

**MINUTES**  
**Education, Community, & Human Development Curriculum Committee**  
Friday, October 24, 2025  
9:00 AM, Conducted Electronically

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

**Present:**

Andrea Sator (ABT)  
Carol Suhr (ADED)  
Carolyn MacLaren (CE)  
Gena Hamilton (SOE)  
Helen Butner (UUP)  
Inaam Charaf (DIS)  
Leanne Joe (TLC)  
Rilla Apostolakis (Advising)  
Thais Amorim (CYFS)

**Regrets/Absent:**

Allyson Jule (Dean's Office)  
Lisa Moy (Dean's Office)

**Recorder:** Angie Reid\*

\* Indicates Non-Voting Member

**1. Call to Order**

**1.1. Approval of Agenda – October 24, 2025**

**MOTION:**

That the agenda of October 24, 2025 be approved as presented.  
Inaam Charaf / Carolyn MacLaren  
CARRIED.

**1.2. Approval of Minutes – September 26, 2025**

**MOTION:**

That the minutes of September 26, 2025 be approved as presented.  
Carolyn MacLaren / Helen Butner  
CARRIED.

## **2. For Recommendation to Faculty Council**

### **2.1. EAP 054 Reading and Writing for Academic and Career Success Intermediate Level – Major Revisions – *Helen Butner***

#### **MOTION:**

That the major revisions to EAP 054 Reading and Writing for Academic and Career Success Intermediate Level be accepted and recommended to ECHD Faculty Council with the following amendments:

- In the memo under #2, remove the double space between “needs. Since...”
- Revise the Department/School section to “Access, Information, and Lifespan Learning”.
- Add back the maximum enrolment of 24.
- Revise the Learning Outcomes to a numbered list.
- Under the Recommended Evaluation Methods and Weighting Details section, revise to a list rather than sentence structure. Also remove any percentages listed.
- Under Typical Instructional Methods, use consistent punctuation and capitalization across all course outlines.
- Under Typical Instructional Methods, add a space before “mini-lectures”. Also revise end to “and written assignments.”
- Under Texts and Resource Materials, revise the 4th resource to “1: Sentences...”
- Recommend investigating if PLAR should be an option for all course outlines since the program residency does not allow it to be used.

Helen Butner / Carolyn MacLaren  
CARRIED.

### **2.2. EAP 056 Speaking and Listening for Academic and Career Success Intermediate Level – Major Revisions – *Helen Butner***

#### **MOTION:**

That the major revisions to EAP 056 Speaking and Listening for Academic and Career Success Intermediate Level be accepted and recommended to ECHD Faculty Council with the following amendments:

- Revise the Department/School section to “Access, Information, and Lifespan Learning”.
- Revise the Learning Outcomes to a numbered list.
- Add a Learning Outcome that states “Recognize First Peoples ways of knowing and being through respectful engagement with Indigenous perspectives and oral traditions.”
- Under the Recommended Evaluation Methods and Weighting Details section, revise to a list rather than sentence structure.
- Under Typical Instructional Methods, use consistent punctuation and capitalization across all course outlines.
- Recommend investigating if PLAR should be an option for all course outlines since the program residency does not allow it to be used.

Helen Butner / Gena Hamilton  
CARRIED.

**2.3. EAP 064 Reading and Writing for Academic and Career Success High Intermediate Level – Major Revisions – *Helen Butner***

**MOTION:**

That the major revisions to EAP 064 Reading and Writing for Academic and Career Success High Intermediate Level be accepted and recommended to ECHD Faculty Council with the following amendments:

- In the memo under #6, revise to consistent font used.
- Revise the Department/School section to “Access, Information, and Lifespan Learning”.
- Remove the space before the beginning of the Calendar Description.
- Revise the note in the Calendar Description to “ESL WG64”.
- Add back the maximum enrolment of 24.
- Revise the Learning Outcomes to a numbered list.
- Add a Learning Outcome that states “Reflect on First Peoples ways of knowing and being through respectful engagement with Indigenous perspectives and oral traditions.”
- Under the Recommended Evaluation Methods and Weighting Details section, revise to a list rather than sentence structure. Also remove any percentages listed.
- Under Typical Instructional Methods, use consistent punctuation and capitalization across all course outlines.
- Under the Texts and Resource Materials Year section, make the font size consistent.
- Recommend investigating if PLAR should be an option for all course outlines since the program residency does not allow it to be used.

Helen Butner / Carol Suhr  
CARRIED.

**2.4. EAP 065 English Pronunciation (Formerly ESL P65 ESL Pronunciation II) – Major Revisions – *Helen Butner***

**MOTION:**

That the major revisions to EAP 065 English Pronunciation (formerly ESL P65 ESL Pronunciation II) be accepted and recommended to ECHD Faculty Council with the following amendments:

- In the memo, check the PLAR options box and add mention of the changes under #2 Rationale, if this change remains.
- Revise the Department/School section to “Access, Information, and Lifespan Learning”.
- Remove the space before the beginning of the Calendar Description.
- With the course code change, a note should be added to the Calendar Description and the Antirequisite Course section completed.
- Add the Department Approval Date.
- Revise the Learning Outcomes to a numbered list.
- Under Learning Outcomes, the template example language should be removed.
- Add a Learning Outcome that states “Explore the way we use sounds and symbols in English and global Indigenous languages.
- Under the Recommended Evaluation Methods and Weighting Details section, revise to a list rather than sentence structure.

- Under Recommended Evaluation Methods and Weighting, lab work can be fully crossed out.
- Under Typical Instructional Methods, use consistent punctuation and capitalization across all course outlines.
- Under Required Additional Supplies and Materials, revise to “and volume...”
- Under Course Content and Topics, revise to “-ed endings” for consistency.
- Under Course Content and Topics, revise to “styles: tone...”
- Recommend investigating if PLAR should be an option for all course outlines since the program residency does not allow it to be used.

Helen Butner / Gena Hamilton  
CARRIED.

**2.5. EAP 066 Listening and Speaking for Academic and Career Success: High Intermediate Level – Major Revisions – *Helen Butner***

**MOTION:**

That the major revisions to EAP 066 Listening and Speaking for Academic and Career Success: High Intermediate Level be accepted and recommended to ECHD Faculty Council with the following amendments:

- Revise the Department/School section to “Access, Information, and Lifespan Learning”.
- Under Prerequisites, do not remove “PT” from “CLBPT”.
- Revise the Learning Outcomes to a numbered list.
- Add a Learning Outcome that states “Reflect on First Peoples ways of knowing and being through respectful engagement with Indigenous perspectives and oral traditions.”
- Under the Recommended Evaluation Methods and Weighting Details section, revise to a list rather than sentence structure. Also remove any percentages listed.
- Under Typical Instructional Methods, use consistent punctuation and capitalization across all course outlines.
- Recommend investigating if PLAR should be an option for all course outlines since the program residency does not allow it to be used.

Helen Butner / Inaam Charaf  
CARRIED.

**2.6. EAP 074 Reading and Writing for Academic and Career Success - Advanced Level – Major Revisions – *Helen Butner***

**MOTION:**

That the major revisions to EAP 074 Reading and Writing for Academic and Career Success - Advanced Level be accepted and recommended to ECHD Faculty Council with the following amendments:

- Revise the Department/School section to “Access, Information, and Lifespan Learning”.
- Remove the space before the beginning of the Calendar Description.
- Remove Learning Outcomes 1-4, which are the existing LOs.
- Revise the Learning Outcomes to a numbered list.

- Add a Learning Outcome that states “Recognize First Peoples ways of knowing and being through respectful engagement with Indigenous perspectives and oral traditions.”
- Under the Recommended Evaluation Methods and Weighting Details section, revise to a list rather than sentence structure. Also remove any percentages listed.
- Under Typical Instructional Methods, use consistent punctuation and capitalization across all course outlines.
- Under the Texts and Resource Materials Year section, make the font size consistent.
- Recommend investigating if PLAR should be an option for all course outlines since the program residency does not allow it to be used.

Helen Butner / Carolyn MacLaren  
CARRIED.

**2.7. EAP 075 Foundations of English for Business – Major Revisions – *Helen Butner***

**MOTION:**

That the major revisions to EAP 075 Foundations of English for Business be accepted and recommended to ECHD Faculty Council with the following amendments:

- Revise the Department/School section to “Access, Information, and Lifespan Learning”.
- Under Prerequisites, remove the comma before EAP 064.
- Under Prerequisites, add CLBPA and the minimum score.
- Add ESL BU75 to the Antirequisite Courses section.
- Revise the maximum enrolment to 24.
- Revise the Learning Outcomes to a numbered list.
- Add a Learning Outcome that states “Practice culturally appropriate and respectful methods of addressing Indigenous Peoples and territories.”
- Under the Recommended Evaluation Methods and Weighting Details section, revise to a list rather than sentence structure. Also remove any percentages listed.
- Under Typical Instructional Methods, use consistent punctuation and capitalization across all course outlines.
- Recommend investigating if PLAR should be an option for all course outlines since the program residency does not allow it to be used.

Helen Butner / Leanne Joe  
CARRIED.

**2.8. EAP 076 Listening and Speaking for Academic and Career Success  
Advanced Level – Major Revisions – *Helen Butner***

**MOTION:**

That the major revisions to EAP 076 Listening and Speaking for Academic and Career Success Advanced Level be accepted and recommended to ECHD Faculty Council with the following amendments:

- Revise the Department/School section to “Access, Information, and Lifespan Learning”.
- In the Calendar Description, remove the extra space after “paraphrasing”.
- Revise the Learning Outcomes to a numbered list.
- Add a Learning Outcome that states “Recognize First Peoples ways of knowing and being through respectful engagement with Indigenous perspectives and oral traditions.”
- Under the Recommended Evaluation Methods and Weighting Details section, revise to a list rather than sentence structure. Also remove any percentages listed.
- Under Typical Instructional Methods, use consistent punctuation and capitalization across all course outlines.
- Under Course Content and Topics, remove the existing section of text broken down into weeks.
- Recommend investigating if PLAR should be an option for all course outlines since the program residency does not allow it to be used.

Helen Butner / Carolyn MacLaren

CARRIED.

**2.9. EAP 084 Reading and Writing for Academic and Career Success - Bridge Level – Major Revisions – *Helen Butner***

**MOTION:**

That the major revisions to EAP 084 Reading and Writing for Academic and Career Success - Bridge Level be accepted and recommended to ECHD Faculty Council with the following amendments:

- Revise the Department/School section to “Access, Information, and Lifespan Learning”.
- Remove the space before the beginning of the Calendar Description.
- Revise the Learning Outcomes to a numbered list.
- Add a Learning Outcome that states “Explore Indigenous ways through oral storytelling and recognizing the land (e.g. writing territorial acknowledgements).”
- Under the Recommended Evaluation Methods and Weighting Details section, revise to a list rather than sentence structure. Also remove any percentages listed.
- Under Typical Instructional Methods, use consistent punctuation and capitalization across all course outlines.
- Recommend investigating if PLAR should be an option for all course outlines since the program residency does not allow it to be used.

Helen Butner / Gena Hamilton

CARRIED.

**2.10. EAP 086 Listening and Speaking for Academic and Career Success - University Bridge Level – Major Revisions – *Helen Butner***

**MOTION:**

That the major revisions to EAP 086 Listening and Speaking for Academic and Career Success - University Bridge Level be accepted and recommended to ECHD Faculty Council with the following amendments:

- Revise the Course Full Title to “Speaking: University...”
- Revise the Department/School section to “Access, Information, and Lifespan Learning”.
- Remove the space before the beginning of the Calendar Description.
- In the Calendar Description, remove the extra space before “Use pragmatic...”
- Revise the Learning Outcomes to a numbered list.
- Under the Recommended Evaluation Methods and Weighting Details section, revise to a list rather than sentence structure. Also remove any percentages listed.
- Under Typical Instructional Methods, use consistent punctuation and capitalization across all course outlines.
- Under Course Content and Topics, remove the existing text broken down by module.
- Recommend investigating if PLAR should be an option for all course outlines since the program residency does not allow it to be used.

Helen Butner / Inaam Charaf  
CARRIED.

**2.11. EAP 058, EAP 068, EAP 070, EAP 073, EAP 080, ESL CB50, ESL CMS, ESL IB29, ESL L87, and ESL P45 – Discontinuations – *Helen Butner***

**MOTION:**

That the discontinuation of EAP 058, EAP 068, EAP 070, EAP 073, EAP 080, ESL CB50, ESL CMS, ESL IB29, ESL L87, ESL P45, and ESL P55 be accepted and recommended to ECHD Faculty Council as presented.

Helen Butner / Carol Suhr  
CARRIED.

**2.12. English Language Studies – Major Revisions – *Helen Butner***

**MOTION:**

That the major revisions to the English Language Studies program be accepted and recommended to ECHD Faculty Council with the following amendments:

- Throughout the document, ensure it states “associate certificate” wherever it currently states “certificate”.
- Ensure links are added throughout the document, where applicable.
- Under Entrance Requirements Domestic Students 1, revise to “To apply to Adult Basic Education, students should”.

- Under Entrance Requirements Domestic Students 1, revise the second bullet to “have completed a B.C. secondary school graduation or equivalent. (see the [Admissions section](#) of the Academic Calendar for more information on equivalents to B.C. secondary school graduation); or”.
- Under How to Apply 2, revise to “be provided with registration information by email prior to courses starting.”
- Under How to Apply, revise to “Domestic students (including Permanent Residents, may be referred to UFV through partner agencies, which...”
- Under How to Apply, revise to “Upgrading and University Preparation (UUP)...”
- Under the first bullet in Assessment for EAP Courses, revise to “Canadian Language Benchmark (CLBPT), Canadian Language Benchmarks Placement Assessment (CLBPA), or an official copy of a LINC Certificate with the CLB level successfully completed.”
- In the table under Assessment for EAP Courses, add back the bullet point before EAP 066 and remove the extra line space between it and EAP 065.
- Under Register for EAP Courses Domestic Students 1) b., revise to “EAP 064 (a reading/writing...”
- Under Register for EAP Courses, add wording to define “successfully completed,” similar to that found under Advancement in English Language Studies.
- In the table under English Language Studies Intermediate Associate Certificate, remove the 3 from the second last row of the last column.
- In the tables under all the associate certificates, ensure there is consistent capitalization and that “level” has not been accidentally deleted in the Title columns.
- Depending on the decision regarding the availability of PLAR on the course outlines, the residency requirements may need to be revised.

Helen Butner / Carolyn MacLaren  
CARRIED.

**3. For Approval**

**4. Discussion Items**

**4.1. Open Discussion**

**5. Information Items**

**6. Adjournment**