UNIVERSITY
OF THE FRASER VALLEY

UEC MEMORANDUM	UEC Chair:	Samantha Pattridge
	Phone:	4177
	UEC Assistant:	Amanda Grimson
	Phone:	4571

TO: Undergraduate Education Committee Representatives

FROM: Amanda Grimson, UEC Assistant

DATE: August 22, 2011

RE: NOTICE OF UEC MEETING

An Undergraduate Education Committee (UEC)

meeting is scheduled for:

Friday, August 26, 2011

10 am-Noon, Room C1429 (Abbotsford campus)

[Agenda package attached]

UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

Friday, August 26, 2011
10 am – 12 pm, Room C1429
Abbotsford Campus

AGENDA
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1. **APPROVAL OF THE AGENDA**

2. **APPROVAL OF UPAC AND UEC MINUTES**

   2.1. UPAC draft minutes: May 13, 2011   Exhibit #2.1

   2.2. UEC draft minutes: May 13, 2011   Exhibit #2.2

3. **COURSE OUTLINES**
   The following courses are ready for publication following UEC approval. Official course outlines are available online at http://www.ufv.ca/calendar/courseoutlines/uec/.

   3.1. **Dental Hygiene**
   Course review with changes: DHYG 260

   3.2. **Indigenous Peoples Knowledge**
   New course: IPK 092, Academic Learning and Indigenous Cultures
   New course: IPK 093, Critical Thinking from Indigenous Perspectives

   3.3. **Library and Information Technology**
   Change to prerequisites: LIBT 380, 381, 382, 383, 385

4. **OTHER BUSINESS/DISCUSSION ITEMS**

   4.1. **English**   *J. Carroll*   Exhibit #4.1
   Change to program: English minor

   4.2. **Special Admissions**   *E. Harris*

   4.3. **UEC Membership composition**   Exhibit #4.3

4.4. UEC Terms of Reference   Exhibits #4.3, 4.4

4.5. General Framework for Honours Degrees   Exhibit #4.5

4.6. Pre-UPAC/Pre-UEC consultation

5. INFORMATION

5.1. 2011/12 UEC meeting schedule   Exhibit #5.1

5.2. Notice of future agenda items
    5.2.1. Review of UEC policies
    5.2.2. Review of official course outline form
    5.2.3. Review of UFV's approach to cross-listed courses

6. ADJOURNMENT

UNIVERSITY OF THE FRASER VALLEY

UNDERGRADUATE PROGRAM ADVISORY COMMITTEE (UPAC) MEETING

Friday, May 13, 2011
9:30 am – Room C1429
Abbotsford Campus

DRAFT MINUTES
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Present: E. Harris, C. Loten, S. Pattridge, E. Spalding, S. Stegmueller

Guests: K. Cooper

Recorder: A. Grimson

1. APPROVAL OF UPAC AGENDA

MOTION: **C. Loten/S. Stegmueller**
To approve the agenda as presented.

                                                              CARRIED

2. APPROVAL OF UPAC MINUTES
2.1. UPAC draft minutes: March 25, 2011

MOTION: **S. Stegmueller/E. Spalding**
To approve the draft minutes as presented.

                                                              CARRIED

3. COURSE OUTLINES

MOTION: **E. Spalding/C. Loten**
To approve the following course outlines as presented.

                                                              CARRIED

3.1. Biology
Review with changes, including prerequisites: BIO 093, 111
Review with changes: BIO 112, 310

3.2. Computer Information Systems
Change to course title: CIS 394

3.3. Fashion Design
New course: FD 390, Virtual 3D Prototyping
New cross-listing: VA 140 cross-listed as FD 140
New cross-listing: VA 141 cross-listed as FD 141
New cross-listing: VA 142 cross-listed as FD 142

3.4. Modern Languages
Changes including prerequisites: FREN 101
Changes including course number and new cross-listing: RUSS 391/ENGL 391 (formerly RUSS 351)
Changes including course number and new cross-listing: RUSS 392/ENGL 391 (formerly RUSS 352)

3.5. Music
Changes including prerequisites and new cross-listing: MUSC 203 cross-listed as ENGL 293
Changes including prerequisites and new cross-listing: MUSC 204 cross-listed as ENGL 294

3.6. Political Science
Course review with changes including title and course number: POSC 260 (formerly POSC 190)
Course review with changes including title and course number: POSC 360 (formerly POSC 290)

3.7. Social Work and Human Services
Course review with changes: SOWK 110

3.8. Theatre
Course review with changes: THEA 121, 123, 370

4. OTHER UPAC BUSINESS

4.1. Science
Change to program: Bachelor of Science requirements

Concerns were raised regarding the proposed change to the BSc English/Communications requirements, which will now include all 100-level English courses, rather than only ENGL 105 and up. The rationale for this change is to accommodate students with ENGL 1XX transfer credit, although E. Harris noted that the range of courses that are transferred in as 1XX may include those that are not at an equivalent level to ENGL 105 or above. ENGL 104 will now also satisfy the requirements.

UPAC recommended that Science re-examine the English/Communications requirement in the near future.

MOTION: **C. Loten/E. Spalding**

To approve the changes to the Bachelor of Science English/Communications requirement as presented, effective September 2011.

CARRIED

ABSTENTIONS: 3

RECOMMENDED TO SENATE

4.2. Arts
Change to program: Associate of Arts entrance requirements

MOTION: **E. Harris/C. Loten**

To approve the changes to the Associate of Arts entrance requirements as amended:

- The Bachelor of Arts statement regarding out-of-province students will also be included in the Associate of Arts entrance requirements.

CARRIED

4.3. Computer Information Systems

Change to program: CIS certificate Web Design and Animation option

MOTION: **C. Loten/S. Stegmueller**

To approve additional course options for the CIS certificate Web Design and Animation option as presented.

CARRIED

4.4. Trades

Change to program: Floral Design certificate

The Agriculture department has historically granted graduates of the Floral Design certificate six transfer credits toward the Horticulture Crop Production and Protection certificate. As the content of the latter program has changed, they have now determined that only three credits should be transferable. Transfer credit has historically been approved by the Academic Standards Committee (ASC) rather than UPAC, but as ASC no longer exists, there was some confusion as to who should approve this change.

UPAC recommend that the decision on transfer credit be referred to the appropriate committee.

5. INFORMATION

5.1. Computer Information Systems

Discontinued courses: CIS 297, 298

5.2. Modern Languages

Discontinued courses: HALQ 100, 200, 210, 215, 220, 310

5.3. Visual Arts

Discontinued courses: GD 115, 116, 158, 163, 164, 201, 215, 262

6. ADJOURNMENT

The meeting was adjourned at 10:19 am.

UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

Friday, May 13, 2011

10:30 am – Room C1429

Abbotsford Campus

DRAFT MINUTES

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Present: W. Burton, C. Forster, D. Freschi, E. Harris, R. McLeod, S. Pattridge, E. Spalding, S. Stegmueller, K. Issac, S. McMath, S. Potter, S. Varga, B. Whittaker

Absent: A. Arndt, M. Bos-Chan, S. Brigden, J. Carroll, S. Hardman, D. Thomson, E. Davis, D. Alary, R. Khalideen

Guests: B. Cooke, C. Loten

Recorder: A. Grimson

1. APPROVAL OF THE AGENDA

MOTION: **S. Stegmueller/E. Spalding**

To approve the agenda as amended:

- Addition of Special Admissions as 3.6; Cross-listed courses re-numbered as 3.7.

CARRIED

2. APPROVAL OF UEC MINUTES

2.1. UEC draft minutes: February 25, 2011

MOTION: **S. Stegmueller/C. Forster**

To approve the draft minutes as presented

CARRIED

3. BUSINESS/DISCUSSION ITEMS

3.1. Election of Vice-chair

Duties of the Vice-chair will include representing UEC to the Academic Planning and Priorities Committee and Senate when the chair is not able to attend.

R. McLeod volunteered for the position. There being no further nominations, R. McLeod was acclaimed as Vice-chair.

3.2. Approval process

The Program and Course Approval policy, which is currently under review, includes the terms of reference for UPAC and delegates authority to UPAC and the Graduate Studies Committee (GSC). As UPAC no longer exists and this policy is still being revised, UEC members discussed how best to maintain the approval process in the interim.

Various approaches to the approval process were discussed, including the creation of an interim UEC subcommittee to review proposals and bring recommendations to UEC. There were some concerns about this approach, including the time this would add to the approval process. As some proposals will already need additional approval from APPC and the Budget committee before full approval, UEC was hesitant to further prolong the approval process.

Some members noted that the existing process seems to have worked relatively smoothly in the past, due in large part to the Pre-UPAC consultation that takes place. Former UPAC members noted that their inclusion on the Pre-UPAC e-mail distribution list has helped to keep them informed of up-coming proposals and any potential issues that may arise at UPAC. It was suggested that, if a strong consultation process can be maintained, UEC should be able to fully take over UPAC's business without the use of a subcommittee.

UEC determined that the most efficient and least disruptive course of action would be to fully assume UPAC's role in the current process until the process has been reviewed. A. Grimson will add all UEC members to the current Pre-UPAC mailing list.

MOTION: **S. MacMath/E. Spalding**

UEC will assume the role of UPAC according to policy 110.29 (Program and Course Approval), until that policy has been revised.

CARRIED
RECOMMENDED TO SENATE

3.3. Meeting times

On the recommendation of the Senate Governance Committee, Senate requested that standing committees consider meeting after 2:30 pm wherever possible. It is often difficult for anyone involved in day-based training programs, such as Trades and Health Sciences, to participate on or attend committee meetings that take place earlier in the day.

After some discussion, UEC members agreed to take over UPAC's regular meeting time for the immediate future (10 am-noon, Fridays Week 4), but to consider alternate times at a later date.

3.4. Policies

Until recently, the Academic Standards Committee (ASC) was responsible for a large portion of Senate policies. Now that this committee no longer exists, Senate standing committees will each be responsible for the review and revision of a number of policies. Nearly 40 of these fall within UEC's mandate, many of which will need to be handled jointly with the Graduate Studies Committee (GSC).

Policy review will be assisted by Lisa Tassone in the University Secretatriat office; she will be asked to provide a list of the policies most urgently in need of review.

3.5. General framework for Honours degrees

The *General Framework for UCFV Honours Degrees* was approved by UCC on December 11, 2002. However, the requirements included in the minutes do not accurately reflect the material that was presented and approved at that meeting. Specifically, the proposed requirements included "at least one of" four requirements. The minutes however, omit the words "at least one of", effectively changing the requirements to include all four items. B. Cooke requested that the UCC minutes in question be corrected.

To support a change to the General Framework for Honours Degrees as recorded in the minutes of the December 11, 2002 UCC meeting, to include "at least one of" with respect to the four points included in the second requirement:

2. Honours programs must contain additional academic requirements to a corresponding major or degree program as specified by the department **that include at least one of:**

    a) Additional credit requirements of up to 12 credits for a maximum of 132 credits for the degree;

    b) Completion of additional educational activities such as an honours seminar, thesis, or project;

    c) Completion of new courses specific to the honours degree

    d) Completion of specified courses already existing in the current degree program but which are not mandatory in that program.

CARRIED

RECOMMENDED TO SENATE

3.6. Special admission

Until recently, the Academic Standards Committee (ASC) was also responsible for special admissions cases. ASC delegated the review of some of these cases to Associate Registrar E. Harris, and discussed more complex cases as a committee. As ASC no longer exists and the relevant policy (340.04) is to be revised, UEC discussed how special admissions should be handled in the immediate future.

It was suggested that, in the interim, some members of UEC should be delegated to make decisions on special admissions.

MOTION: W. Burton/R. McLeod

To recommend that, pending the review of policy 340.04, Senate grant authority for decisions on special admissions to a subcommittee consisting of two faculty members of UEC and one advisor, with support from the Associate Registrar, Admissions.

CARRIED

RECOMMENDED TO SENATE

3.7. Cross-listed courses

The B.C. Council on Admissions and Transfer (BCCAT) has expressed concern about UFV's increasing tendency to cross-list courses. There are many valid reasons for cross-listing courses, but it does create some administrative problems with respect to transfer credit. The issue of cross-listing is one that UPAC has discussed several times in the past, but UEC should also discuss it – particularly in light of the impact this has on other institutions.

A. Grimson will compile information on cross-listing, including past UPAC exhibits and minutes, for future discussion.

4. ADJOURNMENT

The meeting was adjourned at 12:25 pm.

To: AFCC/ UPAC

From: Lesley Poh, Dept Assistant

Date: May 15, 2010

Subject: Removal of courses for the BA minor in English

It has come to the attention of the dept that this program was overlooked in our recent memo of course reassignment of English 111 to English 208. Please accept the removal of English 111 from the minor.

> **English minor**
> This section specifies the minor discipline requirements only. Please refer to the [Bachelor of Arts](#) section for information on additional requirements.
> Lower-level requirements: 12 credits
> • ENGL 105
> • Three credits from ENGL 104, 108, 109, ~~111,~~ 115, 120, 130, 150, 165, 170
> • Six credits from ENGL 204-280

Exhibit #4.1   Page 9 of 17

From: Monique Castonguay

Sent: Monday, August 15, 2011 9:24 AM

To: Eric Davis; Nicole Hitchens; Jackie Hogan; Kasey Merritt; Noham Weinberg; Deborah Block; Olav Lian; Scott Sheffield; Samantha Pattridge; Amanda Grimson

Cc: Lisa Tassone; Gerry Palmer; Karen Evans; Mark Brosinski; Norm Taylor; Rod McLeod; Shane Potter; Sue Brigden; Sylvie Murray

Subject: Review of Membership Composition and Terms of Reference for Standing Committees of Senate

Hello everyone

The Senate Governance Committee will conduct its planned review of the standing committees of Senate in November, in consultation with the standing committees. Included in the review will be the membership composition and terms of reference for each committee. Once the membership composition for each standing committees has been approved at Senate, the election/expressions of interest process will begin in January to fill voting membership positions on Senate and standing committees. It is anticipated that the entire process, from start to finish, will take many months, allowing for final Senate approval for 2012-13 memberships at the May 2012 meeting of Senate, before Senate and its standing committees disband on July 31, 2012.

1.   **Membership composition**: Standing committees are asked to review their membership composition and make recommendations for changes to the Senate Governance Committee. **The deadline for recommendations to SGC is November 14.**

2.   **Terms of Reference:** Standing committees are asked to review their terms of reference and forward recommendations for changes to the Senate Governance Committee.
        The deadline for recommendations to SGC is November 14.

It would be helpful if these two items being reviewed be sent under separate cover as the membership terms will be reviewed separately from the terms of reference. Please forward your recommendations to Monique.castonguay@ufv.ca to ensure they are added to the SGC agenda in November.

Thanks everyone,

Monique

Exhibit #4.3   Page 10 of 17

UNDERGRADUATE EDUCATION COMMITTEE MEMBERSHIP 2011/12

AREA REPRESENTED	MEMBER
Voting Members	
Chair, Faculty member, nominated by committee, approved by Senate	
8 faculty members approved by Senate, at least 2 from Senate	
Faculty Member of Senate	Maria Bos-Chan, Faculty of Access and Open Studies
Faculty Member of Senate	Rod McLeod, Faculty of Trades and Technology
Faculty	Allan Arndt, Faculty of Science
Faculty	John Carroll, Faculty of Arts
Faculty	Samantha Pattridge, Faculty of Arts
Faculty	Eric Spalding, Faculty of Arts
Faculty	David Thomson, Faculty of Arts
Faculty	Sheryl MacMath, Faculty of Professional Studies
Two Deans, approved by Senate	Sue Brigden, Faculty of Access and Open Studies
	Rosetta Khalideen, Faculty of Professional Studies
University Librarian	Kim Issac
One Academic Advisor	Sybille Stegmueller
Director, Teaching and Learning	Wendy Burton
One Staff Member, approved by Senate	Cherish Forster
2 undergraduate student, approved by Senate	Shane Potter
	Alycia Bradley
Ex-Officio Non-Voting Member	
Provost & Vice-President, Academic (or designate)	Ora Steyn
Associate Vice-President, Research & Graduate Studies (or designate)	Brad Whittaker
Director, International Education	a/Director Dea Freschi
Senior Advisor on Indigenous Affairs	Shirley Hardman
Director, Enrolment Management	Donna Alary
Director, Institutional Research	Vacant
University Secretary & Registrar (or designate)	Elaine Harris
Administrative Support	
Office of the Provost & Vice-President (Academic)	Amanda Grimson

CURRENT MEMBERSHIP: 22 members - 16 voting members and 6 non-voting member.

Quorum: Shall be a minimum of fifty percent (50%) of voting membership

Exhibit #4.3

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UNDERGRADUATE EDUCATION COMMITTEE

TERMS OF REFERENCE

1. Advise Senate on all matters related to the undergraduate educational programs of the university.

2. Advise Senate on policies, practices, and criteria for the admission, evaluation, and promotion of undergraduate students.

3. Advise Senate on the criteria for awarding certificates, diplomas, and degrees to undergraduate students.

4. Advise Senate on the residency requirements for awarding credentials to undergraduate students.

5. Advise Senate on policies concerning student withdrawal from courses, programs, or the university.

6. Approve the processes for review and approval of new courses, programs, or curricular changes by faculty councils.

7. For those curricular matters delegated by Senate for decision by faculty councils, review the reports of the councils and inform Senate.

8. For those curricular matters delegated by Senate for decision by the Undergraduate Education Committee, review for approval on behalf of Senate the proposals from the faculty councils and inform Senate.

9. Review and consult with the Budget Committee, and advise the Academic Planning & Priorities Committee on proposals for new courses, programs, or curricular changes that require Senate approval.

10. Make recommendations to Senate on the resolution of disputes between departments and other academic divisions related to undergraduate course and program development and delivery.

11. Consult the Budget Committee of Senate for advice on the budgetary implications of proposals for curricular changes when additional resources are required for implementation of the proposals.

12. Periodically review the policies and practices for review and approval of new courses, programs, and curricular changes to ensure consistency and compliance with the goals of the university and with the powers and responsibilities of Senate and the Board.

13. Submit to Senate an annual report of the changes in undergraduate education.

14. Advise Senate on the annual academic schedule.

15. Establish such subcommittees as needed to fulfill the Committee's responsibilities.

16. Other duties as assigned by Senate.

Final Senate approval September 2010

Exhibit #4.4   Page 12 of 17

Undergraduate Education Committee
COMPOSITION

Chair:
- A voting faculty member of the committee, nominated by the committee, and approved by Senate

Voting Members:
- Eight faculty members, approved by Senate, at least two of whom shall be members of Senate. Normally, there shall be at least one member from each of the faculties, selected to reflect the diversity of disciplines at the university
- Two Deans approved by Senate
- University Librarian
- One Academic Advisor *
- Director, Teaching and Learning
- One staff member approved by Senate
- Two undergraduate students approved by Senate

Ex Officio Non-Voting Members:
- Provost & Vice-President, Academic (or designate)
- Associate Vice-President, Research & Graduate Studies (or designate)
- Associate Vice-President, Teaching & Development (or designate)
- Director, International Education
- Senior Advisor on Indigenous Affairs
- Director, Enrolment Management
- Director, Institutional Research
- University Secretary & Registrar (or designate)

Administrative Support:
- Office of the Provost & Vice-President Academic

One academic advisor recommended by the Director of Student Services and approved by Senate

Final Senate approval September 2010

Exhibit #4.4   Page 13 of 17

UEC MEMORANDUM

TO: Dr. M. Evered, UFV Senate Chair

FROM: Samantha Pattridge, Undergraduate Education CommitteeChair

DATE: May 18, 2011

RE: UCC minutes Re: General Framework for Honours degrees

The General Framework for UCFV Honours Degrees was approved by UCC on December 11, 2002. However, the requirements included in the minutes do not accurately reflect the material that was presented and approved at that meeting. Specifically, the proposed requirements included "at least one of" four requirements. The minutes however, omit the words "at least one of", effectively changing the requirements to include all four items. The audio recording of the meeting verifies that no such changes to the submitted proposal were made by UCC.

At its May 13, 2011 meeting, UECreviewed the evidence andvoted to support a change to the recordto correct this error. UEC proposes the following motion to Senate.

MOTION:

THAT Senate approve a change to the General Framework for Honours Degrees as recorded in the minutes of the December 11, 2002 UCC meeting, to include "at least one of" with respect to the four points included in the second requirement as outlined below:

2. Honours programs must contain additional academic requirements to a corresponding major or degree program as specified by the department **that include at least one of**:
   a) Additional credit requirements of up to 12 credits for a maximum of 132 credits for the degree;
   b) Completion of additional educational activities such as an honours seminar, thesis, or project;
   c) Completion of new courses specific to the honours degree
   d) Completion of specified courses already existing in the current degree program but which are not mandatory in that program.

UEC recognizes that most honours degrees have been developed according to the incorrect framework, and also, the status of UFV has changed since 2002. The following motion is proposed:

MOTION:

THAT Senate direct UEC to review the General Framework for Honours Degrees and report back by March 2012.

Exhibit #4.5   Page 14 of 17

From: Monique Castonguay
Sent: Tuesday, June 07, 2011 10:47 AM
To: Samantha Pattridge; Amanda Grimson
Subject: Senate decisions - May 27

Hi Samantha and Amanda – attached Senate decisions at its May 27 meeting:

The BSc ENGL/CMNS grad requirements – approved

Program and course approval – to UEC until Policy 110.29 revised. – approved

Special admissions – authority to subcommittee pending review of Policy 340.04 – appoved

General Framework for Honours Program – first motion approved to correct wording. Second motion
was amended - see draft minutes' text below:

> The second motion proposed that Senate direct UEC to review the General Framework
> for Honours Degrees and report back by March 2012.
> Concern was expressed about the timeline proposed as it may negatively affect the
> approval of programs currently being developed.
> Provost Davis recommended shortening the deadline to January 2012.
> **MOTION**:
> THAT Senate direct UEC to review the General Framework for Honours Degrees and
> report back by January 2012.

Cheers,
Monique

Exhibit #4.5   Page 15 of 17

General Framework for UCFV Honours Degree

Excerpt from minutes of UCC 11 December, 2002

To recognize some of UCFV students who are capable of superior academic performance. An Honours designation would appear on both transcripts and the degree parchment for graduates of such a program.

Requirements:

Minimum CGPA of 3.33 (B+) required for admittance to an honours program. Departments may set a higher CGPA requirement.

Honours programs must contain additional academic requirements to a corresponding major or degree as specified by the department:

Additional credit requirements of up to 12 credits for a maximum of 132 credits for the degree

b) Completion of additional educational activities such as an honours seminar, thesis or project

c) Completion of new courses specific to the honours degree

d) Completion of specified courses already existing in the current degree program but which are not mandatory in that program

Students should be aware of the pre-requisites for the above criteria and plan accordingly.

3. Students will be admitted to an honours program only if they have completed at least 60 credits, but will not be admitted if they are within 30 credits of completing the degree unless a department has approved a late declaration provision.

4. Students who fail to meet the graduation requirements for an honours degree, but do make the requirement for the corresponding non-honours degree program would be awarded the non-honours degree.

Process

Individual honours degree proposals will be approved by curriculum (or equivalent) committees prior to submission to PAC and UCC. The submission must include an indication of the additional resources required to run the program.

Discussion: Wayne highlighted significant changes to the framework as indicated above. UCFV based the CGPA of a high B average from the models at SFU and UBC. The committee did not accept the maximum credit for the degree as outlined in 2a to be beyond 132 credits. The remaining changes were as suggested for minor editing.

Motion: W. Welsh/L. Howe

"Proposals for honours degree programs as an option to an existing degree program must meet the requirements of the General Framework for UCFV Honours Degrees"

APPROVED

Exhibit #4.5   Page 16 of 17

UEC MEETING DATES AND AGENDA DEADLINES 2012/12

UEC meetings generally take place in Week 4 of the UFV meeting schedule. All agenda exhibits must be submitted to the UPAC office by **12 noon** on the deadline date.

Meeting Dates & Room	Agenda Exhibit Deadline (12:00 pm)
August 26, 2011 **C1429** — 10 am	
September 30, 2011 **A225** — 10 am	September 21, 2011
October 28, 2011 **A225** — 10 am	October 19, 2011
November 25, 2011 **A225** — 10 am	November 16, 2011
December 16, 2011 **C1429** — 10 pm	December 7, 2011
February 3, 2012 **A225** — 10 am	January 25, 2012
March 2, 2012 **A225** — 10 am	February 22, 2012
March 30, 2012 **A225** — 10 am	March 21, 2012
April 27, 2012 **A225** — 10 am	April 18, 2012
May 18, 2012 **C1429** — 10 am	May 9, 2012
Note: A225 also booked for optional meeting on June 22, 2012	

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