UNIVERSITY
OF THE FRASER VALLEY

UEC MEMORANDUM	UEC Chair:	Samantha Pattrdge
	Phone:	4177
	UEC Assistant:	Amanda Grimson
	Phone:	4571

TO: Undergraduate Education Committee Representatives

FROM: Amanda Grimson, UEC Assistant

DATE: May 4, 2010

RE: NOTICE OF UEC MEETING

An Undergraduate Education Committee (UEC)

meeting is scheduled for:

Friday, May 13, 2010

10:30 am, Room C1429 (Abbotsford campus)

[Agenda package attached]

UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

Friday, May 13, 2011
10:30 am – Room C1429
Abbotsford Campus

AGENDA
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1. **APPROVAL OF THE AGENDA**

2. **APPROVAL OF UEC MINUTES**

    2.1. UEC draft minutes: February 25, 2011   Exhibit #2.1

3. **BUSINESS/DISCUSSION ITEMS**

    3.1. Election of Vice-chair

    3.2. Approval process   Exhibit #3.2

    3.3. Meeting times   Exhibit #3.3

    3.4. Policies   Exhibit #3.4

    3.5. General framework for Honours degrees   Exhibit #3.5

    3.6. Cross-listed courses

4. **ADJOURNMENT**

UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

Friday, February 25, 2011
9:30 am – Room A225
Abbotsford Campus

DRAFT MINUTES

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Present: A. Arndt, M. Bos-Chan, S. Brigden, W. Burton, J. Carroll, B. Cooke, C. Forster, D. Freschi, S. Hardman, R. McLeod, S. Pattridge, E. Spalding, S. Stegmueller, D. Thomson

Absent: D. Alary, E. Davis, K. Issac, R. Khalideen, S. McMath, S. Potter, S. Varga, B. Whittaker

Recorder: A. Grimson

1. **APPROVAL OF THE AGENDA**

   The agenda was accepted as presented.

2. **WELCOME FROM SENATE**

   Following brief introductions, B. Cooke welcomed UEC members to this new standing subcommittee of Senate, and discussed UEC's relationship to Senate.

3. **UEC OVERVIEW**

   Terms of Reference for UEC and the Academic Planning and Priorities Committee were distributed. The Senate Governance Committee has asked that the current Terms of Reference not be changed or extensively reviewed until at least November 2011.

   Of particular note in UEC's Terms of Reference is the ability to create subcommittees as needed. B. Cooke indicated that UEC may wish to consider retaining UPAC as a subcommittee to review program and course proposals.

   Rules for the conduct of business for Senate standing committees were also distributed.

4. **ELECTION OF CHAIR**

   The chair of UEC will sit on the Academic Planning and Priorities Committee, which will commence in March 2011. This will be a one-year renewable term.

   S. Pattridge was nominated by D. Thomson for the position of Chair. There being no further nominations, S. Pattridge was acclaimed to the position.

5. **ADJOURNMENT**

   The meeting was adjourned at 9:54 am.

MEMO

UNIVERSITY
OF THE FRASER VALLEY

To: Academic Planning and Priorities Committee

From: Samantha Pattridge, Chair of Undergraduate Education Committee

Date: April 5, 2011

Re: **Undergraduate Program Advisory/Undergraduate Education Committees' Activities**

As requested by the Academic Planning and Priorities Committee at its first meeting in March 2011, this report explains the recent activities of the Undergraduate Education Committee (UEC). Since the UEC has met only once to date, the report also explains the recent history and activities of the Undergraduate Program Advisory Committee (UPAC), UEC's predecessor.

Recent History of Undergraduate Program Advisory Committee
The Undergraduate Program Advisory Committee has been responsible for course and program approvals at UFV. The table below shows the numbers of new courses, course revisions, new programs, and program revisions that have gone through UPAC in the last five years:

**Table 1. UPAC Activity from 2006/07 to present**

	2006/07	2007/08	2008/09	2009/10	2010/11 (to March)
New courses:	109	106	87	104	36
Course revisions:	236	233	280	238	175
New programs:	12	10	25	13	10
Program revisions:	40	54	88	56	43
Total course proposals:	345	339	367	342	211
Total program proposals:	52	64	113	69	53
Total proposals:	397	403	480	411	264

Some of the numbers above represent group changes to prerequisites and cross-listings; however, UPAC deals with a significant number of revisions and approvals each year. UPAC members are also members of the Pre-UPAC discussion board, the first step for course approvals after department approval, so all UPAC members see all the course outlines and program changes early in the process, and there is a large volume of information to sort through each month.

In recent years, UPAC updated its approval process somewhat, identifying major and minor changes. All program changes are brought to the UPAC meeting for discussion and a vote, and major items such as new programs, changes to entrance requirements, or items with budget implications are recommended to Senate for approval, Major and minor course changes, including new course proposals, now come through UPAC as information items that are generally voted on in one block motion – unless someone on the committee identifies an issue with a change. The intent behind this change was to avoid bogging down the meetings with minor course changes or changes to wording. Much of this work is now accomplished in the Pre-UPAC discussion.

Course and Program Approval Process
The current process for approving undergraduate courses and program changes differs slightly for each faculty, but the general steps in the process are the same (see Figure 1).
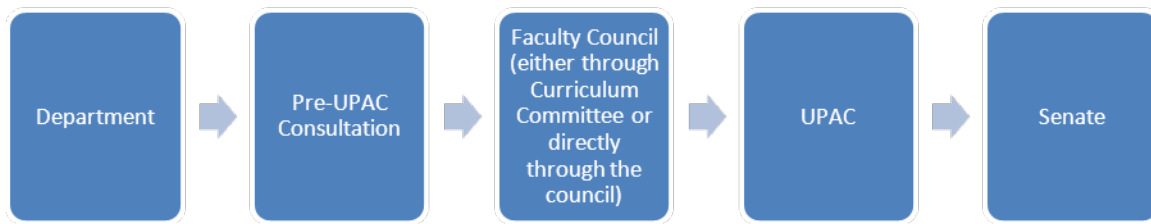
Figure 1. General Course and Program Approval Process

Dean's approval of major changes comes at the Faculty Council step, usually after the items have been approved through the appropriate Faculty Council.

Specific Concerns of UPAC/UEC
UPAC has identified some important issues in the approval process and would like input on them:

1. Pre-UPAC is a consultation only. It allows many to comment, but it is not technically part of the approval process. It is possible for recommendations to be missed or ignored before course outlines move on.
2. Responsibility for Pre-UPAC commentary currently rests on two or three individuals. The role of Pre-UPAC members should be clarified, and perhaps the responsibility of responding to changes could be divided among the Pre-UPAC members to ease the workload.
3. With the addition of Faculty Councils and changes to the UPAC process, the approval process for undergraduate courses and programs has been confusing for different areas, especially since each faculty has a slightly different process. UPAC recommends that as few changes as possible be made to the process in the early stages of our transition to the new governance structure.

UEC members, in their first meeting in March, also identified some questions they have for the Academic Planning and Priorities Committee:

1. **Where does the budget consultation fit into the course and program approval process, and what does this mean for the budget committee?**
2. **How can the process be kept as timely as possible?**
3. **After the Undergraduate Education Committee, where do items go? What issues should be decided on behalf of Academic Planning and Priorities by UEC, and what issues need to move on, to the Budget Committee and/or to Academic Planning and Priorities, before going to Senate?**
4. **What type of reporting will Academic Planning and Priorities require? Minutes plus a short report, or just minutes**?

Finally, the University Registrar, in a recent analysis of policy distribution, indicates that 38 of the 59 Senate and joint (Senate and Board) policies mentioned will be the responsibility of the Undergraduate Education Committee. Assuming that responsibility for course and program approvals will remain with the UEC, sub-committees will likely be necessary to ensure all of this important committee's work is accomplished quickly and effectively. Any guidance from Academic Planning and Priorities on these issues would be welcome.

From: Bill Cooke
Sent: Friday, November 19, 2010 10:39 AM
To: Deborah Block; Nicole Egresits; Kasey Merritt
Cc: Monique Castonguay; Amanda Grimson

Subject:Senate Standing Committee meeting times

Hi,

The Senate Governance Committee will be making recommendations to the next Senate meeting to fill these committees. With luck you will have committees ready to go in January. Monique and I will help however we can to get things going.

There was a concern raised at the Governance Committee. The meeting times do not allow faculty in Trades and some from Sciences to participate. This was taken to Senate as a recommendation that whenever possible the standing committees meet after 2:30. Senate agreed.

We set up the meeting times so that people who were considering volunteering would know how they fit in their schedules and the ex officio members would have them in their schedules. Given the size of the committees it won't be easy to alter the times, but could you consider how the committees could move toward meeting after 2:30? It might be a goal for September that each committee would adopt.

Thanks,

Bill

MEMORANDUM

To: Samantha Pattridge
        Chair, Undergraduate Education Committee

From: Bill Cooke
        University Secretary

        Lisa Tassone
        Assistant to the University Secretary

Date: 21 March 2011

Re: Allocation of policies

The terms of reference for each Senate standing committees include responsibilities for which there are related Senate and joint (Board, on the advice of Senate) policies. A list of these policies seen to be the responsibility of each committee is attached.

Please advise me if you see problems with this allocation.

Allocation of Policies for Senate and Senate Standing Committees

Policy#	Policy_Title	SEN	UEC	GSC	APP	SRC	SBC	SGC
110.04	Art Acquisition & Exhibition Policy				YJ			
110.17	Outstanding Initiatives Award	YJ						
110.19	Academic Standards Committee Terms of Reference	No longer needed						
110.24	Naming of Buildings, Spaces and Facilities				YJ			
110.26	Ombudsman Policy	YJ						
110.27	Approval of Graduands		Y	Y				
110.29	Program and Course Approval		YJ	YJ				
110.31	Teaching Excellence Award	Y						
110.32	Policy Review Standing Committee	Y						
210.01	Instructional Responsibilities		YJ	YJ				
210.02	Role of the UFV Library				YJ			
210.08	Faculty Qualifications		YJ	YJ				
210.09	Integrity in Research and Scholarship					Y		
210.1	Research Ethics					Y		
210.14	Course Numbering		Y	Y				
220.02	External Program Advisory Committees				YJ			
310.01	Academic Appeals	Y						
310.02	Attendance		Y	Y				
310.03	Course Loads, Academic Program		Y					
310.04	Graduation Awards		Y	Y				
310.06	Amendment of Permanent Record	Y						
310.08	Exchange of Student Groups with Other Institutions				YJ			
310.09	Change in Programme Content		Y	Y				
310.1	Time Limit to Complete Programme Requirements		Y	Y				
310.12	Student Conduct	YJ						
310.14	Library Collection				YJ			
330.01	Student Awards	YJ						
340.01	Advance Placement		Y	Y				
340.03	Academic Warning		Y	Y				
340.04	Admission to Undergraduate Programs		Y					
340.05	Course Withdrawal		Y	Y				
340.08	Late Entry		Y	Y				
340.09	Placement		Y	Y				
340.1	Course Requisites		Y	Y				
340.12	Reserved Seats		YJ	YJ				
340.13	Course Repeat		Y	Y				
340.15	Change in Admission Requirements		Y	Y				
340.17	Change in Prerequisites		Y	Y				
340.18	Program Waiting Lists		Y	Y				
340.19	Advanced Placement Programme				Y			
340.2	Re-Admission		Y	Y				
340.21	Continuance in Programme		Y	Y				
340.23	Prior Learning Assessment (PLA)		Y	Y				
340.24	Order of Registration		YJ	YJ				
340.26	Residency		Y	Y				

J = Joint (Board, on advice of Senate)

Allocation of Policies for Senate and Senate Standing Committees

Policy#	Policy_Title	SEN	UEC	GSC	APP	SRC	SBC	SGC
340.27	Portfolio Assessment Policy		Y	Y				
340.28	Subsequent Degree		Y					
340.29	English Language Proficiency Requirement		Y	Y				
340.29	English Language Entrance Proficiency Until Aug 2011							
340.3	English Language Continuance Proficiency Until Aug 2011							
350.01	Grading System		Y	Y				
350.02	Change of Grades		Y	Y				
350.03	Incomplete Grades		Y	Y				
350.04	Grade Point Average		Y	Y				
350.05	Assignment of Course Credit		Y	Y				
350.06	Course Challenge		Y	Y				
350.07	Transfer Credit				Y			
350.08	Course Audit		Y	Y				
350.09	Submission of Grades		Y	Y				
	Graduate regulations			Y				

J = Joint (Board, on advice of Senate)

MEMORANDUM

To: Samantha Pattridge
        Undergraduate Education Committee

From: Bill Cooke
        Registrar and Secretary of Senate

Date: 8 May, 2011

Re: Request for Re-consideration of the General Framework for Honours Degrees

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The University College Council, at its meeting on 11 December, 2002, approved the General Framework for UCFV Honours. Recently Norm Taylor noticed that there was a difference between the framework as approved in the minutes of the UCC meeting and the one that appears on the web.

The UCC minutes show that all the additional academic requirements to a corresponding major or degree must be included in the honours requirements. The material that was presented at the meetings leading up to the decision required only one of the additional requirements. A copy of the material I have from these meetings with my notes of the discussion is attached:

1. Exhibit for UCC meeting 13 November, 2002
2. Exhibit for UCC meeting 11 December, 2002
3. Extract from minutes of UCC meeting 11 December, 2002

It is my belief that the minutes are not correct, and so, I'm asking that the UEC review the requirement for additional academic requirements and confirm that all or only one is required for an honours degree.

uCC   NOV ~~20N~~ 2002

EXHIBIT # 11

Motion:

Proposals for honours degree programs as an option to an existing degree program must meet the requirements of the "General Framework for UCFV Honours Degrees (Nov. 13, 2002)."

General Framework for UCFV Honours Degrees (Nov. 13, 2002)

Preamble:

UCFV recognizes that some of our students are capable of superior academic performance. To help distinguish these students, some UCFV departments will set up an honours program that contains additional criteria. An honours designation would appear on both transcripts and the degree parchment for graduates of such a program.

Requirements:

1. Students require a minimum CGPA of 3.00 to be admitted to an honours program, and must maintain that average to remain in an honours program. Departments may set a higher CGPA requirement.

    Program requirements must include

2. ~~Students must also complete~~ additional academic requirements to their major (in cases where they exist) ~~or degree program (in cases~~ where no majors exist) as specified by the department that includes at least one of: *in total*
    a) Additional credit requirements to a maximum of 132 credits;
    b) Completion of additional educational activities such as an honours seminar, thesis or project;
    c) Completion of new courses specific to the honours degree (i.e. prerequisites on such courses would include admittance to the honours program)
    d) Completion of specified courses already existing in the current degree program but which are not mandatory in that program.

    Students should be aware of the pre-requisites for the above criteria and plan accordingly.

3. Students will ~~only~~ *only* be admitted to an honours program if they have completed at least 60 credits, but will not be admitted it they are within 30 credits of completing the degree unless a department has approved a late declaration provision.

4. Students who fail to meet the graduation requirements for an honours degree, but do make the requirement for the corresponding non-honours degree program would be awarded the non-honours degree.

Process:

dept and curriculum committees (where they exist)

5. Individual honours degree proposals will be approved by ~~curriculum and/or departmental committees~~ prior to submission to PAC and UCC. The submission must include an indication of the additional resources required to run the program.

132 credits or 12 own normal degree requirements

3.0 GPA why. concerns that its too low.

Motion: (Wayne Welsh)   <u>**EXHIBIT # 3.2**</u>

**Proposals for honours degree programs as an option to an existing degree program
must meet the requirements of the "General Framework for UCFV Honours Degrees
(December 11, 2002)"**

General Framework for UCFV Honours Degrees (December 11, 2002)

Preamble:

UCFV recognizes that some of our students are capable of superior academic performance. To help distinguish these students, some UCFV departments will set up an honours program that contains additional criteria. An honours designation would appear on both transcripts and the degree parchment for graduates of such a program.

Requirements:

1. Students require a minimum CGPA of 3.33 (B+) to be admitted to an honours program, and must maintain that average to remain in an honours program. Departments may set a higher CGPA requirement.

2. Honours programs must contain additional academic requirements to a corresponding major program (in cases where they exist) or degree program (in cases where no majors exist) as specified by the department that includes at least one of:
   a) Additional credit requirements of up to 12 credits for a maximum of 132 credits for the degree;
   b) Completion of additional educational activities such as an honours seminar, thesis or project;
   c) Completion of new courses specific to the honours degree (i.e. prerequisites on such courses would include admittance to the honours program)
   d) Completion of specified courses already existing in the current degree program but which are not mandatory in that program.

   Students should be aware of the pre-requisites for the above criteria and plan accordingly.

3. Students will be admitted to an honours program only if they have completed at least 60 credits, but will not be admitted if they are within 30 credits of completing the degree unless a department has approved a late declaration provision.

4. Students who fail to meet the graduation requirements for an honours degree, but do make the requirement for the corresponding non-honours degree program would be awarded the non-honours degree.

Process

5. Individual honours degree proposals will be approved by curriculum (or equivalent) committees prior to submission to PAC and UCC. The submission must include an indication of the additional resources required to run the program.

approved 15 Jan 03

③

Continuing UCC Business cont'd – 3.1

Business Plan

The committee recommends that a business plan be developed and submitted as background information to UCC together with the full program proposal.

1) Description of proposed applied program

2) Identification of the target student audience for the program

3) Assessment of the labour market's need for the program; identification of other similar programs in B.C.

4) Program delivery method

5) Identify indirect costs of running the program

6) Estimated full annual costs of running the program for each of the first three years and development costs

7) Anticipated sources of funding for the program; projection of the level of tuition fees

8) Proposed budget for the first three years of program operation

9) Description of department/institution resources for delivery of program

10) Any other information required by the Ministry of Advanced Education.

3.2 General Framework for UCFV Honours Degrees   *Wayne Welsh*

To recognize some of UCFV students who are capable of superior academic performance. An honours designation would appear on both transcripts and the degree parchment for graduates of such a program.

Requirements:

1. Minimum CGPA of 3.33 (B+) required for admittance to an honours program. Departments may set a higher CGPA requirement.

2. Honours programs must contain additional academic requirements to a corresponding major or degree as specified by the department:

   a) Additional credit requirements of up to 12 credits for a maximum of 132 credits for the degree

   b) Completion of additional educational activities such as an honours seminar, thesis or project

   c) Completion of new courses specific to the honours degree

   d) Completion of specified courses already existing in the current degree program but which are not mandatory in that program

Students should be aware of the pre-requisites for the above criteria and plan accordingly.

3. Students will be admitted to an honours program only if they have completed at least 60 credits, but will not be admitted if they are within 30 credits of completing the degree unless a department has approved a late declaration provision.

4. Students who fail to meet the graduation requirements for an honours degree, but do make the requirement for the corresponding non-honours degree program would be awarded the non-honours degree.

Process

5. Individual honours degree proposals will be approved by curriculum (or equivalent) committees prior to submission to PAC and UCC. The submission must include an indication of the additional resources required to run the program.

<u>Discussion</u>: Wayne highlighted significant changes to the framework as indicated above. UCFV based the CGPA of a high B average from the models at SFU and UBC. The committee did not accept the maximum credit for the degree as outlined in 2a to be beyond 132 credits. The remaining changes were as suggested for minor editing.

<u>Motion</u>:   W. Welsh/L. Howe

Proposals for honours degree programs as an option to an existing degree program must meet the requirements of the "General Framework for UCFV Honours Degrees"

APPROVED

4. NEW UCC BUSINESS

4.1   <u>Approval of UCFV Graduands</u>   *B. Cooke*

<u>Motion</u>:   **B. Cooke/C. Dahl**

That UCC approve and recommend that the UCFV Board of Governors confer the appropriate graduation award on the candidates for graduation, with the condition that, in the judgement of the Registrar, all requirements for graduation have been met, and that any additions to the list be approved by the UCC Chair, UCC Vice Chair, and the Registrar.

APPROVED
RECOMMENDED TO THE UCFV BOARD OF GOVERNORS