level English courses is recommended. **Prerequisites must be met by the first day of class or students will be withdrawn.*** Given the text, this should be in the pre-requisite field with the option to Enforce, Remove, or Recommend.



Including two examples (right) of ENGL courses that appear to have pre-requisites in the Calendar, but these show as pre-requisite notes in the spreadsheet. Same occurs for ENGL 232, 241, 242, 243, 244, 392, 393, 394, 395, 396, 397, 398, 399 and other courses we have yet to dive into.

ENGL 392 (3-6) d Children's Literature

Genres and texts written for and appropriated by young readers. Consult department website for current year's offerings. Credit will be granted for up to 6 credits of ENGL 392 and/or 468.

Prerequisite: Third-year standing and 3 credits from one of (a) 100-level ENGL or (b) 200-level ENGL or (c) ARTS 001 or (d) ASTU 100 or (e) ASTU 101 or (f) WRDS 150 or (g) WRDS 350. 6 credits of 100- and/or 200-level English courses is recommended. Prerequisites must be met by the first day of class or students will be withdrawn.

ENGL 393 (3-6) d Ecocriticism

Ecocriticism and the environmental humanities encompassing more specific methodologies, such as queer ecology, ecofeminism, postcolonial, decolonizing, and transnational environmentalisms, environmental art.

Prerequisite: Third-year standing and 3 credits from one of (a) 100-level ENGL or (b) 200-level ENGL or (c) ARTS 001 or (d) ASTU 100 or (e) ASTU 101 or (f) WRDS 150 or (g) WRDS 350. 6 credits of 100- and/or 200-level English courses is recommended. Prerequisites must be met by the first day of class or students will be withdrawn.

A: Both courses are examples of pre-req notes. Units can distinguish between pre-reqs and pre-req notes in the spreadsheets (separate columns). These example notes are a mix of specified courses and X number of credits and cannot be programmed as such in the SIS. Workday Student will offer enhanced functionality.

Q: Are we are able to code pre-requisites like “must have scored at least 60% in preceding course” in the system? And is able to integrate placements by grade?

A: Yes; would have to specify what the preceding course.

