
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: May 17, 2012
RE: NOTICE OF UEC MEETING

An Undergraduate Education Committee (UEC)

meeting is scheduled for:

Wednesday May 23, 2012

2-4 pm, Room C1429 (Abbotsford campus)

[Agenda package attached]

******Note date, time, and room change******

UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

Wednesday, May 23, 2012
2–4 pm, Room C1429
Abbotsford Campus

AGENDA

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#### 1. APPROVAL OF THE AGENDA

#### 2. APPROVAL OF UEC MINUTES

2.1. UEC draft minutes: March 30, 2012 and April 27, 2012

Exhibit #2.1 (p.5)

#### 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/>.

##### Carried forward from April 27, 2012 meeting:

##### 3.1. Geography

Review with changes: GEOG 484

##### 3.2. Modern Languages

Changes including prerequisites and total hours: FREN 219

Changes including total hours: FREN 230

Changes including prerequisites: FREN 315, 319

Changes including title: FREN 325

Review with changes including total hours: GERM 201

Review with changes including prerequisites and total hours: GERM 202

Changes including total hours: PUNJ 101

##### 3.3. Philosophy

Review with changes: PHIL 110, 120

##### 3.4. Social, Cultural, and Media Studies

Changes including title and prerequisites: SOC 250/GDS 250

Changes including title, prerequisites, and cross-listing as GDS 363: SOC 363/ANTH 363/LAS 363

Changes including title, prerequisites, and cross-listing as GDS 220: ANTH 220

##### Submitted for May 23, 2012 meeting:

### 3.5. Biology

New cross-listed course: BIO 335/GEOG 335, Methods in Freshwater Ecology

New course: BIO 496, Advanced Biological Topics

New course: BIO 498, Advanced Biological Topics

Review with changes: BIO 106, 220

### 3.6. Computer Information Systems

Changes including course name and prerequisites: CIS 386

Changes including prerequisites: CIS 485

Review with changes including prerequisites: CIS 190

Review with changes: CIS 341, 351, 390, 445, 490

### 3.7. Dental Hygiene

New course: DHYG 203, Health Promotion and Prevention

New course: DHYG 215 (combination of DHYG 110 and 120)

Changes including course number: DHYG 201 (formerly DHYG 101)

Changes including course number: DHYG 221 (formerly DHYG 121)

Changes including course number and credits: DHYG 270 (formerly DHYG 160)

### 3.8. Geography

Review with changes: GEOG 308, 360, 454

### 3.9. Mathematics and Statistics

Changes including prerequisites: MATH 322

### 3.10. Physics

Change to prerequisites: PHYS 232, 325

Changes including prerequisites: PHYS 481

Review with changes including prerequisites: PHYS 352

### 3.11. Political Science

New course: POSC 420, Seminar in Political Theory

## 4. PROGRAMS

### Carried forward from April 27, 2012 meeting:

#### 4.1. Arts

*E. Newman*

Exhibit #4.1 (p.15)

Change to program: Bachelor of Arts declaration policy

#### 4.2. Biology

*S. Gillies*

Exhibit #4.2 (p.17)

Change to program: Biology extended minor (for Bachelor of Arts)

#### 4.3. Geography

*M. Rhodes*

Exhibit #4.3 (p.19)

Change to programs: Geography Honours, major, and major concentrations

- 4.4. English** *J. Pitcher* Exhibit #4.4 (p.24)  
Changes to program: English Honours

**Submitted for May 23, 2012 meeting:**

- 4.5. Biology** *S. Gillies* Exhibit #4.5 (p.27)  
Change to programs: Biology Honours and major

- 4.6. Health Sciences** *S. Kelly* Exhibit #4.6 (p.34)  
Change to program: Dental Hygiene diploma

- 4.7. Mathematics and Statistics** *G. Schlitt* Exhibit #4.7 (p.35)  
Creation of new course discipline code: STAT (Statistics)  
Change to course codes from MATH to STAT: MATH 104, 106, 271, 272, 315, 330, 331, 350, 402, 420, 430, 431, 470, 488  
Cross-listing as STAT: MATH 270, 370, 450  
Change to program: Mathematics major (BSc)  
Change to program: Mathematics minor (BSc)  
Change to program: Mathematics minor (statistics option) (BSc)

**5. OTHER BUSINESS/DISCUSSION ITEMS**

- 5.1. Program and Course Approval policy** Exhibit #5.1 (p.41)

- 5.2. Transfer credit requests** Exhibit #5.2 (p.51)

**5.2.1. Mouat Secondary/Abbotsford Virtual School**

**5.2.2. Robert Bateman Secondary School**

- 5.3. Subcommittees**

**5.3.1. Policy**

**5.3.2. Transfer**

**5.3.3. Admissions**

**6. INFORMATION**

- 6.1. Graphic and Digital Design diploma** Exhibit #6.1 (p.53)

- 6.2. Upgrading and University Preparation**

Discontinued course: MATH 071

**7. ADJOURNMENT**

## UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

Friday, March 30, 2012  
10 am – 12 pm, Room D115  
Abbotsford Campus

### REVISED DRAFT MINUTES

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Present: M. Bos-Chan, S. Brigden, J. Carroll, J. English, C. Forster, D. Freschi, E. Harris, R. McLeod, S. Patridge, S. Potter, E. Spalding, D. Thomson

Absent: A. Arndt, D. Alary, A. Bradley, W. Burton, S. Hardman, K. Isaac, S. MacMath, O. Steyn, S. Stegmüller, B. Whittaker

Guests: H. Compeau, E. Davis, L. Stagg, H. Telford, A. Wiseman

Recorder: A. Grimson

1. APPROVAL OF THE AGENDA

MOTION:

To approve the agenda as presented.

D. Thomson/E. Spalding

CARRIED

2. APPROVAL OF UEC MINUTES

2.1. UEC draft minutes: March 2, 2012

MOTION:

To approve the UEC draft minutes presented.

D. Thomson/S. Brigden

CARRIED

3. COURSE OUTLINES

3.1. **Criminology and Criminal Justice**

Change to prerequisites: CRIM 321, 435

MOTION:

To approve the CRIM 321 and 435 course outlines as presented.

C. Forster/D. Thomson

CARRIED

3.2. **Geography**

Review with changes: GEOG 345, 400

MOTION:

M. Bos-Chan/C. Forster

To approve the GEOG 345 and 400 course outlines as presented.

CARRIED

3.3. Physics

Changes including course number and prerequisites: PHYS 312 (formerly PHYS 222)

The rationale for moving this from a lower-level course to an upper-level course was questioned. The department indicated that this change was a result of recommendations from a program review, but UEC members felt that the rationale was insufficient to fully support the change.

MOTION:

M. Bos-Chan/C. Forster

To approve the PHYS 312 and 412 course outlines as presented.

CARRIED

ABSTENTIONS: 3

Changes including course number: PHYS 412 (formerly PHYS 322)

MOTION:

D. Thomson/S. Brigden

To approve the PHYS 412 course outline as presented.

CARRIED

3.4. Political Science

New course: POSC 484, Selected Topics in Public Policy

New course: POSC 492, Directed Studies in Canadian Politics

New course: POSC 493, Directed Studies in International Politics

New course: POSC 494, Directed Studies in Public Policy

Review with changes: POSC 100, 110, 120, 310

Review with changes including prerequisites: POSC 480, 481, 482, 483

Review with changes including title and prerequisites: POSC 490, 491

MOTION:

C. Forster/E. Spalding

To approve the Political Science course outlines as presented.

CARRIED

3.5. Social, Cultural, and Media Studies

Change to prerequisites and new cross-listing as POSC: SOC 352/POSC 352

MOTION:

D. Thomson/R. McLeod

To approve the SOC 352/POSC 352 course outline as presented.

CARRIED

3.6. Upgrading and University Preparation

New course: COMP 091, Computer Applications

MOTION:

C. Forster/D. Thomson

To approve the COMP 091 course outline as presented.

CARRIED

4. PROGRAMS

4.1. Political Science

Change to program: Political Science major

It was noted that although these are relatively small changes, they do make the program more restrictive. H. Telford noted that the major currently requires that eight of the ten courses be POSC courses, and this is being changed to require nine POSC courses. He also indicated that the department head will continue to accept substitute courses where appropriate.

MOTION:

E. Spalding/D. Thomson

To approve the changes to the Political Science major as presented, effective September 2013.

**CARRIED
RECOMMENDED TO SENATE**

4.2. Social, Cultural, and Media Studies

Change to program: Latin American Studies minor and extended minor (HIST 460)

MOTION:

C. Forster/R. McLeod

To approve the changes to the Latin American Studies minor and extended minor as presented, effective September 2012.

CARRIED

4.3. English as a Second Language

Change to program: University Foundations

Visual Arts has requested that several courses be removed from the University Foundations program, as they have now been changed from 100- to 200-level courses. M. Bos-Chan noted that the department/faculty will need to review the process for how courses are removed from (and added to) this program.

MOTION:

C. Forster/ D. Thomson

To approve the removal of VA 223 (formerly VA 123), VA 231 (formerly VA 131), VA 251 (formerly 151), VA 271 (formerly VA 171), and VA 283 (formerly VA 183) from the University Foundation program as presented, effective September 2012.

CARRIED

5. OTHER BUSINESS/DISCUSSION ITEMS

5.1. Provost and VP Academic's update

E. Davis was invited to attend and brief UEC members on some of the recent issues discussed at senate and the Academic Planning and Priorities Committee (APPC), and to explain APPC's role in UFV governance.

Competitiveness with other institutions has been a chief concern at Senate and APPC recently. The Bologna Accord, which deals with transfer between institutions in Europe, instituted the 3-year degree. However, Senate sometimes receives proposals for degrees that will take students five or even six years to complete. This is more expensive for students, and makes UFV less competitive. Recent discussions of honours degrees have focused on concerns that the emphasis should be on a more challenging program, not just one that takes longer to complete. Post-secondary education is changing, and in the age of the Internet universities no longer have the academic monopoly they once had. Institutions must be cognizant of competition and other ways of operating (such as online universities), and will need to adapt. We will need to figure out what our strengths are and what makes us different, and focus on that. Among the changes in post-secondary education is an increase in "atypical" students; UFV is well-placed to accommodate these students with our emphasis on access, but providing the supports for students that this requires can be expensive. If we're going to continue creating new programs, we may not be able to afford to continue offering all existing programs.

APPC has developed a grid for measuring the merits of new programs, which will be informed by recommendations from UEC and the Senate Budget Committee (SBC). UEC's role is to consider the academic quality of programs and make a recommendation to APPC and Senate regarding whether the program is academically sound, while SBC will provide Senate and APPC with information on the program's budgetary implications.

5.2. Course approvals

E. Harris explained that although most UFV courses are ones that can only be taken once for credit, special topics courses are often offered with letter designations. There are four different ways that a course can be offered:

1. Courses with one title/number that cannot be repeated for credit.
2. Courses with one title/number that can be repeated a limited number of times (usually only once) for credit.
3. Courses with one number (no letter designations) but different titles at the section level (possibly appropriate for some directed studies courses) and repeated once for credit.
4. Courses offered with letter designations that are treated as completely different courses; an unlimited number of letter designations can be taken for credit.

Any courses that fit one of the latter three scenarios should be expressly approved this way, and a standard statement should be added to the course outline that explains how the course will be treated.

MOTION:

C. Forster/ D. Thomson

That if a course is going to be repeatable for further credit, this must be established when the course outline is approved.

CARRIED

5.3. Approved Grade 12 courses

Senate has asked UEC to review the current list of Approved Grade 12 courses. This item was briefly discussed, and then deferred to a future meeting.

5.4. Transfer credit

5.4.1. Transfer credit request: Floral Design certificate

MOTION:

S. Brigden/R. McLeod

To approve the change to the number of credits that can be applied to the Horticulture Crop Production and Protection certificate from the Floral Design certificate as presented.

CARRIED

5.4.2. Transfer credit request: ECE/CYC

MOTION:

D. Thomson/M. Bos-Chan

To approve the transfer request for ECE courses from Langley College as presented.

CARRIED

5.5. Subcommittees

5.5.1. Course outline

A subcommittee to review the course outline form was established at a previous UEC meeting, consisting of S. Pattridge, S. Hardman, and J. Carroll. As J. Carroll is on sabbatical, D. Thomson has agreed to take his place. C. Dahl will also participate on this subcommittee.

5.5.2. Policy

A. Grimson will ask for volunteers for a policy subcommittee via e-mail following the meeting.

MOTION:

S. Brigden/M. Bos-Chan

To establish a policy subcommittee to respond to requests for policy review from Senate Governance.

CARRIED

5.5.3. Transfer

This item was deferred to a future meeting.

5.6. Program and Course Approval Policy

UEC has already approved a version of this policy, but it has been substantially revised since then. Once approved by APPC, this policy will come back to UEC for approval.

MOTION:

D. Thomson/M. Bos-Chan

To reopen discussion on the Undergraduate Program and Course Approval Policy.

CARRIED

6. INFORMATION

6.1. Physics

Clarification of calendar copy: Physics minor

7. ADJOURNMENT

The meeting was adjourned at 12:08 pm.

UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

Friday, April 27, 2012
10 am – 12 pm, Room A225
Abbotsford Campus

DRAFT MINUTES

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**Present:** H. Compeau, M. Bos-Chan, J. English, C. Forster, D. Freschi, E. Harris, O. Steyn, S. Pattridge, D. Thomson

**Absent:** A. Arndt, D. Alary, A. Bradley, S. Brigden, W. Burton, J. Carroll, S. Hardman, S. MacMath, R. McLeod, S. Potter, E. Spalding, S. Stegmueeller, B. Whittaker

**Guests:** G. Baier, E. Newman, S. Piper, J. Pitcher, M. Rhodes

**Recorder:** A. Grimson

***Note:** As there were not enough voting members present to reach quorum, the meeting was run by consensus with discussion and recommendations rather than motions. There will be a motion to ratify these recommendations at the next meeting.*

#### 1. APPROVAL OF THE AGENDA

#### 2. APPROVAL OF UEC MINUTES

##### 2.1. UEC draft minutes: March 30, 2012

It was suggested that item 4.3, English as a Second Language, should include the specific VA courses that are being removed from the University Foundation program. Revised draft minutes will be included in the agenda package for the next meeting.

#### 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. Geography

Review with changes: GEOG 484

There were no concerns with this course.

##### **RECOMMENDATION:**

To approve the GEOG 484 course outline as presented.

### **3.2. Modern Languages**

Changes including prerequisites and total hours: FREN 219

Changes including total hours: FREN 230

Changes including prerequisites: FREN 315, 319

Changes including title: FREN 325

Review with changes including total hours: GERM 201

Review with changes including prerequisites and total hours: GERM 202

Changes including total hours: PUNJ 101

The department requested that increased prerequisites for FREN 315 and 319 take effect in September 2013. As they are too late for the 2012/13 calendar, this would mean that notice would not appear in the calendar. UEC members felt that the rationale provided was not sufficient to justify an early implementation, and suggested that the department be invited to attend the next meeting to make their case.

Although the prerequisites for GERM 202 are being increased from when it was last offered, it and GERM 201 were discontinued and are now being reinstated. As such, they have not appeared in the calendar for some time, so the increased prerequisites are not an issue.

There were no concerns with any of the remaining courses.

#### **RECOMMENDATION:**

To approve the Modern Language course outlines as presented, with the exception of FREN 315 and 319.

### **3.3. Philosophy**

Review with changes: PHIL 110, 120

There were no concerns with these courses.

#### **RECOMMENDATION:**

To approve the PHIL 110 and 120 course outlines as presented.

### **3.4. Social, Cultural, and Media Studies**

Changes including title and prerequisites: SOC 250/GDS 250

Changes including title, prerequisites, and cross-listing as GDS 363: SOC 363/ANTH 363/LAS 363

Changes including title, prerequisites, and cross-listing as GDS 220: ANTH 220

S. Pattridge questioned whether further cross-listing was necessary for these courses, referencing BCCAT's issues dealing with cross-listed courses. S. Piper indicated that the DQAB expert review panel for the Bachelor of Global Development Studies felt it was important that these courses be identified as GDS. He also noted that Bill Cooke had done some extensive research regarding how cross-listed courses were used at other institutions, particularly in Ontario, such as Trent University. This may help to inform UEC's future discussion of cross-listed courses.

**RECOMMENDATION:**

To approve the SCMS course outlines as presented.

**4. PROGRAMS**

**4.1. Arts**

Change to program: Bachelor of Arts declaration policy

E. Newman indicated that the proposed declaration policy, which will require students to declare by the end of 60 credits, can be waived for students who are deliberately choosing not to declare (such as those waiting for the BGDS), as long as they have spoken with an advisor.

E. Harris suggested some wording changes; E. Newman will send a revised proposal for the next meeting.

**RECOMMENDATION:**

To approve the changes to the Bachelor of Arts declaration policy as presented.

**4.2. Biology**

Change to program: Biology extended minor (for Bachelor of Arts)

While many programs limit the number of directed studies courses that can be applied, a limit on the special topics courses is unusual. However, O. Steyn indicated that it is appropriate in this case, as special topics courses can be very narrow and specific.

**RECOMMENDATION:**

To approve the changes to the Biology extended minor (for Bachelor of Arts students) as presented.

**4.3. Geography**

Change to programs: Geography Honours, major, and major concentrations

M. Rhodes indicated that this change is intended to close a potential loophole, rather than add to the program requirements. The required statistics course (one of MATH 104, MATH 106, or PSYC 110) is a pre- or corequisite for the required GEOG 252, but there is currently nothing to ensure that students complete the statistics course.

**RECOMMENDATION:**

To approve the changes to the Geography Honours, major, and major concentrations as presented.

**4.4. English**

Changes to program: English Honours

J. Pitcher indicated that the department is replacing ENGL 366 with ENGL 401, as the content of these courses is similar and the department would prefer to run ENGL 401. UEC members discussed this replacement at length, including a comparison of the prerequisites for these two courses, and recommended that ENGL 366 be retained as an alternative.

**RECOMMENDATION:**

To approve the changes to the English Honours as amended:

- Retain ENGL 366 as an alternative to ENGL 364 and 401.

## **5. OTHER BUSINESS/DISCUSSION ITEMS**

### **5.1. Subcommittees**

#### **5.1.1. Policy**

R. McLeod, M. Bos-Chan, and S. Brigden volunteered via e-mail for this subcommittee. J. English also agreed to participate. It would also be useful to invite both A. Wiseman and P. Geller, the new Vice Provost and AVP Academic, to participate.

One of the issues this committee will be asked to consider is course credits (the relationship between credits and course hours, what differentiates a 3-credit course from a 4-credit course, etc.).

**RECOMMENDATION:**

To approve the membership of the policy subcommittee.

#### **5.1.2. Transfer; Language Policy Exceptions**

UEC has already established a special admissions subcommittee (E. Harris, M. Bos-Chan, S. MacMath, and J. Hawkins), which could be expanded to look at other issues such as language policy exceptions. C. Forster volunteered to participate on this subcommittee; someone from International Education should also be invited.

*Note: K. Davies has agreed to sit on this subcommittee.*

**RECOMMENDATION:**

To establish an admissions subcommittee to review special admissions and language policy exceptions.

Creation of a transfer subcommittee was also discussed, and UEC members felt that one should be established. Ideally, this subcommittee should consist of about four UEC members (voting or non-voting). S. Patridge and E. Harris volunteered to participate on this subcommittee; A. Grimson will ask for additional volunteers via e-mail.

**RECOMMENDATION:**

To establish a transfer subcommittee to review transfer credit requests.

The first order of business for these subcommittees should be to establish operating guidelines.

## **5.2. Approved Grade 12 courses**

Senate has asked UEC to review the current list of Approved Grade 12 courses. This is something that should be discussion by the Admissions subcommittee. Department heads should also be invited to provide feedback. E. Harris suggested that potential courses for consideration include Comparative Civilizations 12 and Calculus 12. The subcommittee should also consider whether students should be able to use multiple courses in the same discipline, such as Mathematics courses, English Literature 12/AP English/IB English, French Immersion 12/French Language 12, etc.

## **6. INFORMATION**

### **6.1. Approved UEC membership composition**

### **6.2. Rules for the conduct of business on standing committees**

### **6.3. Geography**

Discontinued course: GEOG 401

### **6.4. Mathematics**

Discontinued course: MATH 108

## **7. ADJOURNMENT**

## MEMORANDUM

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**To:** Undergraduate Education Committee  
**CC:** Jacqueline Nolte, Susan Fisher, Madeleine Hardin  
**From:** Elaine Newman, Director Arts Advice Centre  
**Date:** April 27, 2012  
**Re:** Declaration policy for the Bachelor of Arts degree

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The College of Arts requests approval of a change to the Bachelor of Arts declaration of majors, extended minors, minors.

### **RATIONALE:**

Declaration of a major, extended minors, or minors is an essential part of timely degree completion. Once students declare a major, extended minors, or minors they know exactly which classes they need to take to complete a degree. Students who have their major, extended minors, or minor approved are not subject to fulfilling any requirements introduced subsequent to their declaration.

### ***CURRENT CALENDAR:***

#### **Declaration of majors, extended minors, minors**

Students who have been admitted to the Bachelor of Arts program may formally declare majors, extended minors, or minors only after they have completed at least 30 credits in the program with a minimum of a 2.0 CGPA on all credits attempted, provided that they have also met the declaration requirements of the subject discipline. Formal declaration is completed by appointment with an Arts advisor. In order to have access to the discipline reserved seating, where applicable, a student must be admitted to the BA program and be formally declared.

### ***REQUESTED CALENDAR CHANGE:***

#### **Declaration of majors, extended minors, minors**

Students who have been admitted to the Bachelor of Arts program may formally declare majors, extended minors, or minors only after they have completed at least 30 credits in the program

with a minimum of a 2.0 CGPA on all credits attempted, provided that they have also met the declaration requirements of the subject discipline. Students must declare at least one major or two extended minors by the time they have completed 60 university level credits. Formal declaration is completed by appointment with an Arts Advisor in the Arts Advice Centre.

Students who have completed 60 credits but have not yet declared at least one major or two extended minors will not be permitted to register. Exceptions may be made in special circumstances by an Arts Advisor.

In order to have access to the discipline reserved seating, where applicable, a student must be admitted to the BA program and be formally declared.

MOTION:

Move to accept the Bachelor of Arts declaration policy.



## MEMORANDUM

TO: UEC

FROM: Sharon Gillies

DATE: January 24, 2012

SUBJECT: Change to Biology Calendar Copy

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The Biology Department requests approval of the attached revision to the Biology extended minor (for Bachelor of Arts degree students).

### Implementation

September 2012

### Rational

The Science area is asking Arts to add Science Minors as an option for their students. Our note requesting no more than three credits in directed studies is prohibitive to these students. The revision of the note for the Biology extended minor (for Bachelor of Arts degree students) will allow Arts students more options in their course selections such as independent studies research and special topics courses.

Biology extended minor  
(for Bachelor of Arts degree students)

This section specifies the Biology extended minor discipline requirements only. Please refer to the [Bachelor of Arts](#) section for information on additional requirements.

**Lower-level requirements**

| Course                                                 | Title                                           | Credits |
|--------------------------------------------------------|-------------------------------------------------|---------|
| BIO 111                                                | Introductory Biology I                          | 5       |
| BIO 112                                                | Introductory Biology II                         | 5       |
| BIO 201                                                | Cell Biology I                                  | 4       |
| BIO 202                                                | Cell Biology II                                 | 4       |
| BIO 210                                                | Introductory Ecology                            | 4       |
| BIO 220                                                | Introductory Genetics                           | 4       |
| CHEM 111                                               | Principles of Chemistry I (previously offered)  | 4-5     |
| or CHEM 113                                            | Principles of Chemistry I                       |         |
| CHEM 112                                               | Principles of Chemistry II (previously offered) | 4-5     |
| or CHEM 114                                            | Principles of Chemistry II                      |         |
| CHEM 213                                               | Organic Chemistry I                             | 4       |
| CHEM                                                   | CHEM course numbered 200 or above               | 4       |
| <b>Plus three credits selected from the following:</b> |                                                 |         |
| MATH 104                                               | Introductory Statistics                         | 4       |
| MATH 106                                               | Statistics I                                    | 4       |
| MATH 270                                               | Introduction to Probability and Statistics      | 4       |
| PSYC 110                                               | Statistical Analysis in Psychology              | 3       |

**Upper-level requirements**

| Course | Title                             | Credits |
|--------|-----------------------------------|---------|
| BIO    | 300- or 400-level Biology courses | 15      |

~~Note: No more than three credits may be in directed studies.~~

Students can take up to 9 of the 15 upper level credits in directed studies or special topics courses.

# MEMO



To: Pre-UEC

From: Dr. Michelle Rhodes, Chair, Geography Department

Date: 19 March 2012

Re: Proposal:

- Addition of requirement for MATH 104, MATH 106, or PSYC 110 to program

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## 1. Proposal:

To add the requirement that students complete one of the following courses: MATH 104, MATH 106, or PSYC 110, to the Geography major, major concentrations, and Honours. No changes are being made to the minor or extended minor.

## 2. Rationale

A statistics requirement (met by MATH 104, MATH 106, or PSYC 110) has long been a 'hidden' requirement of the program. It is a pre- or co-requisite for GEOG 252 (previously GEOG 352). The course is one students long delayed taking, which further delayed completing of GEOG 252/ 352 as well. This change also ensures that students will have to graduate with a statistics course, which is not ensured under the current system where a student can sign up for the course in order to get into GEOG 252, only to drop it after the start of the semester.

## 3. Proposed changes to the Geography programs:

### 2.1 Bachelor of Arts, Geography major and major concentrations (**lower level only shown**):

#### Bachelor of Arts, Geography major

Lower-level requirements: **269-30** credits

| Course                  | Title                                                          | Credits |
|-------------------------|----------------------------------------------------------------|---------|
| GEOG 101                | Weather and Climate                                            | 4       |
| GEOG 102 or<br>GEOG 116 | Evolution of the Earth's Surface or Introduction to<br>Geology | 4       |
| GEOG 140                | Human Geography                                                | 3       |
| GEOG 201<br>or GEOG 202 | Introduction to Climatology<br>Introduction to Geomorphology   | 4       |
| GEOG 241                | Social Geography                                               |         |

|                                                                |                                                |                     |
|----------------------------------------------------------------|------------------------------------------------|---------------------|
| <b>or</b> GEOG 242                                             | Economic Geography                             | 3                   |
| GEOG 250                                                       | Introduction to Geographic Techniques          |                     |
| <b>or</b> GEOG 253                                             | Introduction to Geographic Information Systems | 4                   |
| GEOG 252                                                       | Explanation in Geography: Quantitative Methods | 4                   |
| <b>One of:</b> <a href="#">MATH 104, MATH 106, or PSYC 110</a> |                                                | <a href="#">3-4</a> |

~~Note: One of MATH 104, MATH 106, or PSYC 110 is required for GEOG 252; students should plan accordingly.~~

## Bachelor of Arts, Geography major concentrations

### Environmental Studies concentration

**Lower-level requirements:** ~~29-30~~[32-33](#) credits

| Course                                                         | Title                                            | Credits             |
|----------------------------------------------------------------|--------------------------------------------------|---------------------|
| GEOG 101                                                       | Weather and Climate                              | 4                   |
| GEOG 102 <b>or</b><br>GEOG 116                                 | Evolution of the Earth's Surface                 | 4                   |
| GEOG 140                                                       | Human Geography                                  | 3                   |
| GEOG 201                                                       | Introduction to Climatology                      | 4                   |
| GEOG 211<br><b>or</b> BIO 210                                  | Environmental Science<br>Introduction to Ecology | 3-4                 |
| GEOG 242                                                       | Economic Geography                               | 3                   |
| GEOG 252                                                       | Explanation in Geography: Quantitative Methods   | 4                   |
| GEOG 253                                                       | Introduction to Geographic Information Systems   | 4                   |
| <b>One of:</b> <a href="#">MATH 104, MATH 106, or PSYC 110</a> |                                                  | <a href="#">3-4</a> |

~~Note: One of MATH 104, MATH 106, or PSYC 110 is required for GEOG 252; students should plan accordingly.~~

### Geographic Information Systems concentration

**Lower-level requirements:** ~~26-29~~[29-30](#) credits

| Course                         | Title                                                                 | Credits |
|--------------------------------|-----------------------------------------------------------------------|---------|
| GEOG 101                       | Weather and Climate                                                   | 4       |
| GEOG 102 <b>or</b><br>GEOG 116 | Evolution of the Earth's Surface <b>or</b> Introduction to<br>Geology | 4       |
| GEOG 140                       | Human Geography                                                       | 3       |
| GEOG 201<br><b>or</b> GEOG 202 | Introduction to Climatology<br>Introduction to Geomorphology          | 4       |

|                    |                                                 |                     |
|--------------------|-------------------------------------------------|---------------------|
| GEOG 241           | Social Geography                                | 3                   |
| <b>or GEOG 242</b> | Economic Geography                              |                     |
| GEOG 253           | Introduction to Geographic Information Systems  | 4                   |
| <b>GEOG 252</b>    | Explanation in Geography: Quantitative Methods  | 4                   |
| <b>One of:</b>     | <a href="#">MATH 104, MATH 106, or PSYC 110</a> | <a href="#">3-4</a> |

~~Note: One of MATH 104, MATH 106, or PSYC 110 is required for GEOG 252; students should plan accordingly.~~

### International Studies concentration

**Lower-level requirements: ~~29~~ [32-33](#) credits**

| Course                         | Title                                                                 | Credits             |
|--------------------------------|-----------------------------------------------------------------------|---------------------|
| GEOG 101                       | Weather and Climate                                                   | 4                   |
| GEOG 102 <b>or</b><br>GEOG 116 | Evolution of the Earth's Surface <b>or</b> Introduction to<br>Geology | 4                   |
| GEOG 140                       | Human Geography                                                       | 3                   |
| GEOG 201                       | Introduction to Climatology                                           |                     |
| <b>or GEOG 202</b>             | Introduction to Geomorphology                                         | 4                   |
| GEOG 240                       | World Regional Geography                                              | 3                   |
| GEOG 241                       | Social Geography                                                      |                     |
| <b>or GEOG 242</b>             | Economic Geography                                                    | 3                   |
| GEOG 250                       | Introduction to Geographic Techniques                                 |                     |
| <b>or GEOG 253</b>             | Introduction to Geographic Information Systems                        | 4                   |
| GEOG 252                       | Explanation in Geography: Quantitative Methods                        | 4                   |
| <b>One of:</b>                 | <a href="#">MATH 104, MATH 106, or PSYC 110</a>                       | <a href="#">3-4</a> |

~~Note 1: One of MATH 104, MATH 106, or PSYC 110 is required for GEOG 252; students should plan accordingly.~~

Note 2: It is recommended that students also take one of the following: ANTH 102, 130, 220; GEOG 211, 233; HIST 115, 210, 236, 265; LAS 200; POSC 190, 230, 290; SOC 205, 250.

### Physical Geography concentration

**Lower-level requirements: ~~29~~ [32-33](#) credits**

| Course                         | Title                                                                 | Credits |
|--------------------------------|-----------------------------------------------------------------------|---------|
| GEOG 101                       | Weather and Climate                                                   | 4       |
| GEOG 102 <b>or</b><br>GEOG 116 | Evolution of the Earth's Surface <b>or</b> Introduction to<br>Geology | 4       |

|                     |                                                |   |
|---------------------|------------------------------------------------|---|
| GEOG 140            | Human Geography                                | 3 |
| GEOG 201            | Introduction to Climatology                    |   |
| <b>or</b> GEOG 202* | Introduction to Geomorphology                  | 4 |
| GEOG 211            | Environmental Science                          | 3 |
| GEOG 241            | Social Geography                               |   |
| <b>or</b> GEOG 242  | Economic Geography                             | 3 |
| <b>GEOG 252</b>     | Explanation in Geography: Quantitative Methods | 4 |
| GEOG 253            | Introduction to Geographic Information Systems | 4 |

Note 1: GEOG 202 is required for GEOG 302, 304, 402.

One of: MATH 104, MATH 106, or PSYC 110 3-4

~~Note 2: One of MATH 104, MATH 106, or PSYC 110 is required for GEOG 252; students should plan accordingly.~~

## Urban Studies concentration

**Lower-level requirements: ~~25-26~~28-32 credits**

| Course                      | Title                                                              | Credits |
|-----------------------------|--------------------------------------------------------------------|---------|
| GEOG 101                    | Weather and Climate                                                | 4       |
| GEOG 102 <b>or</b> GEOG 116 | Evolution of the Earth's Surface <b>or</b> Introduction to Geology | 4       |
| GEOG 140                    | Human Geography                                                    | 3       |
| GEOG 241                    | Social Geography                                                   | 3       |
| <b>GEOG 252</b>             | Explanation in Geography: Quantitative Methods                     | 4       |
| GEOG 253                    | Introduction to Geographic Information Systems                     | 4       |
| <b>Two of:</b>              | GEOG 201, 202, 211                                                 | 3-4     |

One of: MATH 104, MATH 106, or PSYC 110 3-4

~~Note: One of MATH 104, MATH 106, or PSYC 110 is required for GEOG 252; students should plan accordingly.~~

One course of the following is recommended: BIO 106 or SCMS 225.

## 2.2 Bachelor of Arts, Geography Honours:

**Lower-level requirements: ~~26-29~~29-30 credits**

| Course   | Title               | Credits |
|----------|---------------------|---------|
| GEOG 101 | Weather and Climate | 4       |

|                                                |                                                                    |            |
|------------------------------------------------|--------------------------------------------------------------------|------------|
| GEOG 102 <b>or</b><br>GEOG 116                 | Evolution of the Earth's Surface <b>or</b> Introduction to Geology | 4          |
| GEOG 140                                       | Introduction to Human Geography                                    | 3          |
| GEOG 201                                       | Introduction to Climatology                                        |            |
| <b>or</b> GEOG 202                             | Introduction to Geomorphology                                      | 4          |
| GEOG 241                                       | Social Geography                                                   |            |
| <b>or</b> GEOG 242                             | Economic Geography                                                 | 3          |
| GEOG 250                                       | Introduction to Geographic Techniques                              |            |
| <b>or</b> GEOG 253                             | Introduction to Geographic Information Systems                     | 4          |
| GEOG 252                                       | Explanation in Geography: Quantitative Methods                     | 4          |
| <u>One of: MATH 104, MATH 106, or PSYC 110</u> |                                                                    | <u>3-4</u> |

~~Note: One of MATH 104, MATH 106, or PSYC 110 is required for GEOG 252; students should plan accordingly.~~

## MEMORANDUM

**To:** College of Arts Faculty Curriculum & UE Committees  
**From:** John Pitcher, Department Head (English)  
**Date:** 11 January 2012 (revised April 1, 2012 after consultation with registrar's office)

**Re:** Proposed changes to the English Honours Program.

---

**Proposed change:**

- 1) Reorganization of courses to replace ENGL 366 with ENGL 401

**Rationale for changes:**

**1) Admission procedures:**

The admission process is designed to streamline early entry into the Honours program in order to maximize the time available to students to meet the program requirements specific to Honours. The two-step process acknowledges that students may not have formulated an Honours project at the point of admission while still allowing the Honours committee to assess the feasibility and quality of the candidate's project before the commencement of English 491.

**2) Program procedures:**

- a) Lowering the number of credits required for entry from 90 to 60:

The reason for this change is to allow students more time to plan their program and take the extra courses required of them. If the student enters in the third year of study, he or she may have difficulty in accessing the Honours courses. The Department feels that an earlier admission date might encourage more students to enter the program because the extra requirements would be easier to acquire over two years rather than one.

English

[www.ufv.ca/english](http://www.ufv.ca/english)

English honours (excerpt below taken from the 2011/12 electronic calendar copy)

Note: Entry is restricted to students with a GPA of 3.5 or better, calculated on a minimum of 60 credits of coursework applicable to the BA. The program is recommended for students who intend to pursue studies at the MA or PhD level. Students must apply by letter directly to the department.



Lower-level requirements: 18 credits

- ENGL 105
- Three credits from ENGL 104, 108, 109, 115, 120, 130, 150, 165, 170
- Six credits from ENGL 204-207
- Six credits from ENGL 208-280

Upper-level requirements: 44 credits

- Eight credits from ENGL 301, 304, 306, 309, 310, 312, 316, 318, 319
- Eight credits from ENGL 323-363, 368, 369, 490
- Twelve credits from ENGL 301-363, 380-382, ~~401~~, 403
- Four credits from ENGL 364, ~~366~~ 401
- Four credits from ENGL 370-~~379~~, 375, 376 [correction of calendar copy error]
- Eight credits, ENGL 491, 492

Note: English honours requires 132 credits, a minimum of 62 of which must be in the English program.

Other requirements

GPA requirements

A GPA of 3.5 or higher, calculated on all English courses required for the honours program, must be maintained until completion of the program.

Course requirements

Students must complete 44 upper-level credits to fulfill the requirements for the English Honours. Lower-level requirements for both the English Honours and English major are identical, but students intending to complete an honours program should be aware that upper-division requirements for the English Honours are specific to the honours program and constitute the following:

| Course                                           | Title                                                                                                     | Credits |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------|
| ENGL 364                                         | History and Principles of Literary Criticism                                                              |         |
| <del>or ENGL 366</del><br><u>or ENGL 401</u>     | <del>Studies in Critical Approaches to Literature</del><br><u>Seminar in Rhetoric and Literary Theory</u> | 4       |
| ENGL 370                                         | The History of the English Language                                                                       |         |
| <del>or ENGL 375</del><br><del>or ENGL 376</del> | <del>Rhetoric: Composition Theory</del><br><del>Rhetoric: An Historical Survey</del>                      | 4       |
| ENGL 491                                         | Honours Directed Reading                                                                                  | 4       |
| ENGL 492                                         | Honours Essay                                                                                             | 4       |

## Language requirement

Students must demonstrate proficiency in another language. This may be accomplished by completing 6 credits of work with a GPA of 3.0 or higher in the department of [Modern Languages](#) (MOLA) at UFV or by submitting evidence of comparable achievement at a recognized post-secondary institution. The English Honours Committee may, in some cases, determine proficiency by administering a language proficiency assessment with the assistance of a qualified specialist in the language the candidate chooses for evaluation.

## Course listings

For complete details on courses see the [course descriptions](#) section.

[Return to main English page](#)

**\*\* Note: further information as well as honours application form is available at the following URL:**

**<http://www.ufv.ca/english/honours.htm>**

## **MEMORANDUM**

**TO:** UEC

**FROM:** Sharon Gillies, Biology Department Head

**DATE:** March 30, 2012

**SUBJECT:** BIO Honours Revision

---

The Biology Department requests approval of the revision made to Biology Honours. We have added MATH 118 to our lower-level requirements. This newly created MATH course was designed specifically for our students.

Biology  
[www.ufv.ca/biology](http://www.ufv.ca/biology)

## Biology Honours

This program will allow students to further their Biology degree through additional course requirements with greater course expectations and a higher degree of research in the form of a project. The in-depth research project will prepare students for admission to graduate schools and/or professional work.

Students may apply for entry into the program after completing the first and second year Biology major program requirements but before they are awarded a BSc degree in Biology. However, interested students are encouraged to seek out information and advice on the Honours program from Biology faculty or a science advisor as early as possible in their coursework, and to apply to the Honours program at the earliest possible entry date.

### Entrance requirements

60 credits of coursework, including all lower-level Biology major program requirements, with a minimum 3.33 cumulative GPA.

### How to apply

Once a student has the entrance requirements, they are eligible to apply for entry into the Biology Honours program. Students will be required to identify a faculty advisor who is willing to supervise the research project. Students can also be admitted if they identify a research supervisor from outside the department who would need to be approved by the departmental Honours Advisory Committee. In this case, a faculty advisor would be assigned to monitor the progress of the student in the program.

In order to submit an application, students will need to provide the following:

- A Biology Honours program application form (available from the Department Assistant).
- A completed checklist (available from the Department Assistant) demonstrating successful completion of required coursework for application.
- A copy of their transcripts (these do not need to be official transcripts).
- A letter from a faculty member or external research supervisor agreeing to supervise the research project.

Students should submit their application materials to the Biology Department Assistant. The department Honours Advisory Committee (HAC) will then approve the project supervisor. In the case of students whose research project is to be supervised by an external researcher, the HAC will assign a faculty Honours supervisor. Students are encouraged to approach a departmental faculty member appropriate to their research interests by the end of the second year of their Biology program.

### Program requirements

This section specifies the biology honours discipline requirements only. Please refer to the [Bachelor of Science](#) section for information on additional requirements.

### Lower-level requirements

| Course                                                       | Title                                                  | Credits |
|--------------------------------------------------------------|--------------------------------------------------------|---------|
| BIO 111                                                      | Introductory Biology I                                 | 5       |
| BIO 112                                                      | Introductory Biology II                                | 5       |
| BIO 201                                                      | Cell Biology I                                         | 4       |
| BIO 202                                                      | Cell Biology II                                        | 4       |
| BIO 210                                                      | Introductory Ecology                                   | 4       |
| BIO 220                                                      | Introductory Genetics                                  | 4       |
| CHEM 111                                                     | Principles of Chemistry I (previously offered)         |         |
| or CHEM 113                                                  | Principles of Chemistry I                              | 4-5     |
| CHEM 112                                                     | Principles of Chemistry II (previously offered)        |         |
| or CHEM 114                                                  | Principles of Chemistry II                             | 4-5     |
| PHYS 105                                                     | Non-Calculus Physics                                   |         |
| or PHYS 111                                                  | Mechanics                                              |         |
| and PHYS 112                                                 | Electricity and Magnetism                              | 4-10    |
| MATH 111                                                     | Calculus I                                             | 4       |
| MATH 112                                                     | Calculus II                                            | 4       |
| or MATH 118                                                  | Calculus II for Life Sciences                          | 4       |
| MATH 271                                                     | Introduction to Data Analysis and Statistical Modeling |         |
| or Any 200-, 300-, or 400-level biological statistics course |                                                        | 3-4     |
| CHEM 213                                                     | Organic Chemistry I                                    | 4       |
| CHEM                                                         | CHEM course numbered 200 or above                      | 3-4     |
| <b>Plus one course selected from the following:</b>          |                                                        |         |
| MATH 104                                                     | Introductory Statistics                                | 4       |
| MATH 106                                                     | Statistics I                                           | 4       |
| MATH 270                                                     | Introduction to Probability and Statistics             | 4       |

### Upper-level requirements

| Course                       | Title                 | Credits |
|------------------------------|-----------------------|---------|
| <b>Two of the following:</b> |                       | 6       |
| BIO 310                      | Conservation Biology  |         |
| BIO 312                      | Developmental Biology |         |
| BIO 320                      | Biochemistry          |         |

|                                                                                                                                                                            |                                                  |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----|
| BIO 416                                                                                                                                                                    | Evolution                                        |    |
| <b>Plus:</b> (see Note)                                                                                                                                                    |                                                  |    |
| BIO 497                                                                                                                                                                    | Biology Seminar                                  | 1  |
| BIO 499                                                                                                                                                                    | Directed Studies in Honours Biology              | 9  |
| 24 credits of BIO courses numbered 300 and above. (Included in these 24 upper-level credits must be at least eight credits chosen from four-credit BIO courses with labs.) |                                                  | 24 |
| Electives                                                                                                                                                                  | Upper-level university courses in any discipline | 14 |

Note: Students who completed MATH 302 prior to September 2012 can use this course toward upper-level requirements.

Upper-level courses at other institutions may be counted as upper-level Biology transfer credit. See [Courses at other institutions](#) for details.

#### Honours research project

Prior to enrolling in BIO 499, each honours candidate will need to meet with their honours supervisor to assess their progress in the honours program. At this time, the candidate should submit an updated transcript to their supervisor for review.

Successful completion of a research project is required prior to graduation. This project, which will be developed in consultation with a faculty (or research and honours) supervisor, will demonstrate a student's skill and knowledge in the area of biological research being pursued. Each honours applicant will then be required to present the findings of their research at a professional or university conference, or at some other venue approved by the HAC.

Following project completion and presentation, the Honours supervisor will recommend a letter grade. The HAC will choose whether or not to accept this grade based on further review of the student's work in BIO499.

#### Graduation requirements

The student's final CGPA must be at least 3.33, and a grade of B+ or better must be achieved in BIO 499, in order for an Honours designation to be awarded.

## **MEMORANDUM**

**TO:** UEC

**FROM:** Sharon Gillies, Biology Department Head

**DATE:** March 30, 2012

**SUBJECT:** BIO Major Revision

---

The Biology Department requests approval of the revision made to the Biology major. We have added MATH 118 to our lower-level requirements. This newly created MATH course was designed specifically for our students.

## Biology major

This section specifies the biology major discipline requirements only. Please refer to the [Bachelor of Science](#) section for information on additional requirements.

### Lower-level requirements

| Course                                                         | Title                                           | Credits |
|----------------------------------------------------------------|-------------------------------------------------|---------|
| BIO 111                                                        | Introductory Biology I                          | 5       |
| BIO 112                                                        | Introductory Biology II                         | 5       |
| BIO 201                                                        | Cell Biology I                                  | 4       |
| BIO 202                                                        | Cell Biology II                                 | 4       |
| BIO 210                                                        | Introductory Ecology                            | 4       |
| BIO 220                                                        | Introductory Genetics                           | 4       |
| CHEM 111                                                       | Principles of Chemistry I (previously offered)  |         |
| or CHEM 113                                                    | Principles of Chemistry I                       | 4-5     |
| CHEM 112                                                       | Principles of Chemistry II (previously offered) |         |
| or CHEM 114                                                    | Principles of Chemistry II                      | 4-5     |
| PHYS 105                                                       | Non-Calculus Physics                            |         |
| or (PHYS 111                                                   | Mechanics                                       |         |
| and PHYS 112)                                                  | Electricity and Magnetism                       | 4-10    |
| MATH 111                                                       | Calculus I                                      | 4       |
| MATH 112                                                       | Calculus II                                     | 4       |
| or MATH 118                                                    | Calculus II for Life Sciences                   | 4       |
| CHEM 213                                                       | Organic Chemistry I                             | 4       |
| CHEM                                                           | CHEM course numbered 200 or above               | 3-4     |
| <b>Plus one course selected from the following:</b> (see Note) |                                                 |         |
| MATH 104                                                       | Introductory Statistics                         | 4       |
| MATH 106                                                       | Statistics I                                    | 4       |
| MATH 270                                                       | Introduction to Probability and Statistics      | 4       |

Note: Students who completed PSYC 110 prior to September 2012 can use this course toward lower-level requirements.

### Upper-level requirements

| Course                       | Title                | Credits |
|------------------------------|----------------------|---------|
| <b>Two of the following:</b> |                      | 6       |
| BIO 310                      | Conservation Biology |         |



|         |                       |
|---------|-----------------------|
| BIO 312 | Developmental Biology |
| BIO 320 | Biochemistry          |
| BIO 416 | Evolution             |

**Plus:**

|                                                                                                                                                                            |                                                  |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----|
| 24 credits of BIO courses numbered 300 and above. (Included in these 24 upper-level credits must be at least eight credits chosen from four-credit BIO courses with labs.) | 24                                               |    |
| Electives                                                                                                                                                                  | Upper-level university courses in any discipline | 14 |

Upper-level courses at other institutions may be counted as upper-level Biology transfer credit. See [Courses at other institutions](#) for details.

### Concentrations

The following concentrations are available in the Biology major:

- Pre-Medicine
- Pre-Veterinary
- Cellular and Molecular Genetics
- Ecology
- Biology of Organisms

See [this section](#) for concentration requirements.

### Preparation for teaching

Students who intend to prepare for public school teaching should complete the Biology major with six credits of English (3 credits of composition and 3 credits of literature) and at least one other teachable minor is recommended. Students should see a science advisor for the composition of teachable minors.

## MEMORANDUM

To: UEC

Date: May 5, 2012

From: Stephanie Kelly,  
Chair, Dental Hygiene Program Admissions Committee

Re: Request for approval: Revisions to pre-requisites for admission to the Dental Hygiene Diploma Program

---

The Dental Hygiene Curriculum Committee requests approval for a change in pre-requisites for admission to the Dental Hygiene Diploma Program.

### **Background:**

The current pre-requisites for admission to the dental hygiene diploma program are as follows:

1. Human Anatomy and Physiology (with weekly labs); KPE 270\* and KPE 370 or equivalent (\*Please note that KPE 170, or BIO 111 and BIO 112, is a pre-requisite to KPE 270)
2. CHEM 113 and CHEM 114 or equivalent (with weekly labs)
3. MATH 104 or MATH 106 or PSYC 110
4. ENGL 105 and one of ENGL 120 to 170
5. PSYC 101 and PSYC 102 or equivalent
6. One elective, if necessary to reach 30 credits

We are recommending the following changes:

That Item 1 is changed to BIO 111 and KPE 170. When looking at other dental hygiene programs in BC as well as the articulation agreement between institutions, all other schools have one year (two semesters) of Human Anatomy/Biology pre-requisites. We looked at BIO 111 and KPE 170 and feel that the course objectives fit with what we would expect a first year student to complete as a basis for the dental hygiene diploma program. It currently does not make sense for there to be second and third year level courses as pre-requisites for a second year entry diploma program.

That Item 2 is changed to CHEM 105 and CHEM 110. The course outlines for these courses more adequately cover the information that is necessary for entry into the dental hygiene diploma program.

That Item 4 is changed to ENGL 105 and CMNS 165. The CMNC 165 course is a professional communications course that would benefit the dental hygiene diploma students to a much greater degree than the current English options in that it would teach them proper professional communication skills that they would use in practice after graduation as well as throughout the diploma program.

That Item 6 is eliminated since the total number of pre-requisite courses would total 33 credits, thereby eliminating the need for further pre-requisite courses.

\*Note – The BC articulation agreement recommends that all dental hygiene diploma programs have 30 credits as a pre-requisites and UFV has previously had 40 credits. This would be brought down to a more competitive level with other institutions if the proposed changes are approved.

# MEMO



To: Faculty of Science Curriculum Committee, Science Faculty Council, UEC, Senate  
From: Greg Schlitt, Head, Mathematics and Statistics  
Date: 17/05/2012  
Re: Guide to changes to MATH course labels and programs

---

Following Pre-UEC consultation: We are proposing some significant changes both to the labeling of some of our MATH courses and to our program requirements, all recommended by the External Review Committee during our recent Program and Unit review. Since these changes are inter-related and must happen in the correct sequence, we present this memo as an over-all navigation guide. Details are presented in other memos (referenced below), which are part of this package.

Proposed approval steps:

Step 1. Some courses currently labeled MATH should be relabeled STAT. The prerequisites of a number of these courses also need corresponding modification.

Relevant documents:

- "MATH courses to STAT courses"
- Course outlines for MATH 104, 106, 271, 272, 315, 330, 331, 350, 402, 420, 430, 431, 470, 488, 270, 370 and 450.

Step 2. Individual programs offered by Mathematics and Statistics department need to be modified both to take into account the relabeling in step 1, and to respond to recommendations of our recent review.

Relevant documents:

1. "Program changes memo BSc math major"
2. "Program changes memo BSc math minor"
3. "Program changes memo BSc stats option minor"

# MEMO



To: FSCC, Science Faculty Council, UEC, Senate  
From: Greg Schlitt, Head, Mathematics and Statistics  
Date: May 17, 2012  
Re: Changes to labels of statistics courses

---

The department of Mathematics and Statistics requests the use of the label STAT for its various statistics courses, to replace the current label MATH. Some courses would receive both labels.

## **Rationale:**

One of the recommendations made by the external reviewers for our 2011 program review was:

*That the courses in statistics be relabeled from MATH to STAT.*

As they stated, this is now common practice across North America, provides a more accurate and informative designation to students, and expedites their ability to scan through offerings in each of the department's two main course groupings.

This will be especially relevant now that the Certificate in Data Analysis is running, with a proposed Minor in Applied Statistics soon to follow. Students in those programs will be taking statistics courses only, and will likely find it easier to navigate program and course listings more specific to their subject.

There are several courses whose subject matter and treatment could reasonably receive both a MATH and STAT label. These courses would be listed under both the MATH listings and the STAT listings, and the equivalence noted at the appropriate places.

## **Specific Changes**

We request that

- the courses currently labelled MATH 104, 106, 271, 272, 315, 330, 331, 350, 402, 420, 430, 431, 470, 488 be relabelled as STAT 104, 106, 271, 272, 315, 330, 331, 350, 402, 420, 430, 431, 470, 488. The course outlines for all these courses will be sent by separate email. In many cases the prerequisites for these courses have been adjusted to reflect the new labelling (but have not changed in what is required of the student). There have been minor changes made to the outcomes for STAT (MATH) 270.
- the courses currently labelled MATH 270, 370, 450 receive the label STAT 270, 370, 450, but be cross-listed as MATH 270, 370, 450 (so that they are labelled as both MATH and STAT courses). Course outlines and "cross-list forms" will be submitted for this purpose by separate email.
- all the necessary changes be made throughout the calendar in program listings and course prerequisites (for all departments and programs). Conversations with Amanda Grimson suggest the following implementation:

- changes to *program* requirements can be done automatically by the UEC assistant: an instance of “MATH 106”, for example, can be replaced by “STAT 106”. Departments need only be notified that this has been done.
  - Courses (throughout the university) which have a statistics course *prerequisite* will need to have their outline modified, for example from “MATH 106” to “STAT 106.” Departments will have to make this change themselves, and will be notified of the need to do so by the Math department head, pre-UEC notification, and the UEC assistant.
- the calendar course listing for MATH courses include the following introductory paragraph: “Note that statistics courses are labelled STAT and may be found in that section.”
  - the calendar course listing of STAT courses include the following introductory paragraph: “Note that mathematics courses are labelled MATH and may be found in that section.”

# MEMO



To: FSCC, Science Faculty Council, UEC, Senate  
From: Greg Schlitt, Head, Mathematics and Statistics  
Date: 17/05/2012  
Re: Proposed changes to BSc mathematics major

---

One of the recommendations of our recent program review was

*That the department consider a broader list of course requirements for the mathematics major.*

This recommendation dealt with the issue of upper level requirements for the BSc math major. Current requirements are quite non-specific, and also leave open the possibility of a student taking many applied statistics courses, something not appropriate for a math major. Our proposal for modifications to the major deals with these issues and is more specific in its requirements, towards ensuring breadth in a student's mathematics education.

The language of the request assumes the success of our earlier request to re-label our statistics courses from MATH XYZ to STAT XYZ.

## **Proposed changes to the requirements for a BSc mathematics major**

We request that upper-level requirements be changed **from**:

*Upper-level requirements: 30 credits  
30 upper-level credits of mathematics courses labeled above MATH 302, which must include MATH 340. At least nine of these upper-level credits must be 400-level (excluding Directed Studies or Job Practicum). Students may use PHYS 381 as part of the thirty upper-level credits; however, PHYS 381 cannot be used to satisfy requirements of a math program as well as requirements of a physics program.*

(Note: the above is current calendar language which includes statistics courses among those labelled MATH. The proposed language below assumes the statistics courses have been relabelled as STAT.)

**to the following:**

*Upper-level requirements: 30 credits of upper-level courses labelled MATH or STAT of which:*

- 1. 21 credits of 300 or 400 level MATH courses which must include MATH 312, MATH 322, MATH 340 and one of MATH 339 or MATH 439. Nine of these credits must be at the 400 level.*
- 2. a further 9 credits of 300 or 400 level MATH or STAT courses.*

*Students may use PHYS 381 as part of the thirty upper-level credits; however, PHYS 381 cannot be used to satisfy requirements of a math program as well as requirements of a physics program.*

# MEMO



To: Pre-UEC, FSCC, Science Faculty Council, UEC, Senate  
From: Greg Schlitt, Head, Mathematics and Statistics  
Date: 17/05/2012  
Re: Program Changes for Mathematics BSc minor

---

We request permission to change the requirements of our BSc mathematics minor, towards ensuring that they include a majority of credits of mathematics courses, while permitting up to two statistics courses. This request assumes the success of our earlier request to re-label our statistics courses from MATH to STAT.

## **Requested Changes**

Change the upper level requirements of the BSc math minor **from**

*15 credits of courses of MATH courses labelled 308 or higher*

*Students may use PHYS 381 as part of the fifteen upper-level credits; however, PHYS 381 cannot be used to satisfy requirements of a math program as well as requirements of a physics program.*

(Note that the above is current calendar language which includes statistics courses among those labelled MATH. The proposed language below assumes the statistics courses have been relabelled as STAT.)

**to**

*15 credits of 300 or 400 level courses labelled MATH or STAT of which at least 9 credits must be labelled MATH.*

*Students may use PHYS 381 as part of the fifteen upper-level credits; however, PHYS 381 cannot be used to satisfy requirements of a math program as well as requirements of a physics program.*

# MEMO



To: Pre-UEC, FSCC, Science Faculty Council, UEC, Senate  
From: Greg Schlitt, Head, Mathematics and Statistics  
Date: 17/05/2012  
Re: Program Changes for BSc mathematics minor (statistics option)

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The calendar language for the BSc mathematics minor (statistics option) needs to be adjusted to reflect our (earlier requested) re-labelling of the department's statistics courses from MATH to STAT.

## Requested Changes

Change the upper level requirements of the BSc math minor (statistics option) **from:**

Upper-level requirements: 15 credits

| Course                                         | Title                                           | Credits |
|------------------------------------------------|-------------------------------------------------|---------|
| <b>15 credits selected from the following:</b> |                                                 |         |
| MATH 308                                       | Linear Programming                              | 3       |
| MATH 315                                       | Applied Regression Analysis                     | 3       |
| MATH 330                                       | Design of Experiments                           | 3       |
| MATH 350                                       | Survey Sampling                                 | 3       |
| MATH 360                                       | Operations Research I                           | 3       |
| MATH 370                                       | Probability and Stochastic Processes            | 3       |
| MATH 402                                       | Generalized Linear Models and Survival Analysis | 3       |
| MATH 420                                       | Empirical and Non-parametric Statistics         | 3       |
| MATH 430                                       | Time Series and Forecasting                     | 3       |
| MATH 450                                       | Statistical Distribution Theory                 | 3       |
| MATH 451                                       | Parametric Statistical Inference                | 3       |
| MATH 460                                       | Operations Research II                          | 3       |
| MATH 470                                       | Methods of Multivariate Statistics              | 3       |
| MATH 488                                       | Selected Topics in Statistics                   | 3       |

To: 15 credits selected from any of the following courses:

- 300 or 400 level STAT courses, MATH 308, MATH 360

Note that this does not have any substantive effect on program requirements, as all the courses listed in the current program requirement will have their labels changed to STAT, with the exception of MATH 308 and 360.



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**POLICY TITLE: UNDERGRADUATE COURSE AND PROGRAM APPROVAL POLICY**

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AUTHORITY Senate

PRIMARY CONTACT Provost and Vice-President, Academic

RELATED POLICIES

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**PURPOSE/PHILOSOPHY**

UFV employs a process to scrutinize new and existing courses and programs to ensure that they meet both UFV and legislated standards and requirements.

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**POLICY**

All new courses and programs and changes to existing courses and programs will undergo an approval process.

Approval will be guided by interests as articulated in the Strategic Plan and the Education Plan. The internal process includes various consultations and approvals by academic units, support areas, administrators, the Senate and its committees, and the Board of Governors.

This policy provides the guidelines and procedures pertaining to UFV's internal program and course approval processes.

Senate may delegate the authority to approve new courses and course changes to a Senate standing committee.

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**DEFINITIONS**

**Academic Unit:** An academic unit includes but is not limited to faculties, schools, libraries, programs, centres, departments, and institutes.

**Campus-Wide Consultation :** The Campus-Wide Consultation process provides an opportunity for other academic units and service areas (e.g., Admissions & Records, Library, Student Services) to review and provide feedback about the course or program submission; it precedes consultation with faculty councils.

**Official Course Outline:** A legal document used for calendar copy, articulation, and other official documentation purposes, the Official Course Outline establishes the parameters for the course syllabus that instructors develop and provide to students.

**Lower-level Course:** A course that is a first- or second-year course; lower-level courses are generally numbered in the 100s and 200s.

**Major Course Change:** A modification to a course that affects the nature or focus of a course, options for students, or budget.

**Minor Course Change:** A modification to a course that has no effect on the nature or focus of a course, options for students, or budget.

**Program:** For the purposes of this policy, “program” refers to a collection of courses and associated requirements offered as a credential or an option within a credential. This includes, but is not limited to a certificate, diploma, minor, extended minor, major, honours, degree, specialization, option, or concentration.

**Program Budget Analysis:** A summary of the budget implications of a proposed new program or revisions to an existing program. It is to be attached to all new and revised Program Proposals when the proposal is submitted to Senate and its standing committees for approval. The Budget Analysis Template is available from the Office of the Program Development Coordinator.

**Program Committee:** A committee created to oversee the implementation and administration of a program and its courses. A Program Committee is approved by the Dean(s).

**Program Proposal:** The detailed description for a new program prepared on the Template for the Development of Program Proposals.

**Program Working Group:** A group of people formed in consultation with the Dean(s) (or the Provost) to proceed in the development of a course or program proposal for consideration in the approval process. This group may become the **Program Committee**, which will provide oversight of the program and its courses. The final composition of the group is approved by the Dean. Guidelines for the composition of Program Working Groups are found in the program and course approval resources provided by the Office of the Program Development Coordinator.

**Recommendation:** Providing advice, positive or negative, to inform approval decisions by subsequent committees.

**Undergraduate Course:** Any course numbered below 600, including continuing studies, vocational, and developmental courses.

**Undergraduate Education Committee (UEC):** A Senate standing committee that provides Senate with advice on all matters related to the undergraduate educational programs of the university, including policies, practices, and criteria for admission, evaluation, and promotion of undergraduate students.

**Upper-level Course:** A course that is a third- or fourth-year course; upper-level courses are usually numbered in the 300s and 400s.

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## PROCEDURES

1. The process to approve programs and courses shall include a series of structured consultations and approvals that give the UFV community opportunity to examine a program or course in terms of the quality of the curriculum, consistency of standards, attention to student needs, and adherence to UFV’s Strategic Plan, mandate, and Institutional Learning Outcomes.
2. Changes made to the procedures and guidelines of this policy require the approval of Senate.
3. A *new course* requires the approval of Senate according to the process outlined in [Appendix A](#).
4. Course changes will be classified as either *minor* or *major*.
5. A *minor* course change is to be approved by Faculty Council and submitted to UEC as an information item and for inclusion in the Calendar. The process for making *minor* changes to an undergraduate-level course and descriptions of *minor* changes are presented in [Appendix A](#).
6. A *major* course change requires the approval of Senate upon recommendation by UEC according to the process outlined in [Appendix A](#).

7. A *new* program requires the approval of Senate according to the process outlined in [Appendix B](#).
8. All *changes* to programs require the approval of Senate according to the process outlined in [Appendix B](#).
9. The Office of the Program Development Coordinator will be responsible for developing and reviewing the program and course approval templates and guidelines in consultation with UEC. UEC will approve the templates and guidelines and any subsequent revisions.

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## APPENDICES

**Appendix A: Undergraduate Course Approval Process**

**Appendix B: Undergraduate Program Approval Process**

## APPENDIX A: UNDERGRADUATE COURSE APPROVAL PROCESS

This appendix includes

- 1) the process for developing and obtaining approval for a new undergraduate course;
- 2) the process for making *major* changes to an existing undergraduate course; and
- 3) the process for making *minor* changes to an existing undergraduate course.

### 1. Approval Process for New Courses

- 1.1. The process for introducing a *new* course, generally, begins with the department/school or Program Working Group or Program Committee, which develops the Course Outline and prepares a memo that outlines the rationale and any financial implications of the new course using the Memo Template.
- 1.2. Upon department/school or Program Working Group/Committee approval, the Course Outline and Memo are submitted to the Dean or designate for approval.
- 1.3. Upon Dean's approval, the Course Outline and Memo are submitted to the UEC Assistant for Campus-Wide Consultation for a period of one to four weeks.
- 1.4. Following the Campus-Wide Consultation, the department/school or committee sends the Course Outline and Memo to Faculty Council(s) for approval. Course developers must also respond to all comments submitted during the Campus-Wide Consultation process and include this response in the submission to Faculty Council(s).
- 1.5. Upon approval by Faculty Council(s), the Course Outline and Memo are submitted to UEC for review and recommendation to Senate.
- 1.6. Upon Senate approval, the UEC Assistant makes all necessary calendar changes and posts the new Course Outline on the web.

### 2. Approval Process for Major Changes to Existing Course

The following are considered to be *major* course changes:

- a change for which new resources are required to deliver the course
- course deletions
- a change to a course title that reflects a change in the nature or focus of the course
- changes to the calendar description of a course that reflect a change in the nature or focus of the course
- changes that move a lower-level course to an upper-level course and vice versa
- change to the total number of credits for a course
- change to the hours assigned to components (e.g., total student contact hours, lecture hours, seminar hours) and/or length of a course
- change to the prerequisites or co-requisites for a course that restricts options for students or affects the students or programs of other academic units
- changes to learning outcomes that change the nature or focus of the course
- changes to the course content that change the nature or focus of the course
- change in the maximum enrolment for a course if it affects the quota for an educational program within the academic unit or students or programs of other academic units
- changing or adding a delivery method for a course when the extra cost of the added delivery method will not be absorbed by the academic unit delivering the course

- changes that affect the students or programs of other academic units

- 2.1. The process for making *major* changes to an existing course, generally, begins with the department/school, Program Working Group, or Program Committee, which revises the Course Outline and prepares a memo that outlines the rationale and any financial implications of the course changes using the Memo Template. If there is no department/school responsible for the course, a committee representing the relevant discipline(s) will be struck.
- 2.2. Upon department/school or Program Working Group/Committee approval, the Course Outline and Memo are submitted to the Dean(s) or designate for approval.
- 2.3. Upon Dean's approval, the Course Outline and Memo are submitted to the UEC Assistant for Campus-Wide Consultation for a period of one to four weeks.
- 2.4. Following the Campus-Wide Consultation, the department/school or committee sends the Course Outline and Memo to Faculty Council(s) for approval. Course developers must also respond to all comments submitted during the Campus-Wide Consultation process and include this response in the submission to Faculty Council(s).
- 2.5. Upon approval by Faculty Council(s), the Course Outline and Memo are submitted to UEC for approval, then to Senate for information if approved. If there are significant budgetary implications, the Dean(s) may submit the Course Outline and Memo to the Budget Committee for review and recommendation to Senate. In such case, UEC will recommend its decision to Senate rather than approve the Course Outline.
- 2.6. Upon Senate approval, the UEC Assistant makes all necessary calendar changes and posts the revised Course Outline on the web.

### 3. Approval Process for Minor Changes to Existing Course

The following are considered to be *minor* course changes:

- a change to an existing course that has no impact on programs or students of other academic units
  - a change for which all associated costs will be covered by the academic unit
  - a change to a course title for the purpose of correction or clarification
  - change(s) to the calendar description of a course for the purpose of correction or clarification
  - change of a course level from 1st to 2nd year (or 2nd to 1st year) and from 3rd to 4th year (or 4th to 3rd)
  - change to the prerequisites or co-requisites for a course that expands options for students
  - change to the frequency of a course offering
  - changes to learning outcomes that do not change the nature or focus of the course
  - changes in course content that do not change the nature or focus of the course
  - changing or adding a delivery method for a course that does not affect the cost of delivering the course
- 3.1. The process for making minor changes to an existing course, generally, begins with the department/school or Program Committee, which revises the Course Outline and prepares a memo that outlines the rationale and any financial implications of the course changes using the Memo Template.

- 3.2. Upon department/school or Program Committee approval, the Course Outline and Memo are submitted to the Dean(s) or designate for approval.
- 3.3. Upon approval by the Dean(s), the Course Outline and Memo are submitted to Faculty Council(s) for approval.
- 3.4. Upon approval at Faculty Council(s), the revised Course Outline and Memo are submitted to the UEC Assistant who will make all necessary calendar changes, post the revised Course Outline on the web, and forward the changes as information items to Senate and standing committees as required.

DRAFT

## **APPENDIX B: UNDERGRADUATE PROGRAM APPROVAL PROCESS**

This appendix includes

- 1) the process for developing and obtaining approval for a new undergraduate program; and
- 2) the process for making changes to an existing undergraduate program.

### **1. Approval Process for New Programs**

- 1.1. The process for introducing a new program, generally, begins when a Program Working Group presents its notice of intent to develop the program to the Dean(s) of the appropriate academic unit(s).
- 1.2. In the event that an appropriate Program Working Group does not exist and/or to ensure faculty representation on the Program Working Group, the Dean(s) will strike a Program Working Group. A Program Working Group must consist of a minimum of three people with teaching or research expertise in the subject area. If a new program is entirely discipline-based, at least one additional member from another discipline with teaching or research expertise in the subject area or related area should be added. The composition of a Program Working Group must be approved by the Dean before it submits any proposals to any approval body.
- 1.3. With the assistance of the Program Development Coordinator and in consultation with appropriate academic units and Dean(s), the Program Working Group will develop a Concept Paper.
- 1.4. The Concept Paper is presented to Faculty Council(s) for discussion.
- 1.5. After discussion at Faculty Council(s), the Concept Paper is presented to the Dean(s) for review and approval. In the case of a multi-disciplinary program involving more than one Faculty, approval is required from the Dean(s) who will have administrative responsibility for the program. If the Dean(s) do(es) not recommend approval, that decision can be appealed to the Provost or Vice-Provost.
- 1.6. Upon approval by the Dean(s), the program proposed in the Concept Paper is included in the Faculty's (or Faculties') submission to the Education Plan. Only upon inclusion of the program concept in the Education Plan, as approved by the Board, should a Program Working Group proceed with developing the Program Proposal.
- 1.7. The Program Proposal and draft calendar copy are submitted on the appropriate template to the Undergraduate Education Committee (UEC) Assistant for Campus-Wide Consultation, including the Dean(s), for a minimum of four weeks. Developers must respond to all comments submitted during the Campus-Wide Consultation process and include this response in the submission to Faculty Council(s).
- 1.8. Upon completion of the Campus-Wide Consultation, the Program Working Group submits the Program Proposal, accompanied by responses to comments submitted during Campus-Wide Consultation, to the appropriate Faculty Council(s) for approval. For multi-disciplinary programs, the proposal is submitted to the Faculty(ies) that will have administrative responsibility for the program.
- 1.9. Upon approval of the program by the Faculty Council(s), it is forwarded to the Dean(s) for approval.

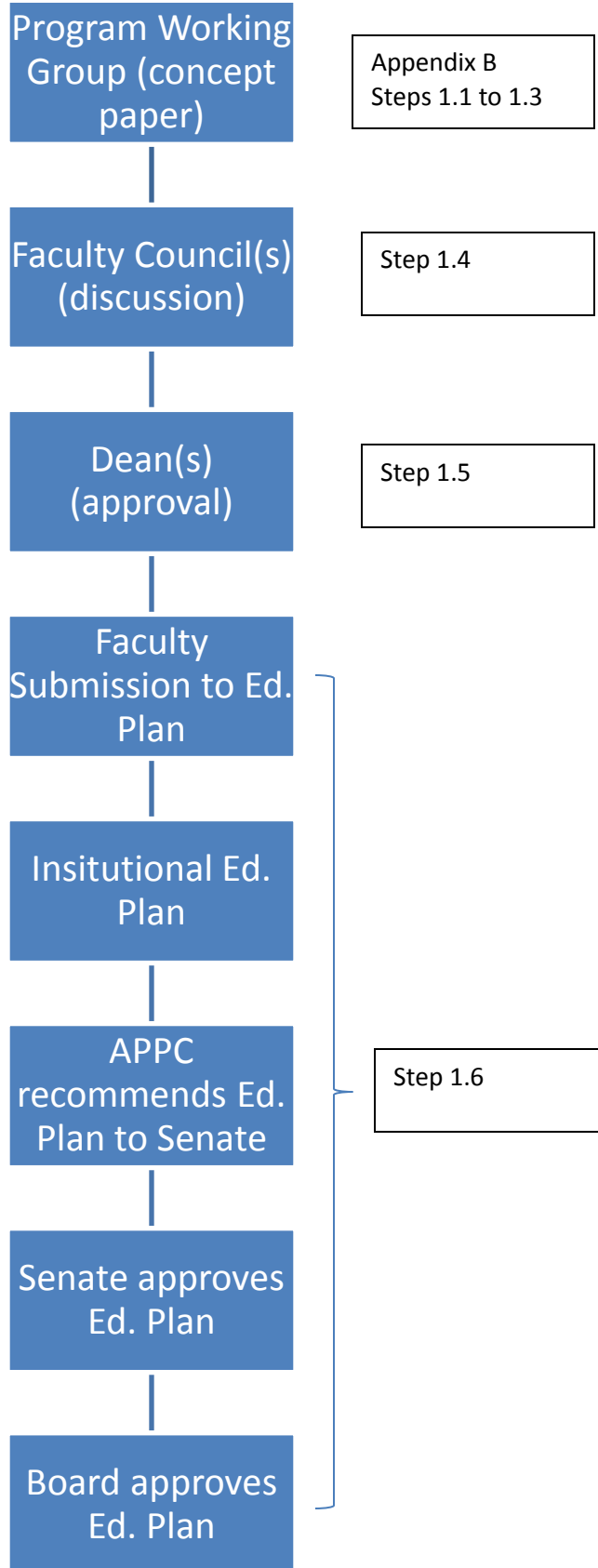
- 1.10. Upon approval by the Dean(s), the development of the program budget is overseen by the Dean(s) and the Program Development Coordinator.
- 1.11. The Program Proposal and responses to comments submitted in the Campus-Wide Consultation are submitted to UEC for review and recommendation to APPC. Simultaneously, the Program Budget is sent to the Senate Budget Committee for review and recommendation to APPC.
- 1.12. APPC will review the recommendations from UEC and the Budget Committee, determine if the proposed program is in line with UFV's institutional priorities, and make its recommendation to Senate. Programs will be prioritized by the Academic Planning and Priorities Committee.
- 1.13. Upon Senate approval, the Program Proposal is sent to the Program Development Coordinator for review and submission through the Office of the Provost and Vice-President, Academic to external agencies (e.g., Ministry or accreditation bodies) for approval. Normally, only proposals that are included in the Education Plan's implementation list are sent for external approval.

## **2. Approval Process for Changes to an Existing Program**

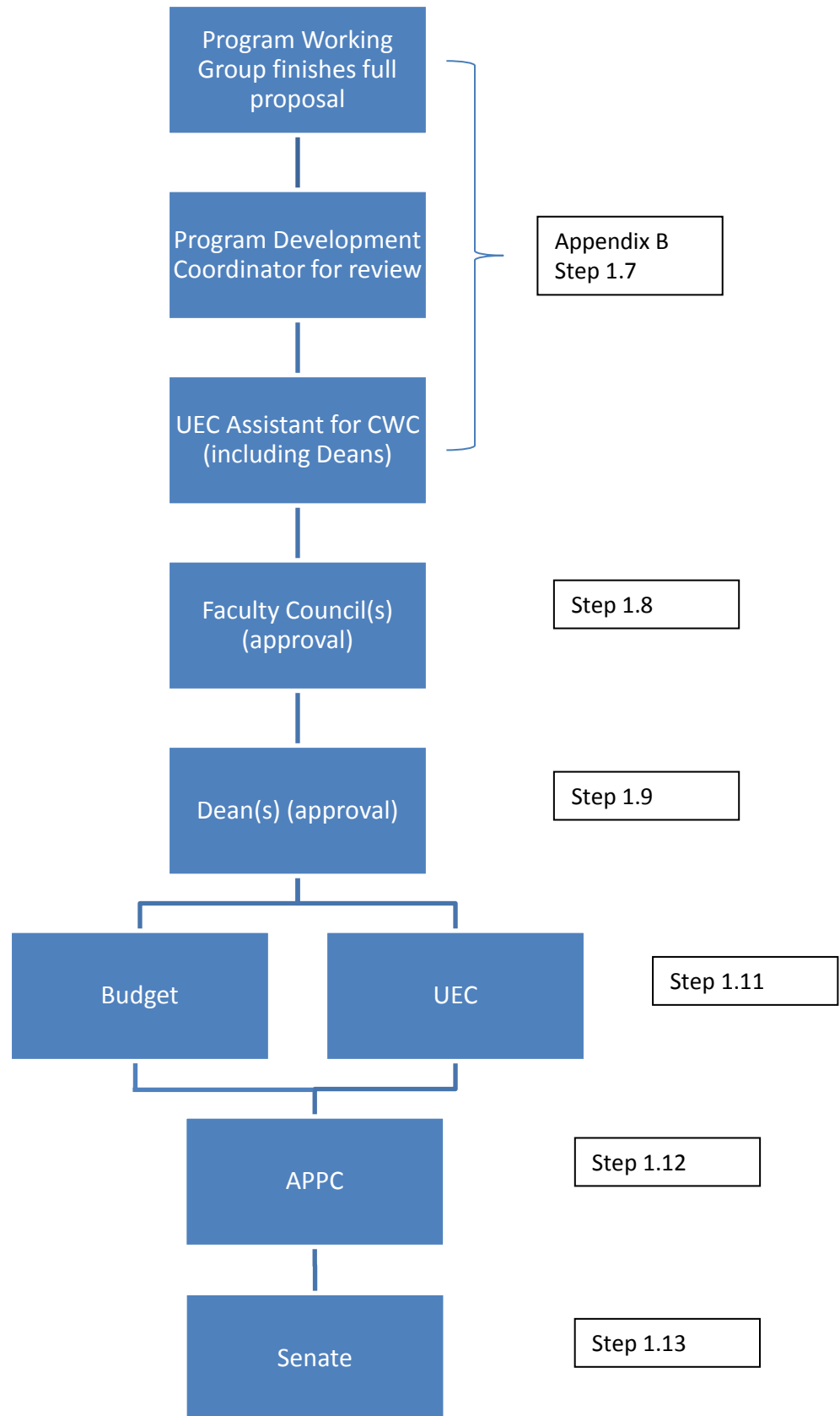
- 2.1. The process for changing a program, generally, begins with the relevant academic unit or Program Committee, in consultation with the Dean(s) responsible. The changes and the rationale for the changes are outlined. **NOTE:** If the program changes require the approval of the Ministry, a full Program Proposal must be prepared and go through the process outlined for new programs.
- 2.2. Upon approval by the department/school or Program Committee, the proposed changes and rationale are submitted to the UEC Assistant for Campus-Wide Consultation, including the Dean(s), for a minimum of four weeks. Developers must respond to all comments submitted during the Campus-Wide Consultation process and include this response in the submission to Faculty Council(s) and UEC.
- 2.3. After Campus-Wide Consultation, the revised program, accompanied by responses to comments submitted in the Campus-Wide Consultation, is submitted for approval to the appropriate Faculty Council(s).
- 2.4. Upon approval of the program change by the Faculty Council(s), it is forwarded to the Dean(s) for approval.
- 2.5. Upon approval by the Dean(s), the development of the program budget is overseen by the Dean(s) and the Program Development Coordinator.
- 2.6. The program change and responses to comments submitted in the Campus-Wide Consultation are submitted to UEC for review and recommendation to APPC. Simultaneously, the program change budget is sent to the Senate Budget Committee for review and recommendation to APPC.
- 2.7. APPC will receive the recommendations from UEC and the Budget Committee, review them as deemed appropriate, and make its recommendation to Senate.



**Concept Paper Phase (8 months best case scenario)**



**New Program Proposal – after Concept Paper is in the Ed. Plan (10 months best case scenario)**



# Transfer Credit Recommendation for Undergraduate Education Committee

Please attach program and course outlines and a copy of a sample transcript or credential.

|                                                                                                                                                                                         |                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>UFV Department/program: CIS</b>                                                                                                                                                      |                                     |
| <b>Reviewer's name:</b> Colleen Gingerich                                                                                                                                               | <b>Phone:</b> 604-796-2800 ext 2543 |
| <input type="checkbox"/> Precedent-setting decision. Course(s) offered within this range of terms will transfer:<br><b>Effective date:</b> June 30, 2011 <b>End date:</b> June 30, 2012 |                                     |

**Transfer credit is recommended as follows:**

|                                                                   |                                                                 |                                                 |                |
|-------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------|----------------|
| <b>School Name:</b> Mouat Secondary/<br>Abbotsford Virtual School |                                                                 | <b>UFV Equivalent</b>                           |                |
| <b>Location:</b>                                                  |                                                                 |                                                 |                |
| <b>School Course Code and Number, or Program Name</b>             | <b>Qualifiers</b> (e.g. min. grade or GPA, certification, etc.) | <b>Subject Code &amp; Number</b> (e.g. CIS 140) | <b>Credits</b> |
| ICTM 12                                                           | B                                                               | CIS 145                                         | 3              |
| ICTP 11                                                           | B                                                               | COMP 150                                        | 4              |
| ICTP 12                                                           | B                                                               | COMP 155                                        | 4              |
| ICTS 11                                                           | B                                                               | CIS 190                                         | 3              |
| YCAIS1A                                                           | B                                                               | CIS192                                          | 4              |
| YCAIS 2A & 2B                                                     | B                                                               | CIS292                                          | 4              |

## Rationale for recommendation:

This articulation has been in effect from June 30, 2006-June 30, 2011. It has been successful and needs to be extended for one year. CIS department recommends that the articulation not continue beyond June 2012, because of changes in our course content and program structure.

**If decision is not to be precedent-setting, please explain why not:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Transfer Credit Recommendation for Undergraduate Education Committee

|                                                                                                                                                            |                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>UFV Department/program: CIS Department</b>                                                                                                              |                                     |
| <b>Reviewer's name:</b> Colleen Gingerich                                                                                                                  | <b>Phone: 604-795-2800 ext 2543</b> |
| Precedent-setting decision. Course(s) offered within this range of terms will transfer:<br><b>Effective date:</b> September 2010 <b>End date</b> Sept 2015 |                                     |

**Transfer credit is recommended as follows:**

|                                                       |                                                                 |                                                 |                |
|-------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------|----------------|
| <b>School Name: Robert Bateman Secondary School</b>   |                                                                 | <b>UFV Equivalent</b>                           |                |
| <b>Location: Abbotsford, BC</b>                       |                                                                 |                                                 |                |
| <b>School Course Code and Number, or Program Name</b> | <b>Qualifiers (e.g. min. grade or GPA, certification, etc.)</b> | <b>Subject Code &amp; Number (e.g. CIS 140)</b> | <b>Credits</b> |
| MID 11 Industrial Design                              | B                                                               | CIS 162                                         | 3              |
|                                                       |                                                                 |                                                 |                |
|                                                       |                                                                 |                                                 |                |
|                                                       |                                                                 |                                                 |                |
|                                                       |                                                                 |                                                 |                |
|                                                       |                                                                 |                                                 |                |

## Rationale for recommendation:

This course transfer articulation was already approved for one year. Based on its success, we plan to continue with the articulation with the end date to Sept 2015. This course is part of the Animation Arts Certificate which was developed at UFV to support the course offerings for UFV and Robert Bateman students. Robert Bateman High School is known Canada wide for their Animation Program. The students graduating from the school have been hired directly by various companies. Articulation of this course encourages Robert Bateman students to complete the rest of the Animation Arts Certificate courses here at UFV

**If decision is not to be precedent-setting, please explain why not:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## UEC MEMORANDUM

UEC Chair: Samantha Pattridge  
Phone: 4177

UEC Assistant: Amanda Grimson  
Phone: 4571

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**TO:** Dr. M. Evered, UFV Senate Chair

**FROM:** Amanda Grimson, Undergraduate Education Committee Assistant

**DATE:** May 15, 2012

**RE:** Graphic and Digital Design diploma

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At its February 2, 2012 meeting, UEC approved a number of changes to the Graphic and Digital Design diploma. As a number of related GD courses were removed from the agenda, approval of the revised program requirements was deferred. The courses were subsequently approved at the March 2, 2012 meeting, but the changes to the diploma program did not come back to UEC,

However, when the proposed changes were sent on to Senate with UEC's recommendation, the proposal was sent in its entirety, including the revised program requirements. As a result of this error, Senate has approved the changes to the program, even though UEC did not.

Consultation with Al Wiseman, Samantha Pattridge, and Jacqueline Nolte has determined that these changes should be sent back to UEC for information only; they have been included in the 2012/13 calendar.

## Graphic and Digital Design diploma

### Required courses

| Course                 | Title                                                           | Credits      |
|------------------------|-----------------------------------------------------------------|--------------|
| <del>AH 203</del>      | <del>History of Posters – The Art of Persuasion</del>           | <del>3</del> |
| GD 101                 | Fundamentals of Design                                          |              |
| <del>-or CIS 104</del> | <del>Elements of Computer Information Systems</del>             | <del>3</del> |
| <del>GD 102</del>      | <del>History of Graphic Design</del>                            | <del>-</del> |
| <del>-or AH 203</del>  | <del>History of Posters—the Art of Persuasion</del>             | <del>3</del> |
| GD 161                 | Graphic and Digital Design I                                    | 3            |
| GD 154                 | Typography                                                      | 3            |
| GD 157                 | Digital Design Media I                                          | 3            |
| GD 159                 | Digital Design Media II                                         | 3            |
| <del>GD 202</del>      | <del>Interactive Design I</del>                                 | <del>3</del> |
| GD 203                 | Dynamic Media I: Motion Graphics                                | 3            |
| GD 204                 | Interactive Design II                                           | 3            |
| GD 216                 | Drawing and Illustration II                                     | 3            |
| GD 231                 | Dynamic Media II: Animation and Character Modeling              | 3            |
| <del>GD 258</del>      | <del>Graphic Design for the Web</del>                           | <del>3</del> |
| GD 317                 | Graphic and Digital Design II                                   | 3            |
| <del>GD 332</del>      | <del>Virtual Space Design</del>                                 | <del>3</del> |
| <del>GD 358</del>      | <del>Interactive Design for Portfolio</del>                     | <del>3</del> |
| <del>GD 361</del>      | <del>Portfolio Development for Graphic and Digital Design</del> | <del>3</del> |
| GD 369                 | Professional Practices I                                        | 3            |
| GD 374                 | Brand Identity                                                  | 3            |
| <del>GD 378</del>      | <del>Advanced Digital Imaging</del>                             | <del>3</del> |
| VA 113                 | Introduction to Drawing                                         | 3            |
| VA 115                 | Introduction to Studio I: Material Practices                    | 3            |
| VA 180                 | Digital Photography I                                           | 3            |
| One of:                | CMNS <del>125</del> <u>155</u> or ENGL 105 or higher            | 3            |