

AGENDA

Education, Community, & Human Development Curriculum Committee

Friday, November 21, 2025 9:00 AM - 11:00 AM
Conducted Electronically

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1. **Call to Order**
 - 1.1. **Approval of Agenda – November 21, 2025**
Motion: That the agenda of November 21, 2025 be approved as presented.
 - 3 - 10 1.2. **Approval of Minutes – October 24, 2025**
Motion: That the minutes of October 24, 2025 be approved as presented.
2. **For Approval**
3. **For Recommendation to Faculty Council**
 - 11 - 20 3.1. **Legal Administrative Assistant Certificate – Major Revisions – Carolyn MacLaren**
Motion: That the major revisions to the Legal Administrative Assistant Certificate be accepted and recommended to ECHD Faculty Council as presented.
 - 21 - 26 3.2. **LAA 01 Legal Office Procedures – New Course – Carolyn MacLaren**
Motion: That the new course LAA 01 Legal Office Procedures be accepted and recommended to ECHD Faculty Council as presented.
 - 27 - 32 3.3. **LAA 02 Litigation – New Course – Carolyn MacLaren**
Motion: That the new course LAA 02 Litigation be accepted and recommended to ECHD Faculty Council as presented.
 - 33 - 37 3.4. **LAA 03 Corporate Law – New Course – Carolyn MacLaren**
Motion: That the new course LAA 03 Corporate Law be accepted and recommended to ECHD Faculty Council as presented.
 - 38 - 42 3.5. **LAA 04 Conveyancing – New Course – Carolyn MacLaren**
Motion: That the new course LAA 04 Conveyancing be accepted and recommended to ECHD Faculty Council as presented.
 - 43 - 48 3.6. **LAA 05 Divorce and Family Law – New Course – Carolyn MacLaren**
Motion: That the new course LAA 05 Divorce and Family Law be accepted and recommended to ECHD Faculty Council as presented.
 - 49 - 53 3.7. **LAA 06 Wills and Estates – New Course – Carolyn MacLaren**

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Motion: That the new course LAA 06 Wills and Estates be accepted and recommended to ECHD Faculty Council as presented.

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3.8. LAA 07 Practicum Preparation & Career Planning – New Course – *Carolyn MacLaren*

Motion: That the new course LAA 07 Practicum Preparation & Career Planning be accepted and recommended to ECHD Faculty Council as presented.

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3.9. LAA 08 Practicum – New Course – *Carolyn MacLaren*

Motion: That the new course LAA 08 Practicum be accepted and recommended to ECHD Faculty Council as presented.

4. Discussion Items

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4.1. Course Outline Review Database – *Angie Reid*

4.2. Open Discussion

5. Information Items

6. Adjournment