

**UNDERGRADUATE PROGRAM ADVISORY COMMITTEE (UPAC)
MEETING**

Tuesday, August 29, 2006
10:00 a.m. – Room A225
Abbotsford Campus

APPROVED MINUTES

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**Present:** S. Brigden, J. Carroll, V. Chappell, B. Cooke, N. Egresits  
**Guests:** P. Orlowski, B. Salingré  
**Recorder:** A. Hallman

**1. APPROVAL OF UPAC AGENDA****2. APPROVAL OF UPAC MINUTES****2.1. UPAC Draft Minutes: May 26, 2006****MOTION:****S. Brigden/N. Egresits**

To approve the May 26, 2006 UPAC minutes as presented.

**CARRIED****3. UPAC BUSINESS****3.1. Welcome; Election of Chair and Vice-chair**

B. Cooke was nominated by N. Egresits for the position of Chair. The nomination was seconded by S. Brigden and accepted by B. Cooke. There being no further nominations, B. Cooke was acclaimed to the position.

S. Brigden was nominated by V. Chappell for the position of Vice-chair. The nomination was seconded by B. Cooke and accepted by S. Brigden. There being no further nominations, S. Brigden was acclaimed to the position.

**3.2. UPAC Procedures and Guidelines**

B. Cooke reviewed the new Procedures and Guidelines document, which gives an overview of UPAC's role at UCFV according to Policy 110.29.

Among the changes this year is an extension of the deadline for calendar copy; any business presented at the February 2, 2007 UPAC meeting will still be in time for the calendar. This document also includes flowcharts which illustrate the course and program approval processes. UPAC will now be more concerned with new programs and changes to programs than with courses.

Initial consultation with supporting areas is now required for most items; this is intended to be a supportive step which helps departments move more quickly through the process to approval. Following this consultation, items will go to the appropriate curriculum committee and the curriculum committee agendas will be circulated to deans and department heads.

**3.3. Teacher Education Program**

### **3.3.1. New Program: Teacher Education Program (TEP)**

P. Orlowski provided some background on the program for new members. This program has been developed in consultation with UCFV, the Teacher Education committee, SFU, and the BC College of Teachers (BCCT). It is intended primarily for residents of the Fraser Valley. The first phase of this program will involve a co-hort of 32 elementary teachers, who will come to UCFV in May 2007. The next phase will involve secondary school teachers, and will begin in May 2009. The BCCT has approved the elementary stream; approval for the secondary stream will be sought this fall. Any significant changes will need the approval of the BCCT.

#### **MOTION:**

**N. Egresits/S. Brigden**

To approve the Teacher Education Program as presented.

**CARRIED**

**RECOMMENDED TO UCC FOR APPROVAL**

### **3.3.2. New Courses: EDUC 410, 412, 495, 420, 421, 422, 423, 424, 425, 442, 443, 444, 445, 446, 400, 450, 414, 452, 404**

J. Carroll had some concerns about the calendar descriptions of some courses, and felt that the language could easily be changed to make them more readable. He suggested amendments to EDUC 410, 412, 443, 400, 450, and 414. S. Brigden also suggested an amendment to EDUC 495.

P. Orlowski and B. Salingré agreed to make the changes and submit the amended course outlines to A. Hallman for publishing.

#### **MOTION:**

**V. Chappell/S. Brigden**

To approve all courses as amended.

**CARRIED**

## **4. INFORMATION ITEMS**

**4.1. UPAC Membership for 2006-2007**

**4.2. UPAC Meeting Schedule and Agenda Deadlines**

## **5. ADJOURNMENT**

## **Teacher Education Program (Elementary)**

[www.ucfv.ca/teachereducation](http://www.ucfv.ca/teachereducation)

The Teacher Education Program (TEP) will provide professional development for elementary school pre-service teachers in a Kindergarten to grade seven module. TEP is a 55 credit program, which can only be taken on a full-time basis. Its key features are the integration of knowledge, practice, and program components that are specifically designed to meet the TEP program values and goals (*link to website*), and are intended to help prospective teachers attain the professional standards established by the BC College of Teachers (BCCT; see [www.bcct.ca/standards](http://www.bcct.ca/standards) for more information). Upon successful completion of the program, students are recommended to the BCCT for professional certification.

It is anticipated that professional development for a secondary module will be added in May 2009, pending external and internal approvals.

### **Mission Statement of the UCFV Teacher Education Program**

The mission of the TEP is to educate teachers who will become responsible and effective professionals. Through our emphasis on curriculum development, social justice, and the integration of knowledge, educational theory, and practice, our graduates will be distinguished by the knowledge, skills, and values expected of educators in the contemporary classroom.

### **Dates and Location**

The program will begin with 32 students in May 2007 and end 13 months later in June 2008.

Students will take classes at the Chilliwack campus, although some classes are scheduled at the Abbotsford campus. Practica will take place in schools from the Abbotsford, Chilliwack, and Fraser Cascade school districts.

### **Entrance requirements**

The program is designed to prepare students to qualify for a professional teaching certificate issued by the BCCT. Some admission requirements are governed by policies or standards of BCCT.

#### **1. Education Requirements**

- Bachelor's degree acceptable to BCCT
- 3 credits of English composition
- 3 credits of English literature
- 3 credits of Canadian history
- 3 credits of Canadian geography
- 4 credits of MATH 105 or equivalent
- 4 credits of an approved laboratory science course
- 3 credits of EDUC 200 or equivalent
- 4 credits of EDUC 300 or equivalent

All of the courses mentioned above, except EDUC 300, must be completed one full semester prior to beginning TEP.

**All applicants must meet the acceptable degree policy of the BC College of Teachers for professional certification.** The policy (P2.B.03) is posted on the [BCCT](#) website.

## **2. Other Requirements**

### **a) Written Assignment**

Enclosed in the TEP application package.

### **b) Work Experience, Talents and Skills**

Students are required to have related experience working with children — classroom volunteer work is strongly recommended; certificates such as coaching, music, and first aid are reviewed in this area, along with travel experience and languages spoken.

### **c) Reference Letters**

Two confidential letters of reference are required to support the student's application. The student may submit an additional confidential reference, but no more than three references are permitted.

### **d) Grade Point Average**

UCFV will calculate grade point average on the most recent two years (approximately 60 semester hours) of undergraduate coursework (this may include post-degree coursework). Applicants with a grade point average below a B- (2.8 on the 4.33 point scale) in this calculation will not be considered.

### **e) Academic Preparation**

Applicants are encouraged to have MATH 205, courses in Fine and Performing Arts (FPA), and Kinesiology (KIN). Computer literacy is an asset.

All documentation submitted in support of a student's application is confidential and will be treated as such by UCFV.

All candidates must meet the BCCT acceptable degree policy, restricting the academic preparation acceptable for qualifying teachers.

### **f) Criminal Record Check**

As all Fraser Valley school districts require a criminal record check before students can participate in EDUC 400, all applicants must complete a criminal record check before entering the program.

Applicants convicted of a criminal offense and given an absolute or conditional discharge are advised to write the Registrar of the BCCT for clarification of their status before undertaking a teacher education program.

## **How to apply**

Applicants must submit their completed applications with documentation by December 1 each year to be considered for the following May intake. Applicants are eligible to apply **while** completing a Bachelor's degree acceptable to BCCT.

Admission to the TEP will be on a competitive basis. Meeting the minimal requirements does not guarantee admission.

1. Obtain a TEP application package from Student Services, Admissions and Records (A&R), or the website.
2. Submit the complete application, along with the application fee, to the A&R office. Applications received after the December 1 deadline may be considered, but only if space is available.

#### **Additional documents required for a complete application**

1. Official transcripts (or interim transcripts) from all post-secondary institutions showing grade/course achievement as per entrance requirements. If transcripts are going to be sent directly from the institution(s) attended, please indicate that they are on order. To meet application deadlines, order transcripts early so they arrive before the application is submitted.
2. Written assignment, reference letters, and a brief résumé. Use the forms that are available on the teacher education website: [www.ucfv.ca/teachereducation](http://www.ucfv.ca/teachereducation)

The written assignment and résumé must accompany the application.

Reference letters should be originals written on school/company letterhead, and signed by the referee. One reference letter must come from an off-campus educator who has observed the applicant interacting with children/adolescents in a public educational setting. Referees may fill out the Referee's Report as part of the TEP application package instead of providing a reference letter. The reference letter must answer questions 1-6 from the Referee's Report.

All references must be mailed by the referee, in a sealed envelope, directly to the TEP Office:  
Teacher Education Program  
UCFV Chilliwack Campus  
45635 Yale Road  
Chilliwack, BC V2P 6T4

#### **Admissions Procedures**

1. An Admissions Committee, comprised of the TEP department head, program advisor, two education faculty members, and a member of the TEP Curriculum Committee, will consider each candidate's application.
2. Each applicant must meet all academic requirements. In addition, candidates are evaluated based on the additional admission criteria (a-e). Each criterion will be given equivalent weight, and the top 50 candidates may be asked for an interview. A waitlist of 5 to 6 applicants will also be compiled.
3. Conditional acceptance may be offered if students are still completing their Bachelor's degree and/or EDUC 300. Proof of completion of entrance requirements is due at the end of April.

**Fees and additional costs**

See the fees and other costs section. Books and additional supplies cost approximately \$150 per course. Students also need to have reliable modes of transportation to get to practica sites.

**Program Requirements****Program Outline****TERM 1 May to mid August (17.5 credits)**Foundations Courses

|                                                 |             |
|-------------------------------------------------|-------------|
| EDUC 410 Social Justice                         | 3 credits   |
| EDUC 412 Developmental Theory and Teaching      | 3 credits   |
| EDUC 495A Applications of Reflective Practice I | 0.5 credits |

Elementary Designs for Learning Courses

|                                                                |           |
|----------------------------------------------------------------|-----------|
| EDUC 420 Designs for Learning Elementary English Language Arts | 2 credits |
| EDUC 421 Designs for Learning Elementary Social Studies        | 2 credits |
| EDUC 422 Designs for Learning Elementary Fine Arts             | 1 credit  |
| EDUC 423 Designs for Learning Elementary Science               | 2 credits |
| EDUC 424 Designs for Learning Elementary Mathematics           | 3 credits |
| EDUC 425 Designs for Learning Elementary Physical Education    | 1 credit  |

**TERM 2 September to December (15.5 credits)**Integration of Knowledge and Practice

|                                                                                                  |             |
|--------------------------------------------------------------------------------------------------|-------------|
| EDUC 442 Introduction to Classroom Research<br>(child study on an individual student's strength) | 1 credit    |
| EDUC 443 Literacy Across the Curriculum                                                          | 3 credits   |
| EDUC 444 Classroom Management and Conflict Resolution                                            | 2 credits   |
| EDUC 445 Introduction to the Principles of Assessment                                            | 1 credit    |
| EDUC 446 Using Information Technology in Teaching                                                | 1 credit    |
| EDUC 400 Integration of Knowledge and Practice I (practicum 1)                                   | 7 credits   |
| EDUC 495B Applications of Reflective Practice II                                                 | 0.5 credits |

**Term 3 January to early February (6.5 credits)**Courses on Emerging Educational Issues

|                                                              |             |
|--------------------------------------------------------------|-------------|
| EDUC 450 Second Language Learning in Classroom Practice      | 2 credits   |
| EDUC 414 Mental Health and Special Learning Needs in Schools | 3 credits   |
| EDUC 452 Principles of Assessment, Evaluation, and Reporting | 1 credit    |
| EDUC 495C Applications of Reflective Practice III            | 0.5 credits |

**Term 4 mid February to May (15.5 credits)**

|                                                                                             |               |
|---------------------------------------------------------------------------------------------|---------------|
| EDUC 404 Integration of Knowledge and Practice II (Practicum 2)                             | 12 credits    |
| EDUC 460 Proposals for Reform in Education and Colloquia<br>(outline still to be developed) | 1 + 2 credits |
| EDUC 495D Applications of Reflective Practice IV                                            | 0.5 credits   |
| <b>Total credits</b>                                                                        | <b>55</b>     |

## **Program Regulations**

### **Continuance in the program**

Students must demonstrate a satisfactory level of understanding in all foundations courses, designs for learning courses, short courses, and colloquia (C+, 65 percent in each course), and receive credit in the practica, to complete the program. Moreover, students are expected to be guided by ethically responsible professional conduct that includes behaviour consistent with the BCCT's [Standards for the Professional Conduct of Educators](#).

Students are expected to maintain a program GPA of at least 2.0.

### **Re-entry and re-admission to TEP**

Only students who withdraw from EDUC 400 or EDUC 404 may re-apply. There are specific requirements for re-entry, which can be obtained from the TEP advisor. A student who re-enters TEP is required to repeat the semester in which the withdrawal occurred. Students who have withdrawn from EDUC 400 or 404 must be successful in the application to be re-admitted within 2 years of interrupting or withdrawing from TEP. Deadline for re-entry is October 15, and part of the application to re-enter is a submission of supporting data which demonstrate that all re-entry conditions have been met. A previous admission does not imply any right to re-admission; the application is subject to the same criteria for admission as all other candidates.

### **Residency**

This is a full-time program in which all students take all the courses. Thus, transfer of courses from other institutions or earlier studies will not be considered.

### **Auditing courses**

Students will not be permitted to audit courses.

### **Course withdrawal**

Students who withdraw from any of the TEP courses will be considered to have withdrawn from the program. See Re-entry and re-admission to TEP for information on completing the program.

### **Graduation**

Upon successful completion of all program requirements, students are recommended to the BC College of Teachers for professional certification.