



## UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

June 22, 2012  
10 am – 12 pm  
Abbotsford Campus

### APPROVED MINUTES

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**PRESENT:** A. Bradley, S. Brigden, C. Forster, E. Harris, R. McLeod, S. Pattridge, E. Spalding, D. Thomson, S. MacMath (via telephone).  
**ABSENT:** D. Alary, A. Arndt, M. Bos-Chan, W. Burton, J. Carroll, H. Compeau, J. English, D. Freschi, S. Hardman, S. StegmueLLer, O. Steyn, S. Potter, B. Whittaker.  
**GUESTS:** R. Colwell, S. Manu, B. McDaniel, L. Stagg, S. Stefan, D. Waslewsky, S. Xi.  
**RECORDER:** A. Grimson

#### 1. APPROVAL OF THE AGENDA

##### MOTION:

To approve the agenda as amended:

- 3.1, Biology: Addition of BIO 350, course review with changes
- 5.4, Course outline subcommittee

C. Forster/D. Thomson

#### 2. APPROVAL OF UEC MINUTES

##### 2.1. UEC draft minutes: May 23, 2012

##### MOTION:

To approve the draft minutes as amended:

- 3.6, Computer Information Systems motion: correction of typos in motion ("G. ForsterS. Brigden/M. Bos-Chan"; "Rationale").
- 5.2, Transfer credit requests: detailed course transfer information will be included in the minutes.

E. Spalding/S. Brigden

#### 3. COURSE OUTLINES

S. Brigden noted potential issues with the prerequisites for CHEM 110 and CHEM 113. CHEM 110 includes Math 11 courses, but does not allow for the possibility that students might have credit for a Math 12 course without having taking Math 11. It was also noted that both courses should include MATH 110 as an alternative math course. The prerequisites will be amended to include these courses; the department will be notified and given the option of bringing these courses back to the August 24 UEC meeting if there are concerns.

**3.1. Biology**

Course review with changes including prerequisites: BIO 340

Course review with changes: BIO 350

**3.2. Chemistry**

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

Changes including prerequisites: CHEM 110, 113, 451

**3.3. Computer Information Systems**

Change to learning outcomes: CIS 262

Changes including learning outcomes: COMP 360

**3.4. Physics**

New course: PHYS 225, Waves and Introductory Optics

**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

**3.6. Economics**

New course: ECON 207, Introduction to Strategic Thinking

New course: ECON 360, Labour Economics

**3.7. Health Sciences**

New course: DHYG 203, Health Promotion and Prevention

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

**MOTION:**

To approve all presented course outlines as amended:

- CHEM 110 prerequisites: Chemistry 11 or CHEM 083, and one of the following: Foundations of Mathematics 11 or 12, Pre-calculus 11 or 12, Principles of Mathematics 11 or 12, ~~or~~ MATH 085, MATH 094/095, MATH 096, or MATH 110.
- CHEM 113 prerequisites: One of the following: CHEM 12, CHEM 093, or CHEM 110; and one of the following: Principles of Mathematics 12, Pre-calculus 12, MATH 094/095, ~~or~~ MATH 096, or MATH 110.

D. Thomson/E. Spalding

**4. PROGRAMS**

**4.1. English**

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

This change is being proposed so that students who take ARTS 100 do not need to take ENGL 105 to satisfy the requirements for these programs. This means that students who take ARTS 100 will complete more than the total number of credits indicated in the proposed calendar copy. Calendar copy will be updated when the proposal is recommended to Senate.

**MOTION:**

To approve ARTS 100 as an 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.

D. Thomson/S. Brigden

**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)

Some of the memos incorrectly refer to BSc programs rather than BA programs. E. Harris also noted that the term "labelled" (i.e. "15 credits of 300- or 400-level courses labelled MATH or STAT") is not typical calendar language. A. Grimson will update the memos and proposals when these are recommended to Senate.

**MOTION:**

To approve the changes to the Mathematics major (BA), minor (BA), extended minor (BA), minor (statistics option) (BA), and extended minor (statistics option) (BA) as presented.

S. Brigden/D. Thomson

**5. OTHER BUSINESS/DISCUSSION ITEMS**

**5.1. Transfer subcommittee**

The Transfer subcommittee met earlier this week, and would like UEC's approval to make final decisions on straightforward transfer requests. Any items the subcommittee is unsure of will come to UEC for decision. E. Harris will chair this subcommittee.

The subcommittee also distributed a proposed transfer credit request form, and the submission guidelines that were followed by the former Academic Standards Committee (ASC) when they were responsible for transfer credit decisions.

The subcommittee has also recently reviewed a non-precedent setting transfer request from the University of Saskatchewan, and recommends that it be approved.

**MOTION:**

To allow the Transfer subcommittee to make final decisions on transfer requests.

D. Thomson/S. Brigden

**MOTION:**

To adopt the Transfer Credit Recommendation form as recommended by the Transfer subcommittee.

S. Brigden/A. Bradley

**MOTION:**

To approve the non-precedent setting transfer credit request from the University of Saskatchewan as presented:

- Student with a Certificate of Art and Design, DR1AM Drawing I, and DR2AM Drawing II (taken in 2009-2011) from the University of Saskatchewan granted transfer credit for UFV's VA 113 and GD 216.

S. Brigden/E. Spalding

**5.2. Policy subcommittee**

The Policy subcommittee would like to ask that any policies delegated to UEC by the Senate Governance Committee be sent directly to the subcommittee for review, and that the subcommittee be responsible for initiating policy reviews on UEC's behalf.

The subcommittee has recently discussed the following issues:

Course credits

UEC asked this subcommittee to look into the issue of assigning course credits and the relationship between course credits and hours. The only relevant policy, Policy 105 Assignment of Course Credit, is extremely vague and overdue for revision. While UEC has the authority to refuse to approve a proposed course if the credits do not seem appropriate, there are no specific guidelines to refer to.

There is similarly no clear policy concerning class size. Proposed course outlines include a variety of class sizes, and although this has both budgetary and workload implications, UEC has no guidelines by which to evaluate whether a proposed class size is appropriate. Class size is another issue that the policy subcommittee should investigate.

Directed Studies, Special Topics, and Independent Studies courses

UEC has been asked to review a proposed new policy on directed studies, special topics, and independent studies courses. The subcommittee's recommendations are as follows:

- The first two sections (purpose/philosophy and policy sections) should not be bulleted.
- Bullet and numbering formatting needs to be repaired.
- Directed studies definition: "an individualized **research or project-based** course offered on an ad hoc basis, ~~based on a research project conducted by an individual student~~ and supervised by a faculty member."
- "Special topics" and "selected topics" are used interchangeably; this should be referred to consistently. (Both are used in course titles, although "special topics" is slightly more prevalent, with 40 special topics courses and 27 selected topics courses in the current calendar.)
- First bullet in policy section: "...and independent study courses **sections** must have a Course Registration Number (CRN)..."
- Third bullet in policy section: "Independent **study** sections of a course..."
- The limitation that only one independent study section of any single course will be timetabled in a single semester is problematic. For instance, if two

instructors wish to each take two independent studies students in a semester, this would still be within the maximum of six students, but would typically require two CRNs. UEC suggested the following revision: "Only one independent study section (or multiple sections to a combined maximum of six seats) of a single course can be timetabled in a single semester." (Or the addition of "Under exceptional circumstances, the dean may override this.")

- Directed Studies section: 6) "A student may not enroll in more than one directed studies course with the same instructor."
- Independent Study section: 3) and 4) are already included as part of the policy and are not procedures, and so should be removed.

The subcommittee deferred discussion of cross-listed courses to a future meeting.

**MOTION:**

That any policies directed to UEC for review be sent directly to the Policy subcommittee. Notice of received policies will be sent to UEC for information.

S. Brigden/R. McLeod

**MOTION:**

That when UEC recommends that a policy be reviewed, it is understood that this review will be initiated by the Policy subcommittee.

S. Brigden/R. McLeod

**5.3. Election of Chair and Vice-chair**

S. Pattridge will not be continuing on as Chair for 2012/13; no one has yet volunteered for this role. The Chair's responsibilities include attending both APPC and Senate, or ensuring that a designate is available to attend. It may be a good idea for the Chair and Vice-chair to split these responsibilities.

**6. INFORMATION ITEMS**

**6.1. 2012/13 UEC meeting schedule**

**6.2. UEC Terms of Reference**

**6.3. 2012/13 UEC membership**

**7. ADJOURNMENT**

The meeting was adjourned at 11:39 am.