



UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

November 21, 2014
10:00 AM - A225
Abbotsford Campus

APPROVED MINUTES

PRESENT: Sue Brigden, Rod McLeod, Maria Bos-Chan, Steven Marsh, Vlad Dvoracek, Peter Geller, Samantha Patridge, Heather Comeau, Simon Xi, Stan Manu, Darren Francis, David McGuire, Maureen Wideman, Arlene Leon, Tara Cooper
ABSENT: John English, Eric Spalding, Rhonda Colwell, Satwinder Bains, Shirley Hardman, Nancy Goad, Anthony Iliev, Kate McCulloch, Lisa Moy
GUESTS: Karin Jager, Lynn Kirkland-Harvey, Cynthia Loten, Sylvie Murray
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: October 24, 2014

D. Francis provided a brief update on the Library and Information Technology items discussed last month. The department met with R. McLeod, D. Francis, and A. Grimson to discuss potential solutions and a transition plan for students. Rather than changing the credits of the existing courses, the department will create two new courses to replace the existing ones, so that if needed they can still offer the course as 1.5 credits to students who are partway through the program.

MOTION:

To approve the draft minutes as presented.
CARRIED

3. COURSE OUTLINES

3.1. Biology

Changes including prerequisites: BIO 201, 220

Questions were raised regarding the learning outcomes for BIO 201 (#4, 5, and 6) and the prerequisites for BIO 220. Since the department was not available to respond to concerns, these items will be postponed to a later meeting.

MOTION:

To postpone discussion of BIO 201 and 220 until the department can be present to respond to questions raised.

CARRIED

3.2. Mathematics

Review with changes including prerequisites and total hours: MATH 438

The expected frequency of offering for this course (every 2-3 years) was questioned. C. Loten (Mathematics and Statistics department head) indicated that the department tries to offer this course every two years, but that is not always possible and they do not wish to mislead students.

MOTION:

To approve the MATH 438 course outline as presented.

CARRIED

3.3. Communications

Review with changes including prerequisites: CMNS 465

MOTION:

To approve the CMNS 465 course outline as amended:

- 45 university-level credits and including
- increased prerequisites effective for January 2016, not 2015.

CARRIED

3.4. Graphic and Digital Design

Changes including prerequisites and course number: GD 260 (formerly GD 161)

Changes including prerequisites: GD 317, 361, 374, 498, 499

The course outline for GD 498 will be updated to indicate that it is not a not special topics course.

The prerequisites changes for GD 317 include the removal of GD 159's former number, but since this change was only made in 2012, UEC recommended that this note be retained.

MOTION:

To approve the Graphic Design course outlines as ammended:

- GD 317 prerequisites: ...GD 159 (formerly GD 156)...

CARRIED

4. PROGRAMS

4.1. Geography and the Environment

Change to program name: Geography major, Urban and Planning Studies concentration (formerly Urban Studies concentration)

There was concern regarding the amount of "planning" that is included in this concentration, and whether the proposed name change would be misleading to students. L Kirkland-Harvey (Geography department head) and S. Marsh (Geography faculty) confirmed that the concentration includes a number of planning-focused courses; Human Geography courses in particular include a considerable amount of planning. Although this may not be fully conveyed in the existing course outlines, the department will consider revising the outlines to

better represent this content.

Concerns were also raised that the proposed "Urban and Planning Studies" might be interpreted as "Urban Planning Studies", which could be confusing and misleading to students. The department agreed that "Urban Studies and Planning" would be a suitable alternative.

Although this change will not appear in the Winter/Summer 2015 calendar, approval effective January 2015 will mean that students graduating in June can have the concentration's new name appear on their transcripts.

MOTION:

To approve the name change of the Geography major, Urban Studies and Planning concentration, effective January 2015.

CARRIED

5. OTHER BUSINESS/DISCUSSION ITEMS

5.1. School of Trades

This is coming to UEC for information and potential feedback. UEC had no concerns.

5.2. Election of subcommittee members

Membership of the following subcommittees for 2014/15 was discussed.

Admissions Subcommittee

S. Brigden and H. Compeau agreed to sit on this subcommittee. K. Davies will be the International Education representative.

- Registrar or designate: Darren Francis
- Two UEC members: Maria Bos-Chan, Sue Brigden
- One International Education representative: Karen Davies
- Two additional members, including at least one advisor: Simon Xi, Heather Compeau

This subcommittee is now complete for 2014/15.

Policy Subcommittee

This subcommittee does not currently have Terms of Reference or a membership composition list.

- Confirmed subcommittee members: Tara Cooper, Rod McLeod, Samantha Patridge
- Potential members: John English, Rhonda Colwell, Elaine Harris

Curriculum Quality Subcommittee

S. Murray indicated that the Program Development Office can support this subcommittee. This subcommittee will start meeting in the new year. There will be an e-mail conversation among volunteers to discuss potential meeting times, and then additional members can be recruited.

The following expressed interest in this subcommittee: P. Geller, H. Compeau, L. Moy, S. Pattridge, R. McLeod, A. Leon, M. Wideman, S. Manu, and S. Murray. The membership composition for this committee has not yet been finalized, but it was suggested that a maximum of eight faculty members be included, with no more than two from any one faculty.

A summary of this subcommittee's current status should be sent to all UEC members, to give anyone not at the meeting an opportunity to participate.

5.3. Expedited approval process guidelines

S. Murray (Program Development Coordinator) has received feedback that the current procedures are too cumbersome, so revised procedures are being proposed.

There was concern about the ability to review proposals over the summer months, but since UEC meets in June and again in August, there is only one month without a meeting, and an e-mail vote is included as an option.

This process will be beneficial to Continuing Education and to other areas. UEC had no suggestions for additional changes.

MOTION:

To support the expedited approval process as presented.

CARRIED

5.4. Concept Paper guidelines

A draft of the revised Concept Paper guidelines was circulated for potential feedback. Although Concept Papers go to APPC rather than UEC, policy 21 stipulates that approval for the templates rests with the UEC Chair, Vice-Chair, and Assistant, in consultation with the Office of the Vice-Provost.

S. Murray has received feedback regarding stipulating that sessionals should not sit as members of Program Working Groups (though could be consulted as experts when needed), and that when relevant, professional community members should be consulted.

UEC agreed that the proposed guidelines will simplify and clarify proposal submissions, and had no additional suggestions.

5.5. Review of standing committees of Senate

At UEC's October 24, 2014 meeting, the committee completed a questionnaire for the Senate Governance Committee (SGC) regarding committee membership, terms of operation, and operations. A draft of UEC's responses was circulated.

Additional suggestions:

- Health Sciences Faculty Council meetings also conflict with UEC, in addition to Professional Studies Faculty Council meetings.
- Comments should include the fact that the lack of an institutional meeting

schedule is detrimental to committee operations.

- There may be a perception that attendance at UEC is optional, when it should take precedence over most other commitments.
- Rules for standing committee attendance should be strengthened.

5.6. Admissions Subcommittee report

There was no report from this subcommittee.

5.7. Transfer Credit Subcommittee report

D. Francis indicated that this committee will meet next week to review processes.

5.8. Policy Subcommittee report

There was no report from this subcommittee.

6. INFORMATION ITEMS

- 6.1. Minor course changes** (outlines will be available at www.ufv.ca/calendar/courseoutlines)
- GEOG 201, 202
PHYS 100
PSYC 110

7. ADJOURNMENT

The meeting was adjourned at 12 pm.