AGENDA
College of Arts Council
Friday, November 22, 2019 - 1:00 PM
Abbotsford campus, Room A225

1. GUESTS
   1.1. Rob Peregoodoff, Director, Learning Services, UBC Sauder School of Business - Digital Assessment

2. FOR APPROVAL
   2.1. Adopt the College of Arts Council Agenda for November 22, 2019.
   2.2. Approve the College of Arts Council minutes of September 27, 2019

3. CHAIR & VICE-CHAIR'S REPORT

4. SENATE SUBCOMMITTEE REPORTS
   4.1. APPC Report 2018 - 2019

5. FOR DECISION
   5.1. IGSPC Terms of Reference
   5.2. CAC Standards for Tenure & Promotion

6. FOR INFORMATION
   6.1. The following items were approved at the College of Arts Curriculum Committee:

   Note: Supporting documents can be found at:
   http://ufv.ca/arts/committees/college-of-arts-curriculum-committee/meeting-information/

   - Discontinuation of VA 170 and AH 214
   - Program revisions for AH 316
   - Inclusion of Math Honours in the BA
   - Program revisions for HALQ 301 and 302
   - Approval of Advanced Proficiency Certificate in Halq’emeylem
   - Change to Criminology Honours Program
   - Program revisions to CRIM Justice Degree
   - Course revisions to CRIM 281 and 480
   - Program change to CRIM 479
   - Course revisions to SOC 101, 210, 215, 220, 230, 289, 299, 335, 350 & 450
   - Course revisions to ANTH/LING 209, ANTH/LAS/SOC 388,
ANTH/SOC 325, ANTH/SOC 360, ANTH 388, ANTH/SOC 387, SOC/ANTH/MACS 255, SOC/ANTH/MACS 270, SOC/ANTH/MACS 356

- Course revisions to GD 254 and 304
- Course revisions to ENGL 170 and 376
- Approval of new THEA 210 course
- Course revisions to AH 200, 205, 219, 235, 250, 270, 314, 320, 324, 340, THEA 271 & 272, VA 402 & 404
1. **CALL TO ORDER & TERRITORY ACKNOWLEDGEMENT**

   UFV recognizes and honours the contribution that Aboriginal people have made - and continue to make - to our community. The university supports Indigenous learners and seeks to incorporate Indigenous ways of knowing in the curriculum.

2. **GUEST**

   2.1. **Tripat Sandhu, President, UFV Student Union Society**

   T. Sandhu, a 3rd year Criminal Justice student, a student representative on CAC and is now the President of the UFV Student Union Society.

   Fall 2019 orientation was a success with over 1,000 students attending. Students have voiced concern over buildings not being open past 11 p.m. and the Student Union Society is looking into the SUB remaining open past midnight.

3. **FOR APPROVAL**

   3.1. **Adopt the College of Arts Council Agenda for September 27, 2019**

   *Amendments:*
   - Addition of Decision Item 7.3 – UFV Centre for Gender and Intersectional Scholarship.
   - Addition of Information Item 8.a – Library Advisory Committee
MOTION:
To adopt the September 27th agenda with the above noted amendments.

D. Thomson / A. McCormick
CARRIED

3.2. Approval of the Minutes: May 24, 2019

MOTION:
To approve the minutes of May 24, 2019.

A. McCormick / E. Igobwa
CARRIED

4. CHAIR & VICE-CHAIR’S REPORT

4.1. Jacqueline Nolte

Student Orientation
Student orientation was a success with approximately 500 Arts students and 1,000 students overall.

New Faculty Hires
2019/20 College of Arts will be preparing for 17 hires, inclusive of new hires and vacancies.

Action:
CAC members to let K. van Eyck know which co-lab they would like to join:
- Co-Lab #1 – Intercultural Competency
- Co-Lab #2 – Experiential Learning
- Co-Lab #3 – Collaborative Solutions for Big Questions - Ideas

International Students
The Internationalization Committee has received recommendations from the International Taskforce on Student Success and will be tracking recommendations. L. Pardy held an information session on supporting faculty with high numbers of international students in August and another session is being planned for late Fall.

Action:
Department Heads to provide a list of courses suitable for new international students during their first two semesters to L. Pardy.

5. SENATE SUBCOMMITTEE REPORTS

J. Nolte noted that a draft submission from M. Walter will be added to the November CAC Agenda from APPC.
5.1. **UEC Yearly Report 2018-19**

S. Pattridge is the new chair of UEC and noted that the Program Development & Quality Assurance Office is working towards programs being approved more efficiently.

5.2. **Update from Senate Sub-Committee Teaching and Learning Committee**

J. Nolte noted that the update from Teaching and Learning was provided in the agenda package.

5.3. **Graduate Studies Committee of Senate Report 2018-19**

N. Mooney provided an overview of the major discussions that took place at the Graduate Studies Committee in 2018-19.

6. **FOR DISCUSSION**

6.1. **Program Review Support/Engagement**

L. Pardy discussed program review support, looking for feedback on ways to follow-up with program recommendations.

Department digital badging idea came out of recommendations from the History Program Review and conversations are taking place to build this into an action plan.

It was noted that an appropriate first step in considering program review recommendations is by having conversations and building an action plan to determine the type of support needed.

B. Kirkley explained that as an institution with exempt status, UFV is required to do a quality assurance process audit. Being able to demonstrate how program review recommendations are implemented is an important part of the audit process.

F. Macdonald suggested that some form of course release model be considered so that people could work on “blue sky” program changes.

7. **FOR DECISION**
7.1. **Extend David Milobar’s Term on Library Advisory Committee**

**MOTION:**
To approve the renewal of D. Milobar’s term on the Library Advisory Committee.

S. van de Wetering / S. Patridge
CARRIED

7.2. **UFV Health & Social Innovation Hub**

M. Dow reported on the status of the Health and Social Innovation Hub. This idea came from the community to bring together professionals to develop innovative approaches to current and emerging public health related issues. The Hub will be a centre for collaborative sharing of research, “big data” mapping as well as serving as a living lab used to engage in a variety of social innovation projects.

Suggestion to have more student involvement outlined in the document.

**MOTION:**
To support the UFV Health and Social Innovation Hub.

M. Dow / F. MacDonald
CARRIED
This motion was carried with unanimous support from CAC.

7.3 **UFV Centre for Gender and Intersectional Scholarship**

F. MacDonald outlined that this project was inspired by work done at Concordia University to address equity, diversity and inclusion. Often this work is done off the side of someone’s desk and this initiative recognizes and makes intentional the importance of this work and compensation for it.

The centre builds student engagement by developing a course, embracing interdisciplinary, and linking students with community and research needs. Projects would be created to engage students in this work.
MOTION:
To support the UFV Centre for Gender and Intersectional Scholarship proceeding through Senate and Senate Research.

J. Price / C. Hart
CARRIED
This motion was carried with unanimous support from CAC.

8a Library Advisory Committee
S. van de Wetering informed committee members that there is a vacancy on the Library Advisory Committee for a Social Sciences representative. Interested Social Sciences committee members are asked to contact S. van de Wetering to express interest.

8. FOR INFORMATION

8.1. The following items were approved at the College of Arts Curriculum Committee: Note: Supporting documents can be found at: http://ufv.ca/arts/committees/college-of-arts-curriculum-committee/meeting-information/
- MOLA - Program Revisions: HALQ 301, 302 / Addition of Advanced Proficiency Certificate in HALQ
- SOCA - Course Discontinuations: VA 170, AH 214 / Program Revisions: AH 316 CRIM - Program Revisions: Change to BA Degree, CRIM 479, CRIM 281 & 480, CRIM Diploma, CRIM Degree

8.2. CRIM 765 Revisions to Official Course Outline

8.3. 2019-20 Meeting Schedule for Department Heads, CAC, CACC

8.4. QES 2019 International Internship Call for Proposals Questions regarding this opportunity can be directed to Peter Geller

8.5. Fund for Innovation Teaching (FIT) Call for Proposals – Reminder Coming Soon https://www.ufv.ca/provost/fit/
8.6. School of Creative Arts Launch Party –
September 27, 2019, 5:30 p.m. – 8:00 p.m.
Abbotsford Campus

8.7. New Experiential Learning Opportunities:
Connect with Elise Goertz to explore further:
• “Hi Neighbour” project under direction of the
  United Way
• The Canadian Chamber of Commerce – Ho
  Chi Minh City Vietnam (Students remain
  local and work virtually)

8.8. ARTS Expo – October 16, 2019
https://events.ufv.ca/events/arts-expo-2019/

8.9. Town & Gown, November 13, 2019, Evered
Hall, Student Union Building, Abbotsford Campus
https://giving.ufv.ca/events/ufv-town-gown-
fundraising-dinner/
APPCC REPORT 2018 - 2019

Last year, APPC accepted many program reviews and approved various programs that came across its desk (please see its published minutes for details). Some attempt was made to use a review template but this was not thoroughly applied. The committee reviewed UFV statistics with respect to Equity, Diversity and Inclusion and discussed the need for change. Some members of APPC expressed interest in unconscious bias training offered through UBC and at least one pursued this training independently. In discussing a program review, the topic of grade norming (grading against averages) vs. outcomes-based grading came up, and this was flagged as a topic of interest and importance. In response to a request from Arts Heads, it was determined that the Academic Success Centre submits administrative reports, but has not gone through a review process since it was established. The Provost reported to APPC on the success of City Studio and various other information items.

A subcommittee reviewed the terms of reference of APPC and met about four or five times over the course of a year, but did not reach a conclusion on a revision of the terms or procedures. It noted that the TOR of the committee are fairly closely tied to elements of the University Act that governs UFV, but in terms of the strength of the advice expected from APPC, the TOR are unevenly transferred from the Act. The problem the committee sought to address is that while APPC functions well as a “public” to receive program reviews, it is not presently giving meaningful advice to Senate or the board on Academic Planning and Priorities, and this has the potential to create some confusion and even possibly frustration for committee members, who are likely to hope to contribute in a positive way and see their time spent on the committee be useful and meaningful. An example that was raised in one meeting was space allocation. Up to now, APPC has not been consulted as part of the discussions of space allocation, yet the allocation of space is intimately intertwined with “academic planning and priorities.” The new Office of Experiential Learning, now part of the Teaching and Learning Centre, came to APPC as an information item. If APPC is expected to give meaningful advice on academic priorities and planning, there may be a need for a change to the structure of APPC’s meeting schedule and information flow, to the training and time-demand placed on APPC members, and/or to its procedures. An existing template for evaluation of concept papers could possibly be used more effectively, or similar templates could be adapted for other types or stages of evaluation. If APPC is not providing guidance on Academic Planning and Priorities, then where is a faculty voice expressed in such decisions? If providing advice to Senate and the Board on Academic Planning and Priorities is not the work of this committee, does the committee need a different name? The discussions of the subcommittee were inconclusive as of the end of last year.
To: Senate Governance Committee  
From: Michelle Rhodes, Chair, Integrated and General Studies  
Date: 15 October 2019  
Re: Request and Approval of Revised Terms of Reference for Integrated and General Studies Program Committee  

The Integrated and General Studies Program Committee (IGSPC, formerly GSPC) has undertaken a long-overdue revision of its terms of reference. These are included here for review and approval.

Proposed Motion:  
That the College of Arts Council approves the revisions to the terms of reference for the Integrated and General Studies Committee.

About the IGSPC:  
The IGSPC functions as a cross-institutional curriculum committee for the Diploma in General Studies and the Bachelor of General Studies (through Summer 2019) / Bachelor of Integrated Studies (Fall 2019-on). The IGSPC also advises on concentrations and themes within the BIS, as well as PORT 398 and PORT 399. Membership on the IGSPC draws from teaching faculty and advisors from across UFV.

The IGSPC reports calendar and curriculum changes directly out to pre-UEC. That is because the program is not specific to one discipline or faculty, although it continues to be administered through College of Arts budget. Please note that this change in reporting was approved in 2015 by the Dean of Arts office, the College of Arts Curriculum Committee, the College of Arts, and the Deans’ Caucus.

About the Changes to Terms of Reference  
Updates to the IGSPC terms of reference follow from substantive changes in the structure of the degree and diploma programs. These went into effect in 2017. We then undertook a process of seeking a name change for the BGS to the Bachelor of Integrated Studies. The Terms of Reference reflects the new language of the program and renames the committee to the Integrated and General Studies Program Committee (IGSPC). The revised terms of reference also reflect earlier changes in reporting structure.

The IGSPC approved the revised terms in March 2019. Because the committee reports curriculum changes out to UEC directly, the revised terms of reference were submitted to Senate Governance Committee for review last spring. The SGC determined that the terms of reference for curriculum committees should be approved by a faculty council, specifically the College of Arts Council.

Rationale for the Revisions to the Terms of Reference  
The IGSPC has approved a new membership arrangement designed to build capacity among committee members. Rather than allocating faculty representation to each faculty area, the decision was made to bring representatives on to the committee who could represent competency areas. Each of these competencies are mirrored in the BIS/ BGS and DGS. This more strategic membership
arrangement will help to address program questions, specific curriculum questions related to competency areas (e.g. courses that can meet digital competency), and student requests. It will also allow for faculty members who have a more difficult time making meetings of the whole (because they, for instance, are in programs in Applied Technology, Nursing, etc.) to continue to play an active and targeted role outside of the committee meetings. Effort will be made to continue a broad representation of faculty from across the institution.

Once approved, the IGSPC will put out a call for new members to represent approximately half of the competency areas. Continuing members will assume the remaining competency portfolios.
Purpose:
The purpose of the General Studies Program Committee (GSPC) is to ensure that the curricula of the BGS and the General Studies Diploma satisfy the requirements for depth and breadth of study, while also supporting the needs of General Studies students.

Membership:
The GSPC will be composed of 14 voting members who represent the integrated and interdisciplinary nature of the BGS program.

- 1 representative from each Faculty (7)
- The BGS Advisor
- 2 Academic Advisors
- Advising Director, or designate
- Representative from International Education
- Representative from the Teacher Education Program
- Associate Dean of Student for College of Arts or designate

Members will be appointed for a 2 year term, with half of the committee being replaced each year. Members may serve more than one term. The need for new members will normally be identified in May for terms beginning in September. The method of selection will be determined by the appropriate faculty council and department or program. All members of the GSPC will undertake to supervise students for the BGS capstone if they possess appropriate training and experience to guide the student project.

Scope:
The GSPC recommends to the College of Arts Council (CAC) to approve and/or decide on the following:

a. general matters related to the overall content, interdisciplinary curriculum, structure, and administration of the degree and diploma programs;
b. substantive or major changes to admission criteria and program and graduation requirements; and,
c. calendar copy.

The GSPC oversees and adjudicates decisions on:

a. student-initiated thematic options;
b. faculty-initiated thematic options; and,
c. criteria for acceptance of both student- and faculty-initiated thematic options.

The GSPC will also liaise with other UFV departments, faculties, and committees regarding opportunities for developing and integrating areas of study within the BGS program.

As directed by the Dean of the College of Arts or the CAC, the GSPC shall arrange or conduct a program review of the BGS in accordance with the program review policy of UFV.
Governance:
The Chair will be selected by committee members at the last meeting of the academic year for a two-year term. A chair may serve for more than one term. The Chair is responsible for representing the committee at the CACC and/or College of Arts Council (CAC), scheduling meetings, locating appropriate meeting space, creating an agenda, and arranging for the minutes to be completed and distributed to members.

Decisions are normally made by consensus. A vote can be requested by any member. When a vote is called, the majority of the voting members present shall be required to pass a motion. A quorum for the meeting consists of at least 50% of voting members. In cases where a rapid response to a student or other issue is required, the chair shall consult the BGS Advisor and respond and then report the response to the GSPC as soon as possible.

Under normal circumstances, voting takes place during GSPC meetings. In the event of extenuating circumstances or unforeseen events which cause disruptions to regular meeting schedules, such as school closures due to weather, or urgent business that requires a decision prior to the next scheduled GSPC meeting, voting may be conducted by email or other electronic technologies, at the discretion of the chair of GSPC. In this case, all GSPC members must be polled for a minimum of three business days and the number of votes cast must be equivalent to or exceed GSPC’s quorum in order for the decision to be valid. The results of electronic votes shall be reported via e-mail, as well as at the next GSPC meeting and recorded in its minutes.

Meetings:
Meetings of the GSPC will be convened on a monthly basis at a regularly set time. The agenda will be distributed at least one week prior to the meeting. Minutes of GSPC will be forwarded to committee members, the secretary of the CAC, and stored in a shared drive.

Resources and Budget:
Funding for committee needs and special projects, when available, will be allocated through the Dean of the College of Arts Office.
Integrated and General Studies (IGSPC) Program Committee
Terms of Reference
Revised and Approved by IGSPC, March 2019

Purpose:
The purpose of the Integrated and General Studies Program Committee (IGSPC) is to ensure that
the curricula of the Bachelor of Integrated Studies (BIS, formerly the Bachelor of General
Studies) and the Diploma of General Studies (DGS) satisfy the requirements for depth and
breadth of study, and support the needs of Integrated and General Studies students.

Membership:
The IGSPC will be composed of 13 voting members who represent the integrated and
interdisciplinary nature of the BGS program, plus one non-voting student member.

- 1 representative for each of the six core competency areas in the BGS
  - Communications
  - Numeracy
  - Scientific
  - Digital/ Portfolio
  - Intercultural
  - Professional

- Integrated and General Studies Program Chair
- Advisor to the Bachelor of Integrated Studies Program
- Director of the Advising Centre or Designate
- 1 additional advisor from the Advising Centre
- 1 advisor from Professional Studies
- Representative of UFV International
- Associate Dean of Student for College of Arts or designate
- 1 student representative, from either the BIS or the DGS program (non-voting)

Whenever possible, representatives for each competency area will be selected from members of a
diversity of faculties. Selection of the competency representatives will take place through: a) an
open call to all faculties asking for nominations, followed by b) review of nominations by the
Dean of Arts in consultation with the Integrated and General Studies Program Chair, and c)
approval by acclaim (in case of single nomination) or appointment by the Deans’ office (for
multiple nominees). The call for nominations will be circulated by the Dean of Arts’ office.

Faculty members will be appointed for 2-year, staggered terms. Members may serve more than
one term. The need for new members will normally be identified in May for terms beginning in
September.

IGSPC meetings are open to non-elected/ non-appointed faculty and staff who may attend, but
who do not possess voting rights on decision items.

Scope:
The IGSPC recommends to the UFV Undergraduate Education Committee (UEC) to approve
and/or decide on the following:
a. General matters related to the overall content, curriculum, structure, and administration of
the degree and diploma programs;
b. Substantive or major changes to admission criteria and program and graduation
requirements; and,
c. Calendar copy.

The IGSPC reviews and approves:

a. Faculty-initiated thematic options that will be advertised to students via website and other
outlets;
b. Student-initiated thematic options that are referred to by the program chair for additional
review; and,
c. Criteria for acceptance of both student- and faculty-initiated thematic options.

The IGSPC advises to the Integrated and General Studies Program Chair on matters related to:

a. Program marketing and outreach
b. Engagement with UFV departments, faculties, and committees regarding opportunities
for developing and integrating areas of study within the GS and IS programs;
c. Student enrolment patterns, as well as issues and supports in the degree or diploma
program.

All thematic options approved by the program chair will be forwarded to IGSPC for information

As directed by Office of the Vice-Provost and the Dean of the College of Arts, the General
Studies Program Chair will work with the IGSPC to arrange or conduct a program review of the
degree and diploma programs in accordance with the program review policy of UFV.

Governance:
The Chair of the IGSPC will be selected by committee members at the first meeting of the
academic year. The IGSPC Chair will serve a two-year term, and is eligible to serve more than
one term. The IGSPC Chair is responsible for scheduling meetings, locating appropriate meeting
space, creating an agenda, and arranging for the minutes to be completed and distributed to
members.

Decisions are normally made by consensus. A vote can be requested by any member. When a
vote is called, the majority of the voting members present shall be required to pass a motion. A
quorum for the meeting consists of at least 50% of voting members.

Under normal circumstances, voting takes place during IGSPC meetings. In the event of
extenuating circumstances or unforeseen events which cause disruptions to regular meeting
schedules, voting may be conducted by email or other electronic technologies, at the discretion
of the chair of IGSPC. In this case, all IGSPC members must be polled for a minimum of three
business days and the number of votes cast must be equivalent to or exceed IGSPC’s quorum in
order for the decision to be valid. The results of electronic votes shall be reported via e-mail, as
well as at the next IGSPC meeting and recorded in its minutes.
Meetings:
Meetings of the IGSPC will be convened on a monthly basis at a regularly set timer during the Fall and Winter terms. The agenda will be distributed at least one week prior to the meeting. Minutes of IGSPC will be forwarded to committee members and stored in a shared drive.

Resources and Budget:
Funding for committee needs and special projects, when available, will be allocated through the Dean of the College of Arts Office.
MEMO

To: College of Arts Council
From: Jacqueline Nolte, Dean, College of Arts
Date: November 7, 2019
Re: Revision of College of Arts Standards for Tenure and Promotion

Background:

The College of Arts Standards for Tenure and Promotion were developed in 2014-2015 and approved at Senate on June 5, 2015. As per the review schedule approved by Senate, the 5-year review deadline for the College of Arts Standards is June 2020.

Motion #1:

That an adhoc committee of Council be formed to review the Standards for the College of Arts and present a recommendation to Council on May 22, 2020 (with an interim report presented on March 27).

Motion #2:

That the adhoc committee be comprised of:

- Three tenured faculty members (voting) to be nominated and elected by tenure-track and tenured faculty of their respective areas
  - One from the Creative Arts (Visual Arts, Theatre and GDD)
  - One from the Humanities, exclusive of the Creative Arts
  - One from the Social Sciences
- the Associate Dean of Faculty (non-voting chair)

Standards can be found at https://www.ufv.ca/senate/standing-committees/fscs/