



## UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

October 26, 2012  
10 am – Room A225  
Abbotsford Campus

### APPROVED MINUTES

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

#### 1. APPROVAL OF THE AGENDA

**MOTION:**

To approve the agenda as presented.

R. McLeod/R. Colwell

#### 2. APPROVAL OF UEC MINUTES

##### 2.1. UEC draft minutes: September 28, 2012

**MOTION:**

To approve the draft minutes as presented.

E. Spalding/R. Colwell

#### 3. UEC CHAIR'S REPORT

S. Pattridge and A. Grimson have been visiting Faculty Councils and Curriculum committees to review the new policy, the current approval process, and the committees' role in the process.

APPC has established a subcommittee to look at the role of the Education Plan and how it impacts the program and course approval process. S. Pattridge, M. Bos-Chan, and C. Dhal are participating on this committee and should have something to report in November.

#### 4. COURSE OUTLINES

##### 4.1. Implementation of increased prerequisites

Some of the proposed course outlines include increases to prerequisites. Historically (as per policy 88), notices of prerequisite increases have had to appear in the academic calendar for one year prior to implementation. However, as this may mean a wait period of more than two years, UEC previously decided that courses which missed the deadline for the 2012/13 calendar could take

effect in September 2013 (rather than September 2014), as long as notice appeared in the draft calendar and the timetable.

For the current course proposals, following the previous rule would mean that notice would appear in the 2013/14 calendar, with implementation in September 2014. Implementation in September 2013, however, would mean that notice would only appear in the draft calendar and timetable from January 2013, which may not be enough notice for students.

There were also some concerns that students may not even be aware of the existence of the draft calendar, and so would receive no warning of these increases. It was suggested that a final implementation of January 2014 might be the most appropriate, as this would at least allow for a full year's notice in the draft calendar. A. Wiseman would need to agree to this, as it is somewhat contrary to the current official policy.

An additional potential factor is that UFV's approach to the calendar will be reviewed in the next few months. One outcome of this review might be multiple calendars per year, which would increase the visibility of any notices.

In the meantime, A. Grimson can put a notice on the main page of the current calendar when course prerequisites are being increased.

**MOTION:**

Until the calendar review has been completed, and provided the University Secretary and Registrar agrees, as long as a notice of increases in course prerequisites appears in the draft calendar for at least one year, final prerequisites can take effect after that.

E. Spalding/M. Bos-Chan

**4.2. Biology**

Review with changes including prerequisites: BIO 330

**MOTION:**

To approve the revised BIO 330 course outline as amended:

- Final prerequisites to be effective January 2014

E. Spalding/S. Fisher

**4.3. Business Administration**

New course: BUS 377, Management of Cooperatives

New course: BUS 499, Applied Project

In part due to the maximum enrolment (6), BUS 499 appeared to be a directed/independent studies course. D. Miskiman noted that this course is intended to be analogous to an honours thesis course. The outline will be updated to indicate that BUS 499 will be offered in an independent studies format. The outline will also note that students will be able to repeat BUS 499 once for further credit, provided a different project is undertaken.

**MOTION:**

To approve the new BUS 377 and 499 course outlines as presented.

E. Spalding/S. Marsh

**4.4. Chemistry**

New course: CHEM 325, Inorganic Chemistry Laboratory

Changes to credits, total hours, and course content (removal of lab): CHEM 321, 421

In response to discussion at the September 28, 2012 UEC meeting, D. Fenske proposed that CHEM 321 and 421 be changed to CHEM 320 and 420. This should eliminate equivalency issues for students who may have taken the older version of these courses.

CHEM 325 has also been changed from what was submitted at the September meeting, to require CHEM 320 (formerly CHEM 321) as a pre- or corequisite.

**MOTION:**

To approve the Chemistry course outlines as amended:

- CHEM 321 will become CHEM 320
- CHEM 421 will become CHEM 420

R. Colwell/D. Waslewsky

**4.5. Communications**

New course: CMNS 280, Team and Small Group Communication for the Workplace

New course: CMNS 315, Communication for Social Media

New course: CMNS 340, Storytelling for Workplace Application

New cross-listed course: CMNS 376/MACS 376, Understanding Design for Digital Publications

**MOTION:**

To approve the new Communications course outlines as presented.

S. Fisher/R. Colwell

**4.6. English**

Change to prerequisites: ENGL 108, 109, 115, 170

Review with changes including title and prerequisites: ENGL 120, 130, 150

The Foundation Level II certificate does not need to be included in the prerequisites, and will be removed.

**MOTION:**

To approve the revised English course outlines as amended:

- Remove "completion of Foundation Level II certificate" from prerequisites

E. Spalding/S. Marsh

#### 4.7. Geography

New course: GEOG 318, Water Resources Management

New course: GEOG 412, Environmental Geography Practicum

Changes including credits and total hours: GEOG 398/GDS 311/SOC 398

Review with changes including prerequisites and total hours: GEOG 460

S. Marsh indicated that GEOG 412 and 460 are practicum courses, and so can each only be taken once for credit.

##### **MOTION:**

To approve the Geography course outlines as amended:

- GEOG 398/GDS 311/SOC 398 will be effective May 2013
- Final prerequisites for GEOG 460 will be effective January 2014

S. Marsh/E. Spalding

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

New cross-listed course: ANTH 407/MACS 407, Social Change and Contemporary Reason

New course: SOC 247, Culture of Capitalism

New course: SOC 280, Health and Illness

New course: SOC 346, Environmental Justice

New course: SOC 348, Social Movements

##### **MOTION:**

To approve the SCMS course outlines as presented.

E. Spalding/R. Colwell

### 5. PROGRAMS

#### 5.1. Arts

Changes to program: Associate of Arts degree

It was noted that the Table of Subject Areas does not pertain to the entrance requirements, only to which courses can be used to satisfy the program requirements. The current table is out of date and needs to be updated.

As the entrance requirements are being lowered, there is no need to give notice in the calendar; these changes will be in effect for September 2013.

##### **MOTION:**

To approve the changes to the Associate of Arts degree entrance requirements and Table of Subject Areas as presented.

R. Colwell/S. Fisher

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

### **6.1. Policy Subcommittee report**

S. Pattridge noted that UEC passed conflicting motions directing the Policy Subcommittee at the April and May 2012 meetings. In order to correct this, the Policy Subcommittee would like direction from UEC to initiate the review of Policy 105, Assignment of Course Credit. The subcommittee has already started to complete the policy request form.

#### **MOTION:**

That the Policy Subcommittee initiate the review of Policy 105, Assignment of Course Credit.

E. Spalding/R. Colwell

### **6.2. Transfer Credit Subcommittee report**

The Transfer Credit Subcommittee's Terms of Reference were distributed prior to the meeting. Additional minor changes were made to clarify the process for e-mail votes.

As suggested at the September 28, 2012 UEC meeting, additional members have been invited to join this subcommittee. P. Mulhern and R. Colwell have both agreed to participate.

#### **MOTION:**

To approve the Transfer Credit Subcommittee's Terms of Reference as presented.

E. Spalding/M. Bos-Chan

### **6.3. Short Programs Subcommittee report**

C. Dahl expects this subcommittee's work to be completed by January. This subcommittee will be examining the challenges facing short programs, and clarifying UFV's expectations of short programs.

### **6.4. Course Outline Subcommittee report**

A. Grimson indicated that the subcommittee has compared UFV's current form with BCCAT's suggested "transfer-friendly" form, and a revised draft should be available to UEC for feedback within the next month or two.

### **6.5. Admissions Subcommittee report**

M. Bos-Chan indicated that this subcommittee currently has nothing to report.

### **6.6. Campus-Wide Consultation**

The agenda package included some general commenting guidelines for CWC. This will be distributed to all CWC members, and sent to any new members.

**7. INFORMATION ITEMS**

**7.1. Minor course changes** (presented to UEC for information only)

CMNS 145  
CRIM 320  
CSM 208  
MACS 221

**8. ADJOURNMENT**

The meeting was adjourned at 11:22 am.