

## Submitting an Item to FECHD Curriculum Committee

---

- Submissions must be sent to [FECHD.Committees@ufv.ca](mailto:FECHD.Committees@ufv.ca) by the agenda deadline.
- Send each item as its own e-mail (ex: one course per e-mail) with a clear subject line such as “ADED 210 - For FECHDCC”. (The exception is block items. Connect with the Committees Assistant about these.)
- All requirements for the item submitted must be complete in one e-mail: the motion and all documents. Sending the motion or documents separately increases the risk of errors with each e-mail sent.
- The number of documents must be as low as possible: the memo, the course outline(s) or calendar copy, the Transfer Credit Request Form (if applicable), and a compiled PDF of any other supporting documents (if applicable). The memo, course outline/calendar copy, and Transfer Credit Request must be Word versions with tracked changes. Ensure they are on the latest template versions from the UEC or GSC website before starting revisions.
- New program and concept paper submissions must be submitted by the PDQA Office, not the department/school, as per their procedures.
- Most importantly, be familiar with UFV’s course and program approval processes and requirements.

## FECHDCC → ECHDFC

---

After the FECHDCC meeting and once motions are approved by the Chair, the Committees Assistant will e-mail the head/director, assistant, and FECHDCC representative outlining if any documents require updating before being placed on the ECHDFC agenda. The turnaround time is usually small, so watch for this communication.

## Draft FECHDCC Motions

---

### Motion for new course:

That the new course ADED ### [title] be accepted and recommended to ECHD Faculty Council as presented.

### Motion for major course changes:

That the major revisions to ADED ### [title] be accepted and recommended to ECHD Faculty Council as presented.

### Motion for minor course changes:

That the minor revisions to ADED ### [title] be approved as presented.

### Motion for new program:

That the new program [program name] be accepted and recommended to ECHD Faculty Council as presented.

### Motion for major program changes:

That the major revisions to the [program name] be accepted and recommended to ECHD Faculty Council as presented.

### Motion for minor program changes:

That the minor revisions to the [program name] be approved as presented.

## Resources

---

- FECHD Committees Website: [ufv.ca/senate/college--faculty-councils/education-community--human-development](http://ufv.ca/senate/college--faculty-councils/education-community--human-development)
- Undergraduate Education Committee Resources & Templates: [ufv.ca/senate/standing-committees/uec](http://ufv.ca/senate/standing-committees/uec)
- Graduate Studies Committee Resources & Templates: [ufv.ca/graduate-studies/faculty-and-staff-resources/program-and-course-approval/#ApprovalProcesses](http://ufv.ca/graduate-studies/faculty-and-staff-resources/program-and-course-approval/#ApprovalProcesses)
- Program Suspension & Discontinuation Resources & Templates: [ufv.ca/program-development/program-suspension-and-discontinuance/](http://ufv.ca/program-development/program-suspension-and-discontinuance/)
- New Program Resources: [ufv.ca/program-development/develop-new-program](http://ufv.ca/program-development/develop-new-program)