



## UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

February 01, 2013  
10:00 am – Room A225  
Abbotsford Campus

### APPROVED MINUTES

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**PRESENT:** M. Bos-Chan, S. Brigden, H. Compeau, J. English, S. Fisher, N. Goad, J. Larsen, S. Manu, S. Marsh, R. McLeod, S. Patridge, E. Spalding, L. Stagg, D. Waslewsky, J. White, S. Xi  
**ABSENT:** D. Alary, S. Bains, W. Burton, R. Colwell, V. Dvoracek, S. Hardman, O. Steyn  
**GUESTS:** T. Anzai, N. Barker, D. Blakeborough, I. Cohen, Z. Dennison, B. Kirkley, C. Loten, D. Miskiman, E. Newman, S. Piper, J. Potts, R. Smith, C. Stewart, J. Todrick  
**RECORDER:** A. Grimson

#### 1. APPROVAL OF THE AGENDA

**MOTION:**

MOTION: To approve the agenda as presented.

S. Brigden/E. Spalding

#### 2. APPROVAL OF UEC MINUTES

##### 2.1. UEC draft minutes: November 26, 2012

**MOTION:**

To approve the draft minutes as presented.

E. Spalding/H. Compeau

#### 3. COURSE OUTLINES

##### 3.1. Business Administration

Changes including prerequisites and course number: BUS 226/ECON 226 (formerly BUS 301/ECON 301)

Changes including title and prerequisites: BUS 321

Changes including prerequisites and pre/corequisites: BUS 327

Changes including course number: BUS 328 (formerly BUS 224)

Changes including prerequisites and corequisites: BUS 338

Changes including title, prerequisites, and course number: BUS 426 (formerly BUS 463)

Changes including prerequisites and corequisites: BUS 439

New course: BUS 329, Brand Image Management

New course: BUS 427, PR and Event Management

S. Patridge received comments regarding BUS 329 and 426, so these should be discussed separately.

The inclusion of Adobe CS6 in the materials section for BUS 329 was a concern,

as this is an expensive software package for students to purchase. This version is not available on campus, but as earlier versions are available in various computer labs, the department confirmed that reference to a specific version could be removed. It was also suggested that Adobe be referred to as an example of "industry standard" software, to allow for acceptable substitutes.

An additional concern with BUS 329 was that it will be difficult for students to gain a solid foundation in all of the listed Adobe programs during a single course. C. Stewart indicated that students will only be expected to gain an understanding of some areas of the various Adobe programs.

For BUS 426, concerns were raised over similarities with CMNS 312. In particular, the calendar description, learning outcomes, and assignments listed in these two courses appear to be very similar. The Business and Communications departments will need to discuss these courses further. However, the course number can be changed at this time.

**MOTION:**

To approve the Business Administration course outlines, with the exception of BUS 329 and 426, as amended:

- BUS 226 prerequisites: "MATH 141 (formerly MATH 115)"
- BUS 338: removal of BUS 343 from corequisites, and addition of BUS 247 (prerequisite for BUS 343) as prerequisite; interim course outline effective September 2013, with final course outline effective September 2014

S. Brigden/E. Spalding

**MOTION:**

To approve the BUS 329 course outline as amended:

- Course description: "...using the industry standard software, such as Adobe Photoshop, Illustrator, and In-Design. Online brand development and management are explored using industry standard web design software, such as Dreamweaver and Flash."
- Supplies/materials: "Access to industry standard software, such as Adobe CS 6, is recommended."

M. Bos-Chan/L. Stagg

**MOTION:**

To postpone approval of BUS 426 until the Business and Communications departments have been able to discuss potential overlaps with CMNS 312.

S. Brigden/S. Fisher

**MOTION:**

To renumber BUS 463 to BUS 426, including the reuse of the number.

M. Bos-Chan/S. Marsh

**3.2. Criminology and Criminal Justice**

Discontinuation of course: CRIM 420

**MOTION:**

To approve the discontinuation of CRIM 420 as presented.

S. Fisher/E. Spalding

### **3.3. Health Sciences**

Change to credits and total hours: PNUR 156

#### **MOTION:**

To approve the revised PNUR 156 course outline as presented.

R. McLeod/M. Bos-Chan

### **3.4. Modern Languages**

New course: FREN 331, Introduction to French Applied Linguistics II

New course: FREN 342, Advanced French Oral Communication

New course: FREN 415, Myths, Tales, and Legends in Francophone Literatures

New course: FREN 420, French French Translation and Comparative Stylistics

New course: FREN 450, Special Topics in French I

New course: FREN 451, Special Topics in French II

New course: FREN 452, Special Topics in French III

Change to course number: FREN 430 (formerly FREN 330)

New course: JAPN 103, Japanese Study Tour: Language and Culture

FREN 331 refers to a French major, which does not currently exist at UFV.

Although this may be applicable to visiting students completing a French major at other institutions, it may be misleading to UFV students.

#### **MOTION:**

To approve the French and Japanese course outlines as amended:

- FREN 331: removal of reference to French major from the course description
- FREN 430: replaces "FREN 330 and 331"

E. Splading/R. McLeod

### **3.5. Psychology**

Regularization of special topics course: PSYC 309 (formerly PSYC 200R)

Changes including prerequisites and course number: PSYC 364 (formerly PSYC 264)

#### **MOTION:**

To approve the Psychology course outlines as presented.

S. Brigden/R. McLeod

### **3.6. Theatre**

New course: THEA 220, Stage Management for Live Events

Changes including title, prerequisites, and course content: THEA 401

#### **MOTION:**

To approve the Theatre course outlines as presented.

E. Spalding/R. McLeod

### **3.7. Trades and Technology**

Change to course number and prerequisites: PLMB 110 (formerly PLMB 100)

Change to course number and prerequisites: PLMB 111 (formerly PLMB 102)

Change to course number and prerequisites: PLMB 112 (formerly PLMB 101)

Change to course number and prerequisites: PLMB 113 (formerly PLMB 103)

Change to course number and prerequisites: PLMB 114 (formerly PLMB 106)

Change to course number and prerequisites: PLMB 115 (formerly PLMB 105)

Change to course number and prerequisites: PLMB 116 (formerly PLMB 104)

#### **MOTION:**

To approve the PLMB course outlines as presented.

R. McLeod/E. Spalding

## **4. PROGRAMS**

### **4.1. Agriculture Technology**

Change to program: Agriculture Technology programs (Agriculture Technology diploma, Horticulture Crop Production and Protection certificate, and Livestock Production certificate)

#### **MOTION:**

To approve the changes to the Agriculture Technology programs (Agriculture Technology diploma, Horticulture Crop Production and Protection certificate, and Livestock Production certificate) entrance requirements as amended, effective September 2013:

- Replace "Applied Math 11" with "Applications of Mathematics 11"
- Add "MATH 085, or equivalent"

R. McLeod/M. Bos-Chan

### **4.2. Mathematics and Statistics**

Change to program: Data Analysis Post-degree certificate

#### **MOTION:**

To approve the changes to the Data Analysis Post-degree certificate program requirements as presented, effective September 2013.

S. Marsh/E. Spalding

### **4.3. Criminology and Criminal Justice**

Change to program: Criminal Justice diploma

#### **MOTION:**

To approve the changes to the Criminal Justice diploma as presented, effective September 2013.

E. Spalding/L. Stagg

### **4.4. Geography**

Change to programs: Physical Geography major, minor, and Honours

#### **MOTION:**

To approve the changes to the Physical Geography major, minor, and Honours program requirements as presented, effective September 2013.

S. Marsh/H. Compeau

**4.5. Social, Cultural, and Media Studies**

Change to program: Associate of Arts, Media and Communication Studies option

Change to program: Media and Communication Studies minor and extended minor

Change to program: Sociology extended minor

**MOTION:**

To approve the change to the Associate of Arts, Media and Communication Studies option program requirements as presented, effective September 2013.

R. McLeod/S. Brigden

**MOTION:**

To approve the changes to the Media and Communication Studies minor and extended minor program requirements as presented, effective September 2013.

S. Brigden/J. White

**MOTION:**

To approve the changes to the Sociology extended minor program requirements as presented, effective September 2013.

S. Brigden/E. Spalding

**4.6. Visual Arts**

Change to program: Graphic and Digital Design minor and extended minor

Change to program: Visual Arts major

Change to program: Visual Arts extended minor

**MOTION:**

To approve the changes to the Graphic and Digital Design minor and extended minor as presented, effective September 2013.

M. Bos-Chan/S. Marsh

**MOTION:**

To approve the changes to the Visual Arts major electives as presented, effective September 2013.

M. Bos-Chan/R. McLeod

**MOTION:**

To approve the changes to the Visual Arts extended minor program requirements as presented, effective September 2013.

M. Bos-Chan/L. Stagg

**4.7. Arts**

Change to program: Bachelor of Arts

E. Spalding noted that some subject areas, such as journalism, indigenous studies, and Indo-Canadian studies, should perhaps be included as well. UEC agreed that any other Arts-related disciplines could be added at this time; A. Grimson will review the available disciplines and confirm with E. Newman.

*Note: E. Newman has confirmed that the following can be added: ARTS, critical analysis and study methodology, graphic design, Indigenous peoples knowledge, Indo-Canadian studies, journalism, Mennonite studies, and university studies. (First Nations studies is housed in the School of Social Work, and is not applicable.)*

**MOTION:**

To approve the changes to the applicable subject areas for the Bachelor of Arts degree electives as presented, effective September 2013.

E. Spalding/S. Fisher

**4.8. Fine Arts**

Changes to program: Bachelor of Fine Arts degree

**MOTION:**

To approve the change to double extended minors (Art History extended minor cannot be combined with Media and Communication Studies extended minor) in the Bachelor of Fine Arts as presented, effective September 2013.

M. Bos-Chan/E. Spalding

**MOTION:**

To approve the addition of ARTS 100 to the writing and reasoning requirements for the Bachelor of Fine Arts as presented, effective September 2013.

S. Fisher/S. Brigden

**MOTION:**

To approve the limitation of Theatre practica courses in the Bachelor of Fine Arts as presented, effective September 2013.

M. Bos-Chan/E. Spalding

**4.9. Science**

Change to program: Bachelor of Science

**MOTION:**

To approve the addition of ARTS 100 to the Bachelor of Science English/communications requirement as presented, effective September 2013.

S. Brigden/M. Bos-Chan

**4.10. Business Administration**

Change to program: Bachelor of Business Administration Accounting option

Change to program: Bachelor of Business Administration Marketing option

New program: Management Post-degree certificate

The proposal indicates that this is intended for students with a non-business background, but the entrance requirements do not specify a non-business degree. D. Miskiman indicated that this was not a concern, as even some students with business-related degrees might not have covered the material in the certificate. The residency requirements and number of course repeats were also discussed; both were revised.

**MOTION:**

To approve the changes to the Bachelor of Business Administration Accounting option program requirements as presented, effective September 2013.

S. Brigden/E. Spalding

**MOTION:**

To approve the changes to the Bachelor of Business Administration Marketing option program requirements as presented, effective September 2013.

S. Brigden/M. Bos-Chan

**MOTION:**

To approve the new Management Post-degree certificate (type B) as amended, effective September 2013:

- Residency: changed to "A minimum of five courses must be taken at UFV", rather than "the entire program must be taken at UFV"
- Continuance: changed to allow for two repeated courses rather than one

**4.11. Trades and Technology**

New program: Hospitality and Event Planning Post-degree certificate

New course: HOEV 200, Principles of Tourism: A Canadian Perspective

New course: HOEV 201, Hospitality Accounting and Financial Management

New course: HOEV 300, Hospitality Operations

New course: HOEV 301, E-Business and Technology Systems

New course: HOEV 302, Marketing Management for Hospitality and Tourism

New course: HOEV 303, Organizational Behavior and Leadership

New course: HOEV 400, Customer Relations Management

New course: HOEV 401, Canadian Hospitality Employment Law

New course: HOEV 402, Events Management

New course: HOEV 450, Hospitality and Event Internship

**MOTION:**

To approve the new Hospitality and Event Management Post-degree certificate program and new HOEV course outlines as presented.

R. McLeod/H. Compeau

**4.12. Media Arts**

New program: Bachelor of Media Arts degree

This program will not result in the creation of a Media Arts department, but will likely be administered by a program coordinator similar to the Bachelor of Fine Arts degree. It is likely that the BFA program committee will actually become a joint BFA-BMA committee.

**MOTION:**

To approve the new Bachelor of Media Arts degree as presented.

E. Spalding/M. Bos-Chan

**5. OTHER BUSINESS/DISCUSSION ITEMS**

**5.1. Admissions Subcommittee report**

**MOTION:**

To approve the revised membership of the Admissions Subcommittee as presented: temporary replacement of E. Harris by J. Laursen (chair); resignation of S. MacMath; addition of S. Pattridge.

E. Spalding/M. Bos-Chan

**MOTION:**

To approve the Admissions Subcommittee Terms of Reference as amended:

- As previously approved at UEC, membership will consist of:
  - Membership Associate Registrar
  - Two UEC members
  - One International Education representative
  - Two additional members, including at least one advisor

E. Spalding/L. Stagg

**MOTION:**

That UEC recommend to Senate the addition of a stipulation to the existing TOEFL criteria in the list of English Language Proficiency Standards in the UFV calendar that the minimum iBT score of 88 will include no section below 20.

S. Xi/M. Bos-Chan

**5.2. Transfer Credit Subcommittee report**

**MOTION:**

To approve the revised membership of the Transfer Credit Subcommittee as presented: temporary replacement of E. Harris with V. Hughes (chair), with support by A. Cox.

M. Bos-Chan/E. Spalding

**5.3. Policy Subcommittee report**

The Senate Governance Committee (SGC) has approved the request to review policy 105; UEC will be kept informed as the subcommittee progresses in this review.

The subcommittee also discussed the suggestion that UFV increase the frequency of calendar production from once a year, and noted the need for a policy regarding principles that govern the academic calendar.



**MOTION:**

That UEC recommend that the University Secretary initiate a policy review related to the academic calendar.

S. Brigden/M. Bos-Chan

**6. INFORMATION ITEMS**

**6.1. Kinesiology and Physical Education**

Resubmission of proposal to Senate: Bachelor of Kinesiology entrance requirements

**6.2. Health Sciences**

Discontinuation of program: Dental Hygiene diploma

**6.3. Minor course changes**

The following course outlines have been approved and will be available online at [www.ufv.ca/calendar/courseoutlines](http://www.ufv.ca/calendar/courseoutlines):

AH 100, 200

AH 205/VA 205

CIS 230, 385, 380, 390, 480

COMP 490

FILM 220

GD 159, 361

GEOG 252, 401, 454

LIBT 115

SOC 355/ANTH 355/MACS 355

THEA 111, 121, 123

VA 113, 421, 422, 431, 432, 451, 452, 471, 472, 483, 484

**7. ADJOURNMENT**

The meeting was adjourned at 12:15 pm.