



## UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

August 29, 2014  
10:00 AM - A225  
Abbotsford Campus

### APPROVED MINUTES

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**PRESENT:** Satwinder Bains, Rhonda Colwell, Heather Compeau, Vlad Dvoracek, John English, Darren Francis, Nancy Goad, Shirley Hardman, Arlene Leon, Stan Manu, Steven Marsh, Kate McCulloch, David McGuire, Rod McLeod, Lisa Moy, Samantha Pattridge, Eric Spalding, Maureen Wideman, Simon Xi  
**ABSENT:** Maria Bos-Chan, Sue Brigden, Anthony Iliev  
**GUESTS:** Seonaigh MacPherson, Sylvie Murray, Corinne Richardson  
**RECORDER:** Amanda Grimson

#### 1. APPROVAL OF THE AGENDA

**MOTION:**

To approve the agenda as presented.  
CARRIED

#### 2. APPROVAL OF UEC MINUTES

**2.1.** UEC draft minutes: June 23, 2014

**MOTION:**

To approve the draft minutes as presented.  
CARRIED

#### 3. COURSE OUTLINES

**3.1. Adult Education**

Changes including prerequisites: ADED 305, 320, 340, 350, 360, 365, 370, 380, 390, 405, 407, 408, 410, 420, and 470.

ADED 365, 370, 380, and 390 were each discussed individually. The major change to the rest of these courses is to the prerequisites, but the course descriptions and learning outcomes have also been revised. Prerequisites for all courses are being changed to one of admission to an Adult Education program, or 30 university-level credits, or permission of the department.

Adult Education department representatives indicated that it was important to retain "permission of the department" in the prerequisites, even though this is always an option, as it makes it very clear to students that even if they do not quite meet the 30 credit requirement, they can still speak with the department for entry.

UEC members expressed concern that broadening the prerequisites so much

might mean that Adult Education students have difficulty getting seats in these courses. S. MacPherson (Adult Education department head) noted that the maximum enrollment is being increased to help with this, and seat reserves will probably need to be used to ensure that seats are available for program students.

There was also a concern about whether 30 credits would be sufficient to be able to be successful in an upper-level course. S. MacPherson indicated that this should not be an issue since in most cases, Adult Education students perform at a graduate level regardless of prior university education.

**MOTION:**

To approve the ADED 305, 320, 340, 350, 360, 390, 405, 407, 408, 410, and 420 course outlines as presented.

CARRIED

ADED 365: The title for this course, Aboriginal Adult Education in Canada, was questioned, as UEC has previously learned that "Indigenous" is currently the preferred term. S. Hardman, Senior Advisor on Indigenous Affairs, also noted that the United Nations recognizes the term "Indigenous", but not "aboriginal". Other editorial issues were noted with this course, and since it is not currently being offered, the department agreed to withdraw this course and resubmit it later.

**MOTION:**

To approve the ADED 365 course outline as presented.

DEFEATED

ADED 370: UEC suggested that title for this course should be changed from "Guided Independent Study" to "Directed Study"; in this case, the class number would likely change to 6. There were also concerns about the lack of learning outcomes. The department will revise the outline and bring it back to UEC.

**MOTION:**

To postpone the ADED 370 course outline to the September UEC meeting.

CARRIED

ADED 380: The listed text was questioned, as it is from 2001, but S. MacPherson indicated that this is correct.

**MOTION:**

To approve the ADED 380 course outline as presented.

CARRIED

ADED 470: The lack of learning outcomes and evaluation was questioned. The department will revise this outline and resubmit to UEC.

### 3.2. Mathematics and Statistics

New course: MATH 499, Honours Module

This course was discussed at a previous meeting, and has been revised by the department.

**MOTION:**

To approve the creation of MATH 499 as presented.  
CARRIED

## 4. OTHER BUSINESS/DISCUSSION ITEMS

### 4.1. Undergraduate Program and Course Approval Procedures

Policy 21 was changed to remove procedures, so this will take its place. The expedited process (agenda item 5.2) will be separate. Some editorial changes were suggested.

**MOTION:**

To approve the Undergraduate Program and Course Approval Procedures as amended:

- Remove year from the first page (only include last updated date)
- Definition for program budget analysis: remove last sentence
- Calendar deadlines: "Any proposals that are approved **and processed** after these dates..."
- Calendar deadlines: "Subsequent approval by APPC and Senate, **and in some cases by SBC**, is also required"
- Minimum timelines: "New programs (**including concept paper**): 18+ months"
- Major vs. minor course changes: Changes to prereqs and/or coreqs that are only editorial will be minor
- New and major course changes, #1: move reference to SBC to #5
- Major vs. minor program changes: add note that "addition of a new field of specialization" might be considered a new program
- Major vs. minor program changes: "Deletion of programs **not included in Program Discontinuance policy**"
- Major program changes, #5: ~~"the budget template"~~ **a budget analysis"**
- Development of full program proposal, #13: remove second sentence (only proposals included in Ed Plan will be sent for external approval)

CARRIED

### 4.2. Election of UEC chair

D. Francis nominated R. McLeod, who agreed to accept the nomination provided the course release associated with the position continues. R. McLeod was acclaimed as chair.

#### **4.3. Subcommittee member elections**

Screening Subcommittee:

- UEC chair: Rod McLeod
- Registrar (or designate): Darren Francis
- UEC Assistant: Amanda Grimson
- UEC faculty member: Samantha Pattridge
- UEC advisor: Rhonda Colwell
- CFO/SBC representative: TBD

The membership of the Admissions Subcommittee, Policy Subcommittee, and Transfer Credit Subcommittee will be discussed at the September meeting. The Short Programs Subcommittee membership does not need to change, as its mandate has only been extended until December.

#### **4.4. Prior Learning Assessment and Recognition policy (94)**

UEC members were asked to send individual feedback to E. Harris and M. Wideman.

### **5. INFORMATION ITEMS**

#### **5.1. Revised course outline forms and guidelines**

#### **5.2. Expedited Approval Process**

#### **5.3. UEC meeting schedule 2014/15**

### **6. ADJOURNMENT**

The meeting was adjourned at 11:30 am.