# UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

August 24, 2012
10 am – 12 pm
Abbotsford Campus

# APPROVED MINUTES

**PRESENT:** M. Bos-Chan, S. Brigden, R. Colwell, J. English, S. Fisher, J. Larsen, R. McLeod, S. Pattridge, E. Spalding, L. Stagg, D. Waslewsky, S. Xi
**ABSENT:** D. Alary, S. Bains, W. Burton, H. Compeau, V. Dvoracek, S. Hardman, E. Harris, S. Manu, S. Marsh, O. Steyn
**GUESTS:** S. Brammer, C. Dahl, J. White
**RECORDER:** A. Grimson

## 1. APPROVAL OF THE AGENDA

**MOTION:**
To approve the agenda as presented.

S. Pattridge/R. McLeod

## 2. APPROVAL OF UEC MINUTES

### 2.1. UEC draft minutes: June 22, 2012

**MOTION:**
To approve the draft minutes as presented.

E. Spalding/S. Pattridge

## 3. COURSES AND PROGRAMS

### 3.1. Trades and Technology

Change to program: Automotive Collision Repair and Refinishing certificate

There were some concerns regarding the approval process for these items, which were approved by the Trades and Technology Faculty Council (TTFC) via e-mail. Although the Faculty Councils are not Senate standing committees and so not subject to the same Rules for the Conduct of Business (which stipulate that motions must be decided by in-person votes), the TTFC's terms of reference indicate that "business will normally be carried out at regularly scheduled council meetings where there is a quorum".

The UFV Secretariat recommended that UEC consider these proposals, but that the TTFC ratify the decisions at an in-person meeting and inform UEC when the proposals have been formally approved. R. McLeod indicated that the TTFC has not met since the early spring, and that some of these items have been on several cancelled agendas.

Although UEC members agreed to consider these items, UEC will no longer accept items that have been approved by e-mail unless the committee's terms of reference specifically allow this.

**MOTION:**
To approve the changes to the Automotive Collision Repair and Refinishing certificate completion report as presented, subject to ratification by the Trades and Technology Faculty Council.

R. McLeod/M. Bos-Chan

Change to program: Electrical Work certificate (Entry Level Trades Training)

R. McLeod indicated that the changes include a reduction in the duration of the program, from 34 to 24 weeks. This will bring UFV's program into line with other programs in the province which offer the same credential. J. English indicated that this should not affect student loan eligibility.

**MOTION:**
To approve the changes to the Electrical Entry Level Trades Training program, including a name change from Electrical Work certificate to Construction Electrician certificate, as presented and subject to ratification by the Trades and Technology Faculty Council.

S. Pattridge/J. Larsen

New course: AGRI 310, Directed Studies

Several aspects of this course and the 400-level course were discussed, with recommendations for changes. Specifically, the prerequisites as stated ("two semesters of agriculture or equivalent") are problematic, and should include a specific number of credits.

It was also noted that Directed Studies courses are typically numbered in the 90s (although this is more a convention than a requirement), and that the title should be more specific than "Directed Studies". Several editorial changes to the learning outcomes were also suggested. J. English agreed to these changes.

**MOTION:**
To approve the new AGRI 390 course outline as amended, subject to ratification by the Trades and Technology Faculty Council:

- Course number changed from AGRI 310 to AGRI 390
- Title changed to "Directed Studies in Agriculture"
- Prerequisites changed as follows: ~~Two semesters of agriculture or equivalent~~ 30 credits that apply to an Agriculture program
- Editorial changes to learning outcomes

R. McLeod/E. Spalding

New course: AGRI 410, Directed Studies

The changes made to the 300-level course should also be made to this course. In addition, UEC members were concerned that the learning outcomes for this

course are identical to those of AGRI 390, with no indication that a higher level of work will be required. UEC requested that the TTFC include a note in the course description that this course will take place at a higher level that AGRI 390.

**MOTION:**
To approve the new AGRI 490 course outline as amended, subject to ratification by the Trades and Technology Faculty Council:

- Course number changed from AGRI 410 to AGRI 490
- Title changed to "Directed Studies in Agriculture"
- Prerequisites changed as follows: ~~Four semesters of agriculture or equivalent~~ 60 credits that apply to an Agriculture program
- Editorial changes to learning outcomes
- Note to be added to the course description indicating a higher level of work than AGRI 390

R. Colwell/R. McLeod

## 4. OTHER BUSINESS/DISCUSSION ITEMS

### 4.1. Election of Chair and Vice-chair

S. Pattridge reminded UEC that the chair will also become a member of APPC, and is responsible for representing items at Senate (or designating someone for this role). It would be ideal if the responsibilities can be split between the chair and vice-chair.

There were no volunteers for the position of chair. This will be revisited at the next meeting.

S. Pattridge nominated M. Bos-Chan as Vice-chair, and the nomination was accepted.

### 4.2. Program and course approval processes and guidelines

A new Program and Course Approval Processes and Guidelines document has been created, which should help to explain the new policy. This will be distributed to department heads and assistants at the UEC Orientation following the UEC meeting.

### 4.3. Standards for new program development

C. Dahl distributed information on program development standards and the proposal template for new undergraduate degree programs, and reviewed the flowchart for approval at the Ministry level.

C. Dahl also suggested the creation of a subcommittee to consider the standards for shorter programs such as certificates, as there are fewer standards for the creation of these programs.

### 4.4. Transfer subcommittee and membership

UEC previously passed a motion that the Transfer subcommittee be granted

authority to make decisions on transfer requests, but did not formally specify where these requests should initially be sent.

**MOTION:**
That transfer requests be sent directly to the Transfer subcommittee.

S. Pattridge/E. Spalding

## 5. INFORMATION ITEMS

### 5.1. Student Aid BC program eligibility

### 5.2. UEC membership and quorum information

### 5.3. 2012/13 UEC meeting schedule

## 6. ADJOURNMENT

The meeting was adjourned at 11:17 am.