

MINUTES
Education, Community, & Human Development Curriculum Committee
Friday, October 25, 2024
9:00 AM, Conducted Electronically

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

Present:

Anna Mayo (CE)
Christine Nehring (ABT)
Inaam Charaf (DIS)
Mark Friesen (UUP)
Mary Higgins (ABT)
Tannaz Zargarian (ADED)
Thais Amorim (CYFS)
Vandy Britton (SOE)

Regrets/Absent:

Allyson Jule (Dean's Office)
Carolyn MacLaren (CE)
Gena Hamilton (SOE)
Helen Butner (UUP)
Lisa Moy (Dean's Office)
Rilla Apostolakis (Advising)

Recorder: Angie Reid*

* Indicates Non-Voting Member

1. Call to Order

1.1. Approval of Agenda – October 25, 2024

MOTION:

That the agenda of October 25, 2024 be approved as presented.
Vandy Britton / Tannaz Zargarian
CARRIED.

1.2. Approval of Minutes – September 27, 2024

MOTION:

That the minutes of September 27, 2024 be approved as presented.
Mary Higgins / Vandy Britton
CARRIED.

3 abstained.

2. For Approval

2.1. **ADED 360 Adult Education in Canada: Histories and Trends – Minor Revisions – *Tannaz Zargarian***

- A committee member questioned how "represent" could be assessed in Learning Outcome 4 and advised the Department of Adult Education to prepare an answer for UEC.

MOTION:

That the minor revisions to ADED 360 Adult Education in Canada: Histories and Trends be approved with the following amendments:

- Accept all tracked changes in the memo.
- Revise the department approval date to include the month, day, and year.
- In LO3, revise to "and/or".
- Revise the Course Content and Topics section to use consistent capitalization throughout.
- Revise week 10 of the Course Content and Topics section to "Peoples".

Tannaz Zargarian / Mary Higgins

CARRIED.

2.2. **ADED 380 Educational Technologies – Minor Revisions – *Tannaz Zargarian***

MOTION:

That the minor revisions to ADED 380 Educational Technologies be approved with the following amendments:

- Revise the memo to use consistent punctuation, specifically regarding the use of periods.
- Under section 6 of the memo, make the spacing around the hyphens consistent.
- Under section 7 in the memo, remove the extra, unused bullet.
- Answer section 8 of the memo or write "not applicable."
- Revise the department approval date to include the month, day, and year.
- Revise LO4 to "critically analyze".
- Revise the Recommended Evaluation Methods and Weighting Details to consistently end with a space between the last word and a dash before the percentage. For example, the third line should be revised to "participation – 20%".

Tannaz Zargarian / Vandy Britton

CARRIED.

2.3. ABT 110 Database Management – Minor Revisions – *Mary Higgins*

MOTION:

That the minor revisions to ABT 110 Database Management be approved with the following amendment:

- Revise the memo’s date to October 10, 2024.

Mary Higgins / Vandy Britton
CARRIED.

2.4. ABT 111 Office Practices and Management – Minor Revisions – *Mary Higgins*

MOTION:

That the minor revisions to ABT 111 Office Practices and Management be approved with the following amendment:

- Revise the memo’s date to October 10, 2024.

Mary Higgins / Vandy Britton
CARRIED.

2.5. ABT 133 Word Processing – Minor Revisions – *Mary Higgins*

MOTION:

That the minor revisions to ABT 133 Word Processing be approved as presented.

Mary Higgins / Vandy Britton
CARRIED.

2.6. ABT 135 Business English and Communications – Minor Revisions – *Mary Higgins*

MOTION:

That the minor revisions to ABT 135 Business English and Communications be approved with the following amendment:

- Revise LO3 to “audience needs”.

Mary Higgins / Vandy Britton
CARRIED.

2.7. ABT 137 Spreadsheets – Minor Revisions – *Mary Higgins*

MOTION:

That the minor revisions to ABT 137 Spreadsheets be approved with the following amendment:

- Remove the assignment names from the Recommended Evaluation Methods and Weighting Details section.

Mary Higgins / Vandy Britton
CARRIED.

2.8. ABT 143 Bookkeeping – Minor Revisions – *Mary Higgins*

MOTION:

That the minor revisions to ABT 143 Bookkeeping be approved as presented.
Mary Higgins / Vandy Britton
CARRIED.

3. For Recommendation to Faculty Council

3.1. ABT 160 Web-Based Business Communications – Major Revisions – *Mary Higgins*

MOTION:

That the major revisions to ABT 160 Web-Based Business Communications be accepted and recommended to ECHD Faculty Council with the following amendments:

- Revise the Calendar Description to “audiences and”.
- Revise LO5 to “evaluate different social media platforms and the appropriateness of each.”
- In the Recommended Evaluation Methods and Weighting Details section, change “assignments” to a more descriptive word.

Mary Higgins / Vandy Britton
CARRIED.

3.2. ABT 187 Work Experience – Major Revisions – *Mary Higgins*

MOTION:

That the major revisions to ABT 187 Work Experience be accepted and recommended to ECHD Faculty Council with the following amendments:

- Revise the Calendar Description to “functions in various practicum settings”.
- Include ABT 188 as an equivalent course in the Antirequisite Courses section.
- Revise LO2 to “demonstrate professional judgement”.
- Revise LO3 to “demonstrate humility and awareness when”.

Mary Higgins / Vandy Britton
CARRIED.

3.3. ADED 305 Portfolio Development for Prior Learning Assessment Recognition – Major Revisions – *Tannaz Zargarian*

- Committee members held extensive discussion around the calendar description, learning outcomes, and course content. The Department of Adult Education will consider the feedback received and resubmit the course for revision at a future FECHDCC meeting.

MOTION:

That the major revisions to ADED 305 Portfolio Development for Prior Learning Assessment Recognition be accepted and recommended to ECHD Faculty Council as presented.

Tannaz Zargarian / Mark Friesen
WITHDRAWN.

3.4. ADED 415 Facilitating e-Learning – Major Revisions – Tannaz Zargarian

MOTION:

That the major revisions to ADED 415 Facilitating e-Learning be accepted and recommended to ECHD Faculty Council with the following amendments:

- Revise the memo to use consistent punctuation, specifically regarding the use of periods in sections 6 and 7.
- Revise the department approval date to include the month, day, and year.
- Revise LO1 to “apply key principles and evaluate best practices”.
- Revise LO4 to “challenges/systemic”.
- Revise LO6 to “compare the instructional”.
- In the Recommended Evaluation Methods and Weighting Details section, revise the last line to “5R’s online”.
- Revise the Typical Course Content and Topics section to use consistent punctuation, specifically regarding the use of periods.

Tannaz Zargarian / Mark Friesen
CARRIED.

4. Discussion Items

4.1. Course Outline Review Database – Angie Reid

- The Course Outline Review Database was included in the agenda package to assist areas with planning the upcoming year's revision work. Angie reminded the Committee that it does not reflect course revisions currently in process.

4.2. Terms of Reference Revisions – Angie Reid

- Due to the absence of the majority of the Committees' representatives, members in attendance tabled this item to the November meeting.

4.3. Open Discussion and Information

- The meeting began with introductions as many members were attending as alternate representatives.
- Christine took over as the voting representative from Applied Business Technology when Mary left at 10 am. She was attending as a non-voting guest speaking to the Applied Business Technology course outlines for the first hour of the meeting.
- A fire alarm on the Abbotsford campus during 3.4 ADED 415 required Curtis to step away for a few minutes. Christine took on the role of Chair for the remainder of the meeting.

5. Information Items

6. Adjournment