



## UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

September 27, 2019

10:00 AM - A225

Abbotsford Campus

### APPROVED MINUTES

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**PRESENT:** Donna Alary, Adrianna Bakos, Sue Brigden, Heather Compeau, Peter Geller, Shirley Hardman, Jonathan Hughes, Everett Igobwa, Bobby Jaswal, Amber Johnston, David Johnston, Gilmour Jope, Bruce Kirkley, David McGuire, Alisha Mutneja, Elaine Newman, Linda Pardy, Samantha Patridge, Teresa Piper, and Shelley Stefan

**ABSENT:** Courtney Boisvert, Vlad Dvoracek, Neeraj Kumar, Kirsten Robertson, and Sven Van de Wetering

**GUESTS:** Cory Beshara, Heather Davis-Fisch, Marlene Murray, Michelle Rhodes,

**RECORDER:** Amanda Grimson

#### 1. APPROVAL OF THE AGENDA

- 1.1. Item 3.6, Computer Information Systems was removed from the agenda at the department's request.

#### 2. APPROVAL OF UEC MINUTES

- 2.1. UEC draft minutes: August 29, 2019

**MOTION:**

To approve the draft minutes as presented.

CARRIED

#### 3. COURSES AND PROGRAMS

**3.1. Social Work and Human Services: Program changes**

Changes to entrance and program requirements: Bachelor of Social Work

**MOTION:**

To recommend approval of the changes to the Bachelor of Social Work entrance requirements as amended, effective September 2020:

- Interview will be removed from Basis for Admission Decision section.
- GPA corrected from 2.067 to 2.67.

CARRIED

**MOTION:**

To approve the changes to the Bachelor of Social Work program requirements as presented, effective September 2020.

CARRIED

**3.2. Environmental Studies: Program changes**

Changes to entrance and program requirements: Bachelor of Environmental Studies (Natural Sciences)

**MOTION:**

To recommend approval of the changes to the Bachelor of Environmental Studies (Natural Sciences) as amended, effective January 2020:

- Prerequisites for STAT 104 or STAT 106 will be added to the secondary school entrance requirements (Option 1).

CARRIED

**3.3. Media Arts: Program changes**

Changes to entrance and program requirements: Bachelor of Media Arts

Assessment methods for the portfolio and letter of interest were discussed. The program committee currently looks at these holistically, considering whether students are a good fit for the program and are likely to be successful. It was suggested that a rubric should be created for this assessment, likely an analytic rubric rather than a holistic one. Heather Davis-Fisch (Director, School of Creative Arts) will take this back to the program committee for development.

**MOTION:**

To recommend approval of the changes to the Bachelor of Media Arts as presented, effective January 2020, with the requirement that a rubric be developed for the admission process.

CARRIED

**3.4. Chemistry: Program changes**

Changes to program requirements: Biochemistry major

Changes to program requirements: Chemistry minor

**MOTION:**

To approve the changes to the Biochemistry major as presented, effective January 2020.

CARRIED

**MOTION:**

To approve the changes to the Chemistry minor as presented, effective January 2020.

CARRIED

**3.5. Integrated Studies: Program changes**

Guidelines for thematic options: Bachelor of Integrated Studies

The definition of "theme" should be added to the calendar glossary.

**MOTION:**

To recommend approval of Bachelor of Integrated Studies themes and concentrations being noted on official transcripts as presented.

CARRIED

**MOTION:**

To recommend approval of the Guidelines for Bachelor of Integrated Studies thematic options as presented.

CARRIED

**3.6. Computer Information Systems: Course outlines**

Review with changes including course hours: CIS 192

Review with changes including prerequisites: COMP 370

This item was postponed at the department's request.

**3.7. Art History: Course outlines**

Changes including prerequisites: AH 315

**MOTION:**

To approve the AH 315 course outline as presented.

CARRIED

**3.8. Upgrading and University Preparation: Course outlines**

Review with changes: MATH 052

Review with changes including prerequisites: MATH 053

**MOTION:**

To approve the MATH 052 and 053 course outlines as presented.

CARRIED

**4. OTHER BUSINESS/DISCUSSION ITEMS**

**4.1. Process for new program development and approval**

Bruce Kirkley (Associate Director, Program Development and Quality Assurance) explained the current process and the proposed revisions, which will shorten the optimal approval time from 2-2.5 years to 2 years. Creation of a new minor in a discipline where a major already exists follows a different process and does not require external approval.

**MOTION:**

That the Undergraduate Education Committee supports Senate giving responsibility to UEC to verify that the Stage 2 for undergraduate proposals meets degree quality standards, prior to submission to the Ministry.

CARRIED

**4.2. UEC Subcommittees**

**Screening Subcommittee membership:**

- One UEC Chair: Samantha Pattridge
- Registrar (or designate): David Johnston
- UEC Assistant: Amanda Grimson
- UEC Faculty member (two-year term): **Vacant**
- UEC Advisor (two-year term): Bobby Jaswal
- CFO/SBC representative: Mark Brosinski

A faculty member is still required for this subcommittee

**MOTION:**

To temporarily amend the Terms of Reference for the UEC Policy Subcommittee, to include one faculty member and two members at large.

CARRIED

**Policy Subcommittee membership:**

- One UEC Chair: Samantha Pattridge
- Registrar (or designate): David Johnston
- ~~Two~~ **One** UEC Faculty members (two-year term): Teresa Piper
- One UEC Advisor: Bobby Jaswal
- One IR representative: Donna Alary
- One Dean: **Vacant**
- ~~One~~ **Two** UEC at large members (two-year term): Bruce Kirkley, Everett Igobwa

A dean is still required for this subcommittee

**Admissions Subcommittee membership:**

- Registrar or designate: David Johnston
- Two UEC members: Adrianna Bakos, Gilmour Jope
- One International Education representative: Karen Davies
- Two additional members, including at least one advisor: Sarah Graham, Elaine Newman

This subcommittee is complete.

**Transfer Credit Subcommittee membership:**

- Registrar or designate: David Johnston
- Two UEC members: Peter Geller, Sue Brigden
- At least two additional faculty (as diverse a representation as possible): Teresa Piper, Samantha Pattridge
- One advisor: Nicholas Johnson

This subcommittee is complete.

**5. ADJOURNMENT**

The meeting was adjourned at 11:41 pm.