



UNDERGRADUATE EDUCATION COMMITTEE (UEC)
October 28, 2016 - 10:00 AM
A225

AGENDA
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Page

**1. APPROVAL OF THE AGENDA**

**2. APPROVAL OF UEC MINUTES**

3 - 7      **2.1.** UEC draft minutes: September 30, 2016

**3. COURSE OUTLINES**

8 - 11      **3.1. Biology**  
              New course: BIO 448, Immunology

MOTION: To approve the new BIO 448 as presented.

12 -      **3.2. Business**  
17        Discontinuation: BUS 370, 410, 417, 419, 443, 446

MOTION: To discontinue BUS 370, 410, 417, 419, 443, 446 as presented.

**4. PROGRAMS**

18 -      **4.1. Business**  
21        Change to entrance requirements: Business Administration diploma

MOTION: To recommend approval of the changes to the Business Administration diploma entrance requirements as presented, effective September 2017.

22 -      **4.2. Economics**  
23        Change to program requirements: Economics major

MOTION: To approve the changes to the Economics major as presented, effective January 2017.

24 -      **4.3. English**  
33        Change to program requirements: English Honours, English Honours (Creative

Page

Writing), English major (all concentrations), English extended minor, English minor, Creative Writing extended minor, Creative Writing minor

MOTION: To approve the addition of ENGL 200 to the English Honours, English Honours (Creative Writing), English major (all concentrations), English extended minor, and English minor program requirements as presented, effective January 2017.

MOTION: To approve the addition of ENGL 405 to the English major (Creative Writing concentration), Creative Writing extended minor, and Creative Writing minor program requirements as presented, effective January 2017.

34 -  
37

#### **4.4. Geography**

Change to entrance and program requirements: Geographic Information Systems certificate

MOTION: To approve the changes to the GIS certificate as presented, effective January 2017.

38 -  
45

#### **4.5. Peace and Conflict Studies**

Change to program requirements: Peace and Conflict Studies major and minor

MOTION: To approve the changes to the Peace and Conflict Studies major and minor as presented, effective January 2017.

46 -  
48

#### **4.6. Physics**

Change to program requirements: Physics major

MOTION: To approve the changes to the Physics major as presented, effective January 2017.

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

49 -  
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#### **5.1. Credentials policy (64)**

60 -  
61

#### **5.2. Subcommittee membership**

- Policy Subcommittee
- Transfer Credit Subcommittee

### **6. INFORMATION ITEMS**

62 -  
65

#### **6.1. Consultation forms for new programs**

66 -  
67

#### **6.2. Suspension of Family Child Care certificate**

#### **6.3. Minor course changes: PHIL 490, 491**

### **7. ADJOURNMENT**



## **UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING**

September 30, 2016  
10:00 AM - A225  
Abbotsford Campus

### **DRAFT MINUTES**

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**PRESENT:** Adrianna Bakos, Maria Bos-Chan, Rhonda Colwell, John English, Peter Geller, Nancy Goad, Bruce Kirkley, David Johnston, Emilio Landolfi, Samantha Pattridge, Teresa Piper, Kirsten Robertson, Eric Spalding, Ben Vanderlei, Simon Xi  
**ABSENT:** Donna Alary, Sue Brigden, Heather Comeau, Vlad Dvoracek, Shirley Hardman, David McGuire, Maureen Wideman  
**GUESTS:** Margaret Coombes, Steven Marsh, Marlene Murray, Elaine Newman, Michelle Rhodes, Mary Saudelli, Sven van de Wetering  
**RECORDER:** Amanda Grimson

#### **1. APPROVAL OF THE AGENDA**

#### **2. APPROVAL OF UEC MINUTES**

##### **2.1. UEC draft minutes: June 17, 2016**

##### **MOTION:**

To approve the draft minutes as presented.

CARRIED

#### **3. UEC CHAIR**

##### **3.1. Election of UEC Chair**

S. Patridge nominated E. Spalding for the position of UEC Chair for the 2016/17 academic year. As there were no other nominations, E. Spalding was acclaimed and took over the chair from D. Johnston (UEC Vice-Chair).

#### **4. COURSES AND PROGRAMS**

##### **4.1. General Studies**

New course: PORT 398, Portfolio I

New course: PORT 399, Portfolio II

These courses are essential to the redesign of the BGS. PORT 398 will first be offered in fall 2017, PORT 399 in winter 2018.

##### **MOTION:**

To approve the new PORT 398 and 399 course outlines as presented.

CARRIED

Change to program requirements: Bachelor of General Studies

UEC Draft Minutes  
30 Sep 2016

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**MOTION:**

To approve the revised Bachelor of General Studies program requirements as presented, effective September 2017.

CARRIED

**4.2. Arts**

Change to program requirements: Bachelor of Arts

It was noted that the current wording of the Second Language Competency section does not make sense for domestic immigrant students for whom English is a second language. This will be clarified.

**MOTION:**

To approve the revised Bachelor of Arts program requirements as amended, effective September 2017:

- Second language defined as "a language other than English"

CARRIED

**4.3. Business**

Discontinuance: BUS 223

**MOTION:**

To approve the discontinuation of BUS 223 as presented.

CARRIED

**4.4. Graphic and Digital Design**

Changes including prerequisites: GD 159, 358

**MOTION:**

To approve the changes to GD 159 and 358 as presented.

CARRIED

**4.5. Geography and the Environment**

Changes including prerequisites: GEOG 454

**MOTION:**

To approve the changes to GEOG 454 as amended:

- Short title changed to "Geo Data Analysis Modeling"

CARRIED

**4.6. Psychology**

Changes including prerequisites: PSYC 200, 368

**MOTION:**

To approve the changes to PSYC 200 and 368 as presented.

CARRIED

**4.7. Biology**

Changes including prerequisites: BIO 406

**MOTION:**

To approve the changes to BIO 406 as presented.

CARRIED

Change to program requirements: Biology minor (BSc)

Concerns were raised regarding the rationale provided for the changes to the Biology minor, in particular the statement that it includes "more credits compared to other UFV minors". UEC requested that the department provide information comparing this program with other minors UFV-wide, and potentially at other institutions. It was also questioned why these particular courses were chosen, and what impact this might have on a student's ability to register in upper-level BIO courses.

As the rationale did not provide enough information for an informed decision and the department was not able to attend, this item was postponed to a future meeting.

**MOTION:**

To approve the changes to the Biology minor (BSc) program requirements as presented.

**MOTION:**

To postpone the motion to approve changes to the Biology minor (BSc).

CARRIED

**4.8. Computer Information Systems**

Change to program requirements: BCIS Systems and Networking concentration

**MOTION:**

To approve the changes to the BCIS Systems and Networking concentration as presented, effective January 2017.

CARRIED

**4.9. Post-degree programs renamed post-baccalaureate**

Change to program name: Hospitality Event Management post-degree certificate

Change to program name: Data Analysis post-degree certificate

Change to program name: Management post-degree certificate

This change will not be retroactive, and any students requesting replacement credentials will receive exactly what they originally received.

**MOTION:**

To recommend that the credential type "post-degree" be replaced by "post-baccalaureate" certificate in the case of the three existing programs named above, in accordance with revisions to the Credentials policy (#64) approved by Senate in June 2016.

CARRIED

**4.10. Social Work and Human Services**

Change to entrance requirements: Bachelor of Social Work

**MOTION:**

To recommend the revisions to the Bachelor of Social Work entrance

UEC Draft Minutes  
30 Sep 2016

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requirements as amended:

- Remove "i.e." from all course listings.
- Remove redundant "54 university-level credits".
- Add STAT 106 to introductory statistics requirement: "STAT 104, STAT 106, or PSYC 110".

CARRIED

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

### **5.1. UEC membership: Director of Teaching and Learning**

**MOTION:**

To recommend that the Director of Teaching and Learning be able to designate a representative to sit on UEC as presented.

CARRIED

### **5.2. Subcommittee membership**

**Screening Subcommittee:**

- One UEC Chair: Eric Spalding
- Registrar (or designate): David Johnston
- UEC Assistant: Amanda Grimson
- UEC Faculty member: Maria Bos-Chan
- UEC Advisor: Rhonda Colwell
- CFO/SBC representative: Mark Brosinski

The membership of the remaining subcommittees will be discussed next month.

### **5.3. Mid-cycle review of Concept Papers**

P. Gellar indicated that although the Concept Paper review is a lengthy process, it is important for quality assurance. This timeline is also in line with that of other similar-sized institutions.

**MOTION:**

To approve the addition of a mid-cycle review to the Procedures for Undergraduate Program and Course Approval as presented.

CARRIED

### **5.4. Regulations for Combinations of Options within a Degree**

If these regulations are approved, specific programs would no longer be able to have their own course-sharing rules. This will go on to Senate for approval.

**MOTION:**

To recommend approval of the Regulations for Combinations of Options within a Degree as presented.

CARRIED

### **5.5. Discontinuation of Extended Studies Framework**

**UEC Draft Minutes**  
**30 Sep 2016**

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This will require approval by both Senate and the Board, as the Board approved the original framework. Existing programs will be discontinued through the regular process.

Students who have completed a degree elsewhere will no longer have the option of completing an extended studies certificate, but there are other options available under the subsequent and concurrent degree policy.

**MOTION:**

To recommend discontinuation of the Framework: Extended Studies in a Program as presented.

CARRIED

**6. INFORMATION ITEMS**

**6.1. Minor course changes** (outlines will be available at [www.ufv.ca/calendar/courseoutlines](http://www.ufv.ca/calendar/courseoutlines))  
GEOG 103, 105, 253

**6.2. Honours Degree Program Guidelines and Template**

**6.3. UEC meeting dates for 2016/17**

**7. ADJOURNMENT**

The meeting was adjourned at 11:54am.

**Memo for New Course**

To: UEC

From: Allan Arndt, Biology Department Head

Date: May 20, 2016

**Subject: Proposal for new course BIO 448 Immunology**

1. Rationale for new course: Regularization of BIO420R. **Previously offered every other year as a 3-credit hour course in biology. Standard upper level biology course regularly offered at other universities.**
2. How this new course fits into program(s): **Upper level option for biology majors, particularly those in the cellular and molecular concentrations.**

***Note:** Adding this course to a program will usually require a program change request.*

3. Explain how the course learning outcomes align with the learning outcomes of the program(s): **The learning outcomes have been adjusted to align with department ILO's see attached document.**
4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs? **No.**
5. Which program areas have been consulted about the course? **BIO Curriculum Committee, FSCC.**
6. If a new discipline designation is required, explain why: **N/A**
7. What consideration has been given to indigenizing the curriculum?

**Indigenization is encouraged at the program level through breadth/elective requirements where students can choose from courses where indigenization is appropriate to the course content and discipline.**

8. If this course is not eligible for PLAR, explain why: **N/A**
9. Explain how each of the following will affect the budget for your area or any other area:
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)

**This course has been regularly offered as BIO 420R, 3 credits, 24 students, every other year. There is no separate lab and no additional resources are required.**

10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **No, field trips are not required.**
11. Estimate of the typical costs for this course, including textbooks and other materials: **\$50-150 (depending upon used, electronic, or new textbook)**

**BIOLOGY ILOs**

Letters have been used to distinguish biology outcomes from the numbered institutional outcomes.

- A) Access and use biological knowledge in order to interpret and engage in discussions on contemporary biological and social issues on a regional and global scale **1, 4, 9**
- B) Foster critical thinking to analyze, interpret, integrate, and critique the existing and emerging body of biological knowledge in both independent and collaborative settings. **2, 6, 7**
- C) Learn and apply multiple methods and techniques to answer biological questions in a professional and ethical context. **3, 4, 8**
- D) Access, integrate, and communicate scientific information to general and academic audiences and be leaders in the community. **5, 7**
- E) Initiate inquiries and develop solutions to biological questions and be aware of the limits of knowledge. **2, 4, 9**

**Institutional Learning Outcomes****1. Demonstrate information competency**

Graduates gather, organize, and critically examine written, oral, visual, and numerical information. They efficiently use technology as a tool to gather and evaluate information. Graduates utilize relevant and credible sources, recognizing the need to gather information from a variety of perspectives. Graduates use information ethically, respecting the legal restrictions that exist when using published, confidential, and/or proprietary information.

**2. Analyze critically and imaginatively**

Graduates engage in the examination of ideas, issues, and problems, drawing on established bodies of knowledge and means of analysis. Graduates organize information logically and consider alternate strategies. They recognize the need for multiple voices and seek opportunities for those voices to be heard. Graduates are creative and generative. They use divergent or lateral thinking to expand on ideas and create new ways of looking at a situation.

**3. Use knowledge and skills proficiently**

Graduates demonstrate competence in the knowledge and skills specific to their area of study. They productively apply their knowledge and skills to a variety of situations.

**4. Initiate inquiries and develop solutions to problems**

Graduates demonstrate a curiosity that results in inquiry. They propose questions that encourage deliberation and the formulation of solutions to problems, in theoretical or applied fields. They evaluate the benefits and challenges of different solutions when proposing specific courses of action

**5. Communicate effectively**

Graduates communicate respectfully. They listen attentively, seek clarification, and work to understand the points of view of others. Graduates effectively present information using a variety of modes and media. They adapt their method of presentation to suit specific audiences. Graduates accurately convey their intended message using a variety of oral, written, and visual strategies.

**6. Pursue self-motivated and self-reflective learning**

Graduates are confident and initiate action. They work independently and productively. They set personal and professional goals and establish a plan of action to attain those goals. Graduates continually reflect on their growth and development and utilize reliable and practical strategies to learn from that reflection.

**7. Engage in collaborative leadership**

Graduates work cooperatively, in that they are aware of and appreciate diversity, work with diverse peoples, and demonstrate strong interpersonal skills. Graduates motivate, include, and support others, demonstrating leadership skills. They seek opportunities to collaborate.

**8. Engage in respectful and professional practices**

Graduates behave ethically and equitably, in that they act with integrity and take responsibility for their actions. Graduates engage in professional dialogue and participate in learning communities.

**9. Contribute regionally and globally**

Graduates are socially just, in that they are prepared to participate in their regional and global communities. They demonstrate knowledge of their region and the world. Graduates initiate change. Graduates demonstrate that they can use what they have learned at UFV to impact their community positively.



ORIGINAL COURSE IMPLEMENTATION DATE:  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED: (six years after UEC approval)  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|---|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> BIO 448                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Immunology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Science                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Department (or program if no department):</b> Biology                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br><p>This course is designed to explore the cellular and molecular participants in the immune response. We will also discuss the relationship between immune mechanisms and medical problems such as allergy, autoimmunity, immunodeficiency, infection, and organ transplantation.</p> <p>Note: Students with credit for BIO 420R cannot take this course for further credit.</p>                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | BIO 201, BIO 202, and BIO 220.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>BIO 420R</b><br>Cross-listed with:<br>Equivalent course(s): <b>BIO 420R</b><br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                       |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture hours</td> <td style="text-align: center;">36</td> </tr> <tr> <td>Seminars/tutorials/workshops</td> <td style="text-align: center;">9</td> </tr> <tr> <td>Laboratory hours</td> <td></td> </tr> <tr> <td>Field experience hours</td> <td></td> </tr> <tr> <td>Experiential (practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Online learning activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 36 | Seminars/tutorials/workshops | 9 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 36        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 9         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Maximum enrolment (for information only): 24</b><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> every other year                                                                                                                                                                                                                                                                                                                                                        |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Allan Arndt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> May 20, 2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date approved:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date of posting:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Lucy Lee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date of meeting:</b> October 28, 2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**BIO 448**

**University of the Fraser Valley Official Undergraduate Course Outline**

**Page 2 of 2**

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Describe the main components of the immune system and their functions.
2. Outline the principles of innate and adaptive immunity.
3. Associate the structure of antibody molecules to their function.
4. Discuss how antigens evoke an immune response and their roles in vaccine development.
5. Compare the development, maturation, and activation of lymphocytes.
6. Evaluate the consequences of inappropriate immune responses.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

A combination of lectures and presentations/tutorials.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

|    | Author (surname, initials)                | Title (article, book, journal, etc.) | Current ed.                         | Publisher               | Year |
|----|-------------------------------------------|--------------------------------------|-------------------------------------|-------------------------|------|
| 1. | Owen, J.A., Punt, J., and Stranford, S.A. | Kuby Immunology 7th ed.              | <input checked="" type="checkbox"/> | W.H.Freeman and Company | 2013 |
| 2. |                                           |                                      | <input type="checkbox"/>            |                         |      |
| 3. |                                           |                                      | <input type="checkbox"/>            |                         |      |
| 4. |                                           |                                      | <input type="checkbox"/>            |                         |      |
| 5. |                                           |                                      | <input type="checkbox"/>            |                         |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

**Typical Evaluation Methods and Weighting**

|                |     |              |    |                   |     |            |      |
|----------------|-----|--------------|----|-------------------|-----|------------|------|
| Final exam:    | 45% | Assignments: | 5% | Midterm exam:     | 30% | Practicum: | %    |
| Quizzes/tests: | 5%  | Lab work:    | %  | Field experience: | %   | Shop work: | %    |
| Presentation:  | 15% | Other:       | %  | Other:            | %   | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

The major topics included in this course:

1. Overview of the Immune System
2. Cells and Organs of the Immune System
3. Innate Immunity
4. Antigens and Antibodies and T Cell Receptor
5. Organization and Expression of Immunoglobulin Genes
6. The Complement System
7. Cytokines
8. Major Histocompatibility Complex
9. T-Cell Development
10. B-Cell Development
11. T-Cell Activation
12. B-Cell Activation
13. Allergy, Hypersensitivity, and Chronic Inflammation
14. Tolerance, Autoimmunity, and Transplantation
15. Infectious Diseases and Vaccines
16. Immunodeficiency Disorders

**Memo for Course Changes**

To: UEC

From: Dr. Frank Ulbrich, Director, School of Business

Date: August 25, 2016

**Subject: Proposal for discontinuance of BUS 370 (Managerial Control)**

1. Summary of changes (select all that apply):
  - ☐ Six-year review
  - ☐ Number and/or course code
  - ☐ Credits and/or total hours
  - ☐ Title
  - ☐ Calendar description
  - ☐ Prerequisites and/or co-requisites
  - ☐ Frequency of course offering
  - ☐ Learning outcomes
  - ☐ Delivery methods and/or texts and resource materials
  - ☐ PLAR options, grading system, and/or evaluation methods
  - ☒ Discontinuation of course
  - ☐ Other – Please specify:
2. Rationale for change: **The course listed above is outdated and has not been offered for the last couple of years. It is not planned to offer the course again.**
3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **N/A**
4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **No, this course is not a mandatory course in any program currently offered at UFV.**
5. Which program areas have been consulted about the change(s)? **N/A**
6. What consideration has been given to indigenizing the curriculum? **N/A**
7. If this course is not eligible for PLAR, explain why: **N/A**
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: **N/A**
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**
10. Estimate of the typical costs for this course, including textbooks and other materials: **N/A**

**Memo for Course Changes**

To: UEC

From: Dr. Frank Ulbrich, Director, School of Business

Date: August 25, 2016

**Subject: Proposal for discontinuance of BUS 410 (Government and Enterprise)**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change: **The course listed above is outdated and has not been offered for the last couple of years. It is not planned to offer the course again.**

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **N/A**

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **No, this course is not a mandatory course in any program currently offered at UFV.**

5. Which program areas have been consulted about the change(s)? **N/A**

6. What consideration has been given to indigenizing the curriculum? **N/A**

7. If this course is not eligible for PLAR, explain why: **N/A**

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: **N/A**

- a. Credit value
- b. Class size limit
- c. Frequency of offering
- d. Resources required (labs, equipment)

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**

10. Estimate of the typical costs for this course, including textbooks and other materials: **N/A**

**Memo for Course Changes**

To: UEC

From: Dr. Frank Ulbrich, Director, School of Business

Date: August 25, 2016

**Subject: Proposal for discontinuance of BUS 417 (Performance Evaluation and Management)**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change: **The course listed above is outdated and has not been offered for the last couple of years. It is not planned to offer the course again.**

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **N/A**

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **No, this course is not a mandatory course in any program currently offered at UFV.**

5. Which program areas have been consulted about the change(s)? **N/A**

6. What consideration has been given to indigenizing the curriculum? **N/A**

7. If this course is not eligible for PLAR, explain why: **N/A**

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: **N/A**

- a. Credit value
- b. Class size limit
- c. Frequency of offering
- d. Resources required (labs, equipment)

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**

10. Estimate of the typical costs for this course, including textbooks and other materials: **N/A**

**Memo for Course Changes**

To: UEC

From: Dr. Frank Ulbrich, Director, School of Business

Date: August 25, 2016

**Subject: Proposal for discontinuance of BUS 419 (Strategic Human Resource Planning)**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change: **The course listed above is outdated and has not been offered for the last couple of years. It is not planned to offer the course again.**

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **N/A**

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **No, this course is not a mandatory course in any program currently offered at UFV.**

5. Which program areas have been consulted about the change(s)? **N/A**

6. What consideration has been given to indigenizing the curriculum? **N/A**

7. If this course is not eligible for PLAR, explain why: **N/A**

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: **N/A**

- a. Credit value
- b. Class size limit
- c. Frequency of offering
- d. Resources required (labs, equipment)

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**

10. Estimate of the typical costs for this course, including textbooks and other materials: **N/A**

**Memo for Course Changes**

To: UEC

From: Dr. Frank Ulbrich, Director, School of Business

Date: August 25, 2016

**Subject: Proposal for discontinuance of BUS 443 (Finance Accounting Theory)**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change: **The course listed above is outdated and has not been offered for the last couple of years. It is not planned to offer the course again.**

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **N/A**

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **No, this course is not a mandatory course in any program currently offered at UFV.**

5. Which program areas have been consulted about the change(s)? **N/A**

6. What consideration has been given to indigenizing the curriculum? **N/A**

7. If this course is not eligible for PLAR, explain why: **N/A**

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: **N/A**

- a. Credit value
- b. Class size limit
- c. Frequency of offering
- d. Resources required (labs, equipment)

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**

10. Estimate of the typical costs for this course, including textbooks and other materials: **N/A**

**Memo for Course Changes**

To: UEC

From: Dr. Frank Ulbrich, Director, School of Business

Date: August 25, 2016

**Subject: Proposal for discontinuance of BUS 446 (Advanced Financial Statement Analysis)**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change: **The course listed above is outdated and has not been offered for the last couple of years. It is not planned to offer the course again.**

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **N/A**

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **No, this course is not a mandatory course in any program currently offered at UFV.**

5. Which program areas have been consulted about the change(s)? **N/A**

6. What consideration has been given to indigenizing the curriculum? **N/A**

7. If this course is not eligible for PLAR, explain why: **N/A**

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: **N/A**

- a. Credit value
- b. Class size limit
- c. Frequency of offering
- d. Resources required (labs, equipment)

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**

10. Estimate of the typical costs for this course, including textbooks and other materials: **N/A**

**Memo for Program Changes**

To: UEC

From: Dr. Frank Ulbrich, Director, School of Business

Date: April 20, 2016 (revised October 5, 2016)

**Subject: Program change (Business Administration diploma)**

1. Summary of changes (select all that apply):

- ☐ Program revision that requires new resources
- ☐ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☒ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☐ Other – Please specify:

2. Rationale for change(s): Added an admission option for students who have some post-secondary education, similar to the BBA program calendar copy. ~~UFV Students entering the diploma must be in good academic standing and meet the minimum CGPA stated in the UFV Undergraduate Continuance policy #92.~~

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: N/A
4. What consideration has been given to indigenizing the curriculum? N/A
5. Will additional resources be required? If so, how will these costs be covered? No
6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?
7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline? N/A
8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.) N/A
9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. N/A

10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget. [N/A](#)

## Business Administration diploma

The two-year diploma program is designed to give graduates a solid educational background on which to build a business career. The Business Administration diploma program develops practical skills in writing, mathematics, and computing, along with an understanding of fundamental principles in the areas of marketing, accounting, economics, and management. By carefully selecting their courses, diploma students can meet the admission requirements of the BBA as well as the prerequisites for upper-level business courses.

### Entrance requirements

#### Option 1: High school (for students with high school graduation only)

- B.C. secondary school graduation, or equivalent.
- Prerequisites for **MATH 140**.
- Prerequisites for **ENGL 105**.

#### Option 2: University entrance (for students who have attended some post-secondary school)

- Prerequisites for **MATH 140**.
- Prerequisites for **ENGL 105**.
- Minimum cumulative GPA of 2.0 on all courses applicable to the Business Administration diploma.<sup>[FU1]</sup>
- UFV students must be in good academic standing.<sup>[FU2]</sup>

All students entering this program are expected to be computer literate. This means knowing how to run programs from a Windows environment, and having basic Internet, word processing, and spreadsheet skills.

Students who have completed certificate or one-year programs such as the Administration certificate will receive credit for completed courses that are in the diploma, conditional on meeting residency and grade requirements.<sup>[FU3]</sup>

~~**Qualifying Studies** allows students who do not currently meet diploma entry requirements to upgrade their qualifications for future admission. Students who do not meet the Business~~

Administration diploma admission requirements might consider Qualifying Studies and/or meeting with a UFV academic advisor.

**Memo for Program Changes**

To:

From: Dr. Michael Maschek, Department Head, Economics

Date: August 30, 2016

**Subject: Program change – Bachelor of Arts, Economics Major**

Proposed Calendar Change

Old:

Lower-level requirements: 29-30 credits

Two of:

ECON 203 Comparative Economic Systems

ECON 207 Introduction to Strategic Thinking

ECON 215 Canadian Economic Issues

New:

Lower-level requirements: 29-30 credits

Two of:

ECON 203 Comparative Economic Systems

ECON 207 Introduction to Strategic Thinking

ECON 215 Canadian Economic Issues

*ECON 242 Economic Geography*

1. Summary of changes (select all that apply):

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy

☐ Other – Please specify:

2. Rationale for change(s): With the potential cross-listing of GEOG 242 (Economic Geography) as ECON 242, this course would also represent a 200-level field course satisfying one of the two required as part of the Economics Major requirements.
3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: The program outcomes are not affected by the inclusion of ECON 242 in these requirements.
4. What consideration has been given to indigenizing the curriculum? Within the Economics Program, Indigenization is viewed as over-arching courses and can be woven throughout the learning outcomes, the program outcomes and the Departmental goals. I.e. cross cultural communications and defining meaningful consultation, as well as prior and informed consent of Indigenous peoples, and the goal to increase the number of Indigenous students participating in training, scholarship and internship opportunities.
5. Will additional resources be required? If so, how will these costs be covered? No additional financial resource requirements are anticipated.
6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program? Program and curriculum flexibility is enhanced. No other impacts are expected and program enrollment is not anticipated to change as a result of the inclusion.
7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?  
  
No. The course is not offered by the Department of Economics
8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)  
  
Seats available in GEOG 242 will facilitate the program change.
9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.  
  
As the inclusion of GEOG/ECON 242 to the Economics Major program requirements would represent one of four satisfactory courses, and given current enrollment in the economics major, the impact on enrollment in GEOG 242 is not expected to be burdensome. Geography and the Environment (GATE) have been consulted on both the course cross-listing and program changes. No budget or enrollment concerns were raised.
10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

**Memo for Program Changes**

To: **CACC, UEC**

From: **Hilary Turner**

Date: **July 14, 2016**

Subject: **Minor Program change for**

- **English honours**
- **English honours (Creative Writing)**
- **English major (English Literature)**
- **English major (Creative Writing concentration)**
- **English major (Drama concentration)**
- **English major (Writing and Rhetoric concentration)**
- **English extended minor**
- **English minor**

1. Summary of changes (select all that apply):

- ☐ Program revision that requires new resources
- ☒ **Addition of new course options** or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☐ Other – Please specify:

2. Rationale for change(s): **Intended program changes were not put through when this course was created. Thus, ENGL 200 does not appear in any of the required ranges for any English program, making it effectively an elective.**

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: **n/a**

4. What consideration has been given to indigenizing the curriculum? **Course readings may include selections by Aboriginal authors.**

5. Will additional resources be required? If so, how will these costs be covered? **n/a**

6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program? **We propose adding it to the**

**current lower-level requirements (ranges that began with ENGL 204 will now begin with ENGL 200) on the grounds that ENGL 200 is not an elective but a foundational course that will teach skills applicable to the program as a whole. The course could be offered twice a year so as to accommodate 56 students.**

7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline? **This course already exists; these changes will allow students to use this course toward credit in their programs.**
8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.) **n/a**
9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. **n/a**
10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget. **There are no budgetary implications.**

**CWC comments and responses:**

- ENGL 200 seems to be a very different course from ENGL 204-207. Can you confirm why ENGL 200 is being grouped with these courses, rather than for instance, the requirement that includes ENGL 208?

*Yes, English 200 is quite different from the 204-207 series. The latter are courses in literary-historical periods, medieval to modern. English 200 is a "methods" course, designed to teach students how to read, interpret, and criticize the material they will encounter as they read English literature. Both kinds of courses are foundational to the program, however, and that is why we want to group them together in the same set of requirements. Trying to offer the literature courses without the methods course is like serving someone a meal with no knives, forks, or spoons.*

- English Honours appears to be the only program that does not include ENGL 294; should it be added to the last requirement? (I.e. change ENGL 208-280 to ENGL 208-294?)

*If it will improve consistency, we have no objections to adding English 294 to the sequence that begins with 208 in the Honours program. The fact is, however, that this course is very rarely taught. (I'm not sure it has ever been offered.)*

## Academic Calendar Fall 2016

### ENGLISH

[ufv.ca/english](http://ufv.ca/english)

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## English Honours

This section specifies the honours discipline requirements only. Please refer to the [Bachelor of Arts](#) section for information on additional requirements.

**Note:** Entry is restricted to students with a GPA of 3.5 or better, calculated on a minimum of 60 credits of coursework applicable to the BA. The program is recommended for students who intend to pursue studies at the MA or PhD level. Students must [apply online directly to the department](#).

### Lower-level requirements: 18-21 credits

- ENGL 105 or ARTS 100
- Three credits from ENGL 104, 108, 109, 115, 120, 130, 150, 170
- Six credits from ENGL ~~200-204~~-207
- Six credits from ENGL 208-280

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## English Honours, Creative Writing

This section specifies the honours discipline requirements only. Please refer to the [Bachelor of Arts](#) section for information on additional requirements.

### Lower-level requirements: 18-24 credits

- ENGL 105 or ARTS 100
- Three credits from ENGL 104, 108, 115, 120, 130, 150, 170
- Six credits from ENGL ~~200-204~~-207, 240, 280, 294
- Six credits from ENGL 208, 211, 212, 213, 215

ENGL 200 program inclusion July 2016

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## English major, English Literature

This section specifies the major discipline requirements only. Please refer to the [Bachelor of Arts](#) section for information on additional requirements, including the requirements for [declaring](#) a major. Please check the Bachelor of Arts [residency](#) section of the calendar for how many upper-level credits must be completed at UFV in order to graduate with this program.

### Lower-level requirements: 18-24 credits

- ENGL 105 or ARTS 100
- Three credits from ENGL 104, 108, 109, 115, 120, 130, 150, or 170
- Six credits from ENGL ~~200-204~~ 207
- Six credits from ENGL 208-294

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## English major, Creative Writing concentration

This section specifies the major discipline requirements only. Please refer to the [Bachelor of Arts](#) section for information on additional requirements.

### Lower-level requirements: 21-24 credits

- ENGL 105 or ARTS 100
- ENGL 104
- Three credits from ENGL 104, 108, 115, 120, 130, 150, or 170
- Six credits from ENGL ~~200-204~~ 207, 240, 280, or 294
- Six credits from ENGL 208, 211, 212, 213, or 215

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## English major, Drama concentration

This section specifies the major discipline requirements only. Please refer to the [Bachelor of Arts](#) section for information on additional requirements.

ENGL 200 program inclusion July 2016

### **Lower-level requirements: 18-24 credits**

- ENGL 105 or ARTS 100
- Three credits from ENGL 108, 109, 115, 120, 130, 150, or 170
- ENGL 233/THEA 203
- ENGL 234/THEA 204
- Six credits from ENGL ~~200-204~~-294

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## English major, Writing and Rhetoric concentration

This section specifies the major discipline requirements only. Please refer to the [Bachelor of Arts](#) section for information on additional requirements.

### **Lower-level requirements: 18-21 credits**

- ENGL 105 or ARTS 100
- Three credits from ENGL 104, 108, 109, 115, 120, 130, 150, or 170
- Six credits from ENGL ~~200-204~~-294
- Six credits from ENGL 209, 210, or 214

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## English extended minor

This section specifies the extended minor discipline requirements only. Please refer to the [Bachelor of Arts](#) section for information on additional requirements, including the requirements for [declaring](#) a minor. Please check the Bachelor of Arts [residency](#) section of the calendar for how many upper-level credits must be completed at UFV in order to graduate with this program.

### **Lower-level requirements: 18-21 credits**

- ENGL 105 or ARTS 100
- Three credits from ENGL 104, 108, 109, 115, 120, 130, 150, or 170
- Six credits from ENGL ~~200-204~~-207
- Six credits from ENGL 208-294

ENGL 200 program inclusion July 2016

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## English minor

This section specifies the minor discipline requirements only. Please refer to the [Bachelor of Arts](#) section for information on additional requirements.

### **Lower-level requirements: 12-15 credits**

- ENGL 105 or ARTS 100
- Three credits from ENGL 104, 108, 109, 115, 120, 130, 150, or 170
- Six credits from ENGL ~~200-294~~ 294

ENGL 200 program inclusion July 2016

**Memo for Program Changes****To: CACC, UEC****From: Hilary Turner****Date: July 13, 2016****Subject: Minor Program change for**

- **English Major (Creative Writing)**
- **English Extended Minor (Creative Writing)**
- **English Minor (Creative Writing)**

**1. Summary of changes (select all that apply):**

- ☐ Program revision that requires new resources
- ☒ **Addition of new course options** or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☐ Other – Please specify:

**2. Rationale for change(s): ENGL 405 will reduce the need for the creation of DIS ENGL 490 sections. The wording change from “300-level” to “upper-level” will allow students to use new, 400-level courses to meet requirements.****3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: n/a****4. What consideration has been given to indigenizing the curriculum? Course readings may include selections by Aboriginal authors.****5. Will additional resources be required? If so, how will these costs be covered? No****6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program? Inclusion of 405 in the list of upper-level CRWR courses will allow students more choice. Inclusion of ENGL 405 as an alternative to ENGL 490 will cut down on the need for the creation of DIS sections. Changing the wording from “300-level” to “upper-level” will open up possibilities for students, and avoid confusion.****7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline? n/a**

8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.) n/a
9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. n/a
10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget. **There are no budgetary implications.**

## Academic Calendar Fall 2016

### ENGLISH

[ufv.ca/english](http://ufv.ca/english)

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## English major, Creative Writing concentration

### Upper-level requirements: 32 credits

- Eight credits from ENGL 301, 304, 306, 312, or 316
- 12 credits from ENGL 302, 303, 311, 313, 315, 317, 373, 377, 378, ~~or 381~~, or 405
- Four credits from ENGL 356, 360, or 361
- Four credits from ENGL 301-403 excluding courses designated as creative writing courses (see Note 1)
- Four credits from ENGL 405 or 490 (see Notes [2](#) and 3)

Note 1: The following upper-level courses are designated as creative writing courses: ENGL 302, 303, 311, 313, 315, 317, 373, 377, 378, 381, and 405.

[Note 2: ENGL 405 can only be used to fulfill one requirement.](#)

Note [3](#): ENGL 490 must be focused on a creative writing project.

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## Creative Writing extended minor

### Upper-level requirements: 16 credits

- Eight credits of ~~upper300~~-level creative writing courses (see Note)
- Four credits of ~~upper300~~-level English other than creative writing courses (see Note)
- Four credits from ENGL 405 or 490

Upper-level wording and ENGL 405 inclusion July 2016

Note: Upper-level creative writing courses are ENGL 302, 303, 311, 313, 315, 317, 373, 377, 378, 381, and 405.

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## Creative Writing minor

### Upper-level requirements: 16 credits

- Eight credits of ~~upper300~~-level creative writing courses (see Note)
- Four credits of ~~upper300~~-level English other than creative writing courses (see Note)
- Four credits from ENGL 405 or 490

Note: Upper-level creative writing courses are ENGL 302, 303, 311, 313, 315, 317, 373, 377, 378, 381, and 405.

Upper-level wording and ENGL 405 inclusion July 2016

**Memo for Program Changes**

To: Jacqueline Nolte, Dean, College of Arts

Amanda Grimson, UEC Assistant, Rachael Letkeman, Committees Assistant

From: Steven Marsh, GATE Department Head

Date: 2016 02 22 (resubmitted)

**Subject: Program change – Prerequisite change to the Geographic Information System (GIS) Certificate**

1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☐ Other – Please specify:

2. Rationale for change(s):

**For a student to complete the requirements for the Geographic Information Systems certificate, one of three introductory computer programming courses must be taken. However, in the list of computing courses in the program requirements, the course COMP 125 Principles of Computing does not include sufficient instruction in computer programming. COMP 125 is thus being replaced with the courses COMP 120 Computing for the Sciences, and COMP 152 Introduction to Structured Programming, which do include instruction in computer programming.**

**Changes to entrance requirements have been made as a result of the UEC discussion on May 20, 2016, and in consultation with Program Development Coordinator Sylvie Murray.**

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:

**N/A**

4. What consideration has been given to indigenizing the curriculum?

**Consideration will be given based on student research interest. Instructor may include real world examples using indigenous mapping data.**

5. Will additional resources be required? If so, how will these costs be covered?

**No**

6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?

**Removing COMP 125 as an option will clear up any confusion in certificate planning for students because either COMP 150, COMP 152, or COMP 155 is required as a pre-requisite for the required certificate course GEOG 454 - Geospatial Data Analysis and Modeling, while COMP 125 is not. It is not expected that many students will be impacted by this change as the majority of students in the GIS Program have been encouraged to take either COMP 150, COMP 152, or COMP 155 instead of COMP 125 early in the GIS Certificate programming (i.e. during GEOG 253 Introduction to Geographic Information Systems instruction).**

7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?

**The number of credits possible credits will change still range from 31-32. The total number of courses will not change.**

8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)

**n/a**

9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. **no**

10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget. **n/a**

**Note:** This proposal was reviewed by UEC on May 20, 2016, but was withdrawn. It is being resubmitted with revisions.

## Geography and the Environment

[ufv.ca/geography](http://ufv.ca/geography)

### Geographic Information Systems certificate

A Geographic Information System (GIS) is a computerized data management system that allows us to visualize, investigate, and interpret information related to our world. GIS has become increasingly prevalent in industry, research and academia within a wide variety of fields. Applications of GIS range from creating maps displaying information of interest to using spatial analyses to detect relationships, patterns, and trends in location-based data. As such, GIS can be an essential tool for mapping, research, and decision making.

The GIS certificate program is designed to provide students with the core concepts underlying the use of location-based GIS data as well as the essential software skills necessary for work in both public and private sectors.

This program combines courses in the Geography, Computer Information Systems and Mathematics departments into a certificate. The program consists of a minimum of 31 credits.

### Entrance requirements

~~New students should apply to Qualifying Studies. Students will be required to meet the admissions requirements for Qualifying Studies, as well as meet prerequisites for each course within the certificate.~~

~~Students currently enrolled in UFV post-secondary programs are required to meet only the course prerequisites.~~

1. BC secondary school graduation or equivalent.
2. C or better in one of Pre-calculus 11, Foundations of Mathematics 11, Principles of Mathematics 11, or MATH 085; one of Principles of Mathematics 12, Foundations of Mathematics 12, Pre-calculus 12, or MATH 094.
3. Competent in computer skills - see 'CIS Required Skills' section on the CIS department website for details.

### Program requirements

| Course   | Title                                          | Credits |
|----------|------------------------------------------------|---------|
| GEOG 253 | Introduction to Geographic Information Systems | 4       |
| GEOG 353 | GIS Applications                               | 4       |
| GEOG 453 | Remote Sensing of the Environment              | 4       |
| GEOG 454 | Geospatial Data Analysis and Modeling          | 4       |

|                                                                 |                                                   |     |
|-----------------------------------------------------------------|---------------------------------------------------|-----|
| GEOG 458                                                        | GIS Project                                       | 4   |
| One of the following:                                           |                                                   | 3-4 |
| <del>COMP 125</del>                                             | <del>Principles of Computing</del>                |     |
| <del>COMP 120*</del>                                            | <del>Computing for the Sciences</del>             |     |
| COMP 150                                                        | Introduction to Programming                       |     |
| <del>COMP 152*</del>                                            | <del>Introduction to Structured Programming</del> |     |
| COMP 155*                                                       | Object-Oriented Programming                       |     |
| One of the following:                                           |                                                   | 4   |
| STAT 104                                                        | Introductory Statistics                           |     |
| STAT 106                                                        | Statistics I                                      |     |
| MATH 270/STAT 270                                               | Introduction to Probability and Statistics        |     |
| One of the following:                                           |                                                   | 4   |
| GEOG 252                                                        | Explanation in Geography: Quantitative Methods    |     |
| SOC 355/ANTH 355/                                               | Quantitative Research Methods                     |     |
| <b>*One of COMP 120, 150, 152 155 is required for GEOG 454.</b> |                                                   |     |

**Memo for Program Changes**

To: CACC

From: Steven Schroeder, Chair, Peace and Conflict Studies Curriculum Committee

Date: September 2016

**Subject: Program change: BA Peace and Conflict Studies**

1. Summary of changes (select all the apply):
  - ☐ Program revision that requires new resources
  - ☒ Addition of new course options or deletion or substitution of a required course
  - ☐ Change to the majority of courses in an approved program
  - ☐ Change to the duration, philosophy, or direction of a program
  - ☐ Addition of a new field of specialization, such as a concentration
  - ☐ Change in requirements for admission
  - ☐ Change in requirements for residency or continuance
  - ☐ Change in admission quotas
  - ☐ Change which triggers an external review
  - ☐ Deletion of a program not included in the Program Discontinuance policy
  - ☒ Other – Please specify: minor editorial changes
2. Rationale for change(s): the course lists were updated to align with the ongoing development of the program, in keeping with the insights and expertise of Curriculum Committee members
3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: NA
4. What consideration has been given to indigenizing the curriculum? Plenty of consideration. The Curriculum Committee has included numerous courses due to their inclusion of Indigenous content, and it is dedicated to working through the TRC recommendations in its curriculum, and events.
5. Will additional resources be required? If so, how will these costs be covered? NONE
6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program? INCREASE ENROLMENT.
7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline? NO CHANGES.
8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)
9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. NO CHANGES

10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget. NA.

**Program Outline for Draft Calendar Copy**

**Bachelor of Arts, Peace & Conflict Studies**

**Major and Minor**

**1. Faculty and department of program**

The program will be offered by the College of Arts

**2. Website** *(department, or program-specific if applicable)*

<http://www.ufv.ca/arts/>

**3. Program title/credential**

Bachelor of Arts, Peace & Conflict Studies

**4. Associated degree program** *(for major, minor, or extended minor only)*

Major and Minor

**5. Program introduction/calendar description** *(brief description, usually 1-3 paragraphs)*

Peace and Conflict Studies (PACS) is an interdisciplinary program of study with a well-developed theoretical and research base that drives its practical and applied components. The PACS program at UFV focuses on conflict at the personal, communal, national, and international levels with the intent of having students develop their own viable prospects for peacebuilding in these troubled contexts.

The program incorporates development of a diverse set of skills, such as conflict analysis, conflict transformation, interpersonal skills, compassion, sensitivity, confrontation, consensus building, intercultural communication, and strategies for reconciliation.

In addition to studying in classroom settings the factors that contribute to conflicts, students will acquire hands-on experience in conflict transformation and reconciliatory work that builds peaceful relationships in their own lives, in their communities, and in the broader world.

**6. Entrance requirements**

Please refer to the [Bachelor of Arts](#) section for information on entrance requirements for the Bachelor of Arts.

Students can declare a Major or Minor in Peace & Conflict Studies after the completion of at least 30 university-level credits (including PACS 100 and PACS 200) with a minimum 2.33 CGPA on all credits attempted.

**7. Fees and additional costs** *(a link to the general fees section of the calendar will be included; specify additional costs such as materials, fieldtrips, studio supplies, textbook costs, uniforms, software, etc.)*

See the [Fees and Other Costs](#) section for more information.

Students are required to take three short courses offered by the Justice Institute of British Columbia (JIBC) Centre for Conflict Resolution as part of the requirement for the Major. These are CCR: Foundations of Collaborative Conflict Resolution (21 hours); CCR 127: Balancing Empathy and Assertion (14 hours); and CCR 173: Managing the Conflict Within (14 hours). The fees for these courses have been set at \$589.00 for the 3-day course and \$388.00 for each of the two-day courses (subject to annual increases as permitted by the Province of BC Tuition Limit Policy).

## 8. Program duration and total number of credits

In addition to the general requirements of the UFV Bachelor of Arts, students must meet the requirements for the Peace & Conflict Studies Major or Minor.

Students taking the Peace & Conflict Studies Program will be able to complete this credential over eight semesters of full-time studies, which normally takes 4 years.

## 9. Program outline (courses to be completed)

This section specifies the major and minor discipline requirements only. Please refer to the [Bachelor of Arts](#) section for information on additional requirements.

### Peace & Conflict Studies Major Required Courses

Students can declare a Major in Peace and Conflict Studies (PACS) after completion of at least 30 university-level credits, ~~(including PACS 100 and PACS 200) with~~ a minimum of 2.033 CGPA on all credits attempted, ~~and a minimum grade of C in both PACS 100 and PACS 200.~~

To complete the PACS Major, students will need to satisfy the following requirements which must include 30 upper-level credits:

|                             | Course                                               | Title                                                                                                                                      | Credits |
|-----------------------------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Introduction and Foundation | *PACS 100                                            | Introduction to Peace & Conflict Studies                                                                                                   | 3       |
|                             | *PACS 200                                            | Conflict Analysis and Peacebuilding in the Fraser Valley                                                                                   | 3       |
|                             | <del>CCR 100 (JIBC)</del>                            | <del>Foundations of Collaborative Conflict Resolution (21 hours)</del>                                                                     |         |
|                             | <del>CCR 172 (JIBC)</del>                            | <del>Balancing Empathy and Assertion (14 hours)</del>                                                                                      |         |
|                             | <del>CCR 173 (JIBC)</del>                            | <del>Managing the Conflict Within (14 hours)</del>                                                                                         |         |
|                             | HSER 120 or CMNS 180                                 | Introduction to Interpersonal Communication or Introduction to Intercultural Communication                                                 | 3       |
|                             | *PACS 310                                            | Conflict Transformation                                                                                                                    | 3       |
|                             | <del>PACS 346</del><br>GEOG 346                      | Geography of Religion and Peacebuilding                                                                                                    | 4       |
| Conflict Analysis           | Individual and Society                               | Selected from List 1A                                                                                                                      | 3       |
|                             | National and International                           | Selected from List 1B                                                                                                                      | 3-8     |
| Peacebuilding               | Individual and Society                               | Selected from List 2A                                                                                                                      | 3       |
|                             | National and International                           | Selected from List 2B                                                                                                                      | 6-12    |
|                             | Sustainability                                       | Selected from List 2C                                                                                                                      | 3-8     |
| Practice                    | <del>**PACS 390</del><br>or<br><del>**PACS 391</del> | Conflict Analysis and Peacebuilding Directed Study (with colloquium) or Conflict Analysis and Peacebuilding Field Work (with colloquium)** | 3       |

|                 |                              |                                                               |   |
|-----------------|------------------------------|---------------------------------------------------------------|---|
| <b>Capstone</b> | <b><del>**PACS 400</del></b> | Conflict Analysis and Peacebuilding Seminar (with colloquium) | 3 |
|-----------------|------------------------------|---------------------------------------------------------------|---|

~~\*new course~~

~~\*\*Note: subject to course pre-requisites will require referrals, GPA, and committee approval~~

Note: The same course cannot count toward more than one requirement.

~~In addition to the course requirements listed above, students in the PACS Major are required to complete the following courses offered by the Justice Institute of British Columbia (or equivalent):~~

- ~~● CCR 100: Foundations of Collaborative Conflict Resolution (21 hours)~~
- ~~● CCR 172: Balancing Empathy and Assertion (14 hours)~~
- ~~● CCR 173: Managing the Conflict Within (14 hours)~~

Students will be required to submit an official JIBC transcript to the Office of the Registrar as proof of completion and for transfer credit assessment. ~~Students may be able to use these JIBC courses towards the BA electives.~~

As per special arrangement between UFV and JIBC, these courses will be offered at the UFV Clearbrook campus. Please contact the PACS program coordinator for detailed information about when these courses will be offered. Also see the section "Fees and additional costs" above.

#### **Peace & Conflict Studies Minor: Required Courses**

Students can declare a Minor in Peace and Conflict Studies (PACS) after completion of at least 30 university-level credits with a minimum of 2.0 CGPA on all credits attempted, and a minimum grade of C in both PACS 100 and PACS 200.  
~~(including PACS 100 and PACS 200) with a minimum of 2.33 CGPA on all credits attempted.~~

To complete the PACS Minor, students will need to satisfy the following requirements which must include 15-upper-level credits:

|                                    | Course                                                     | Title                                                                                            | Credits |
|------------------------------------|------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------|
| <b>Introduction and Foundation</b> | *PACS 100                                                  | Introduction to Peace & Conflict Studies                                                         | 3       |
|                                    | *PACS 200                                                  | Conflict Analysis and Peacebuilding in the Fraser Valley                                         | 3       |
|                                    | <a href="#">HSER 120</a><br>or<br><a href="#">CMNS 180</a> | Introduction to Interpersonal Communication<br>or<br>Introduction to Intercultural Communication | 3       |
|                                    | *PACS 310                                                  | Conflict Transformation                                                                          | 3       |
|                                    | <del>PACS 346</del> /<br>GEOG 346                          | Geography of Religion and Peacebuilding                                                          | 4       |
| <b>Conflict Analysis</b>           | National and International                                 | Selected from List 1B                                                                            | 3-4     |
| <b>Peacebuilding</b>               | National and International<br>or<br>Sustainability         | Selected from List 2B or 2C                                                                      | 3-4     |

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(~~30-04-2014~~16-09-2016) 3

|                             |                                                                                                                  |                                                                                                                                                                                                                         |   |
|-----------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <b>Practice or Capstone</b> | Choose one of:<br><del>**</del> PACS 390<br><br>or<br><del>**</del> PACS 391<br><br>or<br><del>**</del> PACS 400 | Conflict Analysis and Peacebuilding Directed Study (with colloquium)<br>or<br>Conflict Analysis and Peacebuilding Field Work (with colloquium)**<br>or<br>Conflict Analysis and Peacebuilding Seminar (with colloquium) | 3 |
|-----------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|

~~\*new course~~

~~\*\*Note: subject to course pre-requisites will require referrals, GPA, and committee approval~~

Note: The same course cannot count toward more than one requirement.

**PACS Course Lists:**

Please note: students should plan to satisfy prerequisites for the courses that they intend to take from these lists.

**1A: Conflict Analysis (Individual & Society): Lower Level**

| Course Number/ Course Title                            | Credits |
|--------------------------------------------------------|---------|
| <a href="#">PHIL 110</a> : Morality and Politics       | 3       |
| POSC 100: Introduction to Political Science            | 3       |
| <a href="#">SOC 230</a> : The Individual and Society   | 3       |
| <a href="#">SOC 265</a> : Social Inequality            | 3       |
| <a href="#">SOC 270</a> : Dynamics of Racism in Canada | 3       |
| <a href="#">SOWK 283</a> : Family Dynamics             | 3       |

**1B. Conflict Analysis (National & International): Upper Level**

| Course Number/ Course Title                                                                                      | Credits |
|------------------------------------------------------------------------------------------------------------------|---------|
| <a href="#">CRIM 311</a> : Multiculturalism, Conflict, and Social                                                | 3       |
| <a href="#">GEOG 323</a> : Geography of War, Terrorism and Peace                                                 | 4       |
| <a href="#">HIST 315</a> : War and Society in the Modern West                                                    | 4       |
| <a href="#">HIST 335</a> : History of the Israeli-Palestinian Conflict                                           | 4       |
| <a href="#">HIST 418</a> : The Great War, 1914-1918                                                              | 4       |
| <a href="#">HIST 419</a> : Tyranny, Demise, and Legacies: European Dictatorships of the 20 <sup>th</sup> Century | 4       |
| <a href="#">HIST 420</a> : World War II                                                                          | 4       |
| POSC 301: The Canadian State & Indigenous Governance                                                             | 3       |
| POSC 365: Global Security                                                                                        | 3       |
| CRIM 400: Terrorism                                                                                              | 3       |
| <a href="#">HIST 460</a> : State Terror, Human Rights, and the Politics of Memory in Latin America               | 4       |
| <a href="#">PSYC 368</a> : Political Psychology                                                                  | 3       |

**2A. Peacebuilding (Individual and Society): Lower Level**

| Course Number/ Course Title                                                              | Credits |
|------------------------------------------------------------------------------------------|---------|
| <a href="#">ANTH 130</a> : Anthropology of World Religions                               | 3       |
| <a href="#">ANTH 220</a> : Culture Change: Accommodation, Resistance, and Transformation | 3       |
| <a href="#">CMNS 212</a> : Basic Public Relations and Advocacy Communication             | 3       |
| <a href="#">CMNS 280</a> : Team and Small Group Communication for the Workplace          | 3       |
| <a href="#">MACS 110</a> : Introduction to Communication Theory                          | 3       |

**2B. Peacebuilding (National and International): Upper Level**

| Course Number/ Course Title                                                                 | Credits |
|---------------------------------------------------------------------------------------------|---------|
| <a href="#">CRIM 335</a> : Human Rights and Civil Liberties                                 | 3       |
| <a href="#">HIST 327</a> : Settler-Indigenous Relations in New Zealand and Canada           | 4       |
|                                                                                             |         |
| <a href="#">INCS 392</a> : Immigration and Social Integration: The Indo-Canadian experience | 3       |
| VA 390: Community Arts Practice                                                             | 3       |
| HIST 431: Canada and the World                                                              | 4       |
| POSC 368: Global Issues and Canadian Foreign Policy                                         | 3       |
| <a href="#">PHIL 305</a> : Philosophy of Decision Making and Dispute Resolution             | 3       |
| <a href="#">POSC 331</a> : Western Peace Traditions                                         | 3       |
| <a href="#">POSC 335</a> : Civil Liberties and the Charter in Canada                        | 3       |
| <a href="#">POSC 360</a> : The United Nations and International Organizations               | 3       |

**2C. Peacebuilding (Sustainability): Upper Level**

| Course Number/ Course Title                                               | Credits |
|---------------------------------------------------------------------------|---------|
| <a href="#">GEOG 340</a> : Geographies of Poverty and Development         | 4       |
| <a href="#">GEOG 312</a> : Political Ecology                              | 4       |
| <a href="#">MENN 300</a> : Mennonite Relief and Development Organizations | 4       |
| <a href="#">PHIL 318</a> : Environmental Ethics                           | 3       |
| <a href="#">SOC 346</a> : Environmental Justice                           | 4       |

\*new course

**Memo for Program Changes**

To: Faculty of Science Curriculum Committee

From: Jeff Chizma, Department Head of Physics

Date: June 17, 2016

**Subject: Program change (Physics Major)**

1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☐ Other – Please specify:

2. Rationale for change(s):

Due to the removal of the COMP requirement from the BSc, we have added in this requirement to our Major to ensure that our students have at least one course exposing them to computer programming. We have therefore explicitly stated that Physics Major students are required to take a minimum of 3 credits in one of: COMP 120, COMP 150, or COMP 152.

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:

N/A

4. What consideration has been given to indigenizing the curriculum?

Indigenization will always be considered in individual courses where appropriate. However, indigenization is encouraged at the program level through breadth/elective requirements where students can choose from courses where indigenization is appropriate to the course content and discipline.

5. Will additional resources be required? If so, how will these costs be covered?

N/A

6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?

As a course with the designation COMP was always part of the BSc requirements, this addition within our Major will have no impact on our students or enrolments.

7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?

The addition of a single required COMP course will add one 3 (or 4) credit course to our Major requirements, but will not affect any course offerings from Physics or CIS. Again, this is due to the fact that such a course was previously required by all BSc students.

8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)

As CIS was already providing COMP courses for BSc students, this change to the Physics Major requirements will not affect any existing resources.

9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.

N/A

10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

N/A

## Physics major

This section specifies the Physics major discipline requirements only. Please refer to the [Bachelor of Science](#) section for information on additional requirements.

### Lower-level requirements

| Course              | Title                                              | Credits |
|---------------------|----------------------------------------------------|---------|
| PHYS 111            | Mechanics (or PHYS 101 with a B+ or better)        |         |
| <b>or</b> PHYS 101  |                                                    |         |
| with a B+ or better | Introductory General Physics: Mechanics and Fluids | 5       |
| PHYS 112            | Electricity and Magnetism                          | 5       |
| PHYS 221            | Intermediate Mechanics                             | 4       |
| PHYS 231            | Introductory Thermodynamics                        | 3       |
| MATH 111            | Calculus I                                         | 4       |
| MATH 112            | Calculus II                                        |         |
| <b>or</b> MATH 118  | Calculus II for Life Sciences                      | 4       |
| MATH 211            | Calculus III                                       | 3       |
| COMP 120            | Computing for the Sciences                         | 3       |
| <b>or</b> COMP 150  | Introduction to Programming                        | 4       |
| <b>or</b> COMP 152  | Introduction to Structured Programming             | 4       |

Note: While not degree requirements, PHYS 225 and PHYS 232 are recommended as they are prerequisites for several upper-level courses. Other recommended lower-level courses can be found in the [Physics Honours](#) section.



## MEMO

To: UEC  
From: Peter Geller, Vice-Provost and Associate Vice President Academic  
David Johnston, Registrar  
Date: Oct 20, 2016  
Subject: Minor revisions to Credentials policy (64)

---

Minor changes to the Credentials policy (64), which was approved in June, are proposed. The changes include:

**1. Addition of a program GPA (PGPA) requirement and definition**

A program GPA of 2.0 was originally proposed as a graduation requirement when the Credentials policy (64), formerly Graduation Awards, was revised. It became apparent that there is considerable variation in how programs determine PGPA at UFV and that wider discussion was necessary to establish a definition. The definition and requirement for Program GPA was removed prior to the policy's approval in June 2016, with the intent to add the definition and corresponding regulation once further consultation on the definition took place. See the Appendix for background on the program GPA definition.

Dean's Council discussed this in September and agreed to move forward with adding a graduation requirement of a PGPA of 2.0 for all programs, with the following definition:

The grade point average calculated over all courses taken at UFV that are used to meet program graduation requirements.

**2. The requirement of a CGPA of 2.0 for all credentials has been changed to:**

- a. exclude associate certificates and certificates. Rationale - short programs typically have a few specific requirements and limited course choice. It makes little sense for grades for unrelated courses to affect graduation. The CGPA of 2.0 would apply only to programs of about two years in length or more, which usually have more choice and could make up about half the requirements of a bachelor degree.
- b. indicate that the CGPA is based on the level of the program.

**3. For the section, Graduation with additional or concurrent credentials, "UFV credentials" has been specified.** The intent was to avoid students obtaining multiple UFV credentials with the same body of work, and not to apply this to students transferring to UFV with credentials from other institutions.

Feedback from the UEC committee is requested on these changes.

## Appendix

### Background on Program GPA (PGPA)

#### **Current Status at UFV**

There is currently wide variation in how the graduation GPA is calculated for UFV programs. Some programs include failed courses, transfer grades, and/or grades for surplus courses, while others do not. Within the same faculty there are often different approaches for degrees, certificates, and diplomas and for different degrees. Some programs do not list a minimum graduation GPA which would potentially allow graduation with a GPA below 2.0.

Information on PGPA calculations at UFV was obtained primarily through a survey done by Office of the Registrar (OReg). It is noted that the calculation for many UFV programs is unclear or not provided in the calendar. There is also some confusion of terminology, with “cumulative GPA” sometimes used when a PGPA (i.e., only courses in the program) is intended.

These are the main approaches used to calculate PGPA at UFV:

1. Based only on the UFV courses used to meet the program requirements (if there are surplus courses, the course with the higher grade is used, and fails are excluded). Examples: BA CRIM, BA Adult Education, BA CYC, BKines, Associate of Science, CIS diploma
2. Based on all courses used to meet the program requirements, including transfer credit (if there are surplus courses, the course with the higher grade is used, and fails are excluded). Examples: BSW, BGS
3. Based on all UFV courses attempted (including fails) that are applicable to the program. This is similar to a CGPA except courses that are not approved for use in the degree would be excluded. Examples: BA, BA GDS, BSc, BCIS, BBA Honours.

Some programs use a combination of methods, such as the BBA which includes transfer credits and all discipline-specific courses attempted but not all electives attempted.

See Attachment 2 for more detail on how program GPA is calculated at UFV.

#### **Common Practice at Other Institutions**

Attachment 3 includes information on graduation GPA requirements from a number of institutions, obtained by the Secretariat from registrar’s office staff and/or review of policies and websites.

##### *A. Inclusion of transfer credit*

The use of transfer credit in calculation of PGPA seems fairly unusual. None of the institutions listed in Attachment 3 except KPU include transfer credit in the PGPA.

##### *B. Common approach across all programs*

A uniform approach to PGPA calculation was not found at many institutions, but most had much less variation than UFV. Most often, the PGPA for certificates and diplomas was based only on the courses used to meet the program requirements. Degrees were sometimes based on the last 60 credits or all

upper level credits taken at the institution. Occasionally, there were different requirements for certain faculties, such as Law or Engineering.

**Definition of PGPA**

The following are the benefits of establishing a standard PGPA requirement:

- A consistent and transparent approach to determining PGPA for all programs and program options will be established and publicized.
- Degree audit software can be used to calculate PGPA consistently, thus eliminating manual calculations or the need for software customizations.
- Graduation awards can be based on a consistent GPA calculation across all disciplines.
- With a consistent calculation of PGPA (and CGPA for longer programs) a student who changes programs would not be disadvantaged because of nuances in how grade averages are calculated.

The proposed definition for Program GPA - the grade point average calculated over all courses taken at UFV that are used to meet program graduation requirements - means if a student has two courses that could apply to a requirement, the higher grade would be used. Fails, transfer credit, and PLAR credits would be excluded from the calculation.

A minimum 2.0 PGPA would be required for graduation, for all credentials (degrees, diplomas, certificates, etc.) and all program options (majors, minors, etc.)

**Attachments**

1. Credentials Policy (64), draft revisions, Oct 2016.
2. Program GPA for Degrees at UFV
3. Graduation GPA at Other Institutions



NUMBER 64  
 APPROVAL DATE 05-04-1993  
 LAST AMENDMENT 11-12-2010  
 LAST REVIEWED  
 NEXT REVIEW DATE 05-2013

## **CREDENTIALS**

|                                       |                                                                                                                                                                                                                                                                                              |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Approval Authority</b>             | Senate                                                                                                                                                                                                                                                                                       |
| <b>Responsible Executive</b>          | Provost and Vice-President, Academic                                                                                                                                                                                                                                                         |
| <b>Related Policies / Legislation</b> | Approval of Graduands (20)<br>Course Credits (105)<br>Graduate Course and Program Approval (209)<br>Subsequent and Concurrent Bachelor Degree (98)<br>Posthumous Credentials (199)<br>Undergraduate Course and Program Approval (21)<br><i>University Act, s. 35.2 (5)(b), s. 37 (1) (h)</i> |

## **PURPOSE**

This policy defines the credentials offered at the University of the Fraser Valley (UFV) and university criteria for earning credentials.

## **SCOPE**

This policy applies to all credentials awarded by UFV.

## **DEFINITIONS**

In this policy, the following definitions apply:

**Credential:** A qualification awarded by UFV to recognize successful completion of a program.

**Cumulative grade point average (CGPA):** A numerical average of grades based on all courses taken at UFV within a particular level of study (e.g., preparatory, undergraduate, graduate level).

**Grade point average (GPA):** Academic performance expressed as a numerical average of grades earned in courses.

**Graduate level:** Post-secondary education beyond the level of the bachelor degree that requires at least one course numbered 600 or higher.

**Preparatory level:** Pre-undergraduate or developmental education designed to upgrade or enhance academic skills in preparation for undergraduate studies.

**Program:** A set of courses and associated requirements offered as a credential (e.g., a certificate, diploma, degree, etc.) or an option within a credential (e.g., a major, minor, concentration, etc.)

**Program GPA (PGPA):** The grade point average calculated over all courses taken at UFV that are used to

meet program graduation requirements.

**Residency:** The portion of credits for a program that must be completed through UFV

**Study Abroad student exchange:** Study outside of UFV that takes place at a partner institution and is formally approved through the UFV Study Abroad process.

**Undergraduate level:** Post-secondary education at the university or college level up to and including the level of the bachelor degree.

---

## **POLICY**

University of the Fraser Valley awards credentials, such as degrees, associate degrees, diplomas, and certificates to recognize students' successful completion of educational programs. The UFV Senate, in accordance with the University Act and Ministry of Advanced Education policy and guidelines, approves the credentials that may be awarded at UFV and sets university criteria for each credential.

The Regulations section outlines the credentials offered at UFV and general university criteria for earning UFV credentials.

The credential offered for completion of a program and the program graduation requirements shall be established through the Undergraduate Course and Program Approval or Graduate Course and Program Approval processes. Program graduation requirements may exceed the minimum requirements stated in the Regulations section. Graduation requirements for each program shall be published in the UFV academic calendar.

---

## **REGULATIONS**

### **UFV Credentials:**

This section outlines the credentials offered at UFV and the credits required for each credential.

| <b>Credential Type</b>         | <b>Credits required</b>                                                                      |
|--------------------------------|----------------------------------------------------------------------------------------------|
| Associate Certificate          | 9 to 17 credits                                                                              |
| Certificate                    | 18 to 45 credits, or for programs that do not assign credits, a minimum of 150 contact hours |
| Diploma                        | Minimum of 60 credits                                                                        |
| Associate Degree               | Minimum of 60 credits and meets provincial requirements                                      |
| Bachelor's degree              | Minimum of 120 credits                                                                       |
| Post-baccalaureate certificate | 27-35 credits following completion of a bachelor degree                                      |
| Post-baccalaureate diploma     | 36-50 credits following completion of a bachelor degree                                      |
| Graduate certificate           | 9 to 17 credits                                                                              |
| Graduate diploma               | 18 to 29 credits                                                                             |
| Master's degree                | 30 to 36 credits                                                                             |

More detailed definitions and regulations are posted in the "Program Types and Regulations" section of the Academic Calendar as recommended by the Undergraduate Education Committee or Graduate Studies Committee, and approved by Senate.

A statement of completion may be given by the instructor or department for the successful completion of any course(s). Such statements are not considered formal UFV credentials.

UFV also may issue the BC Adult Graduation Diploma (Adult Dogwood) on behalf of the Ministry of Education, however, this is not a UFV credential.

For Continuing Education programs that do not assign credits, the number of hours of instruction will be included on the parchment.

#### **Other graduation requirements for UFV credentials:**

##### **1. Minimum Grade Point Average (GPA)**

All UFV programs and program options require a minimum program GPA (PGPA) of 2.0 for graduation required to earn any undergraduate UFV credential. For programs that do not have assigned credits, grades comparable to at least a "C" average (60%) are required.

A minimum cumulative GPA (CGPA) on all courses attempted at the level of the program is required to earn any undergraduate UFV credential, excluding certificates and associate certificates.

Some programs may require a graduation GPA higher than 2.0 or grades higher than a "C" or 60% average. Graduate programs require a minimum cumulative and program GPA of 3.0 or higher.

##### **2. Residency**

In order to earn a UFV credential, a student must complete at least twenty-five percent (25%) of the credits required for the program, or at least seventy-five percent (75%) for graduate programs, through UFV. Additional or higher residency requirements may be established for individual programs through the program approval process and if so, will be published in the UFV academic calendar.

Credits earned through transfer credit or assessment of prior learning do not apply towards the residency requirement. Credit taken at a partner institution through an approved Study Abroad student exchange will apply towards residency requirements.

##### **3. Graduation with additional or concurrent UFV credentials**

The Subsequent and Concurrent Bachelor Degree policy (*proposed title*) governs the conditions in which a student may earn more than one bachelor degree.

In cases not covered by the Subsequent and Concurrent Bachelor Degree policy, a minimum of 50% of the credits for a second or subsequent UFV credential, excluding associate certificates, must be in courses that have not been used to satisfy requirements for another credential.

##### **4. Time limits for completion of programs**

Master's degrees must be completed within seven (7) years.

There are no university-wide time limits for completion of other programs at UFV. Time limits for completion of individual programs may be approved by UFV Senate upon recommendation of the Undergraduate Education committee or Graduate Studies committee and will be published in the academic calendar.

---

#### **APPENDICES**

Program Types and Regulations section of the academic calendar.

DRAFT

**ATTACHMENT 2 - PROGRAM GPA FOR DEGREES ACROSS DISCIPLINES (DEGREES)**

Information was obtained from the calendar or from a survey. Many programs do not clearly state how the GPA is calculated.

| <b>Program</b>                                                                  | <b>Only courses used towards the program requirements (extra courses with lower grades, fails excluded)</b> | <b>All attempted courses applicable to the program (including Fails, surplus courses)</b> | <b>Transfer courses included</b> | <b>CGPA also required</b> | <b>Source of information</b> |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------|---------------------------|------------------------------|
| <b>College of Arts</b>                                                          |                                                                                                             |                                                                                           |                                  |                           |                              |
| Bachelor of Arts                                                                |                                                                                                             | Yes                                                                                       |                                  |                           | E. Newman/survey             |
| BA Global Development                                                           |                                                                                                             | Yes                                                                                       |                                  |                           | calendar                     |
| BA Criminal Justice                                                             | Yes                                                                                                         |                                                                                           | Yes                              | Yes                       | Survey/calendar              |
| Bachelor Fine Arts                                                              | Yes                                                                                                         |                                                                                           | No                               | Yes                       | Survey/calendar              |
| Bachelor of General Studies                                                     | Yes                                                                                                         |                                                                                           | Yes                              |                           | Survey/calendar              |
| Arts majors/minors                                                              |                                                                                                             | Yes                                                                                       |                                  |                           | E. Newman                    |
| Arts certificates, e.g. Diaspora, Early Modern, Mennonite (varied minimum GPAs) | Yes                                                                                                         |                                                                                           |                                  |                           | E. Newman                    |
| Extended studies certificates                                                   |                                                                                                             | All applicable courses taken after the degree                                             |                                  |                           | E. Newman                    |
|                                                                                 |                                                                                                             |                                                                                           |                                  |                           |                              |
| <b>Health Sciences</b>                                                          |                                                                                                             |                                                                                           |                                  |                           |                              |
| BSN                                                                             | Yes                                                                                                         |                                                                                           |                                  |                           | N. Goad                      |
| B. Kinesiology                                                                  | Yes                                                                                                         |                                                                                           | Yes                              |                           | Survey                       |
|                                                                                 |                                                                                                             |                                                                                           |                                  |                           |                              |
| <b>Science</b>                                                                  |                                                                                                             |                                                                                           |                                  |                           |                              |
| BSC                                                                             |                                                                                                             | Yes                                                                                       | No                               |                           | Survey                       |
| BCIS                                                                            |                                                                                                             | Yes                                                                                       | No                               | Yes                       | Survey/calendar              |
| Data-analysis post-degree cert                                                  | Yes                                                                                                         |                                                                                           | Not stated                       |                           | Calendar                     |
|                                                                                 |                                                                                                             |                                                                                           |                                  |                           |                              |
| <b>Professional Studies</b>                                                     |                                                                                                             |                                                                                           |                                  |                           |                              |
| BA Adult Education                                                              |                                                                                                             | Yes                                                                                       |                                  |                           | survey                       |
| BA CYC                                                                          | Yes                                                                                                         |                                                                                           |                                  |                           | Survey                       |
| BBA                                                                             | Yes                                                                                                         |                                                                                           | Yes                              |                           | Survey                       |
| BBA Honours                                                                     |                                                                                                             | Yes                                                                                       |                                  |                           | Survey                       |
| BSW                                                                             | Yes                                                                                                         |                                                                                           | Yes                              |                           |                              |
| BSW                                                                             |                                                                                                             | Yes                                                                                       |                                  |                           |                              |
| ECE diploma                                                                     | Yes (2.33)                                                                                                  |                                                                                           |                                  |                           |                              |
| ECE certificate                                                                 | Yes (2.33)                                                                                                  |                                                                                           |                                  | Yes (2.33)                | Calendar                     |
| Ext studies in ECE                                                              | Yes (2.0)                                                                                                   |                                                                                           |                                  |                           |                              |

| <b>Program</b>                                                                                                                      | <b>Only courses used towards the program requirements (extra courses with lower grades and fails not included)</b> | <b>All attempted courses applicable to the program (including Fails, surplus courses)</b> | <b>Transfer courses included</b> | <b>CGPA also required</b> | <b>Source of information</b>                   |
|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------|---------------------------|------------------------------------------------|
|                                                                                                                                     |                                                                                                                    |                                                                                           |                                  |                           |                                                |
| <b>Applied and Technical Studies</b>                                                                                                |                                                                                                                    |                                                                                           |                                  |                           |                                                |
| Hospitality                                                                                                                         | No GPA; minimum grade in each course.                                                                              |                                                                                           |                                  |                           |                                                |
| Agriculture programs                                                                                                                | Yes                                                                                                                |                                                                                           |                                  |                           |                                                |
| Engineering Mechatronics diploma                                                                                                    | Yes                                                                                                                |                                                                                           | Not stated                       |                           | Calendar                                       |
|                                                                                                                                     |                                                                                                                    |                                                                                           |                                  |                           |                                                |
| <b>Grad programs</b>                                                                                                                |                                                                                                                    |                                                                                           |                                  |                           |                                                |
| A PGPA and CGPA of 3.0 is required. Program GPA is not defined but appears to mean only courses that meet the program requirements. |                                                                                                                    |                                                                                           |                                  |                           | A minimum B- in every course is also required. |

**ATTACHMENT 3 - GRADUATION GPA AT OTHER INSTITUTIONS**

| <b>Institution</b>              | <b>General approach</b>                                                                                                                                                                                                                         | <b>Transfer credit included</b> | <b>Minimum CGPA</b> | <b>Source</b>                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Douglas                         | Calculated on institutional courses used to meet program requirements.                                                                                                                                                                          | No                              | No                  | A. McMillan, Associate Registrar                                                                                                                                                                                                                                                                                                                                                                                      |
| Capilano                        | Non-degree programs - GPA of 2.0 on all courses used to meet the requirements for graduation.<br><b>Degrees</b> - a GPA of 2.0 on all Capilano upper level core and elective courses used to meet the requirements for graduation               | No                              | For some programs.  |                                                                                                                                                                                                                                                                                                                                                                                                                       |
| KPU                             | For all program types:<br>PGPA is based on all courses used towards the program requirements, including transfer and PLA.<br>The CGPA includes all resident courses including surplus courses.                                                  | Yes                             | Yes                 | Graduation Requirements policy and website.                                                                                                                                                                                                                                                                                                                                                                           |
| U of Toronto Scarborough (UTSC) | GPA is based on all courses taken at UTSC, including fails, except extra courses taken or courses taken outside of the faculty, other than Arts and Science.                                                                                    | No                              |                     | From Advising website                                                                                                                                                                                                                                                                                                                                                                                                 |
| VIU                             | <b>Degrees only:</b> Average in upper level VIU or partner's courses (resident credit) and acceptable to the degree. No std approach for majors, minors.<br><b>Non-degree</b> - No minimum GPA; varies by program.                              | No                              | No                  | From Associate registrar E. Smith and <a href="https://calendar.viu.ca/general-regulations#standingatgraduation">https://calendar.viu.ca/general-regulations#standingatgraduation</a>                                                                                                                                                                                                                                 |
| UVic                            | <b>Bachelor's degree</b> other than BEng, BSEng, and Law) - the weighted average of the grade values for courses numbered 300 and above taken or challenged at UVic. Law-CGPA.<br><br><b>Certificates and diplomas</b> - GPA not calculated for | No                              | No, except for Law  | L. Barnas, Associate Registrar, and <a href="http://web.uvic.ca/calendar2016-05/undergrad/info/regulations/graduation.html#999130">http://web.uvic.ca/calendar2016-05/undergrad/info/regulations/graduation.html#999130</a><br>B.<br>Eng: <a href="http://web.uvic.ca/calendar2016-05/undergrad/engineering/programs.html#1019430">http://web.uvic.ca/calendar2016-05/undergrad/engineering/programs.html#1019430</a> |
| Okanagan College                | <b>Associate degree/diploma/certificate</b> –                                                                                                                                                                                                   | No                              | No                  | <a href="http://webapps-5.okanagan.bc.ca/">http://webapps-5.okanagan.bc.ca/</a>                                                                                                                                                                                                                                                                                                                                       |

|      |                                                                                                                                                                  |    |  |                                              |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--|----------------------------------------------|
|      | based on OC courses used to meet requirements.<br><b>Degree:</b> “last 60 credits of degree” (in practice, all 300/400 courses and top electives to 60 credits). |    |  | <a href="#">ok/Calendar/GradingPractices</a> |
| UNBC | Cerificates – based on courses in program                                                                                                                        | No |  | Website                                      |



## **UEC POLICY SUBCOMMITTEE**

The UEC Policy Subcommittee is a subcommittee of the Undergraduate Education Committee.

### **PURPOSE**

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The purpose of the subcommittee is to suggest new policies or revisions to policies that fall under Items 2 and 4 of the UEC Terms of Reference:

2. Advise Senate on policies, procedures, and criteria for the admission, evaluation, withdrawal, and promotion of undergraduate students.
4. Advise Senate on policies and procedures for review and approval of new and existing courses, programs, or curricular changes.

### **TERMS OF REFERENCE**

---

1. Review Senate Governance Committee requests for policy reviews.
2. Consult with relevant stakeholders where necessary to draft policy revisions.
3. Bring policy drafts to UEC for discussion, approval, or recommendation to Senate.
4. Identify policies in need of revision and propose policy reviews when appropriate.
5. Initiate policy reviews when directed by UEC to do so.

### **COMPOSITION**

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#### **Membership**

- One UEC Chair
- Registrar (or designate)
- Two UEC Faculty members\*
- One UEC Advisor\*
- One IR representative
- One Dean
- One UEC at large member\*

\* Two-year term, renewable.

As needed, the committee will consult specific areas (International Education, Graduate Studies Committee, Continuing Education, specific disciplinary or Faculty areas not otherwise included in the committee, etc.)



## **UEC TRANSFER CREDIT SUBCOMMITTEE**

### **TERMS OF REFERENCE**

---

The UEC Transfer Credit Subcommittee (TCS) is a subcommittee of the Undergraduate Education Committee.

#### **Purpose**

The purpose of the subcommittee is to make decisions on transfer credit recommendations for specific courses or programs from institutions or programming not recognized under Transfer credit policy, and that do not qualify for exemption from UEC approval. These might include, but not be limited to, courses from private post-secondary institutions, education or training provided by a non-post-secondary institution or organization, and formal non-credit education from any source.

The committee will not evaluate prior learning obtained other than through formal courses or programs.

### **PROCEDURES**

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#### **Process**

- The TCS will make decisions on specific transfer recommendations made or signed off by the department head for the most closely related discipline. If UFV does not offer a related discipline, the decisions should be approved by the dean or designate for the most closely related faculty.
- The TCS may request additional information or clarification from the person who evaluated the course or program.
- For precedent-setting decisions, the TCS will consider the degree of confidence in the consistency of standards at the sending institution.
- Transfer credit decisions may be made in a formal meeting, or through an email vote. For email votes, members will have a minimum of five business days to respond.
- Transfer credit decisions require a decision of the majority of the members in attendance at the meeting or who participate in an email vote (minimum 3 in favour), however, if two or more members express strong opposition to the decision, or the committee is unable to decide, the decision will be referred to UEC.
- The TCS will advise UEC on other transfer credit issues.

#### **Reporting**

- The chair will retain a record of all decisions made.

### **COMPOSITION**

---

#### **Membership**

- Registrar or designate
- Two UEC members
- At least two additional faculty (as diverse a representation as possible)
- One advisor

#### **Chair**

The TCS will determine a chair each September.

# MEMO



To: Amanda Grimson, for UEC

Cc: Dr. David Johnston, University Registrar; Dr. Peter Geller, Vice-Provost & AVP Academic; Dr. Bruce Kirkley, Acting Program Development & Quality Assurance Coordinator

From: Program Development Office

Date: Oct 7, 2016

Re: Consultation forms for new programs in development

---

Please find attached for approval by the UEC chair and vice chair, and for information or approval by UEC at the Oct 28 meeting:

- Consultation request for proposed new program
- Consultation summary for proposed new program

**Rationale:**

These forms will assist with tracking and documenting the consultation that takes place with internal stakeholders during the development of new programs. They will be provided as an appendix to the full program proposal as it goes through the internal and external review process.



### Consultation Request for Proposed New Program

*This form is used to document consultation with internal stakeholders. It will be provided as an appendix to the full program proposal as it goes through the internal and external review process for new programs.*

---

**To be completed by Program Working Group Chair:**

|                                        |  |
|----------------------------------------|--|
| <b>Chair of Program Working Group:</b> |  |
| <b>Email &amp; phone:</b>              |  |

*Name of new program and attachments provided (e.g., Full Program Proposal). Please indicate draft version.*

|  |
|--|
|  |
|--|

|                      |  |
|----------------------|--|
| <b>Submitted to:</b> |  |
| <b>Date:</b>         |  |

---

**To be completed by respondent:**

*Please submit your response within 10 working days.*

|                                  |  |
|----------------------------------|--|
| <b>Name:</b>                     |  |
| <b>Dept./School/Unit/Office:</b> |  |
| <b>Date of submission:</b>       |  |
| <b>Signature (optional):</b>     |  |

**Response:** (check box)

- ☐ Comments or revision suggestions (please provide details below)
- ☐ No comments

|  |
|--|
|  |
|--|

Please return form to originator.

*Consultation Request*



## Consultation Summary for Proposed New Program

*This form is used to document consultation with internal stakeholders. It will be provided as an appendix to the full program proposal as it goes through the internal and external review process for new programs.*

*Please attach a completed Library Resources Consultation form, and all other consultation requests submitted and received.*

|                                               |                              |
|-----------------------------------------------|------------------------------|
| <b>Proposed Program:</b><br><b>PWG Chair:</b> | <b>Report Date:</b> YYYYMMDD |
|-----------------------------------------------|------------------------------|

### Consultation summary:

Enter here the list of those who were consulted and responded with "No Comments." Also list those who were consulted but did not respond.

| Name | Dept / School / Unit / Office | No Response/No Comments |
|------|-------------------------------|-------------------------|
|      |                               |                         |
|      |                               |                         |
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|      |                               |                         |
|      |                               |                         |

Below, enter information about those consulted who had comments and/or suggested revisions. Under each, indicate how you responded and what revisions (if any) were made. If no revisions were made, please provide a rationale.

|                         |  |
|-------------------------|--|
| <b>Name &amp; Dept:</b> |  |
| <b>Comments:</b>        |  |
| <b>Response:</b>        |  |
|                         |  |
| <b>Name &amp; Dept:</b> |  |

*Consultation Summary 2016*



|                         |  |
|-------------------------|--|
| <b>Comments:</b>        |  |
| <b>Response:</b>        |  |
|                         |  |
| <b>Name &amp; Dept:</b> |  |
| <b>Comments:</b>        |  |
| <b>Response:</b>        |  |
|                         |  |
| <b>Name &amp; Dept:</b> |  |
| <b>Comments:</b>        |  |
| <b>Response:</b>        |  |



## **Memorandum**

**To:** Board of Governors, Senate, APPC, UEC, and SBC

**From:** Eric Davis, Provost & Vice President, Academic

**Re:** **Suspension of intake for the Family Child Care certificate program**

**Date:** October 13, 2016

---

For the reasons outlined in the attached memo, I have approved the suspension of intake for the Family Child Care certificate program offered through Continuing Education, effective October 2016.

As per the Discontinuance Policy (222) guidelines on program suspension, the Family Child Care certificate program will be suspended for a maximum of two academic years.



## MEMO

To: Eric Davis, Provost & Vice President, Academic, Provost & Vice President Academic  
From: Liana Thompson, Director of Continuing Education  
CC: Sue Brigden; Dean of Faculty of Access and Continuing Education  
Date: 13/10/2016  
Re: Suspension of the Family Child Care certificate program

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The Continuing Education department wishes to suspend the Family Child Care certificate program until September 2018. Reasons for suspending the program include:

- Declining enrollment – 2013, 18 students; 2014, 10 students; 2015, 5 students
- Revisions are needed – the last revisions to the program were in 2014
- Expected revisions to the Early Childhood Education (ECE) certificate – graduates with a C+ or better in the Family Childhood certificate program are granted advanced standing in the ECE certificate

The department of Child, Youth, and Family Studies were consulted and agree with the decision to suspend the program.

As the Family Child Care certificate program is a cohort program, there are currently no students enrolled in the program.

In the next two (2) years, the Continuing Education department intends to review the Family Child Care certificate program and make decisions regarding revisions or discontinuation.