



UNDERGRADUATE EDUCATION COMMITTEE (UEC)

Friday, June 22, 2012 - 10 am-12 pm

Abbotsford campus - Room C1425

AGENDA

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Page

#### 1. APPROVAL OF THE AGENDA

1.1. MOTION: To approve the agenda as presented.

#### 2. APPROVAL OF UEC MINUTES

4-11

2.1. UEC draft minutes: May 23, 2012

MOTION: To approve the draft minutes as presented.

#### 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/>.

12-13

##### 3.1. Biology

Course review with changes including prerequisites: BIO 340

MOTION: To approve the BIO 340 course outline as presented.

14-17

##### 3.2. Chemistry

New course: CHEM 407, Undergraduate Chemistry Directed Studies or Research

Changes including prerequisites: CHEM 110, 113, 451

MOTION: To approve the Chemistry course outlines as presented.

18-19

##### 3.3. Computer Information Systems

Change to learning outcomes: CIS 262

Changes including learning outcomes: COMP 360

MOTION: To approve the CIS 262 and COMP 360 course outlines as presented.

20-21

##### 3.4. Economics

New course: ECON 207, Introduction to Strategic Thinking

New course: ECON 360, Labour Economics

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MOTION: To approve the ECON 207 and 360 course outlines as presented.

22-23

**3.5. Geography**

Review with changes: GEOG 105, 241, 300, 421, 433, 482, 483

Review with changes including prerequisites: GEOG 242, 311

Review with changes including title, credits, and total hours: GEOG 250

Review with changes including total hours: GEOG 253, 480

Review with changes including title and prerequisites: GEOG 452

MOTION: To approve the Geography course outlines as presented.

24-25

**3.6. Health Sciences**

New course: DHYG 203, Health Promotion and Prevention

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

MOTION: To approve the DHYG 201 and 203 course outlines as presented.

26

**3.7. Physics**

New course: PHYS 225, Waves and Introductory Optics

MOTION: To approve the PHYS 225 course outline as presented.

**4. PROGRAMS**

27-29

**4.1. English**

Change to programs: English Honours, majors, extended minor, and minor

MOTION: To approve ARTS 100 as and alternative to ENGL 105 in the English Honours, majors (English Literature, Drama, Creative Writing, and Writing and Rhetoric concentrations), extended minor, and minor as presented.

30-35

**4.2. Mathematics and Statistics**

Change to program: Mathematics major (BA)

Change to program: Mathematics minor (BA)

Change to program: Mathematics extended minor (BA)

Change to program: Mathematics minor (statistics option) (BA)

Change to program: Mathematics extended minor (statistics option) (BA)

MOTION: To approve the changes to the Mathematics major (BA) as presented.

MOTION: To approve the changes to the Mathematics minor (BA) as presented.

MOTION: To approve the changes to the Mathematics extended minor (BA) as presented.

MOTION: To approve the changes to the Mathematics minor (statistics option) (BA) as presented.

MOTION: To approve the changes to the Mathematics extended minor (statistics option) (BA) as presented.

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**5. OTHER BUSINESS/DISCUSSION ITEMS**

- 36           **5.1. Transfer subcommittee**  
              MOTION: To approve the transfer credit request from the University of  
              Saskatchewan as presented.

- 37-42       **5.2. Policy subcommittee**  
  
              **5.3. Election of Chair and Vice-chair**

**6. INFORMATION ITEMS**

- 43-45       **6.1. 2012/13 UEC membership**  
  
46           **6.2. 2012/13 UEC meeting schedule**  
  
47           **6.3. UEC Terms of Reference**

**7. ADJOURNMENT**



## UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

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

### DRAFT MINUTES

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Present: A. Arndt, A. Bradley, S. Brigden, J. Carroll, M. Bos-Chan, C. Forster, S. Hardman, E. Harris, R. McLeod, S. Patridge, E. Spalding, D. Thomson

Absent: D. Alary, W. Burton, H. Compeau, J. English, D. Freschi, S. MacMath, O. Steyn, S. Potter, S. StegmueLLer, B. Whittaker

Guests: A. Cameron, P. Geller, C. Gingerich, D. Harnett, C. Loten, A. Wiseman, L. Zaleski

Recorder: A. Grimson

1. APPROVAL OF THE AGENDA

MOTION:

E. Spalding/C. Forster

To approve the agenda as amended:

- 3.6, Computer Information Systems: COMP 351, 445, and 490 incorrectly identified as CIS
- 4.7, Mathematics and Statistics: STAT 331 and 431 are both cross-listed as COMP courses
- 5.4, June UEC meeting

CARRIED

2. APPROVAL OF UEC MINUTES

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

MOTION:

E. Spalding/C. Forster

To approve the UEC draft minutes of March 30, 2012 as presented.

CARRIED

MOTION:

E. Spalding/D. Thomson

To approve the UEC draft minutes of April 27, 2012 as presented.

CARRIED

3. COURSE OUTLINES

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

MOTION:

S. Brigden/E. Spalding

To accept the following recommendations made at the April 27, 2012 UEC meeting:

- To approve the GEOG 484 course outline as presented.
- To approve the Modern Language course outlines as presented, with the exception of FREN 315 and 319.
- To approve the PHIL 110 and 120 course outlines as presented.
- To approve the SCMS course outlines as presented.

CARRIED

The Modern Languages department has requested that increases to the FREN 315 and 319 prerequisites be implemented for September 2013. Generally, notice of prerequisite increases is required to appear in the calendar, with implementation for the following year. As these are too late to be noted in the 2012/13 calendar, UEC must grant specific permission for implementation prior to September 2014.

UEC members felt that delaying implementation until September 2014 was unnecessary, particularly since the new prerequisites will appear online in the draft 2013/14 calendar for more than a year prior to implementation in September 2013.

MOTION:

S. Brigden/C. Forster

To approve the FREN 315 and 319 course outlines as presented (effective September 2013).

CARRIED

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

MOTION:

A. Arndt/A. Bradley

To approve the Biology course outlines as presented.

CARRIED

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, 390

Review with changes: COMP 351, 445, 490

The rationale given for increasing the prerequisites for CIS 386 was discussed; some UEC members questioned what the department meant by stating that students with the existing prerequisites do not have the maturity required for this course. C. Gingrich agreed that this was an incorrect word choice, and that the rationale should indicate that these students lack sufficient academic experience for this course.

UEC also again discussed the implementation of increased prerequisites, and agreed that these should be effective for September 2013 rather than September 2014. (This will also apply retroactively to any courses approved in recent months that missed the 2012/13 calendar cut-off.)

MOTION:

C. ForsterS. Brigden/M. Bos-Chan

To approve the Computer Information Systems course outlines as amended:

- Prerequisite increased to be effective September 2013 rather than 2014.
- Rational for changes to CIS 386 to be amended: "students... did not have the maturity **academic background** needed for this 300-level course."

CARRIED

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)

DHYG 201 and 203 are missing some course content; UEC asked the department to revise these outlines and resubmit to a future meeting.

MOTION:

S. Brigden/R. McLeod

To approve the Dental Hygiene course outlines as presented, with the exception of DHYG 201 and 203.

CARRIED

3.8. Geography

Review with changes: GEOG 308, 360, 454

MOTION:

E. Spalding/C. Forster

To approve the GEOG 308, 360, and 454 course outlines as presented.

CARRIED

3.9. Mathematics and Statistics

Changes including prerequisites: MATH 322

MOTION:

E. Spalding/A. Arndt

To approve the MATH 322 course outlines as presented.

CARRIED

3.10. Physics

Change to prerequisites: PHYS 232, 325

Changes including prerequisites: PHYS 481

Review with changes including prerequisites: PHYS 352

As with previously-discussed course outlines, UEC agreed that increases to prerequisites should be effective for September 2013, rather than September 2014.

MOTION:

C. Forster/E. Spalding

To approve the Physics course outlines as amended:

- Prerequisite increases to be effective September 2013 rather than 2014.

CARRIED

3.11. Political Science

New course: POSC 420, Seminar in Political Theory

MOTION:

C. Forster/E. Spalding

To approve the POSC 420 course outline as presented.

CARRIED

4. PROGRAMS

Carried forward from April 27, 2012 meeting:

4.1. Arts

Change to program: Bachelor of Arts declaration policy

4.2. Biology

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

4.3. Geography

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

MOTION:

E. Spalding/C. Forster

To accept the following recommendations made at the April 27, 2012 UEC meeting:

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

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

**CARRIED
RECOMMENDED TO SENATE**

4.4. English

Changes to program: English Honours

In addition to the program requirement changes that were discussed at the last meeting, it was noted that the department is also making changes to the admission procedures for this program.

MOTION:

E. Spalding/C. Forster

To accept the changes to the English Honours as amended:

- Retain ENGL 366 as an alternative to ENGL 354 and 401.

**CARRIED
RECOMMENDED TO SENATE**

Submitted for May 23, 2012 meeting:

4.5. Biology

Change to programs: Biology Honours and major

MOTION:

A. Bradley/A. Arndt

To approve the addition of MATH 118 as an alternative to MATH 112 for the Biology Honours and major as presented.

CARRIED

4.6. Health Sciences

Change to program: Dental Hygiene diploma

MOTION:

E. Spalding/C. Forster

To approve the change to entrance requirements for the Dental Hygiene diploma program as presented.

**CARRIED
RECOMMENDED TO SENATE**

4.7. Mathematics and Statistics

Creation of new course discipline code: STAT (Statistics)

MOTION:

A. Arndt/A. Bradley

To approve the creation of the new course discipline code STAT (Statistics).

**CARRIED
RECOMMENDED TO SENATE**

Change to course codes from MATH to STAT: MATH 104, 106, 271, 272, 315, 330, 331 (/COMP 331), 350, 402, 420, 430, 431 (/COMP 431), 470, 488

Cross-listing as STAT: MATH 270, 370, 450

MOTION:

S. Brigden/A. Arndt

To approve the STAT and MATH/STAT course outlines as presented.

**CARRIED
RECOMMENDED TO SENATE**

Change to program: Mathematics major (BSc)

MOTION:

S. Brigden/C. Forster

To approve the changes to the Mathematics major (BSc) as presented.

**CARRIED
RECOMMENDED TO SENATE**

Change to program: Mathematics minor (BSc)

Change to program: Mathematics minor (statistics option) (BSc)

MOTION:

A. Bradley/C. Forster

To approve the changes to the Mathematics minor (BSc) and Mathematics minor (statistics option) (BSc) as presented.

**CARRIED
RECOMMENDED TO SENATE**

5. OTHER BUSINESS/DISCUSSION ITEMS

5.1. Program and Course Approval policy

S. Patridge noted that UEC had approved a previous version of this policy, which has since been extensively revised by an APPC subcommittee. This subcommittee included three UEC members, as well as representatives of other Senate standing committees. APPC is now recommending that UEC approve the revised version. It was noted that although there have been significant revisions, UEC's role in the approval process has not been changed.

E. Harris raised a concern regarding changes to prerequisites and corequisites. When options for students are being expanded, these will be considered minor changes and will not require either Campus-Wide Consultation or UEC approval. This means that an A&R representative will not have the opportunity to advise departments on potential problems with implementation or wording prior to approval. It will be useful to have A&R keep in close contact with Faculty Councils to offer advice on such changes, and both Faculty Councils and deans should be encouraged to check with A&R in these cases.

MOTION:

S. Brigden/M. Bos-Chan

To approve the revised Program and Course Approval policy as presented, as recommended by APPC.

**CARRIED
RECOMMENDED TO SENATE**

5.2. Transfer credit requests

5.2.1. Mouat Secondary/Abbotsford Virtual School

C. Gingerich clarified that this transfer credit request is to be for one year, retroactive to June 2011 and expiring in June 2012.

MOTION:

A. Bradley/R. McLeod

To approve the transfer credit request for ICTM, ICTP, and YCAIS courses from Mouat Secondary/Abbotsford Virtual School as presented, to expire in 2012.

CARRIED

5.2.2. Robert Bateman Secondary School

E. Harris noted that the CIS department will be responsible for reviewing this information each year. If there are major changes, these should be brought back to UEC. C. Gingerich agreed that the department will commit to reviewing this annually.

MOTION:

D. Thomson/E. Spalding

To approve the transfer credit request for MID 11 from Robert Bateman Secondary School as presented (with annual review by the CIS department), to expire in 2015.

CARRIED

5.3. Subcommittees

5.3.1. Policy subcommittee

The policy subcommittee currently consists of S. Pattridge, M. Bos-Chan, R. McLeod, S. Brigden, and J. English; A. Wiseman and P. Geller will participate as needed. S. Pattridge will chair the subcommittee, and L. Tassone will provide support.

This committee will act only at UEC's request. It will review any policies that are delegated to UEC from Senate, and will provide recommendations to UEC. The committee may also identify policies that are out of date, and ask UEC to recommend a review.

MOTION:

E. Spalding/D. Thomson

To approve the membership of the policy subcommittee as described above.

CARRIED

MOTION:

S. Brigden/A. Arndt

To ask the subcommittee to investigate and bring a recommendation on the relationship between credits and hours at UFV.

CARRIED

MOTION:

D. Thomson/S. Brigden

To ask the subcommittee to examine the advantages, disadvantages, and options for cross-listing in light of BCCAT's concerns, and recommend how to proceed.

CARRIED

5.3.2. Transfer subcommittee

This subcommittee should consist of:

- Associate Registrar
- Two UEC members
- At least two additional faculty (as diverse a representation as possible)
- One advisor

MOTION:

S. Brigden/R. McLeod

To establish a transfer subcommittee to review transfer credit requests.

CARRIED

Current membership includes E. Harris, S. Pattridge, J. Carroll, and M. Bos-Chan.

5.3.3. Admissions subcommittee

A Special Admissions subcommittee has previously been created, but as UEC is also responsible for reviewing language policy exceptions, the same subcommittee could handle both types of requests. This subcommittee should consist of:

- Associate Registrar
- Two UEC members
- One International Education representative
- Two additional members, including at least one advisor

Current membership includes E. Harris, M. Bos-Chan, S. MacMath, K. Davies, C. Forster, and J. Hawkins.

MOTION:

M. Bos-Chan/S. Brigden

To change the current Special Admissions subcommittee to the Admissions subcommittee, and add language policy exceptions to this subcommittee's duties.

CARRIED

5.4. June UEC meeting

UPAC historically did not meet in June, but as UEC has more on-going business, the committee determined that a June meeting would be desirable. The next meeting will take place on June 22.

6. INFORMATION

6.1. Graphic and Digital Design diploma

Changes to the program requirements for the Graphic Design diploma were proposed at a previous meeting, but were deferred pending approval of related courses. These changes were not brought back to UEC, but were subsequently (erroneously) submitted to Senate for approval. As Senate has approved these relatively minor changes, which UEC has already had an opportunity to review, they are being sent to UEC for information only.

6.2. Upgrading and University Preparation

Discontinued course: MATH 071

7. ADJOURNMENT

The meeting was adjourned at 4:01 pm.



33844 King Road
Abbotsford, BC
V2S 7M8
Tel: (604) 504-7441

MEMORANDUM

TO: UEC
FROM: Sharon Gillies, Biology Department Head
DATE: April 3, 2012
SUBJECT: BIO 340 six-year course review

The Biology Department requests approval of the six year course review conducted for Biology 340. We have added MATH 118 as a prerequisite. This newly created MATH course was designed specifically for our students.

All updates, indicated in red, have been made to reflect the current course content.

C:\Documents and Settings\grimsona\My Documents\Dropbox\UEC\2012-06-22\Courses\4.1.1_BIO 340 2012 memo.doc



33844 King Road
Abbotsford, BC
V2S 7M8
Tel: (604) 504-7441

MEMORANDUM

TO: UEC
FROM: Sharon Gillies, Biology Department Head
DATE: March 27, 2012
SUBJECT: BIO 350 six-year course review

The Biology Department requests approval of the six year course review conducted for Biology 350. All updates, indicated in red/blue, have been made to reflect the current course content.

C:\Documents and Settings\grimsona\My Documents\Dropbox\UEC\2012-06-22\Courses\5.1_BIO 350 2012 memo.doc



33844 King Road
Abbotsford, BC
V2S 7M8
Tel: (604) 504-7441

MEMORANDUM

TO: PRE-UEC
FROM: David Fenske, Chemistry Department Head
DATE: April 13, 2012 (updated May 9, 2012)
SUBJECT: CHEM 110 - changes to prerequisites

The Chemistry Department requests approval for the following amendments to prerequisites for CHEM 110 – Introductory Chemistry.

Current Prerequisites:

Chemistry 11 or CHEM 083; and Principles of Math 11 or MATH 085, or equivalent

New Prerequisites:

Chemistry 11 or CHEM 083; one of: Foundations of Math 11, Precalculus 11, Principles of Math 11 or MATH 085

Note: Students planning to take subsequent Chemistry courses should note that Chemistry 113 requires Precalculus 12, MATH 085 or Principles of Math 12 as a prerequisite.

Rationale:

These are due to changes to the math program in Grades 10 – 12.

Effective:

September 2013



33844 King Road
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MEMORANDUM

TO: PRE-UEC
FROM: David Fenske, Chemistry Department Head
DATE: April 12, 2012 (revised May 9, 2012)
SUBJECT: CHEM 113 - changes to prerequisites

The Chemistry Department requests approval for the following amendments to prerequisites for CHEM 110 – Introductory Chemistry.

Current Prerequisite(s):

One of: CHEM 12, OR CHEM 093, OR CHEM 110, plus Principles of Math 12 or equivalent.

Proposed Prerequisites(s):

One of: CHEM 12, OR CHEM 093, OR CHEM 110, plus Principles of Math 12 or Precalculus 12, or MATH 094/095 or MATH 096

Rationale:

These are due to changes to the math program in Grades 10 – 12.

Effective:

September 2013



33844 King Road
Abbotsford, BC
V2S 7M8
Tel: (604) 504-7441

MEMORANDUM

TO: PRE-UEC
FROM: David Fenske, Chemistry Department Head
DATE: April 13, 2012
SUBJECT: CHEM 407 – new course

The Chemistry Department requests approval for the creation of CHEM 407 – Undergraduate Chemistry Directed Studies or Research

Current Prerequisites:

N/A

New Prerequisites:

A grade of B or better in three chemistry courses numbered 300 or above and permission of the department head will be required.

Rationale:

This will provide a research or directed studies course for chemistry students. While Chemistry 408 and 409 are intended for chemistry majors, Chem 407 would be available to all chemistry students.

Effective:

September 2012



33844 King Road
Abbotsford, BC
V2S 7M8
Tel: (604) 504-7441

MEMORANDUM

TO: PRE-UEC
FROM: David Fenske, Chemistry Department Head
DATE: April 12, 2012
SUBJECT: CHEM 451 – change to prerequisites

The Chemistry Department requests approval for the following amendments to prerequisites for CHEM 451 – Bioinorganic Chemistry.

Current Prerequisites:

CHEM 221 and CHEM 321

New Prerequisites:

CHEM 221 and one of CHEM 321, CHEM 341, CHEM 350, or BIO 320

Rationale:

Bioinorganic Chemistry is a multidisciplinary field of study, with content that includes inorganic chemistry, biochemistry, instrumental analysis, and spectroscopy. The revised prerequisites will open the course to more students by providing a wider range of relevant prerequisite courses.

Effective:

September 2012

To: Science Curriculum Committee

From: Colleen Gingerich, CIS Department Head (acting)

Date: May 9, 2012

Subject: CIS 262 Course Updates

CIS 262 is back at the Science Curriculum table due to Learning Outcomes needing to be updated. They are now updated with correct terminology.

To: Science Curriculum Committee

From: Colleen Gingerich, CIS Department Head (acting)

Date: May 9, 2012

Subject: COMP 360 Course Updates

COMP 360 is back at the Science Curriculum table due to Learning Outcomes needing to be updated. They are now updated with correct terminology.

Rationale for Econ 207, Introduction to Strategic Thinking

Econ 207 is a course in introductory game theory. Game theory is the study of how people and institutions interact and make decisions. It applies formal models to this interaction under the assumption that each agent's behavior impacts the welfare of other participants as well. These models are simplified abstractions of real-world interactions but offer a tractable way of analyzing behavior and outcomes.

Since so much decision making by both individuals and firms involves other agents, it is important for students to be able to analyze such situations. It is customary for economics departments to offer a lower level course in game theory. The research universities in BC, particularly UBC and SFU, have encouraged teaching universities such as UFV to put on 2nd year topics courses such as this.

Thanks,

Vlada

Vladimir Dvoracek, PhD, CFA
Chair, Department of Economics
joint appointment Economics and Business
University of the Fraser Valley

Rationale for Econ 360, Labour Economics

Labour economics seeks to understand the functioning and dynamics of the markets for labour. Labour economics looks at the suppliers of labour services (workers), the demands of labour services (employers), and attempts to understand the resulting pattern of wages, employment, and income. Employee compensation makes up approximately 65% of Gross National Output making labour by far the most significant factor of production. Consequently, labour economics is one of the largest areas in economics and it is critical that students have an understanding of the functioning and processes of this market.

Vladimir Dvoracek, PhD, CFA
Head, Department of Economics
joint-appointment Economics and Business
University of the Fraser Valley

MEMO



To: Pre-UEC, UEC
From: Michelle Rhodes, Head, Geography Department
Date: April 15, 2012
Re: Geography 250 credit change

Rationale and Budget Implications for Change in Credits Required for GEOG 250

The number of credits required for GEOG 250 has been reduced from 4 to 3, in response to course redesign. The desire to remove 25 hours of dedicated lab time from the course meeting schedule has resulted in a reduction of workload for the student. The course remains largely a lab-based course, but is delivered in the same number of hours typical of a 3-credit (avg.: 3 contact hours/ week) course in Geography.

This should result in a positive budget impact. By removing this credit, and the 25 hours of meeting time, this course becomes:

- a) More attractive to students who are uninterested in an additional 4-credit lab course due to time and work commitments; this should help the course fill and will provide options for students in the minor who need any two 200-level courses to complete their minor.
- b) More flexible in terms of who is able to deliver this and when, as it will be weighted in our program as a 1-section weight. Lecture-lab combination courses (which include almost all physical geography and techniques courses in our program) are awarded a 1.5-1.75 section weight. Thus, it is an easier course to 'fit' into an instructor's workload.
- c) More flexibility in terms of classroom use. This course would require the use of A413, due to its use of maps and equipment. This dedicated Geography classroom is heavily used during the week. A course with 3 contact hours a week is easier to fit into this classroom without having to displace another class into the general classroom system (where space may also be at a premium depending on time of day).

Rationale and Budget Implications for Change in Hours Required for GEOG 253

The change in hours, from 60-75, on the course outline for GEOG 253 is one that reflects the way the course is currently delivered. It has for several years been scheduled for 75 hours of contact time in a semester. The 60 hour total reflects an earlier form of delivery for the course dating back to before the last course revision. Thus, this change does not represent one with any new costs.

MEMO



To: Pre-UEC, UEC
From: Michelle Rhodes, Head, Geography Department
Date: April 15, 2012
Re: Geography pre-requisite changes

Rationale for Pre-requisite Changes, Geography courses

For GEOG 242:

Addition of pre-requisite is a response to the challenges students without one of these pre-reqs face in taking this class. Those with no previous introduction to either Economic Geography (introduced in GEOG 140) or Economics struggle when compared to their classmates.

We previously required GEOG 140, and it has only been two years since we removed this pre-requisite. By adding this on as a pre-req option, along with other options from Business and Economics, we are restoring a previous requirement.

For GEOG 311:

The pre-requisite for this course is being changed in order to allow more options for entry into it from Economics. The current pre-requisites require two courses. The revision will change that to one. This change reflects the reality of who is being allowed to take the course, as instructor's permission has been used liberally to allow for entry by students with Economics backgrounds, as well as students that have not yet completed two of the pre-requisite courses.

GEOG 201 and GEOG 202 are being removed from the pre-requisite list because the course content has shifted sufficiently over the years as to no longer build from much course content in these two courses.

For GEOG 402:

The instructor of this course has noted that students that enter this course directly from GEOG 202 on average tend to struggle with the difficulty of the material. However, those students that excel in GEOG 202—the A and B students—usually have far fewer challenges with the material. Thus, the proposed change will continue to allow for those GEOG 202 students to continue directly into GEOG 402 provided they received high marks in the former course.

For GEOG 452:

This course is one of three capstone courses (the others being GEOG 433 and GEOG 470) that are designed to have students build on accumulated knowledge and skills for application on large, field-based projects. The current requirement for upper-level standing has not proven sufficient in ensuring that students are entering this course having completed enough skills training to complete these projects. They often delay completion of earlier techniques courses (specifically GEOG 252, see 352, a quantitative course), and may not anticipate the use of materials from GEOG 253.

The addition of two skills-based pre-requisites is therefore done with the intention of preparing students more adequately for entering this course.

MEMORANDUM

To: Pre-UEC

Date: May 4, 2012

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

Re: Request for approval: Revisions to course outline DHYG 101 for submission to UEC
(Implementation September 2012)

The Dental Hygiene Curriculum Committee requests approval for revisions to DHYG 101 (Microbiology for Dental Hygiene). Please refer to the attached course outline.

Background:

DHYG 101 is a course which was part of the original dental hygiene curriculum purchased from another institution prior to program inception. Issues with lack of content specific to dental hygiene have been expressed by students over the past five years. In addition, the DH Program Curriculum Committee has identified that content does not incorporate evolving evidence in the discipline of dental hygiene, including updated infection prevention and control guidelines for dental offices.

In addition, the DH Program Curriculum Committee has identified an error in course numbering when first assigned at program inception. Although dental hygiene is a diploma program, admission requires completion of a full year of prerequisites (minimum 30 credits) at the 100 or 200 level. Microbiology for Dental Hygiene is offered during the first year of dental hygiene program, which is in fact the second year of the 3-year diploma. This numbering system and reference to second and third year dental hygiene is commonly used by other dental hygiene diploma programs in BC. Moreover, UFV's DH diploma program directly articulates with the fourth year of the Bachelor in Dental Sciences at UBC and the fourth year Bachelor of Health Sciences at Thompson Rivers University.

Response to Course Evaluations:

Currently, DHYG 101 is a three credit course delivered over 15 weeks through UFV's Biology Department. Revision to DHYG 101 incorporating new content specific to dental hygiene practice is now being submitted for approval. Additional content is not sufficient enough to warrant an increase in the structure of hours or course credit. Finally, the expected frequency of course offerings is being changed to "every other year" to reflect UFV's recent decision to admit students to the dental hygiene program every second year. A statement regarding evaluation being linked directly to the program outcomes is included to satisfy wording requirements of the Commission on Dental Accreditation of Canada (CDAC).

The revision also includes the change of course number to reflect a second year course in the program. The corequisite course number (DHYG 160) is being submitted concurrently for approval to change to DHYG 270 for the same reasons as noted above.

A revised copy of the course outline for DHYG 101 is enclosed.

LZ/I/Curriculum Development 2011-12: DHYG 101 Request for Revision

MEMORANDUM

To: Pre-UEC

Date: May 4, 2012

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

Re: Request for approval: New course outline DHYG 203 for submission to UEC
(Implementation September 2012)

The Dental Hygiene Curriculum Committee requests approval for a new course: DHYG 203 (Health Promotion and Prevention).

Background:

The original dental hygiene curriculum was purchased from another institution prior to program inception. General concepts of health promotion, prevention and the dental hygiene role are currently woven throughout various program courses. Students have identified concerns with both duplication of content between various courses, and didactic content being covered subsequent to implementation in clinical practice, based on the current timetable. In addition, the DH Program Curriculum Committee has identified that current content does not reflect the contemporary dental hygiene scope of practice and National Competencies adopted by the Canadian Dental Hygienists Association.

Response to Course Evaluations:

Creating a new course which focuses on health promotion and prevention is now being submitted for approval. Duplicate content from various other courses has or will be removed and brought forward to UEC as curriculum work continues. This new course, together with other content changes concurrently before pre-UEC have kept the course credits the same for the second year of the program. A statement regarding evaluation being linked directly to the program outcomes is included to satisfy wording requirements of the Commission on Dental Accreditation of Canada (CDAC).

A copy of the course outline for DHYG 203 is enclosed.



33844 King Road
Abbotsford, BC
V2S 7M8
Tel: (604) 504-7441

MEMORANDUM

TO: Pre-UEC
FROM: Norm Taylor, Physics Department Head
DATE: January 27, 2012
SUBJECT: New course – PHYS 225 – Waves and Introductory Optics

The Physics Department requests approval for a new second-year course, PHYS 225 – Waves and Introductory Optics.

Rationale:

Many of the concerns raised in the recent Program Review were the sequence and timing of topics in physics in our second year. One of these was the lack of a foundation course in optics and waves – in the past, students were not introduced to this until third year. As a result of moving electromagnetism to third and fourth year (see other UEC memos), the department feels that there is now room in the second-year timetable to add these important topics.

Anticipated Start Date: September 2013

Memo

To: Arts Faculty Curriculum Committee

From: Susan Fisher

Re: Adding ARTS 100 to lower-level requirements for English degree options

Rationale for change:

We need to add ARTS 100 as an alternative to ENGL 105 in the degree options offered by the English department. Students who take ARTS 100 cannot take ENGL 105 for further credit, but ENGL 105 is required for the Honours, Major, Minor, and Extended minors in English. By adding ARTS 100 to the lower-level requirements for these options, we can ensure that students who take ARTS 100 to meet the BA Writing requirement are able to continue their studies in English. This was an oversight when we brought ARTS 100 to AFCC.

English honours

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.

Lower-level requirements: 18 credits

- ENGL 105 ☐ or ARTS 100
- Three credits from ENGL 104, 108, 109, 111, 115, 120, 130, 150, 165, 170
- Six credits from ENGL 204-207 ☐
- Six credits from ENGL 209-280

English major, English Literature

This section specifies the major discipline requirements only. Information on additional Bachelor of Arts requirements begins in [this section](#).

Lower-level requirements: 18 credits

- ENGL 105 ☐ or ARTS 100
- Three credits from ENGL 104, 108, 109, 111, 115, 120, 130, 150, 165, 170
- ☐ • Six credits from ENGL 204-207 ☐
- Six credits from ENGL 209-280

English major, Drama concentration

This section specifies the major discipline requirements only. Information on additional Bachelor of Arts requirements begins in [this section](#).

Lower-level requirements: 18 credits

- ENGL 105 or ARTS 100 ☐
- Three credits from ENGL 104, 108, 109, 111, 115, 120, 130, 150, 165, 170, THEA 101 ☐
- Nine credits from ENGL 204-280 ☐
- Three credits from ENGL 230, THEA 201, THEA 202

English major, Writing and Rhetoric concentration

This section specifies the major discipline requirements only. Information on additional Bachelor of Arts requirements begins in [this section](#).

Lower-level requirements: 18 credits

- ENGL 105 ☐ or ARTS 100
- Three credits from ENGL 104, 108, 109, 111, 115, 120, 130, 150, 165, 170
- ☐ • Six credits from ENGL 204-280 ☐
- Six credits from ENGL 209, 210, 214

English extended minor

This section specifies the extended minor discipline requirements only. Information on additional Bachelor of Arts requirements begins in [this](#)

section.

Lower-level requirements: 18 credits

- ENGL 105 or ARTS 100
- Three credits from ENGL 104, 109, 111, 120, 130, 150, 165, 170
- Six credits from ENGL 204-207
- Six credits from ENGL 209-280

English minor

This section specifies the minor discipline requirements only. Information on additional Bachelor of Arts requirements begins in [this section](#).

Lower-level requirements: 12 credits

- ENGL 105 or ARTS 100
- Three credits from ENGL 104, 109, 111, 120, 130, 150, 165, 170
- Six credits from ENGL 204-280

MEMO



To: Arts Faculty Curriculum Committee, Arts Faculty Council, UEC, Senate
From: Greg Schlitt, Head, Mathematics and Statistics
Date: 01/05/2012
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 memos 1-5 below under: **'Relevant Documents Attached for Consideration'**.

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 (currently at Science Curriculum Committee):

- "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 the 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 Attached for Consideration:

1. "Program changes memo BA math major"
2. "Program changes memo BA math minor"
3. "Program changes memo BA math extended minor"
4. "Program changes memo BA stats option minor"
5. "Program changes memo BA stats option extended minor"

MEMO



To: Arts Faculty Curriculum Committee, Arts Faculty Council, UEC, Senate
 From: Greg Schlitt, Head, Mathematics and Statistics
 Date: 23/04/2012
 Re: Proposed changes to BA 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 BA math major. Current requirements are quite non-specific, and 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 BA 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 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 the following:

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

1. *21 credits of 300 or 400 level courses labelled MATH 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 courses labelled MATH or STAT*

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: Arts Faculty Curriculum Committee, Arts Faculty Council, UEC, Senate
From: Greg Schlitt, Head, Mathematics and Statistics
Date: 23/04/2012
Re: Program Changes for BA Mathematics minor

We request permission to change the requirements of our BA 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 BA 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: Arts Faculty Curriculum Committee, Arts Faculty Council, UEC, Senate
From: Greg Schlitt, Head, Mathematics and Statistics
Date: 23/04/2012
Re: Program Changes for BA Mathematics extended minor

We request permission to change the requirements of our BA mathematics extended 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 BA mathematics extended 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: Arts Faculty Curriculum Committee, Arts Faculty Council, UEC, Senate
 From: Greg Schlitt, Head, Mathematics and Statistics
 Date: 23/04/2012
 Re: Program Changes for BA mathematics minor (statistics option)

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 BA math minor (statistics option) **from:**

Upper-level requirements: 15 credits

Course	Title	Credits
15 credits selected from the following:		
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.

MEMO



To: Arts Faculty Curriculum Committee, Arts Faculty Council, UEC, Senate
 From: Greg Schlitt, Head, Mathematics and Statistics
 Date: 23/04/2012
 Re: Program Changes for BA mathematics extended minor (statistics option)

The calendar language for the BSc mathematics extended 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 BA math extended minor (statistics option) **from:**

Upper-level requirements: 15 credits

Course	Title	Credits
15 credits selected from the following:		
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.

Rationale:

**Transfer Credit from University of Saskatchewan,
Certificate of Art and Design**

[Note: Student's name removed for UEC agenda package.]

A Visual Arts diploma student attended the University of Saskatchewan from the fall of 2009 through the winter of 2011, for the Certificate of Art and Design program. This certificate program is articulated at the developmental level at the U of S, and the credits were not recognized initially at UFV when the student submitted transcripts.

Last fall, UFV Senate passed a motion giving department heads the (temporary) authority to grant non-precedent setting transfer credit decisions up to December 31, 2011 for courses from unrecognized institutions or for non-credit level courses. This opportunity seemed as though it would be ideal for this student's coursework from the USCAD program. The Visual Arts department head reviewed both the certificate as a whole and the course outlines for two drawing courses: DR1AM Drawing I and DR2AM Drawing II. The two courses each ran for 13 weeks, three hours per week, and had learning outcomes that closely paralleled those of UFV's drawing courses. The Visual Arts department head approved the allocation of credit for two UFV courses: VA 113 Introduction to Drawing and GD 216 Drawing and Illustration II (3 credits each).

Unfortunately, the paperwork was not submitted before the December 31, 2011 deadline, and the credit was thus not entered on the student's record. This lapse was discovered recently, when the student made plans to register for fall courses.

We respectfully request that this transfer credit be approved, based on the recent opportunity given by Senate and the reviews conducted by the Visual Arts department head.

Rationale Submitted by
Paula Funk, BFA Educational Advisor



MEMORANDUM

Chair: Gerry Palmer
604.504.7441 ext. 4196

Assistant: Monique Castonguay
Phone: 604.854.4506

To: Samantha Pattridge, Chair, Undergraduate Education Committee
From: Al Wiseman, University Secretary & Registrar, on behalf of the Deans' Council
Date: June 8, 2012
Re: Undergraduate Directed Studies, Special Topics & Independent Study Courses policy

Jacqueline Nolte, Dean, College of Arts, on behalf of the Deans' Council, is requesting a new policy on undergraduate directed studies, special topics, and independent study courses.

At its March 27, 2012 meeting, the Senate Governance Committee reviewed the request and recommended that UEC review the proposed policy. Please provide any feedback to Lisa Tassone no later than September 30, 2012.

POLICY REQUEST FORM*Request for a New Policy or Modification to an Existing Policy***CONTACT INFORMATION****Proponent:** Jacqueline Nolte on behalf of the Deans**Date:** February 28, 2012**Department:** College of Arts**Phone:** 604-864-4632**E-mail:** Jacqueline.Nolte@ufv.ca**POLICY INFORMATION****Nature of Request:** Creation of a new policy**Policy Category:** Academic<http://www.ufv.ca/Secretariat/policies.htm>**Policy Name:** Undergraduate Directed Studies, Special Topics & Independent Study courses**Policy Number:***(For existing policies only)**(Please provide a working title when requesting a new policy)***RATIONALE/CONTEXT/HISTORY***Describe in detail why a new policy or modification of an existing policy is required.*

The number of these sections has been proliferating throughout the Faculties with little academic oversight or regard for financial implications.

IMPLICATIONS*Describe the consequences of not developing a new policy or modifying an existing policy.*

Type here. Section will expand to accommodate your entry.

ATTACHMENTS*List all attachments included with this request.*

Type here. Section will expand to accommodate your entry.

Please forward form and attachments to the University Secretariat (lisa.tassone@ufv.ca) and retain a copy for your records.

TO BE COMPLETED BY THE UNIVERSITY SECRETARIAT**Recommendation:** Select one ...**Type of Policy:** Select one ...**Authority:** Select one ...**Primary Contact:** Select one ...**Comments:** Type here; the section will expand to accommodate your entry.**TO BE COMPLETED BY THE SENATE GOVERNANCE COMMITTEE****Committee responsible for policy development/revision:** Select one ...*If "Other" please specify:* Type here.**Nature and duration of consultation required:** Type here.**Comments:** Type here. Section will expand to accommodate your entry.



POLICY NUMBER **DRAFT**
 APPROVAL DATE MM-DD-YYYY
 LAST AMENDMENT MM-DD-YYYY
 REVIEW DATE MM-DD-YYYY

UNDERGRADUATE DIRECTED STUDIES, SPECIAL TOPICS & INDEPENDENT STUDY COURSES

AUTHORITY Provost and Vice-President, Academic
 PRIMARY CONTACT Provost and Vice-President, Academic
 RELATED POLICIES

PURPOSE/PHILOSOPHY

- To ensure consistency across UFV programs and departments in definition and usage of the terms “directed studies”, “special topics”, and “independent study”.
- To establish university-wide procedures regulating the development and scheduling of “directed studies”, “special topics”, and “independent study” courses in undergraduate programs.
- To facilitate curriculum flexibility and development through the use of these course programming options, while ensuring that they are used appropriately to enhance student learning.

POLICY

- All directed studies, special topics, and independent study courses must have a Course Registration Number (CRN), and must be approved by the Dean or designate before a CRN is assigned.
- The content of directed studies and special topics courses must not replace or duplicate the content of existing courses in the UFV calendar, and if not already approved by UEC, must be structured around a course proposal or course outline approved by the Dean or designate.
- Independent sections of a course will not be timetabled in the same semester as regular sections of the same course on the same campus.
- Only one independent study section of any single course will be timetabled in a single semester.
- An instructor may teach any combination of independent study and directed studies sections in a single semester, as long as the total enrollments of their sections does not exceed six. Under exceptional circumstances the Dean may override this.

DEFINITIONS

Directed studies: an individualized course offered on an ad hoc basis, based on a research project conducted by an individual student and supervised by a faculty member. The directed studies course name and number are included in the UFV calendar (e.g. CHEM 408: Directed Studies in Chemistry).

Special topics: a course section taught by a faculty member on a topic that is not covered in other UFV courses. The special topics course name and number are included in the UFV calendar (e.g. PSYC 491: Selected Topics in Psychology).

Independent study: a course section of an existing course timetabled for a specified number of students, usually lower than the usual maximum enrollment. Course sections timetabled as independent study may be offered in formats that differ from the standard course delivery format, with the consent of the Dean or designate.

PROCEDURES/GUIDELINES

Directed Studies

- 1) A directed studies course is initiated by a student or group of students, who identify a specific topic of interest to them and obtain the agreement of a UFV instructor to act as a supervisor for the course.
- 2) The student(s) and the faculty member must submit a joint proposal for the directed studies course to their department or program head. The proposal must contain the following elements:
 - A description of the topic to be addressed in the course
 - An overview of the project to be conducted
 - An explanation of the methodology that will be used
 - A description of the learning outcomes
 - A description of the planned format for the outcomes of the project (e.g. journal article, conference presentation)
 - A description of the student and the supervisor responsibility in the course
 - An explanation of how student work will be evaluation for grading purposes
- 3) The proposal must be approved in writing by the department or program head and the Dean before a CRN can be assigned to the directed studies course.
- 4) The topic of a directed studies course may be a topic that is included in an existing UFV course, but the directed studies course must be structured so that the topic is examined differently than in the existing course.
- 5) A student may not enroll in more than one directed studies course in a single semester without the Dean's permission.
- 6) A student may generally not take more than on directed studies course with the same instructor. The Dean must approve any exceptions to this policy, and approval must be obtained prior to the student enrolling in the course(s).
- 7) Departments or programs may limit the number of directed studies courses a student can take in a semester, and/or limit the number of directed studies courses a student can use for program credit.

Special Topics

- 1) A special topics course is initiated by the instructor, who identifies a topic for the course.
- 2) If the course has not been approved by the Undergraduate Education Committee or the Graduate Studies Committee, an instructor wishing to offer a special topics course must submit a proposed course outline to their department or program head. The course outline must contain:
 - a. A rationale for the topic (including an explanation of why the subject of the course is appropriate for a special topics course)
 - b. A description of learning outcomes for the topic in accordance with the approved learning outcomes of the course

-
- c. A class schedule outlining course activities and content covered
 - d. A list of textbooks, readings, or other resource materials to be used in the course
 - e. A description of how student performance in the course will be evaluated, including weightings for evaluation components
- 3) The approval of the department or program and the Dean or designate must be obtained for this topic offered in this special topics course.
 - 4) Generally, each separate offering of a special topics course will be distinguished with an alphabetical identifier after the course number (e.g. BUS 307A, BUS 307B). If the same version of a special topics course is offered more than once, the alphabetical identifier previously assigned to that version will be used.
 - 5) Departments or programs may limit the number of special topics courses an individual student can take, and/or limit the number of special topics courses an individual student can use for program credit.

Independent Study

- 1) An instructor who wishes a course section to be timetabled as an independent study section must provide a written explanation to the program or department head, outlining why the section cannot be scheduled as a regular section. If the independent study section is to be offered in a different format than that in which the course is usually delivered, the explanation must include a description of the alternate format and a justification for its use.
 - 2) The program or department head and the Dean or designate must give their approval for an independent study section to be timetabled. This approval must be received before a CRN is assigned to the section.
 - 3) Course sections will not be timetabled as independent study sections in the same semester as regularly scheduled sections of the same course have already been timetabled.
 - 4) Only one independent study section of a specific course can be timetabled in a single semester.
 - 5) Timetabled course sections that do not meet a predetermined minimum level of enrollment may be converted to independent study sections, providing:
 - a. There are no other sections of the same course timetabled on the same campus for the same semester
 - b. The Dean approves the conversion.
-

Additional Comment on the draft DIS policy

From Dr. Michelle Rhodes, Head, Geography Department:

Our concerns include the following:

1)

QUESTION: Honours students. These students represent a commitment on the part of the department and the Honours supervisor of multiple terms, and this impacts the number of DIS students from other sources that a faculty member can take on. In particular, the concern is that for faculty that have 2 Honours students, say, they are limited to 4 additional DIS students. If a course is cancelled, and reverts to DIS, that faculty member cannot take 6 students, but 4, despite the relatively similar amount of work. I'm also not sure if multiple Honours students with different advisors counts as more than one independent study section of a single course.

ANSWER: Special permission to be granted by Dean or designate.

2 /

QUESTION:

Internships and practica. We appreciate that these would be coded differently, which will help hugely. They are a type of independently supervised student experience, which in a sense falls under DIS, even if not coded as such. I had a general question about how to proceed with identifying numbers for each (especially with GDS on deck).

ANSWER: Codes to be set up in Banner for internships and practica.

3)

QUESTION:

A general comment, which I didn't raise at Heads, but which has come up... The combination of DIS can be up to a max of 6, but that 6 of one DIS section is much less work than 6 of 6 DIS sections. If the rationale for the limit is budgetary rather than pedagogical/ oversight, then I can take that message back with no difficulties.

ANSWER: Yes, it is.



MEMORANDUM

To: Samantha Pattridge, Chair, Undergraduate Education Committee
From: Al Wiseman, University Secretary & Registrar
Date: May 31, 2012
Re: Director, International Education position renamed as Executive Director

The Director, International Education position has been renamed as Executive Director, International Education. UEC's membership composition has been revised to reflect the name change.



UNDERGRADUATE EDUCATION COMMITTEE

COMPOSITION

Chair:

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

Voting Members:

- Nine faculty members, approved by Senate, at least two of whom shall be members of Senate*
- Two Deans or associate deans approved by Senate
- University Librarian or designated Librarian*
- One Academic Advisor approved by Senate
- Director, Teaching and Learning
- One staff member approved by Senate
- Two undergraduate students approved by Senate

Ex Officio Non-Voting Members:

- Provost & Vice-President, Academic (or designate)
- Associate Vice-President, Research & Graduate Studies (or designate)
- **Executive** Director, International Education
- Senior Advisor on Indigenous Affairs
- Director, Enrolment Management
- Director, Institutional Research
- University Secretary & Registrar (or designate)

Administrative Support:

- University Secretariat

*Normally, there shall be at least one member from each of the Faculties, selected to reflect the diversity of disciplines at the university.

**Normally the designate shall be appointed for a one-year term to ensure continuity.

Revised Membership approved at Senate 2012 04 13 - Senate approval September 2010



UNDERGRADUATE EDUCATION COMMITTEE MEMBERSHIP 2012/13

AREA REPRESENTED	Terms of Office	MEMBER
Voting Members		
<i>9 faculty members approved by Senate, at least 2 from Senate</i>		
Faculty member of Senate	08-01-2012 to 07-31-2015	Maria Bos-Chan, Faculty of Access and Open Studies
Faculty member of Senate	08-01-2012 to 07-31-2015	Steven Marsh, Faculty of Social Sciences
Faculty	08-01-2012 to 07-31-2014	Les Stagg, Faculty of Professional Studies
Faculty	08-01-2012 to 07-31-2014	Judy Larsen, Faculty of Access & Open Studies
Faculty	08-01-2012 to 07-31-2014	Samantha Pattridge, Faculty of Humanities
Faculty	08-01-2012 to 07-31-2014	Eric Spalding, faculty of Social Sciences
Faculty	08-01-2012 to 07-31-2014	Stan Manu, Faculty of Science
Faculty	08-01-2012 to 07-31-2014	Rod McLeod, Faculty of Trades & Technology
Faculty		Vacant
Two deans or associate deans, approved by Senate	08-01-2012 to 07-31-2015	Susan Fisher, Associate Dean, Students, College of Arts
	08-01-2012 to 07-31-2014	Sue Brigden, Faculty of Access & Open Studies
One academic advisor	08-01-2012 to 07-31-2014	Rhonda Colwell
One staff member, approved by Senate	08-01-2012 to 07-31-2014	Simon Xi
2 undergraduate student, approved by Senate	08-01-2012 to 07-31-2014	Bailey McDaniel
	08-01-2012 to 07-31-2014	Deanna Waslewsky
University Librarian (or designated librarian)	On-going	Heather Compeau
Director, Teaching and Learning	On-going	Wendy Burton
Ex-Officio Non-Voting Member		
Provost & Vice-President, Academic (or designate)	On-going	John English
Associate Vice-President, Research & Graduate Studies (or designate)	On-going	Satwinder Bains
Executive Director, International Education	On-going	Ora Steyn
Senior Advisor on Indigenous Affairs	On-going	Shirley Hardman
Director, Enrolment Management	On-going	Donna Alary
Director, Institutional Research	On-going	Vlad Dvoracek
University Secretary & Registrar (or designate)	On-going	Elaine Harris
Administrative Support		
Office of the University Secretariat		Amanda Grimson

CURRENT MEMBERSHIP: 24 members - 17 voting members and 7 non-voting member.

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

UEC MEETING DATES AND AGENDA DEADLINES 2013/13

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

Meeting Dates & Room	Agenda Exhibit Deadline (12:00 pm)
August 24, 2012 A225* — 10 am B101 — 12 pm	UEC orientation meeting for committee UEC orientation for dept. heads and assistants
September 28, 2012 A225* — 10 am	September 19, 2012
October 26, 2012 A225* — 10 am	October 17, 2012
November 23, 2012 A225* — 10 am	November 14, 2012
December 14, 2012 C1429* — 10 pm	December 5, 2012
February 1, 2013 A225* — 10 am	January 23, 2013
March 1, 2013 A225* — 10 am	February 20, 2013
March 29, 2013 A225* — 10 am	March 20, 2013
April 26, 2013 A225* — 10 am	April 17, 2013
May 17, 2013 C1429* — 10 am	May 8, 2013
June 21, 2013 A225* — 10 am	June 12, 2013

* Room bookings have not yet been confirmed.

UNDERGRADUATE EDUCATION COMMITTEE

TERMS OF REFERENCE

1. Advise Senate on curricular matters related to the undergraduate educational programs of the university.
2. Advise Senate on policies, procedures, and criteria for the admission, evaluation, withdrawal, and promotion of undergraduate students.
3. Advise Senate on the criteria for awarding certificates, diplomas, and degrees to undergraduate students.
4. Advise Senate on policies and procedures for review and approval of new and existing courses, programs, or curricular changes..
5. Review the recommendations of faculty councils, approve the recommendations where mandated by Senate to do so, and inform Senate. .
6. Advise the Academic Planning & Priorities Committee on proposals for new and revised programs.
7. Make recommendations to Senate on the resolution of disputes between departments and other academic divisions related to undergraduate course and program development and delivery.
8. Establish such subcommittees as needed to fulfill the committee's responsibilities.
9. Other duties as assigned by Senate.

approved at Senate 2012 06 01