

MINUTES
Education, Community, & Human Development Curriculum Committee
Friday, May 5, 2023
9:00 AM, Conducted Electronically

Chair of the FECHD Curriculum Committee: Curtis Magnuson (SWHS)

Present:

Barbara Salingré (TED)
Carolyn MacLaren (CE)
Carrie Paproski (guest, CE)
Chris Campbell (ADED, IS)
Christine Slavik (CYFS)
Jessica Cottrill (guest, CE)
Raji Balagopal (UUP)
Rilla Apostolakis (Advising)

Regrets/Absent:

Allyson Jule (Dean's Office)
Amea Wilbur (ADED)
Christine Nehring (ABT)
Helen Butner (ELS)
Karen Sharkey (IS)
Mark Littlefield (CYFS)
Mary Saudelli (Dean's Office)

Recorder: Angie Reid*

* Indicates Non-Voting Member

1. Call to Order

1.1. Approval of Agenda – May 5, 2023

MOTION:

That the agenda of May 5, 2023 be approved as presented.
Carolyn MacLaren / Raji Balagopal
CARRIED.

1.2. Approval of Minutes – April 14, 2023

MOTION:

That the minutes of April 14, 2023 be approved as presented.
Carolyn MacLaren / Barbara Salingré
CARRIED.
1 abstained.

2. For Approval

**2.1. CIVI 202 Civic Governance in British Columbia – Minor Revisions –
*Carolyn MacLaren***

MOTION:

That the minor revisions to CIVI 202 Civic Governance in British Columbia be approved with the following amendments:

- In the memo under #3, revise to “no changes...”
- Transfer the OCO to the newest UEC template.
- Correct the Faculty name listed on the OCO.
- Update the approval dates listed on the bottom of the first page of the OCO.
- Under Typical Course Content and Topics Module 1, revise the 6th bullet to “either local government...”
- Under Typical Course Content and Topics Module 1, revise the 7th bullet to “reflect on...”
- Under Typical Course Content and Topics Module 1, revise the 1st bullet to “A broad variety of occupations within municipal government. Which NOC occupational categories contain the most job groups? Which NOC occupational categories contain the most unique job groups?”
- Under Typical Course Content and Topics Module 3, revise the 6th bullet to “municipal government (virtual or in-person)”.

Carolyn MacLaren / Chris Campbell

CARRIED.

3. For Recommendation to Faculty Council

3.1. DOR 01 Introduction to Administrative Dentistry – New Course – *Carolyn MacLaren*

MOTION:

That the new course DOR 01 Introduction to Administrative Dentistry be accepted and recommended to ECHD Faculty Council with the following amendments:

- In the memo under #1, revise the second sentence to “it has been several years since the program has been reviewed.”
- Remove the course implementation and review dates.
- Complete the department approval date section.
- In LO3, replace “discuss” with “explain”.

Carolyn MacLaren / Rilla Apostolakis

CARRIED.

3.2. DOR 02 Office Communications – New Course – *Carolyn MacLaren*

MOTION:

That the new course DOR 02 Office Communications be accepted and recommended to ECHD Faculty Council with the following amendments:

- Correct the memo's subject line.
- In the memo under #1, revise the second sentence to "it has been several years since the program has been reviewed."
- Remove the course implementation and review dates.
- Complete the department approval date section.
- Recommend revising the prerequisite to a letter grade rather than a percentage.

Carolyn MacLaren / Raji Balagopal
CARRIED.

3.3. DOR 03 Introduction to Clinical Dentistry – New Course – *Carolyn MacLaren*

MOTION:

That the new course DOR 03 Introduction to Clinical Dentistry be accepted and recommended to ECHD Faculty Council with the following amendments:

- Correct the memo's subject line.
- In the memo under #1, revise the second sentence to "it has been several years since the program has been reviewed."
- Remove the course implementation and review dates.
- Complete the department approval date section.
- Revise LO1 to "explain infection..."
- Recommend revising the prerequisite to a letter grade rather than a percentage.

Carolyn MacLaren / Barbara Salingré
CARRIED.

3.4. DOR 04 Dental Treatment Coordination – New Course – *Carolyn MacLaren*

MOTION:

That the new course DOR 04 Dental Treatment Coordination be accepted and recommended to ECHD Faculty Council with the following amendments:

- Correct the memo's subject line.
- In the memo under #1, revise the second sentence to "it has been several years since the program has been reviewed."
- Remove the course implementation and review dates.
- Complete the department approval date section.
- Revise LO 7 to "Develop a list of treatment planned dental procedures, linking an..."
- Recommend revising the prerequisite to a letter grade rather than a percentage.

Carolyn MacLaren / Rilla Apostolakis
CARRIED.

3.5. DOR 05 Dental Office Accounting – New Course – *Carolyn MacLaren*

MOTION:

That the new course DOR 05 Dental Office Accounting be accepted and recommended to ECHD Faculty Council with the following amendments:

- Correct the memo's subject line.
- In the memo under #1, revise the second sentence to "it has been several years since the program has been reviewed."
- Remove the course implementation and review dates.
- Revise the calendar description to "claims, receive and post..."
- Revise the calendar description to "deposits, process day and month end reconciliations..."
- Complete the department approval date section.
- In LO5, replace "discuss" with "explain".
- Recommend revising the prerequisite to a letter grade rather than a percentage.

Carolyn MacLaren / Christine Slavik
CARRIED.

3.6. DOR 06 Career Planning – New Course – *Carolyn MacLaren*

MOTION:

That the new course DOR 06 Career Planning be accepted and recommended to ECHD Faculty Council with the following amendments:

- Correct the memo's subject line.
- In the memo under #1, revise the second sentence to "it has been several years since the program has been reviewed."
- Remove the course implementation and review dates.
- Complete the department approval date section.
- In LO1, replace "discuss" with "explain".
- Recommend revising the prerequisite to a letter grade rather than a percentage.

Carolyn MacLaren / Raji Balagopal
CARRIED.

3.7. DOR 07 Dental Office Receptionist Practicum – New Course – *Carolyn MacLaren*

MOTION:

That the new course DOR 07 Dental Office Receptionist Practicum be accepted and recommended to ECHD Faculty Council with the following amendments:

- Correct the memo's subject line.
- In the memo under #1, revise the second sentence to "it has been several years since the program has been reviewed."
- In the memo under #7, remove the Curriculum Delivery section.
- In the memo under #9, revise to "NA".
- Remove the course implementation and review dates.
- Revise the calendar description to "throughout the program."
- Complete the department approval date section.
- In LO3, replace "discuss" with "explain".

- Under Course Content and Topics, revise #3 to “Demonstrate proficiency in all learning outcomes.”
- Recommend revising the prerequisite to a letter grade rather than a percentage.

Carolyn MacLaren / Barbara Salingré
CARRIED.

3.8. Dental Office Receptionist Certificate – Major Revisions – *Carolyn MacLaren*

MOTION:

That the major revisions to the Dental Office Receptionist program be accepted and recommended to ECHD Faculty Council with the following amendments:

- Fully answer all questions in the memo.
- In the memo under #1, revise to “additional information about...”
- In the memo under #2, provide a comment about the change to the criminal record check requirement.
- Remove the comments from the right-hand side bar of the calendar copy.
- Under Dental Office Receptionist Certificate at the beginning of the calendar copy, revise to “certificate program provides students with a...”
- Add numbers to the notes listed under the entrance requirements.
- Under Continuance and Probation, revise the last sentence to “students must...”
- If the new course outlines’ prerequisites are changed, the Continuance and Probation section of the calendar copy must also be revised.

Carolyn MacLaren / Rilla Apostolakis
CARRIED.

4. Discussion Items

4.1. Update on Program Suspensions – *Angie Reid*

- The Early Childhood Education Diploma suspension was approved at the last ECHD Faculty Council meeting and is moving forward in the process.

4.2. Open Discussion

5. Information Items

5.1. 2023-24 FECHD Meeting Schedule

6. Adjournment