



## UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

October 24, 2014  
10:00 AM - A225  
Abbotsford Campus

### APPROVED MINUTES

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**PRESENT:** Maria Bos-Chan, Sue Brigden, Rhonda Colwell, Heather Compeau, Tara Cooper, John English, Darren Francis, Shirley Hardman, Arlene Leon, Stan Manu, Steven Marsh, Rod McLeod, Lisa Moy, Eric Spalding, Maureen Wideman, Simon Xi  
**ABSENT:** Satwinder Bains, Vlad Dvoracek, Peter Geller, Nancy Goad, Anthony Iliev, Kate McCulloch, David McGuire, Samantha Pattridge  
**GUESTS:** Anastasia Anderson, Kenneth Gariepy, Marcella LaFever, Sylvie Murray, Corinne Richardson  
**RECORDER:** Amanda Grimson

#### 1. APPROVAL OF THE AGENDA

**MOTION:**

To approve the agenda as presented.  
CARRIED

#### 2. APPROVAL OF UEC MINUTES

2.1. UEC draft minutes: September 26, 2014

**MOTION:**

To approve the draft minutes as presented.  
CARRIED

#### 3. COURSES AND PROGRAMS

##### 3.1. Adult Education

Changes including title and prerequisites: ADED 370

Changes including prerequisites: ADED 470

These courses originally came to the August meeting and are being resubmitted with revisions. Since ADED 370 is a directed studies course, which typically have a maximum enrolment of 6, C. Richardson (Adult Education department assistant) agreed that this should be changed from 25.

**MOTION:**

To approve the resubmitted ADED 370 and 470 course outlines as amended:

- ADED 370: maximum enrolment changed to 6

CARRIED

##### 3.2. Peace and Conflict Studies

New course: PACS 390, Conflict Analysis and Peacebuilding Directed Study

An editorial error in the textbooks section was noted, and will be fixed.

**MOTION:**

To approve the resubmitted PACS 390 course outline as presented.  
CARRIED

**3.3. Philosophy**

New course: PHIL 425, 20th Century Continental Philosophy

New course: PHIL 426, Contemporary Analytic Philosophy

**MOTION:**

To approve the new PHIL 425 and 426 course outlines as presented.  
CARRIED

**3.4. Library and Information Technology**

Changes including credits: LIBT 161

There was a question about the number of hours for LIBT 161, a work place site visit course, as it seems low for a 3 credit course. (Credits are being changed from 1.5 to 3, without a change in hours.) K. Gariepy (Library and Information Technology department head) indicated that the department feels that the required 70 hours are appropriate for 3 credits.

At some point, UEC may want to look at the structure of practicum/fieldwork courses overall, as these vary throughout the institution.

**MOTION:**

To approve the course outline for LIBT 161 as presented.  
CARRIED

Changes including credits, title, and pre/coreqs: LIBT 265

The department requested early implementation of the increased prerequisites for LIBT 265, but UEC felt that notice in the calendar would be in the best interest of students. The course outline will be published with interim prerequisites.

**MOTION:**

To approve the course outline for LIBT 265 as presented, with notice of increased prerequisites.  
CARRIED

Change to program requirements: Library and Information Technology diploma

The department also asked for implementation of the changes to the program (credits for LIBT 161 and 265 changed from 1.5 to 3, and removal of an elective from the program) to be implemented in January 2015. However, UEC felt that this would not provide sufficient notice to students. Some members suggested that implementation for Fall 2015 would be reasonable.

K. Gariepy indicated that these changes are necessary to address workload issues in the department, but UEC's commitment is to the curriculum rather than workload concerns. Program changes that have been rushed have often been regretted in the past.

Concerns were also raised regarding students who are currently in the program, and the fact that they should continue to be able to access these courses at 1.5 credits if they so choose. There will need to be a plan for addressing students who are currently in the process of completing the existing program.

Implementation of the changes will be discussed with the Office of the Registrar.

**MOTION:**

To approve the changes to the Library and Information Technology diploma as presented.

CARRIED

**3.5. Theatre**

Change to program requirements: Associate of Arts, Theatre option

**MOTION:**

To approve the changes to the Associate of Arts, Theatre option as presented.

CARRIED

**4. OTHER BUSINESS/DISCUSSION ITEMS**

**4.1. Election of subcommittee members**

The following subcommittees need to be filled: Admissions Subcommittee, Transfer Credit Subcommittee, Policy Subcommittee, Curriculum Quality Subcommittee.

The membership for the Admissions Subcommittee and Transfer Credit Subcommittee both include "Associate Registrar", but this will be changed to "Registrar or designate" to reflect UEC's official membership composition.

**Admissions Subcommittee**

- Registrar or designate: Darren Francis
- Two UEC members: Maria Bos-Chan, Simon Xi
- One International Education representative:
- Two additional members, including at least one advisor:

S. Xi could sit on this subcommittee as either a UEC member or a representative from International Education (or potentially both), depending on who else is interested. International Education will be asked if they would like to send an additional representative.

R. Colwell will send this to the Academic Advising Council to ask for an advisor willing to sit on this subcommittee.

**Transfer Credit Subcommittee**

- Registrar or designate: Darren Francis
- Two UEC members: Peter Geller, Tara Cooper
- At least two additional faculty: Stan Manu, Maria Bos-Chan
- One advisor: Rhonda Colwell

This subcommittee is complete for 2014/15.

### **Policy Subcommittee**

This subcommittee does not currently have Terms of Reference or a membership composition list. Rod McLeod is willing to continue on this subcommittee. Since a number of the current members were not present at the meeting and there were no additional volunteers, this will be discussed at the next UEC meeting.

### **Curriculum Quality Subcommittee**

The formation of this subcommittee will be sent to Senate for information, and can be discussed at the next UEC meeting. Peter Geller, Heather Compeau, Sylvie Murray, and Lisa Moy expressed interest in sitting on this subcommittee.

## **4.2. Memo templates**

S.Xi (International Education) provided some documents regarding the importance of "internationalizing the curriculum". The following question could be added to the memo templates: "What consideration has been given to internationalizing the curriculum?" Ideally, this should be accompanied by some education about the importance and value of this point, and might be best addressed at the program level rather than the course level. This will be discussed further by a working group (R. McLeod, D. Francis, and A. Grimson).

## **4.3. Review of Standing Committees of Senate**

As part of a formal review of standing committee operations, the Senate Governance Committee (SGC) has requested that all standing committees submit recommendations for revisions to their terms of reference and membership composition. To assist in this, a questionnaire has been circulated to all committees. A draft of UEC's responses will be brought to the next meeting.

In general, UEC members are satisfied with committee membership, terms of reference, and operations, with some exceptions:

- Suggestion to add the Program Development Coordinator as an ex-officio non-voting member.
- It is often difficult to get quorum for the December and June meetings.
- Professional Studies Faculty Council meetings directly conflict with UEC this year.

## **5. INFORMATION ITEMS**

### **5.1. Minor course changes** (outlines will be available at [www.ufv.ca/calendar/courseoutlines](http://www.ufv.ca/calendar/courseoutlines))

ASTR 103  
MATH 265, 345  
PHYS 452

### **5.2. Department name change**

Teacher Education Program changed to Teacher Education department

## **6. ADJOURNMENT**

The meeting was adjourned at 11:55 am.