

**MINUTES**  
**Education, Community, & Human Development Curriculum Committee**  
Friday, March 8, 2024  
9:00 AM, Conducted Electronically

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

**Present:**

Allyson Jule (Dean's Office)  
Barbara Salingré (TED)  
Tannaz Zargarian (ADED)  
Christine Nehring (ABT)  
Helen Butner (UUP)  
Karen Sharkey (IS)  
Monique Goerzen (CYFS)  
Rilla Apostolakis (Advising)

**Regrets/Absent:**

Carolyn MacLaren (CE)  
Mary Saudelli (Dean's Office)

**Recorder:** Angie Reid\*

\* Indicates Non-Voting Member

**1. Call to Order**

**1.1. Approval of Agenda – March 8, 2024**

**MOTION:**

That the agenda of March 8, 2024 be approved as presented.  
Christine Nehring / Helen Butner  
CARRIED.

**1.2. Approval of Minutes – February 9, 2024**

**MOTION:**

That the minutes of February 9, 2024 be approved as presented.  
Karen Sharkey / Barbara Salingré  
CARRIED.

**2. For Approval**

**3. For Recommendation to Faculty Council**

**3.1. SOWK 495 Directed Study in Social Work – Major Revisions – *Curtis Magnuson***

**MOTION:**

That the major revisions to SOWK 495 Directed Study in Social Work be accepted and recommended to ECHD Faculty Council as presented.

Curtis Magnuson / Rilla Apostolakis

CARRIED.

**4. Discussion Items**

**4.1. Legal Administrative Assistant Certificate & Nursing Unit Clerk Certificate – Update – *Carolyn MacLaren***

- Deferred to the next meeting.

**4.2. Open Discussion**

**4.2.1. ADED Membership Change**

- Tannaz Zargarian was welcomed as the new representative from the Department of Adult Education. Amea Wilbur was thanked for her service.

**4.2.2. 2024-25 Meeting Schedule**

- For the past two years, scheduling ECHD Faculty Council on Week 1 has been problematic. These problems include complaints about meetings occurring the first week of classes, confusion about months where two meetings are scheduled, and issues coming up in June when the next meeting occurs in September. For this reason, the Dean's Office is exploring moving our meetings to another week.
- After consulting the other College/Faculty Council schedules, it appears the available Friday we could move to is Week 3. This would place FECHD Curriculum Committee on Week 4. There is a potential conflict with UEC, but their meetings begin at 10 am and most FECHDCC meetings adjourn before then. The chances of a FECHDCC meeting occurring at the same time a representative needs to attend UEC is low. Members did not express concern with this potential conflict.
- A comment was received about Faculty Council occurring three weeks after Curriculum Committee. Angie explained that the Faculty Council Terms of Reference require the agenda to be distributed a week before each meeting. Calculating the time required for the agenda to be created, submissions vetted, and the Chair to review, this generally leaves departments/schools four business days to make any revisions required by Curriculum Committee and submit them before the Faculty Council agenda deadline. Shortening the time between meetings would add more stress to the departments/schools and could delay items another full month should they need to consult other areas.

- It was asked if the change in meeting dates would affect alignment with UEC. Angie does not believe there will be significant disruption because UEC Pre-Check Subcommittee, CWC, and the time departments/schools take to respond and revise their documents during these stages generally means that an item does not appear on the UEC agenda of the same month they appeared at Faculty Council anyways.
- The Dean's Office aims to make a decision next week to give departments/schools three months to set their own schedules and book rooms, if required, before faculty vacation starts.

#### **4.2.3. CO-OP Course Outlines**

- Candace Stewart-Smith sent a thank you to FECHDCC for their feedback on the CO-OP course outlines, which were approved by UEC on March 1.

### **5. Information Items**

### **6. Adjournment**