

MINUTES
Education, Community, & Human Development Curriculum Committee
Friday, November 21, 2025
9:00 AM, Conducted Electronically

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)
Rilla Apostolakis (Advising)
Thais Amorim (CYFS)

Regrets/Absent:

Allyson Jule (Dean's Office)
Leanne Joe (TLC)
Lisa Moy (Dean's Office)

Recorder: Angie Reid*

* Indicates Non-Voting Member

1. Call to Order

1.1. Approval of Agenda – November 21, 2025

MOTION:

That the agenda of November 21, 2025 be approved as presented.
Helen Butner / Carolyn MacLaren
CARRIED.

1.2. Approval of Minutes – October 24, 2025

MOTION:

That the minutes of October 24, 2025 be approved as presented.
Inaam Charaf / Carol Suhr
CARRIED.

2. For Approval

3. For Recommendation to Faculty Council

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 with the following amendments:

- In the memo under the third bullet and program learning outcome 2 of the calendar copy, remove “state-sanctioned”.
- In the memo, add a rationale for the change to the graduation GPA requirement.
- At the beginning of the calendar copy, remove “program changes to be implemented for Fall 2026.”
- In the first paragraph of the calendar copy, completely delete “indigenization,”.
- In the first paragraph of the calendar copy, revise the last sentence to reduce the multiple clauses.
- Clarify in the calendar copy that the graduation requirement is based on program GPA rather than cumulative.
- Recommend specifying the program duration in the calendar copy.
- Recommend clarifying in the calendar copy that exams can be completed online.

Carolyn MacLaren / Gena Hamilton
CARRIED.

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 with the following amendments:

- Add the course code to the subject line of the memo.
- Throughout the memo and OCO, revise to “client-centered” for consistency.
- Throughout the OCO, maintain consistent hyphen use in “trauma-informed”.
- In LO4, define the acronym for KYC.
- Under Typical Instructional Methods, revise to “preparation, guest-led...”
- Under Required Additional Supplies and Materials, add a hyperlink to “Technical requirements” to the [UFV MyClass Help Technical Requirements webpage](#). Recommend revising to “See the [technical requirements webpage](#).”

Carolyn MacLaren / Rilla Apostolakis
CARRIED.

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 with the following amendments:

- Add the course code to the subject line of the memo.
- Throughout the memo and OCO, revise to “client-centered” for consistency.
- Throughout the OCO, maintain consistent hyphen use in “trauma-informed”.
- Under Required Additional Supplies and Materials, add a hyperlink to “Technical requirements” to the [UFV MyClass Help Technical Requirements webpage](#). Recommend revising to “See the [technical requirements webpage](#).”
- Under Course Content and Topics, revise to consistently use “and” or “&” rather than switching between them.
- Under Course Content and Topics, define the acronyms for FIOPPA and PIPPA.

Carolyn MacLaren / Gena Hamilton
CARRIED.

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 with the following amendments:

- Add the course code to the subject line of the memo.
- In the memo under #6 and the OCO’s learning outcomes, lowercase “communities” throughout.
- Throughout the memo and OCO, revise to “client-centered” for consistency.
- Under Prerequisites, revise to “Assistant certificate”.
- Revise the Typical Instructional Methods to include the additional methods expected to be used.
- Under Required Additional Supplies and Materials, add a hyperlink to “Technical requirements” to the [UFV MyClass Help Technical Requirements webpage](#). Recommend revising to “See the [technical requirements webpage](#).”

Carolyn MacLaren / Helen Butner
CARRIED.

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 with the following amendments:

- Add the course code to the subject line of the memo.
- In the memo under #6, the last sentence has grammatical issues affecting readability and requires revision. A suggested revision was “This course also includes identifying historical implications associated with fee simple holdings, Indigenous land and resources, and examining issues and impacts of settler-colonialism on the unceded lands of British Columbia. It also includes demonstrating accurate and respectful identification procedures for Indigenous Peoples, including government-issued identification, Status Cards, and Métis Citizenship Cards.”
- Throughout the memo and OCO, revise to “client-centered” for consistency.

Carolyn MacLaren / Rilla Apostolakis
CARRIED.

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 with the following amendments:

- Add the course code to the subject line of the memo.
- Throughout the memo and OCO, revise to “client-centered” for consistency.
- Revise the course title to “LAA 05 Family Law”.
- Revise the Typical Instructional Methods to include the additional methods expected to be used.
- Under Required Additional Supplies and Materials, add a hyperlink to “Technical requirements” to the [UFV MyClass Help Technical Requirements webpage](#). Recommend revising to “See the [technical requirements webpage](#).”
- In the ninth bullet under Course Content and Topics, revise to “starting an action”.
- In the twelfth bullet under Course Content and Topics, revise to “about parenting”.

Carolyn MacLaren / Inaam Charaf
CARRIED.

3.7. LAA 06 Wills and Estates – New Course – Carolyn MacLaren

MOTION:

That the new course LAA 06 Wills and Estates be accepted and recommended to ECHD Faculty Council with the following amendments:

- Add the course code to the subject line of the memo.
- In the memo under #6, italicize “*Guide to Wills and Estate Planning for First Nations Clients Living on Reserves.*”
- Throughout the memo and OCO, revise to “client-centered” for consistency.
- In the PLAR section, remove the duplicated “PLAR cannot be awarded for this course because.”
- Under Required Additional Supplies and Materials, add and hyperlink to the [UFV MyClass Help Technical Requirements webpage](#), similar to the other OCOs.

Carolyn MacLaren / Curtis Magnuson
CARRIED.

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 with the following amendments:

- Add the course code to the subject line of the memo.
- Throughout the memo and OCO, revise to “client-centered” for consistency.
- In the Calendar Description and Course Content and Topics section, use consistent capitalization for “legal administrative assistant” throughout.
- In the Prerequisites, revise to include the minimum grade of A- in LAA 01.
- Under the Recommended Evaluation Methods and Weighting Details section, revise to “self-evaluation/self-reflection.”
- Under Required Additional Supplies and Materials, add a hyperlink to “Technical requirements” to the [UFV MyClass Help Technical Requirements webpage](#). Recommend revising to “See the [technical requirements webpage](#).”
- Under Typical Instructional Methods, revise to “research, small group work, community elders/guest speakers”.
- In the fifth bullet under Course Content and Topics, revise to “Job market information” and remove “(NOCCs)”.
- Under Course Content and Topics, use consistent capitalization.

Carolyn MacLaren / Gena Hamilton
CARRIED.

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 with the following amendments:

- Add the course code to the subject line of the memo.
- Throughout the memo and OCO, revise to “client-centered” for consistency.
- Revise the Prerequisites to “Program GPA 3.67 (A-) and achieve a minimum grade of A- in each of the following courses: LAA 01, LAA 02, LAA 03, LAA 04, LAA 05, LAA 06, and LAA 07.”

Carolyn MacLaren / Curtis Magnuson

CARRIED.

4. Discussion Items

4.1. Course Outline Review Database – *Angie Reid*

- The Course Outline Review Database was included in the agenda package to assist areas with planning the upcoming year's revision work. Angie reminded the Committee that it does not reflect course revisions currently in process.

4.2. Open Discussion

5. Information Items

6. Adjournment