



## UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

October 25, 2013  
10:00 am – A225  
Abbotsford Campus

### APPROVED MINUTES

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**PRESENT:** M. Bos-Chan, S. Brigden, R. Colwell, V. Dvoracek, J. English, S. Fisher, D. Francis, J. Lee, D. McGuire, S. Manu, S. Marsh, R. McLeod, S. Pattridge, L. Stagg, J. White, A. Wiseman, S. Xi  
**ABSENT:** S. Bains, W. Burton, H. Comeau, N. Goad, S. Hardman, A. Iliev, J. Larsen, E. Spalding, A. Wiseman  
**GUESTS:** A. Arndt, T. Cooper, K. Gariepy, I. McAskill, S. Murray, C. Neigel, S. Parkinson, M. Rhodes  
**RECORDER:** A. Hoogendoorn

#### 1. APPROVAL OF THE AGENDA

##### MOTION:

To approve the agenda as amended:

- reverse the order of discussion items 5.2. Undergraduate Course and Program Approval policy (21) and 5.3. Submission Screening Subcommittee.

L. Stagg/ M. Bos-Chan

#### 2. APPROVAL OF UEC MINUTES

##### 2.1. UEC draft minutes: September 27, 2013

##### MOTION:

To approve the draft minutes as presented.

S. Marsh/ M. Bos-Chan

#### 3. COURSE OUTLINES

The following courses are ready for publication following UEC approval.

##### 3.1. Biology

Changes including title, calendar description, and prerequisites: BIO 201 and 202

Changes including course number, calendar description, and prerequisites: BIO 309 (formerly BIO 203)

Changes including course number, calendar description, prerequisites, and total hours per term: BIO 383 (formerly BIO 280)

Changes including course number, calendar description, prerequisites, and pre or corequisites: BIO 425 (formerly BIO 325) and BIO 426 (formerly BIO 326)

##### MOTION:

To approve the Biology course outlines as amended:

- BIO 309 prerequisites: BIO 111 and 112, plus 8 **biology** credits, numbered

- 200 and above.
- BIO 425 calendar description: Note: ~~The new prerequisites for BIO 309 state BIO 111, 112, and 8 credits in BIO courses numbered 200 or above.~~  
**Students with credit for BIO 325 cannot take BIO 425 for further credit.**
- BIO 201 and 202 prerequisites: ~~BIO 111~~, BIO 112, and CHEM 114.
  - o learning outcomes- fix verbs.
- BIO 201, 202, and 383 PLAR: Remove note from 'Other' option, and include 'additional assignments'.
- BIO 201- revision of learning outcomes.

S. Marsh/ S. Fisher

There was some discussion about courses being renumbered from 200-level to 300-level courses. Anecdotal evidence shows that students will do better in these courses if they have taken more prerequisite courses. Students who previously completed the 200-level version of the course cannot take the 300-level version for further credit. Internally, the students with the 200-level course will get credit for a 300-level course. However, this will not show on transcripts. A. Arndt indicated that the Biology Department will provide these students with letters containing this information.

It was noted that explicit instructions on how to obtain PLAR do not need to be on the course outline. The appropriate option can be checked off on the course outline, and the instructions can be given to the PLAR office.

### 3.2. Computer Information Systems

Review including changes to calendar description: COMP 350  
Changes including title, calendar description, prerequisites, and pre or corequisites: COMP 361  
New course: COMP 381, Introduction to Machine Learning  
Changes including title, calendar description, and prerequisites: COMP 455  
New course: COMP 481, Functional and Logic Programming

#### **MOTION:**

To approve the COMP course outlines as presented.

R. McLeod/ R. Colwell

### 3.3. History

Changes including cross-listing new LAS 262 course: HIST 262/LAS 262, Latin American History: The National Experience

#### **MOTION:**

To approve the cross-listed History and Latin American Studies course outlines as presented.

R. Colwell/ S. Brigden

### 3.4. Library and Information Technology

Changes including calendar description, synonymous courses, and total hours

per term: LIBT 265

**MOTION:**

To approve the LIBT 265 course outline as presented.

L. Stagg/ R. Colwell

**3.5. Mathematics and Statistics**

Changes including calendar description and synonymous courses: MATH 140

**MOTION:**

To approve the MATH 140 course outline as presented.

S. Marsh/ R. McLeod

**4. PROGRAMS**

**4.1. Arts**

Change to program requirements: Bachelor of Arts

**MOTION:**

To approve the changes to Bachelor of Arts degree residency requirements as presented, effective September 2014.

S. Brigden/ R. Colwell

**MOTION:**

To approve the changes to the declaration policy of the Bachelor of Arts degree as presented, effective September 2014.

R. Cowell/ R. McLeod

CARRIED

In favour: 4

Opposed: 2

Abstentions: 3

This change will give departments the discretion to say that they cannot serve all students. Sometimes when students need specific courses to graduate, they cannot get into the course and must post-pone their graduation date. This change would give departments the ability to serve their existing students first.

It was noted that specific criteria are not listed as to who departments would decide who gets into their programs. S. Fisher stated that the Bachelor of Arts Program Committee will discuss and decide the criteria that should be used.

*Note: The change to the Bachelor of Arts degree declaration policy is currently on hold, as the working group is developing criteria for who gets into the programs.*

#### **4.2. Business Administration**

Change to program requirements: Bachelor of Business Administration Human Resources Management option and Organizational Studies concentration

**MOTION:**

To approve the addition of BUS 377 as an elective option in the Bachelor of Business Administration Human Resources Management option and Organizational Studies concentration as presented, effective January 2014.

R. Colwell/ S. Marsh

#### **4.3. Economics**

Change to program requirements: Economics major in Arts

Change to program requirements: Economics minor

**MOTION:**

To approve the changes to the Economics major in Arts as presented, effective January 2014.

S. Fisher/ R. Colwell

**MOTION:**

To approve the changes to the Economics minor with the addition of ECON 360 as an upper-level elective option as amended, effective January 2014.

R. Colwell/ S. Fisher

While the Economics major was being externally approved, the Business department changed BUS 301/ECON 301 to BUS 226/ECON 226. As this is changing an upper-level course to a lower-level course, the program requirements had to be changed to accommodate this.

#### **4.4. Geography**

Change to program requirements: Geography Honours in Arts

**MOTION:**

To approve the changes to the program requirements for the Geography Honours in Arts as presented, effective September 2014.

R. McLeod/ R. Colwell

#### **4.5. Physics**

Change to program requirements: Physics major, Honours, and minor in Science

New program: Engineering Physics diploma in Mechatronics

New course subject code: ENPH (Engineering Physics)

New course: ENGR 210, Circuit Analysis

New course: ENGR 330, Automatic Control Systems

New course: ENGR 340, Micro-Processors and Embedded Systems

New course: ENGR 350, Sensors and Actuators

New course: ENGR 390, Mechatronics

New course: ENPH 310, Electronics I

New course: ENPH 320, Electronics II

Changes including course renumbering: ENPH 360 (formerly PHYS 392)

**MOTION:**

To approve the changes to the program requirements of the Physics major, Honours, and minor in Science as presented, effective May 2014.

R. McLeod/ S. Brigden

**MOTION:**

To approve ENPH as a course subject code.

R. McLeod/ M. Bos-Chan

**MOTION:**

To approve the ENGR and ENPH course outlines as presented.

R. McLeod/ R. Colwell

**MOTION:**

To recommend the approval of the new Engineering Physics diploma in Mechatronics as amended:

- Program Outline for Draft Calendar Copy
  - o 6. Entrance requirements: Students must have at least a cumulative GPA of 2.0 on all completed UFV courses at the time of application to the diploma.
  - o 7. When to apply: Applications are accepted for entrance to **the** Fall ~~and Winter~~ semesters.
  - o 15. a) Continuance and probation: Remove the first paragraph.
  - o 15. d) Residency: In addition to the standard UFV residency requirements, students must complete 7 of the named Physics or Engineering diploma courses at UFV, **with the exception of ENGR 100.**

S. Brigden/ R. McLeod

## **5. OTHER BUSINESS/DISCUSSION ITEMS**

### **5.1. Short Programs Subcommittee**

**MOTION:**

To accept the report of the Short Program Subcommittee's activities between September 2012 and April 2013, as presented.

M. Bos-Chan/ S. Brigden

**MOTION:**

To revise the membership and mandate of the Short Programs Subcommittee, as amended:

- 1 APPC member appointed by UEC **APPC**

S. Brigden/ R. Colwell

An email was sent to members of UEC, requesting a volunteer for the Short Programs Subcommittee.

## **5.2. Submission Screening Subcommittee**

### **MOTION:**

To support the creation of Terms of Reference and membership criteria for a proposed new screening subcommittee of UEC, to be discussed at the November meeting.

S. Brigden/ M. Bos-Chan

The Submission Screening Subcommittee would focus on issues like editorial changes and implementation details. This would allow UEC to have a greater focus on curriculum matters.

Terms of Reference and a possible membership list will be brought forward to the November UEC meeting. It was noted that the Terms of Reference need to authorize the Submission Screening Subcommittee to make changes.

## **5.3. Undergraduate Course and Program Approval policy (21)**

### **MOTION:**

To request a narrow revision of the Undergraduate Course and Program Approval policy (21) as amended:

- Revisions to the Official Undergraduate Course Outline and the Cross-listed Course Outline will be submitted to **under the authority of** UEC for approval.

S. Brigden/ M. Bos-Chan

As UEC is the main stakeholder of Policy 21, the request to revise this policy should come from UEC.

## **5.4. UEC Co-Chair**

### **MOTION:**

To support a recommendation to change the Terms of Reference to include co-chairs of UEC.

S. Brigden/ S. Marsh

The option of having two co-chairs of UEC will be investigated. A recommendation for the revised UEC Terms of Reference will be brought back to the November UEC meeting.

## **5.5. Transfer Credit Subcommittee report**

### **MOTION:**

To accept the Transfer Credit Subcommittee report.

S. Brigden/ S. Fisher

**5.6. Admissions Subcommittee report**

There is no report this month.

**5.7. Policy Subcommittee report**

The Policy Subcommittee will report at the November UEC meeting.

**5.8. Course Outline Subcommittee report**

The Course Outline Subcommittee will report at the November UEC meeting.

**6. INFORMATION ITEMS**

**6.1. Minor course changes** (outlines will be available at [www.ufv.ca/calendar/courseoutlines](http://www.ufv.ca/calendar/courseoutlines))

ANTH 267  
BUS 249 (formerly BUS 149)

**6.2. Revised UEC Membership for 2013/14**

**6.3. Updated UFV Education Plan**

**7. ADJOURNMENT**

The meeting was adjourned at 12:01pm.