



## UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

August 31, 2017  
10:00 AM - A225  
Abbotsford Campus

### APPROVED MINUTES

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**PRESENT:** Adrianna Bakos, Donna Alary, Maria Bos-Chan, Rhonda Colwell, Heather Compeau, Vlad Dvoracek, Peter Geller, David Johnston, Bruce Kirkley, Emilio Landolfi, Elaine Newman, Samantha Pattridge, Teresa Piper, Kirsten Robertson, Mary Saudelli, Eric Spalding, Ben Vanderlei, and Simon Xi

**ABSENT:** Sue Brigden, John English, Nancy Goad, Shirley Hardman, Ceilidh Hart, David McGuire, and Arashpreet Tamber

**GUESTS:** Lisa Boldt, Marlene Murray

**RECORDER:** Amanda Grimson

#### 1. ANNUAL RETREAT

##### 1.1. Degree audit and renumbered courses

M. Murray (Degree Audit Analyst) outlined the possible unintended implications of renumbering courses from upper-level to lower-level and vice versa.

##### 1.2. B.C. high school curriculum changes

D. Johnston (Registrar) provided an overview of the upcoming changes to the B.C. high school curriculum, including the implications of these changes on admissions and course prerequisites. Some high school courses will be changing names, some will be eliminated, and some will be split into multiple courses. Faculty Curriculum Committees and Councils are expected to look at the changes this fall, with revisions sent to UEC around December.

##### 1.3. Guidelines for committee members and Robert's Rules of Order

The UFV Secretariat has recently prepared some guidelines for committee members, including an overview of Robert's Rules of Order as they apply to standing committees of Senate.

##### 1.4. Participation marks as a significant portion of final grade

The use of participation marks as a portion of final grades is periodically discussed at UEC, but there are no guidelines that govern this issue.

Participation is seen as an important component of the grade in many disciplines (Modern Languages, Theatre, etc.), but there are often concerns when this value is particularly high. One specific concern is that participation may be perceived as subjective. There is also the issue of quantity vs. quality, and that non-academic aspects such as gender and culture can affect a student's participation in class. Part of the issue is how "participation" is defined, and how it is

communicated to students. The Theatre department, for example, uses specific criteria to evaluate participation, which is transparent and communicated to students.

Also of concern is how much is "too much". Historically, UEC has asked for further justification any time a course outline has included more than 10% for participation. Although there may be legitimate reasons for including a higher value, departments should be prepared to demonstrate why this is needed.

UEC did not see the need to articulate guidelines regarding participation, but agreed that its inclusion in course outlines should be justified.

## **2. APPROVAL OF UEC BUSINESS AGENDA**

## **3. APPROVAL OF UEC MINUTES**

### **3.1. UEC draft minutes: June 16, 2017**

#### **MOTION:**

To approve the draft minutes as presented.

CARRIED

## **4. COURSE OUTLINES**

## **5. OTHER BUSINESS/DISCUSSION ITEMS**

### **5.1. Academic Planning and Priorities Committee (APPC) designate**

Chair E. Spalding will be unable to attend APPC meetings this year, and asked for a designate to represent UEC. A. Bakos volunteered to fill this position for 2017-18.

### **5.2. Standing Committees of Senate Rules for the Conduct of Business**

There was no discussion on this item.

### **5.3. Draft course outline form and learning outcomes**

Draft revisions to the official course outline were presented for review.

Suggestions:

- Potentially remove "online learning activities" from the typical structure of hours.
- Review the evaluation section to see if changes should be made. For example, are both "midterm exam" and "quizzes/tests" needed? This section originally came from BBCAT's "Transfer-Friendly Course Outline form", which may have been revised recently. That form should be revisited for additional suggestions.
- Consider whether the word "typical" should be changed in certain sections (possibly to "representative"?) or removed.

The UEC Screening Subcommittee will review the form again for further revisions to the evaluation, hours, and equivalent courses sections.

**6. INFORMATION ITEMS**

**6.1. Minor course changes**

BIO 407, ~~407~~, 499

CMNS ~~353~~, 430

ENGR 113

PHIL 210

PHYS 410, 457

**6.2. UEC meeting dates for 2017/16**

**6.3. UEC membership for 2017/18**

**7. ADJOURNMENT**

The meeting was adjourned at 2:14 pm.