

MINUTES
Faculty of Education, Community, & Human Development Curriculum Committee
Friday, May 3, 2024
9:00 AM, Conducted Electronically

Chair of the FECHD Curriculum Committee: Curtis Magnuson (SWHS)

Present:

Barbara Salingré (TED)
Carolyn MacLaren (CE)
Christine Nehring (ABT)
Monique Goerzen (CYFS)
Rilla Apostolakis (Advising)

Regrets/Absent:

Allyson Jule (Dean's Office)
Helen Butner (UUP)
Karen Sharkey (IS)
Mary Saudelli (Dean's Office)
Tannaz Zargarian (ADED)

Recorder: Angie Reid*

* Indicates Non-Voting Member

1. Call to Order

1.1. Approval of Agenda – May 3, 2024

MOTION:

That the agenda of May 3, 2024 be approved as presented.
Christine Nehring / Carolyn MacLaren
CARRIED.

1.2. Approval of Minutes – April 5, 2024

MOTION:

That the minutes of April 5, 2024 be approved as presented.
Monique Goerzen / Rilla Apostolakis
CARRIED.

2. For Approval

3. For Recommendation to Faculty Council

3.1. Medical Office Assistant Certificate – Major Revisions – *Carolyn MacLaren*

MOTION:

That the major revisions to the Medical Office Assistant program be accepted and recommended to ECHD Faculty Council with the following amendments:

- Remove the comments in the right-hand side of the calendar copy.
- Under the first Entrance Requirement, add “For details on how this requirement may be met, see the [English language proficiency requirement](#) section of the calendar.”
- Under Basis for Admission Decision Note 2, revise to “program entrance; however, to...”
- Under Practicum Regulations, revise the third paragraph to “practicum site, they...”

Carolyn MacLaren / Barbara Salingré
CARRIED.

3.2. Medical Lab Assistant Certificate – New Program – *Carolyn MacLaren*

MOTION:

That the new Medical Lab Assistant Certificate program be accepted and recommended to ECHD Faculty Council with the following amendments:

- Under Institution, Program and Credential Information, the proposed program start date is January 2025. Appendix 3, however, has the Program/Course Structure beginning in September 2024. Recommend revising the documents so that the start dates match.
- For consistency, recommend revising the pre-requisites of MLA 09 to a minimum grade of 80%.
- Under Appendix 5: Calendar Copy #5, recommend adding a learning outcome regarding working with under-served communities.
- Under Appendix 5: Calendar Copy #12, revise the sentence to make it clear the location is both the Clearbrook and Chilliwack campuses, not either.

Carolyn MacLaren / Rilla Apostolakis
CARRIED.

4. Discussion Items

4.1. FECHDCC Membership for 2024-25 – *Angie Reid*

- Most of the Committee members' terms are expiring this Summer. Please consider if you will be renewing your term or discuss with your area who may be interested in replacing you. Those wishing to continue may be asked to agree to a one or three-year term in order to stagger our term expirations.
- The Chair's term is also expiring this Summer and will be decided at the September meeting.

4.2. Open Discussion

5. Information Items

5.1. 2024-25 FECHD Meeting Schedule – Please hold these dates in your calendar

6. Adjournment