



UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

May 24, 2013
10:00 am – A225
Abbotsford Campus

APPROVED MINUTES

PRESENT: M. Bos-Chan, S. Brigden, R. Colwell, V. Dvoracek, J. English, S. Fisher, N. Goad, J. Larsen, S. Manu, R. McLeod, S. Patridge, E. Spalding, L. Stagg, O. Steyn, D. Waslewsky, J. White, A. Wiseman, S. Xi
ABSENT: D. Alary, W. Burton, S. Bains, H. Compeau, D. Francis, S. Hardman, S. Marsh, D. Waslewsky, J. White
GUESTS: Z. Dennison, A. Kuczynska
RECORDER: A. Hoogendoorn

1. APPROVAL OF THE AGENDA

MOTION:

To approve the agenda as presented.

E. Spalding/ R. Colwell

2. APPROVAL OF UEC MINUTES

2.1. UEC draft minutes: April 26, 2013

MOTION:

To approve the draft minutes as presented.

E. Spalding/ L. Stagg

3. COURSE OUTLINES

The following courses are ready for publication following UEC approval.

3.1. Library and Information Technology

Changes including prerequisites and corequisites: LIBT 240

MOTION:

To approve the Library and Information Technology course outline as amended:

- To change the LIBT 240 course outline total hours per term from 39 to 45.

S. Brigden/ R. Colwell

3.2. Upgrading and University Preparation

Changes including prerequisites: MATH 096

MOTION:

To approve the Upgrading and University Preparation course outline as presented.

S. Brigden/ M. Bos-Chan

3.3. Modern Languages

Changes including synonymous courses: FREN 430

MOTION:

To approve the change to the synonymous course section of the FREN 430 course outline so that FREN 430 no longer replaces FREN 330, as presented:

M. Bos-Chan/ R. Colwell

The memo states that FREN 430 will not be eligible for PLAR. However, the course outline indicates that examinations are a PLAR option.

B. Traverse confirmed that examinations are a PLAR option for FREN 430.

3.4. Course outlines and class size

There was a discussion regarding the discrepancy that can occur between the maximum enrolment that is listed on a course outline and what the maximum enrolment is set at in banner. An issue that can arise from this discrepancy is the fill rate for a class being incorrectly calculated.

Currently, no UFV policy exists that states that the maximum enrolment listed in banner needs to be consistent with the maximum enrolment that has been approved on the official course outlines. The general consensus of UEC was that a policy needs to be created to provide guidance on this issue and on which official course outline items must be followed exactly by instructors and administration.

It was noted that the policy should address exceptions that can occur in class sizes. For example, sometimes classrooms are not big enough to accommodate a 'regular' amount of students. A mechanism needs to be in place to allow for exceptions. UEC recognizes that class size is an issue that is negotiated between the Deans and departments/programs, and that the Collective Agreement governs class size. However, UEC also feels that the official course outlines should accurately reflect practices in the course, including class size.

4. PROGRAMS

4.1. Psychology

Changes to entrance and program requirements: Psychology Honours and Extended Studies certificate in Arts: Psychology Honours

MOTION:

To approve the changes to the Psychology Honours and Extended Studies certificate Arts: Psychology Honours entrance requirements as amended,

effective September 2014:

- Entrance requirements: Completion of 90 credits towards a Bachelor of Arts degree with a minimum CGPA of 3.33, including completion of the first and second year requirements for the psychology major, and completion of 12 upper-level psychology credits, to include PSYC 301, with a minimum GPA of 3.33.

M. Bos-Chan/ S. Brigden

The PSYC courses in the program outline are courses that must be completed to meet the program requirements for the Psychology Honours program. However, to obtain the required 45 credits in upper-level Psychology courses, students are expected to take other upper-level Psychology course as well.

It was pointed out that PSYC 301 is listed in both the entrance and program requirements. Z. Dennison explained that sometimes students are conditionally accepted into the Psychology Honours program without the entrance requirement of PSYC 301. Students cannot graduate without taking PSYC 301, so it is listed again in the program requirements as a reminder to students in the program who have not yet completed this course.

MOTION:

To approve the changes to the Psychology Honours and Extended Studies certificate Arts: Psychology Honours program requirements as amended, effective September 2014:

- How to apply: Note: ~~Students must complete a minimum of 5 credits but no more than 30 credits once admitted to the Certificate program.~~ Please see the Graduation Awards policy (64) for the amount of credits that must be completed once admitted to the Certificate program.

R. McLeod/ S. Fisher

5. OTHER BUSINESS/DISCUSSION ITEMS

5.1. Grading system policy

Change to grade point interpretation: Change the B grade from 'Above Average' to 'Good'; change the C grade from 'Average' to 'Satisfactory'; and change the P grade from 'Pass (below average)' to 'Minimal Pass'

MOTION:

To recommend the changes to the grade point interpretation of the Grading System policy as presented, effective January 2014.

E. Spalding/ R. McLeod

MOTION:

To recommend a full review of the Grading System policy (101).

S. Brigden/ J. Larsen

Establishing a relationship across disciplines, in regards to the words used to interpret a grade point average is difficult to achieve. An applied program in which mastery is required for a pass is different from a program in which average

work is required to pass. The class average will be higher in programs in which mastery is required. A. Wiseman suggested stating additional information on the transcript to help interpret the grade. For example, the transcript could list the average or median grade in the class. This would give the grade a context for interpretation.

While discussing the proposed changes to the wording of the grade point interpretation, there was agreement that in addition to the first change being presented, a full review of Policy 101 needs to be conducted. A. Wiseman pointed out that there are also some existing issues with the withdrawal process. Additionally, the introductory sentence of this policy should be revised.

V. Dvoracek will complete the form, with help from S. Brigden and S. Manu. In UFV's policy review process, the Senate Governance Committee Policy Subcommittee will determine who will take the official policy review forward.

The minimum amount of time to conduct a full policy review is typically one year. In an effort to speed up the process to get the changes to the grade point interpretation passed, a second motion for a full review of Policy 101 was created.

5.2. Election of Chair

M. Bos-Chan nominated S. Pattridge for the position of Chair for 2013/14. S. Pattridge indicated that she would be willing to accept the nomination. S. Pattridge was acclaimed to the position.

MOTION:

To recommend to the Provost and Vice President, Academic, that a course release is granted to the UEC Chair for 2013/14.

L. Stagg/ S. Brigden

S. Pattridge did not participate in this discussion, and M. Bos-Chan temporarily chaired the meeting for the election of the Chair. S. Pattridge abstained from voting for this motion.

There was some discussion about the large amount of work that is involved in being the Chair of UEC, and how the Chair of UEC is expected (rightly so) to be a member of a large number of committees. It would make sense that the Chair of UEC receives a stipend for that work.

5.3. Election of the Vice-chair

MOTION:

S. Brigden nominated M. Bos-Chan for the position of Vice-chair for 2013/14. M. Bos-Chan indicated that she would be willing to accept the nomination. M. Bos-Chan was acclaimed to the position.

5.4. Admissions Subcommittee report

No requests have been made this month.

5.5. Transfer Credit Subcommittee report

5.6. Policy Subcommittee report

There was no meeting this month.

5.7. Course Outline Subcommittee report

The revised version of the official course outline was sent to faculty councils via the Deans. Feedback is being collected. A meeting will be set up to discuss the feedback.

6. INFORMATION ITEMS

6.1. Minor course changes (outlines will be available at www.ufv.ca/calendar/courseoutlines)

BUS 434/ECON 434
BUS 435/ECON 435

6.2. 2013/14 UEC membership

6.3. 2013/14 meeting schedule

6.4. UEC Terms of Reference

7. ADJOURNMENT

The meeting was adjourned at 11:26am.