



UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING
March 26, 2021 - 10:00 AM
Zoom

AGENDA

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Page

**1. APPROVAL OF THE AGENDA**

**2. APPROVAL OF UEC MINUTES**

5 - 9      **2.1. UEC draft minutes: February 26, 2021**

MOTION: To approve the draft minutes as presented.

**3. COURSES AND PROGRAMS**

10 -      **3.1. Child, Youth, and Family Studies**  
13      Review with changes including prerequisites: ECE 132

MOTION: To approve the ECE 132 course outline as presented.

14 -      **3.2. Criminology and Criminal Justice**  
15      Discontinuation: CRIM 401, 413, 415, 421

MOTION: To approve the discontinuation of CRIM 401, 413, 415, and 421 as presented.

16 -      **3.3. Information Studies**  
19      Review with changes including title and total hours: LIBT 235

MOTION: To approve the LIBT 235 course outline as presented.

20 -      **3.4. Philosophy**  
27      Review with changes including title: PHIL 110  
         New course: PHIL 365, Teaching Children Philosophy

MOTION: To approve the PHIL course outlines as presented.

28 -      **3.5. Business**  
81      Review with changes: BUS 143, 144, 145

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New course: BUS 310, Strengths-Based Development  
Review with change to prerequisites: BUS 349/ECON 349  
Review with change including prerequisites: BUS 492

Changes to program requirements relating to BUS 143, 144, and 145: Business programs

- Bachelor of Business Administration
- Accounting major
- Finance major
- Human Resource Management major
- Marketing major
- Business Administration (Aviation) diploma
- BBA (Aviation)
- Business minor
- Administration certificate
- Business Administration diploma
- International Business major

Addition of BUS 310: Human Resource Management major and Organizational Studies minor

MOTION: To approve the BUS course outlines as presented.

MOTION: To approve the changes to the Business programs relating to BUS 143, 144, and 145 as presented, effective September 2021.

MOTION: To approve the addition of BUS 310 to the Human Resource Management major and Organizational Studies minor as presented, effective September 2021.

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97

### **3.6. Creative Arts**

Changes to program requirements: Bachelor of Media Arts

MOTION: To approve the changes to the Bachelor of Media Arts as presented, effective September 2021.

98 -  
102

### **3.7. Graphic and Digital Design**

Change to program requirements: Graphic and Digital Design major

MOTION: To approve the change to the Graphic and Digital Design major as presented, effective September 2021.

103 -  
112

### **3.8. Environmental Studies**

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

New program: Environmental Studies minor

MOTION: To approve the changes to the Bachelor of Environmental Studies

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(Natural Sciences) as presented, effective September 2021.

MOTION: To recommend the new Environmental Studies minor as presented.

113 -  
136

**3.9. Integrated Studies**

Changes to program requirements: Bachelor of Integrated Studies

Changes to program requirements: General Studies diploma

MOTION: To approve the changes to the Bachelor of Integrated Studies as presented, effective September 2021.

MOTION: To approve the changes to the General Studies diploma as presented, effective September 2021.

137 -  
166

**3.10. Continuing Education**

New program: Civic Governance and Innovation certificate

New course: CIVI 200, Evidence-Based Decision Making

New course: CIVI 202, Civic Governance in British Columbia and the Fraser Valley

New course: CIVI 302, Changemaking in Local Government Systems

New course: CIVI 311, How Cities Work

New course: CIVI 312, Risk Tolerance and Capacity Building in Local Governance

New course: CIVI 400, Capstone Project in Civic Governance and Innovation

MOTION: To recommend the new Civic Governance and Innovation certificate as presented.

MOTION: To approve the new course code CIVI (Civic Studies).

MOTION: To approve the new CIVI course outlines as presented.

167 -  
169

**3.11. Admissions**

Change to calendar information and regulations: Visiting Students

MOTION: To approve the revisions to Visiting Student regulations as presented.

**4. OTHER BUSINESS/DISCUSSION ITEMS**

170 -  
171

**4.1. Annual review: UEC Terms of Reference**

**4.2. APPC report**

**4.3. Senate report**

**5. INFORMATION ITEMS**

**5.1. Minor course changes** (outlines will be available at

Page

[www.ufv.ca/calendar/courseoutlines](http://www.ufv.ca/calendar/courseoutlines))

SOWK 110

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**5.2. Arts**

Change to program requirements: Bachelor of Arts

**6. ADJOURNMENT**



## **UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING**

February 26, 2021  
10:00 AM - A225  
Abbotsford Campus

### **DRAFT MINUTES**

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**PRESENT:** Donna Alary, Sue Brigden, Vlad Dvoracek, Kelly Guiaya, Claire Hay, Bobby Jaswal, Amber Johnston, David Johnston, Gilmour Jope, Bruce Kirkley, Rashad Mammadov, David McGuire, Elaine Newman, Linda Pardy, Samantha Pattridge, Teresa Arroliga-Piper, Sven Van de Wetering, and Martin Warkentin

**ABSENT:** Adrianna Bakos, Garry Fehr, Peter Geller, Shirley Hardman, Carl Janzen, Tripat Sandhu, and Shelley Stefan

**GUESTS:** Tetsuomi Anzai, Sarah Graham, Karen Klenk, Marlene Murrar, Christina Neigel, Renee Prasad, Brianna Strum, Shaun Sun, Norm Taylor, Jason Thomas, Debbie Ward

**RECORDER:** Amanda Grimson

#### **1. APPROVAL OF THE AGENDA**

**MOTION:**

To approve the agenda as amended:

- Addition to item 4.2: QAPA Institutional Response Draft

CARRIED

#### **2. APPROVAL OF UEC MINUTES**

2.1. UEC draft minutes: January 29, 2021

**MOTION:**

To approve the draft minutes as presented.

CARRIED

#### **3. COURSES AND PROGRAMS**

##### **3.1. Creative Arts**

New course: THEA 105, Reading and Writing About Drama

Changes to program requirements: Theatre major and extended minor

**MOTION:**

To approve the THEA 105 course outline as presented.

CARRIED

**MOTION:**

To approve the changes to the Theatre major and extended minor as presented, effective September 2021.

CARRIED

##### **3.2. Health Studies**

Changes including corequisites and total hours: DENT 130

Changes including credits, corequisites, and total hours: DENT 131  
Changes including title, credits, and corequisites: DENT 132  
Changes including credits and corequisites: DENT 134  
Changes including corequisites: DENT 136, 137  
Changes including credits, corequisites, total hours, and course number: DENT 150 (formerly DENT 152A)  
Discontinuation: DENT 145

Revisions to DENT 150 learning outcomes were presented.

**MOTION:**

To approve the DENT course outlines as presented.  
CARRIED

**MOTION:**

To approve the discontinuation of DENT 145 as presented.  
CARRIED

**3.3. Information Studies**

Review with changes including title and total hours: LIBT 100  
Review with changes including title, pre/corequisites, and total hours: LIBT 115  
Review with changes including title, prerequisites, and total hours: LIBT 120  
Review with changes including title and total hours: LIBT 140, 145, 205

**MOTION:**

To approve the LIBT course outlines as amended:

- LIBT 100 and LIBT 120: hours will be changed to 23 lecture/seminar hours and 22 supervised laboratory hours.

CARRIED

**3.4. Social Work and Human Services**

New course: SOWK 460, Special Topics in Social Work

**MOTION:**

To approve the SOWK 460 course outline as presented.  
CARRIED

**3.5. Agriculture**

Changes including prerequisites: AGRI 143  
Changes including total hours: AGRI 238  
Changes including prerequisites and total hours: AGRI 254

Changes to program requirements: Agriculture Technology diploma  
Changes to program requirements: Horticulture Crop Production and Protection certificate  
Changes to program requirements: Livestock Production certificate

**MOTION:**

To approve the AGRI course outlines as presented.  
CARRIED

**MOTION:**

To approve the changes to the Agriculture Technology diploma as presented, effective September 2021.

CARRIED

**MOTION:**

To approve the changes to the Horticulture Crop Production and Protection certificate as presented, effective September 2021.

CARRIED

**MOTION:**

To approve the changes to the Livestock Production certificate as presented, effective September 2021.

CARRIED

**3.6. Engineering**

New course: CHEM 116, Thermodynamic Aspects of General Chemistry for Engineering Students

New course: ENGR 115, Engineering Optics

New course: ENGR 123, Engineering Design I: Design and Drafting

New course: ENGR 124, Engineering Design II: Design and Sustainability

New course: ENGR 153, Structured Programming for Engineers

Changes to program requirements: Engineering Transfer program

**MOTION:**

To approve the CHEM 116 course outline as presented.

CARRIED

**MOTION:**

To approve the ENGR course outlines as presented.

CARRIED

**MOTION:**

To approve the changes to the Engineering Transfer program as presented, effective September 2021.

CARRIED

**3.7. Mathematics and Statistics**

Review with changes including total hours: MATH 343

Change to prerequisites: STAT 106

Review with changes including total hours: STAT 271

Review with changes including prerequisites and total hours: STAT 315

Changes to program requirements: Mathematics major

**MOTION:**

To approve the MATH and STAT course outlines as presented.

CARRIED

**MOTION:**

To approve the changes to the Mathematics major as presented, effective September 2021.

CARRIED

**3.8. Science**

Changes to entrance and program requirements: Associate of Science

**MOTION:**

To recommend the changes to the Associate of Science as amended, effective September 2021:

- Entrance requirements option 1: "or PHYS 093" will be added.
- Entrance requirements option 2: GEOG 101 and GEOG 102 (discontinued courses) will be removed.

CARRIED

**3.9. Arts**

Changes to program requirements: Bachelor of Arts

**MOTION:**

To approve the changes to the Bachelor of Arts Foundational (Core Competencies) requirements, including the Science Literacy (Science requirement), as amended, effective September 2021:

- GEOG 117 (discontinued course) will be removed.

CARRIED

**MOTION:**

To approve the change to the Bachelor of Arts Second Language Competency requirement as presented, effective September 2021.

CARRIED

**MOTION:**

To approve the change to the Bachelor of Arts Civic Engagement requirement as presented, effective September 2021.

CARRIED

**MOTION:**

To approve the change to the Bachelor of Arts Intercultural Engagement requirement as presented, effective September 2021.

CARRIED

**3.10. Fine Arts**

Addition of Communications minor: Bachelor of Fine Arts

**MOTION:**

To approve the addition of the Communications minor to the Bachelor of Fine Arts as presented, effective September 2021.

CARRIED

**4. OTHER BUSINESS/DISCUSSION ITEMS****4.1. Admissions**

Change to calendar information: Visiting Students

Creation of admission category: Open Studies



The Registrar will further consult on both items and bring revisions back to the next UEC meeting.

**4.2. Program Development and Quality Assurance**

Revision to approval process: Associate certificates

Review: QAPA Institutional Response Draft

B. Kirkley requested that UEC members review the draft of the QAPA Institutional Response Draft and provide feedback directly to PDQA.

**MOTION:**

To approve revision of the approval process for associate certificate proposals to remove the requirement for approval of a concept paper in instances where a higher-level credential in a closely related area already exists.

CARRIED

**5. INFORMATION**

**5.1. Program suspension renewal: Aircraft Structures Technician certificate**

**6. ADJOURNMENT**

The meeting was adjourned at 12:05 pm.

**Memo for Course Changes**

To: UEC

From: Christine Slavik, CYFS Department Head

Date: December 10, 2020

**Subject: Proposal for revision of ECE 132 Nutrition, Health, and Safety**

1. Summary of changes (select all that apply):

- ☒ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☒ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change: This course currently includes ECE 120, 122, 123, 124, and 125 as prerequisites, which was based on the order that the courses were offered. We changed the order it was offered quite a few years ago. Permission of the department head provides the ability for non-program students to take ECE 132 to become an Early Childhood Assistant (if there is space once the cohort is admitted).

We changed the order of course offerings to align with current directives from “The Care and Assisted Living Act” from the province of British Columbia. (CHILD CARE LICENSING REGULATION, B.C. Reg.332/2007. Amended June1, 2020 by B.C. Reg. 118/2020).

Regulation 27(b) calls for courses in “child health, safety and nutrition” to be a foundational course for individuals wanting to work with young children. We are removing prerequisites that help this course align with the directive of the legislation.

- 3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): n/a
- 4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? n/a
- 5. Which program areas have been consulted about the change(s)? ECE/ Review of Child Care Licensing Regulation Act
- 6. What consideration has been given to indigenizing the curriculum?

-Review of teaching this course at Seabird Island and Stolo, now includes a more holistic view of health to include the term ‘well-being’ which is also the term recognized in the 2020 Early Learning Framework.

-Inclusion of additional ways of integrating knowledge (through Walk and Talks – students experience well-being by being outside on the land each class).

-Curriculum content includes BC Occupational Competencies that recognize health and nutrition must consider cultural preferences (1-b-2). Content includes Canada Food Guide, Healthy Food Guidelines for First Nations Communities (2014) and Eating Well with Canada's Food Guide-First Nations, Inuit and Metis (Health Canada).

7. If this course is not eligible for PLAR, explain why: n/a
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: n/a
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? n/a
10. Estimate of the typical costs for this course, including textbooks and other materials: n/a



ORIGINAL COURSE IMPLEMENTATION DATE: September 1993  
 REVISED COURSE IMPLEMENTATION DATE: September 2021  
 COURSE TO BE REVIEWED (six years after UEC approval): March 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------------------------|---|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> ECE 132                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Nutrition, Health, and Safety<br><b>Course Short Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Department (or program if no department):</b> CYFS                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Comprehensive overview of the health, safety, and nutritional needs of young children. Emphasis is on the development and implementation of policies and practices that promote the well-being of children and early childhood educators. Explores community resources available to support the nutritional and health needs of young children, including the Ministry of Health requirements, planning for safety, emergency procedures, and childhood illnesses.                                  |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | Admission to the Early Childhood Education certificate or permission of the department head.                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                              |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>40</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours: directed learning</td> <td>5</td> </tr> <tr> <td><b>Total hours</b></td> <td><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                           | 40 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: directed learning | 5 | <b>Total hours</b> | <b>45</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 40        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| Other contact hours: directed learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 5         |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Maximum enrolment (for information only):</b> 36<br><b>Expected Frequency of Course Offerings:</b><br>Annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Christine Slavik                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> January 4, 2021                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> February 19, 2021                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> February 19, 2021                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> March 12, 2021                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> March 26, 2021                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                                        |   |                    |           |                                                                                                                      |  |

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

1. Promote children's health, based on knowledge of child development and observation.
2. Apply principles of health promotion philosophy to their lives as well as to their work with children.
3. Identify the scope and limits of the caregiver's role with regard to health in early childhood education, recognizing the importance of sensitivity and respect for the primary role of parents and family.
4. Represent the holistic nature of "health" through examining its physical, mental, emotional, and social dimensions.
5. Discuss the importance of collaborating and networking with other professionals and agencies on an ongoing basis, to enhance health in child care programs.
6. Transfer the principles of essential health policies and practices to new situations in childcare.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Lecture, discussions, presentations, community resources, exploration, field trip.

**NOTE:** The following sections may vary by instructor. Please see course syllabus available from the instructor.

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials) | Title (article, book, journal, etc.)     | Current ed.                         | Publisher | Year |
|----------------------------|------------------------------------------|-------------------------------------|-----------|------|
| 1. Crowthers, I.           | Safe and Healthy Children's Environments | <input checked="" type="checkbox"/> | Pearson   | 2019 |
| 2.                         |                                          | <input type="checkbox"/>            |           |      |
| 3.                         |                                          | <input type="checkbox"/>            |           |      |
| 4.                         |                                          | <input type="checkbox"/>            |           |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

None

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 25% | Assignments: | 50% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 25% | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

1. Health, safety, and nutrition policies and procedures
2. Common illnesses and chronic conditions
3. Emergency preparedness
4. Nutrition for young children, including meal planning
5. Planning educational activities that promote well-being
6. Well-being of the early childhood educator

**Memo for Course Changes**

To: Linda Pardy, College of Arts Curriculum Committee Chair  
From: Zina Lee, Director of the School of Criminology and Criminal Justice  
Date: February 1, 2021  
Subject: Discontinuation of CRIM 401, 413, 415, and 421

## 1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

## 2. Rationale for change:

- a. Title, Calendar Description, Learning Outcomes, and Texts/Resource Materials: We are requesting to discontinue these courses as they have not been offered for several years.
- b. Prerequisites: N/A
- c. Antirequisite Courses: N/A

## 3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): N/A

## 4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? N/A

## 5. Which program areas have been consulted about the change(s)? N/A

## 6. What consideration has been given to indigenizing the curriculum? N/A

## 7. If this course is not eligible for PLAR, explain why: N/A

## 8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: N/A

- a. Credit value

- b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? N/A
10. Estimate of the typical costs for this course, including textbooks and other materials: N/A

**Memo for Course Changes**

To: Faculty of Professional Studies Curriculum Committee

From: Christina Neigel, Department Head, Department of Information Studies

Date: May 22, 2020

**Subject: Proposal for revision of LIBT 235: Information Services for Young Adults (old title) to LIBT 235: Library Services for Young Adults (new title)**

1. Summary of changes (select all that apply):

- ☒ Six-year review
- ☐ Number and/or course code
- ☒ Credits and/or total hours
- ☒ Title
- ☒ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☒ Frequency of course offering
- ☒ Learning outcomes
- ☒ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

Last revised in 2007, this course is being updated to meet current learning outcome expectations.

The course contact hours have been changed to align with other UFV 3 credit undergraduate courses of 45 hours.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

Similar to LIBT 230: Information Services for Children, the field is continuing to evolve. Drawing on the Young Adult Library Services Division of the American Library Association's 2010 *"Teen Services Competencies for Library Staff"* and the International Federation of Library Associations' (IFLA) 2018 *"IFLA Guidelines for Library Services to Children aged 0-18,"* the learning outcomes also better reflect the workplace expectations around library technician knowledge and competencies needed in children's library services positions.

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? No

5. Which program areas have been consulted about the change(s)? N/a

6. What consideration has been given to indigenizing the curriculum?



Similar to LIBT 230: Information Services for Children, this course has been revised to focus more directly on inclusivity and diversity when discussing collection development and library services. This offers instructors a significant space within the course to incorporate discussion, content, and examples of issues and resources relating to decolonization and reconciliation. Further, the growing quantities of young adult literature written by and for Indigenous people presents students with an excellent opportunity for exploration and study. Assignments can incorporate the analysis of works written on Indigenous topics or by Indigenous creators. This practice has, in fact, already been implemented within this course through required readings of YA novels written by indigenous authors.

7. If this course is not eligible for PLAR, explain why: n/a
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: n/a
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering - Offering this course once per year aligns with department practice.
  - d. Resources required (labs, equipment)
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? N/a
10. Estimate of the typical costs for this course, including textbooks and other materials: \$100



**ORIGINAL COURSE IMPLEMENTATION DATE:** January 2005  
**REVISED COURSE IMPLEMENTATION DATE:** September 2021  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2027  
**Course outline form version: 05/18/2018**

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|
| <b>Course Code and Number:</b> LIBT 235                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Course Full Title:</b> Library Services for Young Adults<br><b>Course Short Title:</b> Library Services Young Adults<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Department (or program if no department):</b> Department of Information Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Calendar Description:</b><br>Students will explore and evaluate a range of diverse materials for young adults. Using these materials and other relevant professional resources, students will develop library programs that recognize and respect the unique and varied lives of young adults. Students will learn about cultural competency and its role in creating community partnerships for the purpose of supporting inclusive library services.                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                              | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i><br><b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i><br><b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit<br><b>Maximum enrolment (for information only):</b> 36<br><b>Expected Frequency of Course Offerings:</b><br>Annually <i>(Every semester, Fall only, annually, etc.)</i> |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">45</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Lecture/seminar hours | 45 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 45                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>45</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Department / Program Head or Director:</b> Christina Neigel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Date approved:</b> December 7, 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Date approved:</b> January 15, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Date approved:</b> January 15, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Date of posting:</b> March 12, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Date of meeting:</b> March 26, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- Describe the typical benchmarks for young adult growth and development.
- Explain how discrimination and exclusion impact collection development and library services for young adults.
- Explain the importance of building respectful and constructive relationships with community organizations and families.
- Identify ways of collaborating with community partners to develop and promote library services for young adults.
- Develop and promote programs that provide appropriate activities that support young adults' personal and/or academic interests.
- Develop strategies for effectively engaging and responding to young adult needs and interests.
- Discuss and critically analyze sources of information for and about young adults.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Classes will consist mainly of lectures and learning activities.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials)                          | Title (article, book, journal, etc.)                    | Current ed.                         | Publisher                                           | Year |
|-----------------------------------------------------|---------------------------------------------------------|-------------------------------------|-----------------------------------------------------|------|
| 1. YALSA                                            | The Cultural Competency Issue                           | <input type="checkbox"/>            | YALSA                                               | 2017 |
| 2. Patricia Montiel Overall                         | Cultural Competence: A Conceptual Framework for Library | <input type="checkbox"/>            | The Library Quarterly; Information Community Policy | 2009 |
| 3. International Federation of Library Associations | Guidelines for Library Services for Young Adults        | <input checked="" type="checkbox"/> | IFLA                                                |      |
| 4.                                                  |                                                         | <input type="checkbox"/>            |                                                     |      |
| 5.                                                  |                                                         | <input type="checkbox"/>            |                                                     |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |                |      |
|----------------|-----|--------------|-----|-------------------|---|----------------|------|
| Final exam:    | 20% | Assignments: | 70% | Field experience: | % | Portfolio:     | %    |
| Midterm exam:  | %   | Project:     | %   | Practicum:        | % | Participation: | 10%  |
| Quizzes/tests: | %   | Lab work:    | %   | Shop work:        | % | Total:         | 100% |

**Details (if necessary):** Students design teen programs, analyses of young adult literature, and other activities reflecting work performed in this area.

**Typical Course Content and Topics**

- Who are young adults and teens: Developmental considerations
- Young adult learning environments, learning experiences, and engagement
- Library services for young adults: scope and limitations
- History and current contexts of young adult publishing
- Evaluating materials for young adults
- Special genres in young adult literature
- Outreach and community partnerships
- Cultural competency and inclusion
- Interacting with young adults
- Creating engaging and diverse programs

**Memo for Course Changes**

To: Linda Pardy, Chair, College of Arts Curriculum Committee

From: Glen Baier, Department Head, Philosophy

Date: January 14, 2021

Subject: Revision of *PHIL 110* from *Morality and Politics* to *Introduction to Ethics and Moral Problems*

1. Summary of changes (select all that apply):

- ☒ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☒ Title
- ☒ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☒ Learning outcomes
- ☒ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

We have two major reasons for the changes. The first is that covering both moral and political theory in a one semester course makes it difficult to do justice to either. We have begun to regularly offer PHIL 210 which will be taught with an emphasis on political theory and we are changing PHIL 110 to an introduction to ethics and applied ethics. This way, both areas of philosophy can be given thorough treatment at an introductory level. The second reason is that because PHIL 110 covers both moral and political theory, students are often unable to get specified transfer credit for it at other universities. Almost all other universities have introductory ethics courses, but not courses that combine ethics and political theory in the way described in the current outline. The proposed changes will help us to align UFV with more common practice in North American Philosophy departments.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

The proposed changes are still aligned with the program learning outcomes; the changes are only with providing a greater emphasis on moral theory and application.

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? It is not a requirement for any other programs.

5. Which program areas have been consulted about the change(s)? **None**
6. What consideration has been given to indigenizing the curriculum?  
**The department recommends including Indigenous philosophers on the reading list and discussions of Indigenous approaches to ethics within the course as indicated in the section on topics.**
7. If this course is not eligible for PLAR, explain why:
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: **NA**
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **NA**
10. Estimate of the typical costs for this course, including textbooks and other materials: **NA**



ORIGINAL COURSE IMPLEMENTATION DATE: December 1977  
 REVISED COURSE IMPLEMENTATION DATE: September 2021  
 COURSE TO BE REVIEWED (six years after UEC approval): March 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> PHIL 110                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Introduction to Ethics and Moral Problems<br><b>Course Short Title:</b> Intro: Ethics & Moral Problems<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Humanities                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Department (or program if no department):</b> Philosophy                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Students think, talk, and write about what is morally right and wrong with a focus on the reasons that support moral judgments. A variety of ethical theories and issues are studied as part of an examination of how to act given that we live and interact with others.                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | None.                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | NONE                                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | NONE                                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                           |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>45</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                           | 45 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 45        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Maximum enrolment (for information only):</b> 28<br><b>Expected Frequency of Course Offerings:</b><br>Every semester <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Glen Baier                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> January 2021                                                                                                                                                                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> February 12, 2021                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date approved:</b> February 12, 2021                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of posting:</b> March 12, 2021                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of meeting:</b> March 26, 2021                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- Describe orally and in writing some of the major theories in moral philosophy (e.g., theories in normative ethics, meta-ethics, and axiology).
- Differentiate some of the major theories in moral philosophy.
- Evaluate critically the major theories in moral philosophy.
- Use philosophical terms and concepts correctly in classroom conversations and informal dialogue.
- Write an essay in which major theories in moral philosophy are applied to specific practical moral issues.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Lectures, seminars, student presentations, group discussions.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials)            | Title (article, book, journal, etc.)                                                           | Current ed. | Publisher                | Year |
|---------------------------------------|------------------------------------------------------------------------------------------------|-------------|--------------------------|------|
| 1. Shafer-Landau, R.                  | The Fundamentals of Ethics                                                                     | 4th         | Oxford University Press  | 2018 |
| 2. Shafer-Landau, R.                  | The Ethical Life: Fundamental Readings in Ethics and Contemporary Moral problems               | 4th         | Oxford University Press  | 2017 |
| 3. Rachels, James and Rachels, Stuart | The Elements of Moral Philosophy                                                               | 7th         | McGraw-Hill Education    | 2011 |
| 4. Cahn, Steven and Markie, Peter     | Ethics: History, Theory, and Contemporary Issues                                               | 6th         | Oxford University Press  | 2015 |
| 5. Simpson, Leanne                    | Dancing on Our Turtle's Back: Stories of Nishnaabeg Re-Creation, Resurgence, and New Emergence |             | Arbeiter Ring Publishing | 2011 |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 25% | Assignments: | 50% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 20% | Project:     | %   | Practicum:        | % | Other:     | 5%   |
| Quizzes/tests: | %   | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

- Relativism and nihilism
- Hedonism and desire theory
- Psychological and ethical egoism
- Utilitarianism
- Morality and religion
- Kantian deontology
- Social contract theory
- North American Indigenous perspectives
- Virtue ethics
- Care ethics
- Moral issues (e.g., economic justice, the morality of abortion, euthanasia, animal rights)

**Memo for New Course**

To: UEC

From: (Department head or Chair of Program Working Group)

**Subject: Proposal for new course (PHIL 365: Teaching Children Philosophy)**

1. Rationale for new course: There are two major reasons for the creation of this new course, PHIL 365: Teaching Children Philosophy. Firstly, this course arises in conjunction with the creation of UFV's CPIC (Centre for Philosophical Inquiry with Children). In line with the CPIC's research and outreach goals of supporting the practice and education of philosophy for children, this course creates experiential learning opportunities for UFV students to engage the community in philosophical inquiry. Secondly, this course will align UFV's philosophy program with many North American and European philosophy departments' development of courses in inquiry-based pedagogy aimed at elementary and high students. In line with UFV's CPIC, this new course will position UFV as a leader in the developing field of philosophy for children.
2. How this new course fits into program(s): This course builds on the UFV's philosophy program's strength in applied philosophy. This course will offer the opportunity for UFV students to apply the skills gained in other philosophy courses in an education setting.
3. *Note: Adding this course to a program will usually require a program change request.*
4. Explain how the course learning outcomes align with the learning outcomes of the program(s): This course fits UFV's philosophy program because it develops critical thinking skills and applies philosophical knowledge and skills in the community. This course shows the value of philosophy to teaching and education, while cultivating a critical reflection on life's important philosophical questions. The course's learning outcomes directly align with the philosophy program's outcomes of developing critical thinking skills and rigour in argumentation.
5. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs? It is not a requirement for any other programs.
6. Which program areas have been consulted about the course? N/A
7. If a new discipline designation is required, explain why: N/A
8. What consideration has been given to indigenizing the curriculum? This course will engage with of political philosophy as it pertains to questions of colonialism, reconciliation, and diversity.
9. If this course is not eligible for PLAR, explain why: N/A
10. Explain how each of the following will affect the budget for your area or any other area: credit value, class size limit, frequency of offering, resources required (labs, equipment) No budgetary impact
11. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? N/A
12. Estimate of the typical costs for this course, including textbooks and other materials: Textbook costs will vary from 50-100\$.



**CWC comments and responses**

- How does the department know that philosophy is likely to become a teachable subject for the Bachelor of Education?

*Of course, we have no guarantees that it will. However, Philosophy 12 has recently been adopted as a course in the BC Curriculum (<https://www.curriculum.gov.bc.ca/curriculum/social-studies/12/philosophy>), Philosophy has been a teachable subject in Ontario for several years, I have also heard personal reports that advocates for making it a teachable subject have been active within the BCSSTA and feel positive about it happening.*

*However, the value of the course does not depend upon philosophy becoming a teachable subject. 'Philosophy for children' is an inquiry- based method of facilitating dialogue between children.*

*The techniques developed in the 'philosophy for children' approach have been used to teach in a wide variety of subject areas.*

- Where will students be advised that criminal record checks will be required for work in schools?

*We were advised that the requirement for a criminal record check could be written into the timetable.*



ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): March 2027

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|----|------------------------------|--|----------------------|--|--------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> PHIL 365                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                        |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Teaching Children Philosophy<br><b>Course Short Title:</b><br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Humanities                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Department (or program if no department):</b> Philosophy                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Facilitate philosophical inquiries with children in educational settings such as school classrooms, summer camps, libraries, and art galleries. Study, apply, and broaden the "Philosophy for Children" methods of "community of inquiry" to foster and encourage critical, creative, cooperative, and caring thinking skills in children.                                                                                                                                         |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | 9 credits of PHIL, including PHIL 100 and PHIL 110.                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | NONE                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | NONE                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                             |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i> |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>35</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td>10</td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                         | 35 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) | 10 | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | Lecture/seminar hours                                                                                                                                                                                                                         | 35 |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 10        |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>45</b> |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>                                                                                                                                                                    |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                          |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Maximum enrolment (for information only):</b> 28<br><b>Expected Frequency of Course Offerings:</b><br>Every two years                                                                                                                      |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Glen Baier                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b> May 2020                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> June 2, 2020                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> June 2, 2020                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date of posting:</b> March 12, 2021                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of meeting:</b> March 26, 2021                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |

## Learning Outcomes:

Upon successful completion of this course, students will be able to:

- Translate conceptual ideas related to ethics, aesthetics, metaphysics, political philosophy from various philosophical and cultural perspectives into facilitation strategies for effective group discussion with children.
- Use pedagogical techniques of philosophy for children (including how to adapt the methods to various circumstances and contexts).
- Evaluate in writing evolving skills as facilitator.
- Encourage children's ideas, arguments, and group discussion skills.
- Critically evaluate children's ideas, arguments, and group discussion skills.
- Model the core tenets of the community of inquiry pedagogy with a co-facilitator in an elementary classroom setting.
- Create weekly discussion-templates around a given philosophical issue considered from a variety of philosophical perspectives.
- Demonstrate, in writing, a critical understanding of the theory of philosophy for children
- Demonstrate, in writing as well as orally, the alignment between the theory of philosophy for children and the student's own practical experience in the classroom.

## Prior Learning Assessment and Recognition (PLAR)

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Lectures, seminars, student presentations, group discussions.

**NOTE:** The following sections may vary by instructor. Please see course syllabus available from the instructor.

## Typical Text(s) and Resource Materials (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials)                | Title (article, book, journal, etc.)                                                     | Current Publisher                          | Year ed. |
|-------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------|----------|
| 1. Lone, Jana Mohr                        | The Philosophical Child                                                                  | 1 <sup>st</sup> Rowman & Littlefield       | 2012     |
| 2. Lone, Jana Mohr and Burroughs, Michael | Philosophy in Education: Questioning and Dialogue in Schools                             | 1 <sup>st</sup> Rowman & Littlefield       | 2016     |
| 3. Lipman, Matthew                        | Thinking in Education                                                                    | 2 <sup>nd</sup> Cambridge University Press | 2003     |
| 4. Lipman, Matthew                        | Philosophy in the Classroom                                                              | 2 <sup>nd</sup> Temple University Press    | 1980     |
| 5. Wartenberg, Thomas                     | Big Ideas for Little Kids                                                                | 2 <sup>nd</sup>                            | 2014     |
| 6. Lin, Ching-Ching and Sequeira, Lavina  | Inclusion, Diversity, and Intercultural Dialogue in Young People's Philosophical Inquiry | 1 <sup>st</sup> Sense Publishers           | 2017     |

## Required Additional Supplies and Materials (*Software, hardware, tools, specialized clothing, etc.*)

## Typical Evaluation Methods and Weighting

|                |                  |                       |              |
|----------------|------------------|-----------------------|--------------|
| Final exam:    | Assignments: 80% | Field experience: 20% | Portfolio: % |
| Midterm exam:  | Project:         | Practicum:            | Other:       |
| Quizzes/tests: | Lab work: %      | Shop work: %          | Total: 100%  |

## Details (if necessary):

## Typical Course Content and Topics

Unit 1: Introducing the Community of Inquiry and Philosophy for Children

Unit 2: Facilitation Strategies

Unit 3: In Practice

- Classroom discussion on topic in metaphysics (identity, change, mind/body, cause and effect, time, freedom, etc.) from various philosophical and cultural perspectives.
- Classroom discussion on topic in epistemology (knowing vs believing, dreams vs reality, etc.) from various philosophical and cultural perspectives.
- Classroom discussion on topic in ethics (moral responsibility, friendship, sharing, fairness, equity and equality, etc.) from various philosophical and cultural perspectives.
- Classroom discussion on topic in political philosophy (rights, forgiveness, reconciliation, gender, diversity, exclusion, etc.) from various philosophical and cultural perspectives.

**Memo for Course Changes**

To: UEC

From: Dr. Carl Janzen, Interim Director, School of Business and Quan Cheng

Date: Sept 15, 2020

**Subject: Proposal for revision of BUS 143: Introductory Financial Accounting I**

1. Summary of changes (select all that apply):

- ☒ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☒ Frequency of course offering
- ☐ Learning outcomes
- ☒ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify: Typical Course Content and Topics

2. Rationale for change:

The School of Business and area of Accounting and Finance periodically and regularly reviews the course outlines offered in the area. As a result of these reviews it is determined that there is no change. However, it is being replaced in the BBA with BUS 145 and so the frequency of offerings is being reduced.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

The learning outcomes of the course are in line with the School of Business strategic goals and there is no change.

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

No affect.

5. Which program areas have been consulted about the change(s)?

Area of Accounting and Finance and Curriculum Committee, which includes all representation from all areas of School of Business.

6. What consideration has been given to Indigenizing the curriculum?

Where possible the curriculum highlights the importance of Aboriginal in-class cases and guest speakers will be used as part of the learning environment, regarding Indigenization.

7. If this course is not eligible for PLAR, explain why:  
PLAR by portfolio assessment and written exam.
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value: No change
  - b. Class size limit: No change
  - c. Frequency of offering: No change
  - d. Resources required (labs, equipment): No change
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?  
There are no field trips required.
10. Estimate of the typical costs for this course, including textbooks and other materials: \$110

**CWC comments and responses for BUS 143, BUS 144, and BUS 145:**

- If there is not an intention to offer BUS 143 or BUS 144 at least every two or three years, should these courses be discontinued?

*There is not an intention to offer 143/144 every few years, however this is something that could be re-evaluated in future. If anything, we could consider offering each once per year for potential accounting students to take both as a more in-depth dive into financial accounting. Regardless, they should not be discontinued as some institutions still offer a 2 course intro to financial accounting so we should keep them alive for transfer credits. This too could be re-evaluated in the future.*

- Additional rationale should be provided in the program change memo. What in the CPA guidelines is being addressed? Can IR data be provided to support this change?

*This is not so much as to align with new CPA competency mapping but rather that we were doing too much before. A more streamlined intro financial accounting course still aligns with CPA competency mapping. Articulation for CPA was completed in summer 2020, and CPAWSB (Western School of Business) reviewed BUS 145 and updated the official transfer guide in Jan 2021. Currently, it listed as UFV (BUS 143 + BUS 144) or BUS 145 can be transferred to CPA Prep as Intro Financial Accounting. Please refer to the link below (page 4 for UFV): [https://www.bccpa.ca/getmedia/ef6720c7-05f5-4c35-bc26-ef935b1a8753/Transfer-Credit-Guide\\_BC.pdf](https://www.bccpa.ca/getmedia/ef6720c7-05f5-4c35-bc26-ef935b1a8753/Transfer-Credit-Guide_BC.pdf)*

- Is BUS 145 truly no longer an “accelerated” version of BUS 143 and BUS 144?

*BUS 145 drops some topics that were covered in 143/144, for example accounting for proprietorships and partnerships and scaled back the discussion on other topics that are covered and better suited in intermediate financial accounting like accounting for stock dividends and splits, valuation and accounting for bond liabilities, etc. In the past, BUS 145 was literally covering all of 143/144 into one 3 credit course. Everything was there but just at an accelerated pace. The revised BUS 145 is scaled back from that, so in that sense it is not an accelerated course of BUS 143/144, and it covers all CPA competency map topics. The BUS 143/144 covered more topics than what CPAWSB requires, and BUS 143/144 can be a better choice for students who want to learn more in-depth in intro financial accounting courses without taking BUS 343/344 in the future, and the demand is not high for such students.*

- The Economics department raised concerns regarding lack of prior consultation regarding these program changes, as the Economics major also requires BUS 143. The proposals are not at issue, but changes to the Economics major will be required to align if these changes are approved.

*It was clearly an oversight not to have notified ECON earlier, so please accept our apologies. Regarding BUS 145 replacing BUS 143, for those preparing this it was not known that it was a required course for ECON program. It is not an excuse but rather the point that it certainly was not intentional in anyway to omit consultation with ECON. We do believe that upon review of BUS 145 that ECON would agree this is a much more practical course to include in their program since it is a complete introduction to financial accounting, albeit at a higher level, rather than half an introduction. Maybe ECON does not have similar situations that the School of Business has, but we are seeing students who transfer in a BUS 145 equivalent from other institutions and in practice we allow that in lieu of BUS 143. So these changes reflect that practice in the calendar, including the change to allow both BUS 143 or BUS 145 as prerequisites to BUS/ECON 349.*



ORIGINAL COURSE IMPLEMENTATION DATE: September 1994  
 REVISED COURSE IMPLEMENTATION DATE: September 2021  
 COURSE TO BE REVIEWED (six years after UEC approval): March 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|----|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> BUS 143                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Introductory Financial Accounting I<br><b>Course Short Title:</b> Intro Financial Accounting I<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Financial statements tell the story of the life of a business. It is critical that business stakeholders are able to understand that story. This course emphasizes practical applications, primarily focusing on the accounting cycle and accounting for assets.<br><br>Note: Students with credit for BUS 145 or BUS 339 cannot take this course for further credit.<br>Note: For transferability of this course to professional bodies such as the CPA, see the UFV School of Business website.                                                                                                         |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | BUS 100 and the prerequisites for MATH 141.                                                                                                                                                                                                   |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | None                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | None                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s): <b>BUS 339, BUS 145, CIS 143</b><br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                   |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i> |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>20</td> </tr> <tr> <td>Tutorials/workshops</td> <td>25</td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>45</b></td> </tr> </table> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |           | Lecture/seminar hours                                                                                                                                                                                                                         | 20 | Tutorials/workshops | 25 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | Lecture/seminar hours                                                                                                                                                                                                                         | 20 |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 25        |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>45</b> |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Maximum enrolment (for information only):</b> 36<br><b>Expected Frequency of Course Offerings:</b><br>Infrequently                                                                                                                         |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Carl Janzen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date approved:</b> October 13, 2020                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b> October 23, 2020                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date approved:</b> October 23, 2020                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date of posting:</b> March 12, 2021                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date of meeting:</b> March 26, 2021                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- LO 1. Complete all the functions of the accounting cycle;
- LO 2. Identify when transactions need to be recorded in the life of a business;
- LO 3. Measure the value of all transactions;
- LO 4. Prepare financial statements;
- LO 5. Perform basic analysis of financial statements;
- LO 6. Differentiate current and long-term assets;
- LO 7. Account for changes in inventory, cash, receivables, capital assets and intangible assets.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Lectures, discussions, and problem solving.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials)                                                    | Title (article, book, journal, etc.) | Current ed.                         | Publisher | Year |
|-------------------------------------------------------------------------------|--------------------------------------|-------------------------------------|-----------|------|
| Horngren, C., Harrison, W.,<br>1. Olver, M.S., Norwood, P., &<br>Johnston, J. | Accounting Volume 1                  | <input checked="" type="checkbox"/> | Pearson   |      |
| 2.                                                                            |                                      | <input type="checkbox"/>            |           |      |
| 3.                                                                            |                                      | <input type="checkbox"/>            |           |      |
| 4.                                                                            |                                      | <input type="checkbox"/>            |           |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

A calculator approved by the UFV School of Business. (See the UFV School of Business student handbook for approved calculators).  
My Accounting Lab license for online assignments is required and comes with a new textbook purchase or can be purchased online directly from the publisher.

**Typical Evaluation Methods and Weighting**

|                  |     |                     |     |                   |   |             |      |
|------------------|-----|---------------------|-----|-------------------|---|-------------|------|
| Final exam:      | 50% | Online assignments: | 10% | Field experience: | % | Portfolio:  | %    |
| Midterm exam #1: | 25% | Project:            | %   | Practicum:        | % | Case study: | 5%   |
| Midterm exam #2: | 10% | Lab work:           | %   | Shop work:        | % | Total:      | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

Module One: The accounting cycle

- Recording business transactions and adjustments
- Preparing financial statements
- Mid-term Exam #1 (LO 1–4)
- Case study (LO 1–4)

Module Two: Accounting for inventory

- Account for the purchase and sales of inventory
- Measure the value of inventory
- Mid-term Exam #2 (LO 2, 3, 5, 7)

Module Three: Accounting for cash, receivables, capital assets, and intangible assets

- Record cash transactions
- Reconcile cash and bank accounts
- Measure value of receivables
- Allocate cost of capital and intangible assets
- Differentiate between current and long-term assets
- Analyze financial statements with ratio analysis

Online assignments (LO 1–7)

Comprehensive Final Exam (LO 1–7)



**Memo for Course Changes**

To: UEC

From: Dr. Carl Janzen, Interim Director, School of Business and Quan Cheng

Date: Sept 15, 2020

**Subject: Proposal for revision of BUS 144: Introductory Financial Accounting II**

1. Summary of changes (select all that apply):

- ☒ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☒ Frequency of course offering
- ☐ Learning outcomes
- ☒ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify: Typical Course Content and Topics

2. Rationale for change:

The School of Business and area of Accounting and Finance periodically and regularly reviews the course outlines offered in the area. As a result of these reviews it is determined that there is no change to the course. However, it is being replaced in the BBA with BUS 145 and so the frequency of offerings is being reduced.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

None.

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

None.

5. Which program areas have been consulted about the change(s)?

Area of Accounting and Finance and Curriculum Committee, which includes all representation from all areas of School of Business.

6. What consideration has been given to Indigenizing the curriculum?

Where possible the curriculum highlights the importance of Aboriginal in-class cases and guest speakers will be used as part of the learning environment, regarding Indigenization.

7. If this course is not eligible for PLAR, explain why:

PLAR by portfolio assessment and written exam.

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value: No change
  - b. Class size limit: No change
  - c. Frequency of offering: No change
  - d. Resources required (labs, equipment): No change
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?

There are no field trips required.
10. Estimate of the typical costs for this course, including textbooks and other materials: \$110

**CWC comments and responses:**

*See comments included with BUS 143 memo.*



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1994  
**REVISED COURSE IMPLEMENTATION DATE:** September 2021  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2027  
**Course outline form version:** 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|----|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|
| <b>Course Code and Number:</b> BUS 144                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Course Full Title:</b> Introductory Financial Accounting II<br><b>Course Short Title:</b> Intro Financial Accounting II<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                                                                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Calendar Description:</b><br>Financial statements tell the story of the life of a business. It is critical that business stakeholders are able to interpret that story. This course emphasizes practical applications, primarily focusing on liabilities, equity, cash flows, and financial statement analysis.<br><br>Note: Students with credit for BUS 145 or BUS 339 cannot take this course for further credit.<br>Note: For transferability of this course to professional bodies such as the CPA, see the UFV School of Business website.                                                                                                                               |                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | BUS 143.                                                                                                                                                                                                                                                                                                                                  |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | None                                                                                                                                                                                                                                                                                                                                      |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | None                                                                                                                                                                                                                                                                                                                                      |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s): <b>BUS 145, BUS 339</b><br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                                    | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                             |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                  |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="#">bctransferguide.ca</a> .)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">25</td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                     | 20 | Tutorials/workshops | 25 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 20                                                                                                                                                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 25                                                                                                                                                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>45</b>                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Maximum enrolment (for information only):</b> 36<br><b>Expected Frequency of Course Offerings:</b><br>Infrequently                                                                                                                                                                                                                     |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Department / Program Head or Director:</b> Carl Janzen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Date approved:</b> October 13, 2020                                                                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Date approved:</b> October 23, 2020                                                                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Date approved:</b> October 23, 2020                                                                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Date of posting:</b> March 12, 2021                                                                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Date of meeting:</b> March 26, 2021                                                                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- LO 1. Categorize different types of business investments;
- LO 2. Apply accounting to partnerships;
- LO 3. Account for changes in investments, liabilities, and equity;
- LO 4. Prepare financial statements;
- LO 5. Interpret a statement of cash flows;
- LO 6. Analyze financial statements using various financial ratios.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Lecture, discussion, and problem solving.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials)                                                    | Title (article, book, journal, etc.) | Current ed.                         | Publisher | Year |
|-------------------------------------------------------------------------------|--------------------------------------|-------------------------------------|-----------|------|
| 1. Horngren, C., Harrison, W.,<br>Olver, M.S., Norwood, P., &<br>Johnston, J. | Accounting Volume II                 | <input checked="" type="checkbox"/> | Pearson   |      |
| 2.                                                                            |                                      | <input type="checkbox"/>            |           |      |
| 3.                                                                            |                                      | <input type="checkbox"/>            |           |      |
| 4.                                                                            |                                      | <input type="checkbox"/>            |           |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

A calculator approved by the UFV School of Business. (See the UFV School of Business student handbook for approved calculators).  
The publisher's license for online assignments. The license comes with a new textbook purchase or can be purchased online directly from the publisher.

**Typical Evaluation Methods and Weighting**

|                |     |                     |     |                   |   |            |      |
|----------------|-----|---------------------|-----|-------------------|---|------------|------|
| Final exam:    | 50% | Online assignments: | 10% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | %   | Group project:      | 10% | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | 30% | Lab work:           | %   | Shop work:        | % | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

Module One: Accounting for liabilities and investments

- Account for changes in payroll and other current liabilities
- Determine the value of a bond issue
- Account for long-term liabilities
- Categorize and account for different types of business investments
- Test #1 (LO 1, 3, 4)

Module Two: Accounting for owners' equity

- Account for changes in business partnerships
- Record the issue and repurchase of shares
- Allocate and record dividends to common and preferred shareholders
- Calculate earnings per share
- Test #2 (LO 2–4)

Module Three: Cash flows and financial statement analysis

- Prepare a cash flow statement using the direct and indirect methods
- Calculate cash amounts for the direct cash flow method
- Analyze financial statements with ratio analysis
- Evaluate the liquidity, solvency, efficiency, and profitability of a business
- Group project (LO 5, 6)

Online assignments (LO 1–6)

Comprehensive Final Exam ( LO 1–6)

**Memo for Course Changes**

To: UEC

From: Dr. Carl Janzen, Interim Director, School of Business, Quan Cheng, Kevin deWolde

Date: Oct. 30, 2020

**Subject: Proposal for revision of BUS 145: Introductory Financial Accounting**

1. Summary of changes (select all that apply):

- ☒ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☒ Title
- ☒ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☒ Frequency of course offering
- ☒ Learning outcomes
- ☒ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☒ Other – Please specify: Typical Course Content and Topics

2. Rationale for change:

The School of Business has revised its Core requirements for its programs and as part of this revision BUS 145 offering can replace offering of both BUS 143 and BUS 144, thereby, increasing the flexibility of the program. The learning objectives and course content have been updated to align more with the current requirements of introductory financial accounting as determined by CPA (Certified Public Accountants) Canada.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

The learning outcomes of the course are revised to be in line with the School of Business strategic goals and all the program outlines developed by the school. Comments of the Curriculum Committee of the SofB have been taken into consideration to reflect this alignment. Moreover, the course outline is developed to be in line with the institutional learning outcomes as well as with CPA Canada.

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

Not applicable

5. Which program areas have been consulted about the change(s)?

Area of Accounting and Finance and the School of Business Curriculum Committee, which includes all representation from all areas of School of Business.

6. What consideration has been given to indigenizing the curriculum?  
Where possible the curriculum highlights the importance of Indigenous in-class cases and guest speakers will be used as part of the learning environment, regarding indigenization.
7. If this course is not eligible for PLAR, explain why: N/A
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value: No change
  - b. Class size limit: No change
  - c. Frequency of offering: Since this course is considered a replacement, the budgeting impact by changing the frequency would not be substantial.
  - d. Resources required (labs, equipment): No change
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?  
There are no field trips required.
10. Estimate of the typical costs for this course, including textbooks and other materials: \$120

**CWC comments and responses:**

*See comments included with BUS 143 memo.*



ORIGINAL COURSE IMPLEMENTATION DATE: September 1994  
 REVISED COURSE IMPLEMENTATION DATE: September 2021  
 COURSE TO BE REVIEWED (six years after UEC approval): March 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|----|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Code and Number:</b> BUS 145                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Course Full Title:</b> Introductory Financial Accounting<br><b>Course Short Title:</b> Intro Financial Accounting<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Calendar Description:</b><br>Financial statements tell the story of the life of a business. It is critical that business stakeholders are able to interpret that story. This course emphasizes practical applications, focusing on the accounting cycle, accounting for assets, liabilities and equity, financial statements, and their analysis.<br><br>Note: Students with credit for BUS 143, BUS 144, or BUS 339 cannot take this course for further credit.                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | BUS 100 and the prerequisite to MATH 141                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s): <b>BUS 143, BUS 144, BUS 339</b><br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                            | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i><br><br><b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>20</td> </tr> <tr> <td>Tutorials/workshops</td> <td>25</td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>45</b></td> </tr> </table> | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 20 | Tutorials/workshops | 25 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>45</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Maximum enrolment (for information only):</b> 36<br><b>Expected Frequency of Course Offerings:</b><br>Every semester <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Department / Program Head or Director:</b> Carl Janzen                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Date approved:</b> September 8, 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Date approved:</b> October 23, 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Date approved:</b> October 23, 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Date of posting:</b> March 12, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Date of meeting:</b> March 26, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                 |

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- LO 1. Complete all the functions of the accounting cycle;
- LO 2. Recognize when transactions need to be recorded in the life of a business;
- LO 3. Measure the value of transactions;
- LO 4. Prepare financial statements;
- LO 5. Interpret a statement of cash flows;
- LO 6. Differentiate current and long-term assets and liabilities;
- LO 7. Account for various changes in assets, liabilities, and equity;
- LO 8. Analyze financial statements using various financial ratios.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Lectures, discussions, problem solving.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials) | Title (article, book, journal, etc.) | Current ed.                         | Publisher | Year |
|----------------------------|--------------------------------------|-------------------------------------|-----------|------|
| 1. Burnley, C.             | Understanding Financial Accounting   | <input checked="" type="checkbox"/> | Wiley     |      |
| 2.                         |                                      | <input type="checkbox"/>            |           |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

A calculator approved by the UFV School of Business. (See the UFV School of Business student handbook for approved calculators). The publisher's license for online assignments. The license comes with a new textbook purchase or can be purchased online directly from the publisher.

**Typical Evaluation Methods and Weighting**

|                |     |                     |     |                   |   |            |      |
|----------------|-----|---------------------|-----|-------------------|---|------------|------|
| Final exam:    | 40% | Online assignments: | 10% | Field experience: | - | Portfolio: | -    |
| Midterm exam:  | 25% | Project:            | 5%  | Practicum:        | - | Other:     | -    |
| Quizzes/tests: | 20% | Lab work:           | -   | Shop work:        | - | Total:     | 100% |

**Typical Course Content and Topics**

Module One: The accounting cycle and financial statements

- Record business transactions and adjustments
- Prepare income statement, balance sheet and statement of changes in equity
- Prepare a cash flow statement using the direct and indirect methods
- Analyze cash flows
- Mid-term exam (LO 1–5)
- Individual accounting cycle assignment (LO 1–4)

Module Two: Accounting for assets

- Account for the purchase and sales of inventory
- Record cash transactions
- Reconcile cash and bank accounts
- Measure value of receivables
- Account for capital assets and intangible assets
- Differentiate between current and long-term assets
- Quiz (LO 2, 3, 6, 7)

Module Three: Accounting for liabilities and equity

- Account for changes in payroll and other current liabilities
- Account for long-term liabilities
- Record the issue of shares
- Allocate and record dividends to common and preferred shareholders
- Calculate earnings per share
- Quiz (LO 2, 3, 6, 7)

Module Four: Financial statement analysis

- Analyze financial statements with ratio analysis
- Evaluate the liquidity, solvency, efficiency, and profitability of a business

Online assignments (LO 1–8)

Comprehensive final exam (LO 1–8)



**Memo for New Course**

To: UEC

From: Dr. Carl Janzen, School of Business Director and Dr. Kirsten Robertson

Date: September 21, 2020

**Subject: BUS 310: Strengths-Based Development**

1. Rationale for new course: The proposed course fits within the disciplinary stream of positive organizational scholarship, which is focused on understanding why individuals and teams flourish in organizational contexts. The purpose of this course is to guide students toward identification and critical reflection on their personal talents, and to develop actionable steps for transforming their talents into work-related strengths for achieving individual and organizational goals. After developing self-insight, students will learn how to help others leverage their strengths in teams and organizations. By taking the course, students will be equipped with a variety of tools that they can use in organizational contexts to enhance engagement, performance, and meaningfulness.
2. How this new course fits into program(s): This course will be an upper-level elective in the Human Resources major and Organizational Studies minor. However, it will be open for enrolment to students in all programs.
3. Explain how the course learning outcomes align with the learning outcomes of the program(s): The BBA program has six learning outcomes, of which three are well-aligned with the course learning objectives.

**PLO 1: Use business knowledge and skills; they apply business discipline knowledge and skills to problems in an analytical, imaginative, and integrative manner (CLO1, CLO2, CLO3, CLO4).** Talents and strengths are individual business-relevant skills. In learning to identify their talents and build their work-related strengths, students will have a better understanding of how they can uniquely contribute to their future workplaces.

**PLO 2: Think critically and embrace complexity; they seek out information from diverse perspectives, assess its quality and relevance, and reflexively use it to solve problems (CLO4, CLO5, CLO6).** An important aspect of critical thinking is being able to engage in reflection about oneself and one's experiences. Through the course, students will practice critical thinking in assessing how their talents and strengths have shaped their prior experiences, which better prepares them to effectively tackle new challenges in organizations. Coworkers and teams are often a source of interpersonal problems in organizations. The knowledge that students gain in the course will provide them with positive approaches for resolving interpersonal problems.

**PLO 4: Demonstrate leadership and communication skills; they effectively work in teams, are able to lead them, and communicate professionally in all means of expression (CLO6, CLO7, CLO8, CLO9).** Teams and organizations that capitalize on the strengths of all members perform better, and are more likely to meet individual and collective needs. Students will gain insight into what they need from their team members to work at their best, as well as how what they bring to a team can contribute toward collective goal achievement. Students will develop and practice coaching skills,

which are an important aspect of leadership and contribute to developing high-performance organizations.

4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?

N/A

5. Which program areas have been consulted about the course?

N/A

6. If a new discipline designation is required, explain why:

N/A

7. What consideration has been given to indigenizing the curriculum?

The course's emphasis on students sharing stories of their prior organizational experiences, and engaging in collaborative discussions about those experiences, is consistent with Indigenous ways of learning.

8. If this course is not eligible for PLAR, explain why: This is a process course that includes personal reflection and application of skills to a variety of scenarios

9. Explain how each of the following will affect the budget for your area or any other area:

- a. Credit value: no impact
- b. Class size limit: no impact
- c. Frequency of offering: no impact as electives are rotated and offered based on need.
- d. Resources required (labs, equipment): no impact, as no unusual resources are required.

10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? N/A

11. Estimate of the typical costs for this course, including textbooks and other materials: \$80

**CWC comments and response:**

- Should this really be a 3rd year course? Would it be more appropriate as a lower-level course?

*While strengths-based development is relevant to students at all stages of their academic careers, the proposed course will take a critical approach to strengths-based development and require students to read and analyze high-level academic research in the domain of positive organizational scholarship (e.g., meaningfulness of work, emotions, high quality connections, and high-performance work systems, as specific under "Typical Course Contents"). Students who have established a strong foundation in academic reading, writing, research, and critical reflection will be better prepared to succeed than students in their first or second year of study.*

*For example, as noted under “Required Additional Resources and Supplies”, the materials for this course will include peer-reviewed articles, rather than only a textbook that distills the relevant ideas for students. Students will need to connect the findings of current academic research to their personal experiences in a way that is consistent with the expectations of upper-level courses within the School of Business.*

- What is the purpose of the 45 credit prerequisite? Is there no specific lower-level course that should be required? If not, what makes this a 3rd year course? How are students prepared for success?

*The 45 credit prerequisite is in keeping with the current standard for upper level School of Business courses, which require the completion of either 45 of 60 credit hours. Although it would be possible to add specific lower-level prerequisites, the goal is to keep the course as open as possible to students from non-business disciplines because we recognize that the academic skills that will enable success in BUS 310 (reading academic articles, writing critical reflections that relate research to personal experiences, and engaging in research-informed peer-to-peer/team/classroom discussions) can be developed in non-business courses and because disciplinary diversity in the classroom will enrich the discussions that form a core component of the course. The School of Business has found that keeping upper-level courses open in terms of prerequisites (i.e., requiring a certain number of credit hours rather than specific courses) where reasonable to do so has yielded positive results in the classroom and has not undermined students’ success (see, BUS 377, 477, and 478 as examples).*

- Structure of hours: suggest changing “supervised online activities” to either “lecture/seminar” or “tutorials/workshops” as appropriate, regardless of whether this takes place online or not.

*We had chosen “supervised online activities” because this is the wording that has previously been used for courses that will be conducted primarily online, as is the intention with BUS 310. However, we are open to changing the wording to “tutorials/workshops” if the subcommittee feels that this description provides clearer information to prospective students in the course.*



ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): March 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|----|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> BUS 310                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Strengths-Based Development<br><b>Course Short Title:</b><br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                                                                             |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Everyone has unique talents, but guided self-discovery and critical reflection can be essential for transforming those talents into workplace strengths. Students will learn how to use their strengths to achieve individual and organizational goals. They will also be equipped to identify talents in others, and to coach individuals and teams toward achieving optimal performance.                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | 45 university-level credits.                                                                                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | None                                                                                                                                                                                                                                                                                                                                            |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | None                                                                                                                                                                                                                                                                                                                                            |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                             |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>15</td> </tr> <tr> <td>Tutorials/workshops</td> <td>30</td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                           | 15 | Tutorials/workshops | 30 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 15        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 30        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                            |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Maximum enrolment (for information only):</b> 25<br><b>Expected Frequency of Course Offerings:</b><br>Every semester <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                      |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Carl Janzen                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> September 8, 2020                                                                                                                                                                                                                                                                                                         |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> November 13, 2020                                                                                                                                                                                                                                                                                                         |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date approved:</b> November 13, 2020                                                                                                                                                                                                                                                                                                         |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date of posting:</b> March 12, 2021                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of meeting:</b> March 26, 2021                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- LO 1. Describe how talents function individually and in conjunction with one another.
- LO 2. Explain how talents can be used to build work-related strengths.
- LO 3. Analyze the relationship between using strengths and positive experiences at work.
- LO 4. Create a strengths-based development plan for achieving individual goals.
- LO 5. Explore how talents impact work relationships and team dynamics.
- LO 6. Communicate how they can help others and how others can help them to function optimally within a team.
- LO 7. Identify talents in others (e.g., teammates, colleagues, followers, employees).
- LO 8. Coach others to build strengths for achieving organizational goals.
- LO 9. Develop strengths-based organizational practices and systems.

**Prior Learning Assessment and Recognition (PLAR)**

☐ Yes ☒ No, PLAR cannot be awarded for this course because this is a process course that includes personal reflection and application of skills to a variety of scenarios.

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Hybrid instruction.

**NOTE:** The following sections may vary by instructor. Please see course syllabus available from the instructor.

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials) | Title (article, book, journal, etc.) | Current ed.                         | Publisher | Year |
|----------------------------|--------------------------------------|-------------------------------------|-----------|------|
| 1. Rath, T.                | StrengthsFinder 2.0                  | <input checked="" type="checkbox"/> | Gallup    |      |
| 2.                         |                                      | <input type="checkbox"/>            |           |      |
| 3.                         |                                      | <input type="checkbox"/>            |           |      |
| 4.                         |                                      | <input type="checkbox"/>            |           |      |
| 5.                         |                                      | <input type="checkbox"/>            |           |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

CliftonStrengths assessment; access to peer-reviewed academic articles via the UFV library.

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 30% | Assignments: | 60% | Field experience: | - | Portfolio: | -    |
| Midterm exam:  | -   | Project:     | -   | Practicum:        | - | Other:     | -    |
| Quizzes/tests: | 10% | Lab work:    | -   | Shop work:        | - | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

Module One: Individual Talents

- Positive organizational scholarship
- Self-concept and authenticity at work
- Interconnections between talent and personal values
- Talent hierarchies and combinations
- Benefits and critiques of strengths-based approaches

Quiz #1 (LO 1)

Assignment #1 (LO 1, 2)

Module Two: Developing Work-Related Strengths

- Relationship between talent and individual performance goals
- Positive emotions in organizational contexts
- Work meaningfulness and flow
- Strength-based development plans
- Personal brand statements

Assignment #2 (LO 2–4)

Module Three: Strengths-Based Work Relationships

- Using talents to develop effective workplace relationships
- High-quality connections at work
- Complementary and conflicting talents in collective settings
- Team member strengths-based profiles

**BUS 310****University of the Fraser Valley Official Undergraduate Course Outline**

Page 3 of 3

- Strengths-based team formation and management

Quiz #2 (LO 5)

Assignment #3 (LO 5, 6)

Module Four: Developing Strengths in Others

- Managerial responsibility frameworks
- Recognizing talent in others
- Strengths-based approaches to managing others
- Johari window for coaching others
- Principles of coaching conversations

Assignment #4 (LO 7, 8)

Module Five: Strengths-Based Organizations

- Connection between strengths principles and high-performance work systems
- Building an engaged workforce
- Strengths-based organizational culture
- Integration of strengths into performance management systems

Assignment #5 (LO 9)

Final exam (LO 1–3, 5, 7, 9)

**Memo for Course Changes**

To: UEC

From: Dr. Carl Janzen, School of Business Director and Dr. Amir Hajbaba

Date: September 21, 2020

**Subject: Proposal for revision of BUS 349: Financial Management I**

1. Summary of changes (select all that apply):

- ☒ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify: Typical Course Content and Topics

2. Rationale for change:

The School of Business and area of Accounting and Finance periodically and regularly reviews the course outlines offered in the area. As a result of these changes BUS 145 was introduced as an alternative to both BUS 143 and BUS 144. Accordingly, the amendment is proposed in the pre-requisite requirements for this course.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

There are no changes proposed.

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

There are no changes proposed.

5. Which program areas have been consulted about the change(s)?

Area of Accounting and Finance and Curriculum Committee, which includes all representation from all areas of School of Business.

6. What consideration has been given to Indigenizing the curriculum?

Where possible the curriculum highlights the importance of Indigenous in-class cases and guest speakers will be used as part of the learning environment, regarding Indigenization.

7. If this course is not eligible for PLAR, explain why:

PLAR by portfolio assessment and written exam.

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value: No change
  - b. Class size limit: No change
  - c. Frequency of offering: No change
  - d. Resources required (labs, equipment): No change
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?

There are no field trips required.
10. Estimate of the typical costs for this course, including textbooks and other materials: \$110

**CWC comments and responses:**

- Why does this need to be a cross-listed course? Can/should the ECON version be discontinued?

*We offer Financial Minor to Economics students who wish to graduate with a B.A in economics and a minor in Financial Management which is appealing to both students and employers. Cross-listing encourages students enrolled in the Economics Degree acquire this minor seamlessly reflected on their transcripts upon graduation, and also allows them to have access to reserved seats that otherwise, they might not be able to have access to. In addition, the cross-listing of our courses in the Finance Major and Minor with Economics is mutual, and encourages the cross-disciplinary partnership between the two academic units.*

- Why is BUS 143 included as a course prerequisite rather than BUS 144?

*1. I note that the pre-requisite requirements are not changed in the revision submitted to the course. 2. The pedagogical requirements of BUS 349 learning outcome are determined to be more in line with pre-requisite courses as submitted (without change) than any other courses, by the developer of the course (course co-ordinator) as teaching Faculty and expert in the field, in consultation with the Area of Accounting Finance, confirmed by School of Business Curriculum Committee, and approved by the School of Business (collectively, experts in the fields).*





**ORIGINAL COURSE IMPLEMENTATION DATE:** October 1996  
**REVISED COURSE IMPLEMENTATION DATE:** September 2021  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2027  
**Course outline form version:** 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|----|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Code and Number:</b> BUS 349                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| <b>Course Full Title:</b> Financial Management I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| <b>Course Short Title:</b><br>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| <b>Calendar Description:</b><br>The principles of effective corporate financial management are essential in running any business organization. This course will target various aspects of managing an organization financially, focusing on the theory and application of financial analysis, valuation, capital budgeting, and risk.<br><br>Note: This course is offered as BUS 349 and ECON 349. Students may take only one of these for credit.                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | (BUS 143 or BUS 145), BUS 226, and BUS 249.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| <b>Antirequisite Courses</b> (Cannot be taken for additional credit.)<br>Former course code/number:<br>Cross-listed with: <b>ECON 349</b><br>Dual-listed with:<br>Equivalent course(s): <b>ECON 349</b><br>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)                                                                                                                                                                                                                                                                                                                                               | <b>Special Topics</b> (Double-click on boxes to select.)<br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, topic will be recorded when offered.)<br><br><b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: (If yes, topic will be recorded.)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| <b>Typical Structure of Instructional Hours</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Lecture/seminar hours</td><td style="text-align: center;">35</td></tr> <tr><td>Tutorials/workshops</td><td style="text-align: center;">10</td></tr> <tr><td>Supervised laboratory hours</td><td></td></tr> <tr><td>Experiential (field experience, practicum, internship, etc.)</td><td></td></tr> <tr><td>Supervised online activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total hours</b></td><td style="text-align: center;"><b>45</b></td></tr> </table> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 35 | Tutorials/workshops | 10 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="#">bctransferguide.ca</a> .)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, fill in transfer credit form.) |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 35                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>45</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| <b>Maximum enrolment (for information only):</b> 25<br><b>Expected Frequency of Course Offerings:</b><br>Every Semester (Every semester, Fall only, annually, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| <b>Department / Program Head or Director:</b> Carl Janzen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Date approved:</b> October 13, 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Date approved:</b> October 23, 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Date approved:</b> October 23, 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Date of posting:</b> March 12, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Date of meeting:</b> March 26, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                    |

**BUS 349**

**University of the Fraser Valley Official Undergraduate Course Outline**

Page 2 of 2

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- LO 1. Identify the goal and role of a financial manager in day-to-day operations as well as long-term decisions made by an organization;
- LO 2. Recognize various types of organizations and, in particular, structure of corporations;
- LO 3. Analyze financial statements of the corporation based on common sizing and ratio analysis;
- LO 4. Provide a thorough capital budgeting analysis, utilizing the capital investment analysis techniques such as NPV, PI, IRR, MIRR, etc.;
- LO 5. Explain the risk-return relationship for major financial securities issued by a corporation (common and preferred shares, and bonds);
- LO 6. Estimate the Weighted Average Cost of Capital (WACC) of a corporation at an optimum target capital structure and based on market value estimates of cost of capital for stocks, bonds, etc.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Lectures, workshops, and seminars.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

|    | Author (surname, initials)                              | Title (article, book, journal, etc.)      | Current ed.                         | Publisher | Year |
|----|---------------------------------------------------------|-------------------------------------------|-------------------------------------|-----------|------|
| 1. | Brigham, E., Ehrhardt, M.C., Gessaroli, J., & Nason, R. | Financial Management, Theory and Practice | <input checked="" type="checkbox"/> | Nelson    |      |
| 2. | Ross, S., Westerfield, R., Jaffe, J., & Roberts, G.     | Fundamentals of Corporate Finance         | <input checked="" type="checkbox"/> | Irwin     |      |
| 3. |                                                         |                                           | <input type="checkbox"/>            |           |      |
| 4. |                                                         |                                           | <input type="checkbox"/>            |           |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

n/a

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 50% | Assignments: | 20% | Field experience: | - | Portfolio: | -    |
| Midterm exam:  | 30% | Project:     | -   | Practicum:        | - | Other:     | -    |
| Quizzes/tests: | -   | Lab work:    | -   | Shop work:        | - | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

Module One: Financial management and analysis

- Principles of finance: Role of financial managers in organizations
- Financial statements analysis

Assignment #1 (LO 1–3)

Module Two: Making investment decisions

- Basics of capital budgeting
- Capital budgeting assessments and techniques (NPV, IRR, MIRR, PI, Payback and Discounted Payback, EAA, etc.)
- Capital rationing and cash flow estimations analysis considering taxes and other issues

Mid-term exam (LO 1–4)

Module Three: Risk and return

- Introduction to risk and return analysis and portfolio theory
- The Capital Assets Pricing Model (CAPM)

Assignment #2 (LO 5)

Module Four: Estimating cost of capital

- Stock valuation
- Bond valuation
- The Weighted Average Cost of Capital (WACC)

Assignment #3 (LO 6)

Final exam (LO 1–6)



ORIGINAL COURSE IMPLEMENTATION DATE: May 2011  
 REVISED COURSE IMPLEMENTATION DATE: September 2021  
 COURSE TO BE REVIEWED (six years after UEC approval): March 2027  
 Course outline form version: 10/27/2017

## OFFICIAL UNDERGRADUATE CROSS-LISTED OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                                                                                                                                                                                                                                                                                           |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> ECON 349                                                                                                                                                                                                                                                                                                                                                                                                              |  | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                    |  |
| <b>Course Full Title:</b> Financial Management I<br><b>Course Short Title:</b><br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                    |  |                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                      |  | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                                                                       |  |
| <b>Official Course Outline:</b><br>This is a cross-listed course. Please refer to <b>BUS 349</b> for the official course outline.                                                                                                                                                                                                                                                                                                                    |  |                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Calendar Description:</b><br>The principles of effective corporate financial management are essential in running any business organization. This course will target various aspects of managing an organization financially, focusing on the theory and application of financial analysis, valuation, capital budgeting, and risk.<br><br>Note: This course is offered as BUS 349 and ECON 349. Students may take only one of these for credit.   |  |                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |  | (BUS 143 or BUS 145), BUS 226, and BUS 249.                                                                                                                                                                                                                                                                                               |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with: <b>BUS 349</b><br>Dual-listed with:<br>Equivalent course(s): <b>BUS 349</b><br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i> |  | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="#">bctransferguide.ca</a> .)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| <b>Department / Program Head or Director:</b> Carl Janzen                                                                                                                                                                                                                                                                                                                                                                                            |  | <b>Date approved:</b> October 13, 2020                                                                                                                                                                                                                                                                                                    |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |  | <b>Date approved:</b> October 23, 2020                                                                                                                                                                                                                                                                                                    |  |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                          |  | <b>Date approved:</b> October 23, 2020                                                                                                                                                                                                                                                                                                    |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                |  | <b>Date of posting:</b> March 12, 2021                                                                                                                                                                                                                                                                                                    |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                              |  | <b>Date of meeting:</b> March 26, 2021                                                                                                                                                                                                                                                                                                    |  |

**Memo for Course Changes**

To: UEC

From: Kim Milnes/Carl Janzen

Date: 2/17/2020

**Subject: Proposal for revision of BUS 492 Directed Studies**

1. Summary of changes (select all that apply):
  - ☒ Six-year review
  - ☐ Number and/or course code
  - ☐ Credits and/or total hours
  - ☐ Title
  - ☒ Calendar description
  - ☒ Prerequisites and/or co-requisites
  - ☒ Frequency of course offering
  - ☒ Learning outcomes
  - ☒ Delivery methods and/or texts and resource materials
  - ☒ PLAR options, grading system, and/or evaluation methods
  - ☐ Discontinuation of course
  - ☐ Other – Please specify:
2. Rationale for change: This course had not been reviewed since 2010. Many details from the original course outline were missing.
3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): Previous learning outcomes were not defined
4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? No
5. Which program areas have been consulted about the change(s)? None
6. What consideration has been given to indigenizing the curriculum? Students will be encouraged to research topics, issues, problems facing Indigenous clients seeking services from non-indigenous organizations and the issues, problems unique to Indigenous organizations.
7. If this course is not eligible for PLAR, explain why:
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value
  - b. Class size limit: This is an independent studies class since each student will have their own topic for research
  - c. Frequency of offering
  - d. Resources required (labs, equipment)

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? N/A
10. Estimate of the typical costs for this course, including textbooks and other materials: Textbook is \$40CDN. Other costs may vary based on topic researched.

**CWC comments and responses:**

- Is there a more in-depth textbook that could be included?

*Thank you for the question. As each student is working on an independent project, I supplement this text with research articles, reports, and mentoring specific to the topic chosen. The textbook helps build an initial foundation common for all BUS 492 students, which is then supplemented by a unique set of readings/ references matching the individual topics.*

- Suggestions for change regarding Indigenization:

- LO 1: add “including on-reserves in Canada shopping centres located on reserve.” On reserve business is growing. In Chilliwack there are two. North Van / West Van (I never know which they are) has one of the largest shopping centres on reserve, as does West Kelowna. Preparing students, or at the very least getting students to start thinking about these things is crucial.

*LOs are intended to be clear and inclusive. I consider the existing wording inclusive enough to also allow for research on shopping centres on reserve based on student interest. I am not comfortable with the idea that committees should be prescribing content and recommending topics to LOs. I am not sure if such recommendations are an ideal path forward. At the most, they can be suggestions which would then be considered taking into account the disciplinary boundaries and required texts/ readings, for a start. Personally, I would be very interested if a student decides to take on a topic like this and would be happy to support their learning as much as possible.*

- In the Content where it states: Selecting appropriate research methods, add “including Indigenous methods”. Indigenous methods are critical and should not be over looked or glossed over.

*This assumes that instructors would be having some level of expertise in indigenous research methods to properly guide students. While I strongly support the learning and use of indigenous methods, I am not sure how we can put this in the content without having a qualified person teach/ mentor this aspect. One possibility could be having a resource person who can be a point of contact, in case the student works on a topic which requires an indigenous perspective and indigenous research methods. I can take workshops to develop myself in this area, and will be happy to mentor students on this aspect once I develop some expertise in this domain.*



ORIGINAL COURSE IMPLEMENTATION DATE: Sept 1992  
 REVISED COURSE IMPLEMENTATION DATE: September 2021  
 COURSE TO BE REVIEWED (six years after UEC approval): March 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|----|--------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> BUS 492                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                     |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Course Full Title:</b> Directed Studies<br><b>Course Short Title:</b><br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                        |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Calendar Description:</b><br>Students will engage in independent in-depth study of an issue or problem faced by an organization, industry sector, or region proposed and defined by the student. The study topic, scope, and methods are selected in consultation with the supervising instructor.                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | 60 university-level credits and department permission.                                                                                                                                                                                                                                     |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | None                                                                                                                                                                                                                                                                                       |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | None                                                                                                                                                                                                                                                                                       |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                      |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                              |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input type="checkbox"/> No <input type="checkbox"/> Yes, _ repeat(s) <input checked="" type="checkbox"/> Yes, no limit |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr><td>Lecture/seminar hours</td><td></td></tr> <tr><td>Tutorials/workshops</td><td></td></tr> <tr><td>Supervised laboratory hours</td><td></td></tr> <tr><td>Experiential (field experience, practicum, internship, etc.)</td><td></td></tr> <tr><td>Supervised online activities</td><td></td></tr> <tr><td>Other contact hours:</td><td>45</td></tr> <tr><td><b>Total hours</b></td><td><b>45</b></td></tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                      |  | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: | 45 | <b>Total hours</b> | <b>45</b> | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca.</a>)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 45        |                                                                                                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>45</b> |                                                                                                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                       |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Maximum enrolment (for information only):</b> 6<br><b>Expected Frequency of Course Offerings:</b><br>Ad-hoc basis                                                                                                                                                                       |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Department / Program Head or Director:</b> Carl Janzen                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> April 14, 2020                                                                                                                                                                                                                                                       |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> June 5, 2020                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date approved:</b> June 5, 2020                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date of posting:</b> November 20, 2020                                                                                                                                                                                                                                                  |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date of meeting:</b> March 26, 2021                                                                                                                                                                                                                                                     |  |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |

**BUS 492**

**University of the Fraser Valley Official Undergraduate Course Outline**

Page 2 of 2

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- LO 1. Articulate specific theories, problems, or issues related to an organization, industry sector or region;
- LO 2. Identify appropriate methods to explore a specific theory, problem, or issue;
- LO 3. Conduct primary or secondary research to explore a specific theory, problem, or issue;
- LO 4. Practice research ethics and responsible conduct in research;
- LO 5. Work independently in an effective manner by setting and meeting deadlines;
- LO 6. Communicate an informed opinion on the topic through written and oral presentations.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Self-directed research, one-on-one research mentoring. Students can work on literature reviews, applying theories to real-world contexts, or extending theory.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials) | Title (article, book, journal, etc.)                                  | Current ed.                         | Publisher          | Year |
|----------------------------|-----------------------------------------------------------------------|-------------------------------------|--------------------|------|
| 1. Wisker, G.              | The Undergraduate Research Handbook                                   | <input checked="" type="checkbox"/> | Palgrave Macmillan |      |
| 2.                         | Required texts and/or resource materials will vary depending on topic | <input type="checkbox"/>            |                    |      |
| 3.                         |                                                                       | <input type="checkbox"/>            |                    |      |
| 4.                         |                                                                       | <input type="checkbox"/>            |                    |      |
| 5.                         |                                                                       | <input type="checkbox"/>            |                    |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

N/A

**Typical Evaluation Methods and Weighting**

|                |   |              |     |                   |   |                      |      |
|----------------|---|--------------|-----|-------------------|---|----------------------|------|
| Final exam:    | - | Assignments: | 30% | Field experience: | - | Portfolio:           | -    |
| Midterm exam:  | - | Project:     | 50% | Practicum:        | - | Critical Reflection: | 20%  |
| Quizzes/tests: | - | Lab work:    | -   | Shop work:        | - | Total:               | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

Module One: Initiating the process

- Refining the topic of study
- Defining the scope of the study
- Identifying potential data sources

Preparing a report outline (LO 1)

Module Two: Conducting research

- Reviewing relevant theories and conceptual frameworks
- Refining the research question/s
- Selecting appropriate research methods
- Managing the research ethics process
- Collecting and analyzing the data

Weekly report of progress (LO 2–5)

Module Three: Communicating findings

- Writing the report
- Preparing a poster, conference paper, or presentation
- Preparing an article

Draft report and presentation (LO 6)

Final report and critical reflection (LO 6)

**Memo for Program Changes**

To: UEC

From: Dr. Carl Janzen, School of Business Director and Kevin deWolde

Date: October 1, 2020

**Subject: Program change (Bachelor of Business Administration, all BBA majors, Business Diploma, Business Administration (Aviation) diploma, BBA (Aviation), Administration Certificate and Business Minor)**

1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☐ Other – Please specify:

2. Rationale for change(s): The current BBA program requires two introductory financial accounting courses, BUS 143 and BUS 144. However, it also allows a compressed introductory financial accounting course (BUS 145) plus a lower or upper level business course as an alternative. While UFV has offered BUS 145 in its history, in the past decade it has only offered the two course combo of BUS 143 and BUS 144. Students have been transferring in a one course alternative from other institutions, which have been articulated to BUS 145 and thus allowing them the second alternate path mentioned. Upon reviewing the competency requirements of the Certified Public Accountants (CPA) Canada, the School of Business has updated the learning outcomes of BUS 145 and decided to switch the BBA core requirements to require only one introductory financial accounting course, allowing students one additional lower or upper level business elective in their program.
3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: There is no change to the program learning outcomes
4. What consideration has been given to indigenizing the curriculum? This change will allow an additional business elective giving students more choice in their curriculum.
5. Will additional resources be required? If so, how will these costs be covered? N/A
6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program? Providing students with an



additional course option will increase their ability to complete the BBA. We do not anticipate that it will have any major impact on enrollment.

7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline? Yes, as mentioned in the rationale (2).
8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.).
9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. There is no change to the number of required or elective courses from other disciplines in the program.
10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

# Bachelor of Business Administration degree

## Program outline

### Semester II

| Course   | Title                                                            | Credits |
|----------|------------------------------------------------------------------|---------|
| BUS 120  | Essentials of Marketing                                          | 3       |
| BUS 145  | Introductory Financial Accounting I (see Note 1)                 | 3       |
| CMNS 125 | Communicating Professionally to Academic and Workplace Audiences | 3       |
| ECON 101 | Principles of Macroeconomics                                     | 3       |
| STAT 106 | Statistics I                                                     | 4       |

### Semester III

| Course             | Title                                           | Credits      |
|--------------------|-------------------------------------------------|--------------|
| <del>BUS 144</del> | <del>Introductory Financial Accounting II</del> | <del>3</del> |
| BUS 203            | Organizational Behaviour                        | 3            |
| BUS 221            | Professional Selling                            | 3            |
| BUS 249            | Introduction to Finance                         | 3            |
| CMNS 251           | Professional Report Writing                     | 3            |
| Plus:              | General education requirement (see Note 2)      | 3            |

### Semester V

| Course   | Title                                                                      | Credits       |
|----------|----------------------------------------------------------------------------|---------------|
| BUS 320  | Business Research Methods                                                  | 3             |
| ECON 307 | Managerial Economics                                                       | 3             |
| Plus:    | <del>One Two</del> lower- or upper-level BUS electives (see Notes 1 and 3) | <del>36</del> |
| Plus:    | <del>One upper level BUS elective (see Note 4)</del>                       | <del>3</del>  |
| Plus:    | General education requirement (see Note 2)                                 | 3             |

### Semester VIII

| Course  | Title                                                                        | Credits         |
|---------|------------------------------------------------------------------------------|-----------------|
| BUS 405 | Business Management Simulation                                               | 3               |
| Plus:   | <del>Four</del> Three upper-level BUS electives<br>(see Note <del>3+</del> ) | <del>12</del> 9 |
| Plus:   | <del>General education requirement (see Note 2)</del>                        | 3               |

Note 1: BUS 143 and BUS 144 may be taken in place of BUS 145 and one business elective.

~~One upper level economics elective may be taken in place of one upper level business elective.~~

Note 2: Students in the BBA program must meet the following general education requirements: One natural science (lab) course, one humanities course, one social science course, and one other general education elective (any university-level course of three credits or more) other than business.

Note 3: One upper-level economics elective may be taken in place of one upper-level business elective.

## **Program outline — Accounting major**

### **Semester II**

| Course   | Title                                                            | Credits |
|----------|------------------------------------------------------------------|---------|
| BUS 120  | Essentials of Marketing                                          | 3       |
| BUS 145  | Introductory Financial Accounting <del>I</del> (see Note 1)      | 3       |
| CMNS 125 | Communicating Professionally to Academic and Workplace Audiences | 3       |
| ECON 101 | Principles of Macroeconomics                                     | 3       |
| STAT 106 | Statistics I                                                     | 4       |

### **Semester III**

| Course             | Title                                           | Credits      |
|--------------------|-------------------------------------------------|--------------|
| <del>BUS 144</del> | <del>Introductory Financial Accounting II</del> | <del>3</del> |
| BUS 203            | Organizational Behaviour                        | 3            |
| BUS 221            | Professional Selling                            | 3            |
| BUS 249            | Introduction to Finance                         | 3            |
| CMNS 251           | Professional Report Writing                     | 3            |

Plus:      General education requirement (see Note 2)      3

### **Semester VIII**

| <b>Course</b> | <b>Title</b>                                                                                             | <b>Credits</b>        |
|---------------|----------------------------------------------------------------------------------------------------------|-----------------------|
| BUS 347       | Auditing Principles                                                                                      | 3                     |
| BUS 405       | Business Management Simulation                                                                           | 3                     |
| BUS 439       | Advanced Financial Accounting                                                                            | 3                     |
| Plus:         | <u>Two</u> <del>an</del> additional lower- or upper-level BUS courses (see Notes <u>1</u> and <u>3</u> ) | <u>6</u> <del>3</del> |
| <u>Plus:</u>  | <u>General education requirement (see Note 2)</u>                                                        | <u>3</u>              |

Note 1: BUS 143 and BUS 144 may be taken in place of BUS 145 and one business elective.

~~Note 1: One upper level economics elective may be taken in place of one upper level business elective.~~

Note 2: Students in the BBA program must meet the following general education requirements: One natural science (lab) course, one humanities course, one social science course, and one other general education elective (any university-level course of three credits or more) other than business.

Note ~~1~~3: One upper-level economics elective may be taken in place of one upper-level business elective.

## **Program outline — Finance major**

### **Semester I**

| <b>Course</b>     | <b>Title</b>                               | <b>Credits</b> |
|-------------------|--------------------------------------------|----------------|
| BUS 100           | Introduction to Business                   | 3              |
| BUS 160/CIS 110   | Computerized Business Applications and MIS | 3              |
| ECON 100          | Principles of Microeconomics               | 3              |
| ENGL <u>1</u> 105 | Academic Writing                           | 3              |
| MATH 141          | Calculus for Business                      | 3              |

**Semester II**

| Course               | Title                                                            | Credits |
|----------------------|------------------------------------------------------------------|---------|
| BUS 120              | Essentials of Marketing                                          | 3       |
| BUS 145 <del>3</del> | Introductory Financial Accounting <del>I</del> (see Note 1)      | 3       |
| CMNS 125             | Communicating Professionally to Academic and Workplace Audiences | 3       |
| ECON 101             | Principles of Macroeconomics                                     | 3       |
| STAT 106             | Statistics I                                                     | 4       |

**Semester III**

| Course             | Title                                           | Credits      |
|--------------------|-------------------------------------------------|--------------|
| <del>BUS 144</del> | <del>Introductory Financial Accounting II</del> | <del>3</del> |
| BUS 203            | Organizational Behaviour                        | 3            |
| BUS 221            | Professional Selling                            | 3            |
| BUS 249            | Introduction to Finance                         | 3            |
| CMNS 251           | Professional Report Writing                     | 3            |
| Plus:              | General education requirement (see Note 2)      | 3            |

**Semester VI**

| Course               | Title                                                              | Credits |
|----------------------|--------------------------------------------------------------------|---------|
| BUS 343              | Intermediate Accounting I                                          | 3       |
| BUS 433/<br>ECON 433 | Investments                                                        | 3       |
| BUS 434/<br>ECON 434 | Risk Management and Financial Engineering                          | 3       |
| Plus:                | An additional lower- or upper-level BUS course (see Notes 1 and 3) | 3       |

**Semester VIII**

| Course  | Title                          | Credits |
|---------|--------------------------------|---------|
| BUS 403 | Strategic Management           | 3       |
| BUS 405 | Business Management Simulation | 3       |

|             |                                                                                                               |   |
|-------------|---------------------------------------------------------------------------------------------------------------|---|
| BUS<br>439  | Advanced Financial Accounting                                                                                 | 3 |
| ECON<br>410 | Macroeconomics and Financial Markets                                                                          | 3 |
| Plus:       | <u>An additional upper-level BUS course (see Note 3)</u><br><u>General education requirement (see Note 2)</u> | 3 |

Note 1: BUS 143 and BUS 144 may be taken in place of BUS 145 and one business elective.

Note 1: One upper-level economics elective may be taken in place of one upper-level business elective.

Note 2: Students in the BBA program must meet the following general education requirements: One natural science (lab) course, one humanities course, one social science course, and one other general education elective (any university-level course of three credits or more) other than business.

Note 3: One upper-level economics elective may be taken in place of one upper-level business elective.

## **Program outline — Human Resource Management major**

### **First year**

#### **Semester I**

| <b>Course</b>      | <b>Title</b>                                  | <b>Credits</b> |
|--------------------|-----------------------------------------------|----------------|
| BUS 100            | Introduction to Business                      | 3              |
| BUS 160/CIS<br>110 | Computerized Business Applications<br>and MIS | 3              |
| ECON 100           | Principles of Microeconomics                  | 3              |
| ENGL 105           | Academic Writing                              | 3              |
| MATH 141           | Calculus for Business                         | 3              |

#### **Semester II**

| <b>Course</b> | <b>Title</b>                                   | <b>Credits</b> |
|---------------|------------------------------------------------|----------------|
| BUS 120       | Essentials of Marketing                        | 3              |
| BUS 145       | Introductory Financial Accounting (see Note 1) | 3              |

|          |                                                                  |   |
|----------|------------------------------------------------------------------|---|
| CMNS 125 | Communicating Professionally to Academic and Workplace Audiences | 3 |
| ECON 101 | Principles of Macroeconomics                                     | 3 |
| STAT 106 | Statistics I                                                     | 4 |

## Second year

### Semester III

| Course             | Title                                             | Credits      |
|--------------------|---------------------------------------------------|--------------|
| <del>BUS 144</del> | <del>Introductory Financial Accounting II</del>   | <del>3</del> |
| BUS 203            | Organizational Behaviour                          | 3            |
| BUS 221            | Professional Selling                              | 3            |
| BUS 249            | Introduction to Finance                           | 3            |
| CMNS 251           | Professional Report Writing                       | 3            |
| Plus:              | <u>General education requirement (see Note 2)</u> | <u>3</u>     |

## Third year

### Semester V

| Course  | Title                                              | Credits |
|---------|----------------------------------------------------|---------|
| BUS 304 | Organization Theory and Design                     | 3       |
| BUS 305 | Industrial Relations                               | 3       |
| BUS 314 | Recruitment and Selection                          | 3       |
| BUS 320 | Business Research Methods                          | 3       |
| Plus:   | General education requirement (see Note <u>2</u> ) | 3       |

### Semester VI

| Course               | Title                                                           | Credits |
|----------------------|-----------------------------------------------------------------|---------|
| BUS 349/<br>ECON 349 | Financial Management I                                          | 3       |
| BUS 416              | Training and Development                                        | 3       |
| ECON 307             | Managerial Economics                                            | 3       |
| Plus:                | Upper-level Human Resource Management elective (see list below) | 3       |
| Plus:                | General education requirement (see Note <u>2</u> )              | 3       |

**Fourth year**

**Semester VII**

| <b>Course</b> | <b>Title</b>                                                         | <b>Credits</b> |
|---------------|----------------------------------------------------------------------|----------------|
| BUS 404       | Management Science                                                   | 3              |
| BUS 406       | Compensation and Benefits                                            | 3              |
| Plus:         | Two upper-level Human Resource Management electives (see list below) | 6              |
| Plus:         | General education requirement (see Note 2)                           | 3              |

**Semester VIII**

| <b>Course</b> | <b>Title</b>                                                                                                                  | <b>Credits</b> |
|---------------|-------------------------------------------------------------------------------------------------------------------------------|----------------|
| BUS 403       | Strategic Management                                                                                                          | 3              |
| BUS 405       | Business Management Simulation                                                                                                | 3              |
| BUS 418       | Workplace Health and Safety                                                                                                   | 3              |
| Plus:         | Upper-level Human Resource Management elective (see list below)                                                               | 3              |
| Plus:         | <u>Additional lower- or upper-level BUS course (see Notes 1 and 3)</u><br><del>General education requirement (see Note)</del> | 3              |

Note 1: BUS 143 and BUS 144 may be taken in place of BUS 145 and one business elective.

Note 2: Students in the BBA program must meet the following general education requirements: One natural science (lab) course, one humanities course, one social science course, and one other general education elective (any university-level course of three credits or more) other than business.

Note 3: One upper-level economics elective may be taken in place of one upper-level business elective.



## **Program outline — Marketing major**

### **First year**

#### **Semester I**

| <b>Course</b>                     | <b>Title</b>                               | <b>Credits</b> |
|-----------------------------------|--------------------------------------------|----------------|
| BUS 100                           | Introduction to Business                   | 3              |
| BUS 160/CIS 110                   | Computerized Business Applications and MIS | 3              |
| ECON 100                          | Principles of Microeconomics               | 3              |
| ENG <del>H</del> <sup>L</sup> 105 | Academic Writing                           | 3              |
| MATH 141                          | Calculus for Business                      | 3              |

#### **Semester II**

| <b>Course</b>                    | <b>Title</b>                                                                 | <b>Credits</b> |
|----------------------------------|------------------------------------------------------------------------------|----------------|
| BUS 120                          | Essentials of Marketing                                                      | 3              |
| BUS 14 <del>5</del> <sup>3</sup> | Introductory Financial Accounting <del>I</del> (see <a href="#">Note 1</a> ) | 3              |
| CMNS 125                         | Communicating Professionally to Academic and Workplace Audiences             | 3              |
| ECON 101                         | Principles of Macroeconomics                                                 | 3              |
| STAT 106                         | Statistics I                                                                 | 4              |

### **Second year**

#### **Semester III**

| <b>Course</b>      | <b>Title</b>                                                      | <b>Credits</b> |
|--------------------|-------------------------------------------------------------------|----------------|
| <del>BUS 144</del> | <del>Introductory Financial Accounting II</del>                   | <del>3</del>   |
| BUS 203            | Organizational Behaviour                                          | 3              |
| BUS 221            | Professional Selling                                              | 3              |
| BUS 249            | Introduction to Finance                                           | 3              |
| CMNS 251           | Professional Report Writing                                       | 3              |
| <u>Plus:</u>       | <u>General education requirement (see <a href="#">Note 2</a>)</u> | <u>3</u>       |

#### **Semester VIII**

| <b>Course</b> | <b>Title</b> | <b>Credits</b> |
|---------------|--------------|----------------|
|---------------|--------------|----------------|

|         |                                                                                                                   |   |
|---------|-------------------------------------------------------------------------------------------------------------------|---|
| BUS 405 | Business Management Simulation                                                                                    | 3 |
| BUS 425 | Marketing Strategy                                                                                                | 3 |
| Plus:   | Two upper-level Marketing electives (see list below)                                                              | 6 |
| Plus:   | <u>Additional lower- or upper-level BUS course (see Notes 1 and 3) General education requirement</u> (see Note 2) | 3 |

Note 1: BUS 143 and BUS 144 may be taken in place of BUS 145 and one business elective.

~~Note 1: One upper level economics elective may be taken in place of one upper level business elective.~~

Note 2: Students in the BBA program must meet the following general education requirements: One natural science (lab) course, one humanities course, one social science course, and one other general education elective (any university-level course of three credits or more) other than business.

Note 3: One upper-level economics elective may be taken in place of one upper-level business elective.

## **Business Administration (Aviation) diploma**

### **Program outline**

#### **First year**

| <b>Course</b>        | <b>Title</b>                                                     | <b>Credits</b> |
|----------------------|------------------------------------------------------------------|----------------|
| BUS 100              | Introduction to Business                                         | 3              |
| BUS 120              | Essentials of Marketing                                          | 3              |
| BUS 145 <del>3</del> | Introductory Financial Accounting-I <u>(see Note 1)</u>          | 3              |
| CMNS 125             | Communicating Professionally to Academic and Workplace Audiences | 3              |
| ECON 100             | Principles of Microeconomics                                     | 3              |
| ECON 101             | Principles of Macroeconomics                                     | 3              |
| ENGL 105             | Academic Writing                                                 | 3              |

MATH 140 Algebra and Functions for Business (see Note 1) 3

STAT 106 Statistics I 4

### **Second year**

| Course             | Title                                                           | Credits      |
|--------------------|-----------------------------------------------------------------|--------------|
| <del>BUS 144</del> | <del>Introductory Financial Accounting II</del>                 | <del>3</del> |
| BUS 201            | Human Resource Management                                       | 3            |
| BUS 203            | Organizational Behaviour                                        | 3            |
| BUS 247            | Introductory Management Accounting                              | 3            |
| BUS 249            | Introduction to Finance                                         | 3            |
| BUS 261            | Business Law                                                    | 3            |
| <u>Plus:</u>       | <u>An additional BUS course or MATH 141 (see Notes 1 and 2)</u> | <u>3</u>     |

Note 1: BUS 143 and BUS 144 may be taken in place of BUS 145 and one business elective.

Note 2: Students planning to continue on to the BBA (Aviation) should ~~also~~ take MATH 141.

## **Bachelor of Business Administration (Aviation) degree**

### **Program outline**

#### **Semester II**

| Course               | Title                                                            | Credits |
|----------------------|------------------------------------------------------------------|---------|
| BUS 120              | Essentials of Marketing                                          | 3       |
| BUS 145 <del>3</del> | Introductory Financial Accounting <del>I</del> <u>(see Note)</u> | 3       |
| CMNS 125             | Communicating Professionally to Academic and Workplace Audiences | 3       |
| ECON 101             | Principles of Macroeconomics                                     | 3       |
| STAT 106             | Statistics I                                                     | 4       |

### **Second year**

### **Semester III**

| <b>Course</b>      | <b>Title</b>                                              | <b>Credits</b> |
|--------------------|-----------------------------------------------------------|----------------|
| <del>BUS 144</del> | <del>Introductory Financial Accounting II</del>           | <del>3</del>   |
| BUS 203            | Organizational Behaviour                                  | 3              |
| BUS 221            | Professional Selling                                      | 3              |
| BUS 249            | Introduction to Finance                                   | 3              |
| CMNS 251           | Professional Report Writing                               | 3              |
| <u>Plus:</u>       | <u>One Social Science elective (other than Economics)</u> | <u>3</u>       |

### **Semester VI**

| <b>Course</b>        | <b>Title</b>                                                                                                 | <b>Credits</b> |
|----------------------|--------------------------------------------------------------------------------------------------------------|----------------|
| BUS 349/<br>ECON 349 | Financial Management I                                                                                       | 3              |
| BUS 360              | International Air Transportation                                                                             | 3              |
| <u>Plus:</u>         | <u>One additional BUS course (see Note)</u><br><del>One Social Science elective (other than Economics)</del> | <u>3</u>       |

Note: BUS 143 and BUS 144 may be taken in place of BUS 145 and one business elective.

## **Business minor**

### **Program outline**

Students must complete 30 credits including a 100-level Economics course, four lower-level Business courses, and five upper-level Business courses (one of which may be an Economics course).

### **Lower-level requirements**

| <b>Course</b>     | <b>Title</b>                             | <b>Credits</b> |
|-------------------|------------------------------------------|----------------|
| BUS 100           | Introduction to Business                 | 3              |
| BUS 120           | Essentials of Marketing                  | 3              |
| BUS 143           | Introductory Financial Accounting I      | 3              |
| <u>or BUS 145</u> | <u>Introductory Financial Accounting</u> | <u>3</u>       |
| <b>One of:</b>    |                                          | <b>3</b>       |

|              |                              |   |
|--------------|------------------------------|---|
| BUS 203      | Organizational Behaviour     |   |
| BUS 261      | Business Law                 |   |
| <b>Plus:</b> |                              |   |
| ECON 100     | Principles of Microeconomics | 3 |
| or ECON 101  | Principles of Macroeconomics |   |

**Upper-level requirements**

| Course | Title                              | Credits |
|--------|------------------------------------|---------|
|        | Four upper-level BUS courses       | 12      |
| Plus:  | One upper-level BUS or ECON course | 3       |

Note: Depending on the lower-level elective courses selected, additional prerequisite courses may be required for upper-level elective(s) in Business or Economics.

**Administration Certificate**

Program outline

Core courses

| Course Title                                                   | Credits |
|----------------------------------------------------------------|---------|
| MATH 140 Algebra and Functions for Business (see Note)         | 3       |
| BUS 100 Introduction to Business                               | 3       |
| BUS 143 Introductory Financial Accounting I                    | 3       |
| <u>or BUS 145 Introductory Financial Accounting</u>            |         |
| BUS 160/<br>CIS 110 Computerized Business Applications and MIS | 3       |
| BUS 261 Business Law                                           | 3       |

## **Business Administration diploma**

### **Program outline**

#### **First year**

##### **Semester I**

| <b>Course</b>   | <b>Title</b>                                    | <b>Credits</b> |
|-----------------|-------------------------------------------------|----------------|
| BUS 100         | Introduction to Business                        | 3              |
| BUS 160/CIS 110 | Computerized Business Applications and MIS      | 3              |
| ECON 100        | Principles of Microeconomics                    | 3              |
| ENGL 105        | Academic Writing                                | 3              |
| MATH 140        | Algebra and Functions for Business (see Note 1) | 3              |

##### **Semester II**

| <b>Course</b> | <b>Title</b>                                                     | <b>Credits</b> |
|---------------|------------------------------------------------------------------|----------------|
| BUS 120       | Essentials of Marketing                                          | 3              |
| BUS 145       | Introductory Financial Accounting-I (see Note 2)                 | 3              |
| CMNS 125      | Communicating Professionally to Academic and Workplace Audiences | 3              |
| ECON 101      | Principles of Macroeconomics                                     | 3              |
| STAT 106      | Statistics I                                                     | 4              |

#### **Second year**

##### **Semester III**

| <b>Course</b>                | <b>Title</b>                                    | <b>Credits</b> |
|------------------------------|-------------------------------------------------|----------------|
| <del>BUS 144</del>           | <del>Introductory Financial Accounting-II</del> | <del>3</del>   |
| BUS 203                      | Organizational Behaviour                        | 3              |
| BUS 249                      | Introduction to Finance                         | 3              |
| <b>One of:</b> (see Note 23) |                                                 | 3              |
| BUS 221                      | Professional Selling                            |                |
| BUS 223                      | Advertising (discontinued)                      |                |

BUS 328 Retail Management

**Plus:**

Any One non-BUS course (see Note 34) 3  
One additional BUS course (see Notes 2  
and 5) 3

**Semester IV**

| Course  | Title                                                        | Credits |
|---------|--------------------------------------------------------------|---------|
| BUS 201 | Human Resource Management                                    | 3       |
| BUS 227 | New Business Development                                     | 3       |
| BUS 247 | Introductory Management Accounting                           | 3       |
| BUS 261 | Business Law                                                 | 3       |
| Plus:   | <u>An One</u> additional BUS course (see<br>Note <u>45</u> ) | 3       |

Note 1: Students with MATH 140 or equivalent may take a business or general elective in lieu of MATH 140. Students planning to transfer their credits to the BBA should take MATH 141.

Note 2: BUS 143 and BUS 144 may be taken in place of BUS 145 and one business elective.

Note 23: Students planning to transfer their credits to the BBA should take BUS 221.

Note 34: Students planning to transfer their credits to the BBA should take CMNS 251.

Note 45: Students planning to transfer their credits to the BBA should take BUS 226/ECON 226.

## International Business major

Upper-level requirements: 30 credits

| Course    | Title                              | Credits |
|-----------|------------------------------------|---------|
| BUS 379   | Cross-Cultural Management          | 3       |
| BUS 400   | Business and Society               | 3       |
| BUS 420   | International Business             | 3       |
| BUS 421   | International Marketing            | 3       |
| Electives | Six upper-level business electives | 18      |

## Program outline – International Business major

### Semester II

| Course                 | Title                                                            | Credits |
|------------------------|------------------------------------------------------------------|---------|
| BUS 120                | Essentials of Marketing                                          | 3       |
| BUS <del>143</del> 145 | Introductory Financial Accounting+ <a href="#">(see Note 1)</a>  | 3       |
| CMNS 125               | Communicating Professionally to Academic and Workplace Audiences | 3       |
| ECON 101               | Principles of Macroeconomics                                     | 3       |
| STAT 106               | Statistics I                                                     | 4       |

### Semester III

| Course | Title | Credits |
|--------|-------|---------|
|--------|-------|---------|



|                    |                                                   |              |
|--------------------|---------------------------------------------------|--------------|
| <del>BUS 144</del> | <del>Introductory Financial Accounting II</del>   | <del>3</del> |
| BUS 203            | Organizational Behaviour                          | 3            |
| BUS 221            | Professional Selling                              | 3            |
| BUS 249            | Introduction to Finance                           | 3            |
| CMNS 251           | Professional Report Writing                       | 3            |
| <u>Plus:</u>       | <u>General education requirement (see Note 2)</u> | <u>3</u>     |

### Semester VIII

| Course              | Title                                                                                                     | Credits      |
|---------------------|-----------------------------------------------------------------------------------------------------------|--------------|
| BUS 400             | Business & Society                                                                                        | 3            |
| BUS 405             | Business Management Simulation                                                                            | 3            |
| Elective            | Upper-level IB elective (see list below)                                                                  | 3            |
| Elective            | <del>Two Additional</del> <u>additional</u> lower- or upper-level BUS courses (see Notes <u>1 and 3</u> ) | 3            |
| <del>Elective</del> | <del>General education requirement (see Note 2)</del>                                                     | <del>3</del> |

Note 1: BUS 143 and BUS 144 may be taken in place of BUS 145 and one business elective. Note 1: One upper-level economics elective may be taken in place of one upper-level business elective.

Note 2: Students in the BBA program must meet the following general education requirements: One natural science (lab) course, one humanities course, one social science course, and one other general education elective (any university-level course of three credits or more) other than business. For the International Business major, one of these general electives must be a course studying a language other than English, with a minimum of three university-level credits.

Note 3: One upper-level economics elective may be taken in place of one upper-level business elective.

**Memo for Program Changes**

To: UEC

From: Dr. Carl Janzen, School of Business Director & Dr. Kirsten Robertson

Date: September 21, 2020

**Subject: Program change (HR Major)**

1. Summary of changes (select all the apply):
  - ☐ Program revision that requires new resources
  - ☒ Addition of new course options or deletion or substitution of a required course
  - ☐ Change to the majority of courses in an approved program
  - ☐ Change to the duration, philosophy, or direction of a program
  - ☐ Addition of a new field of specialization, such as a concentration
  - ☐ Change in requirements for admission
  - ☐ Change in requirements for residency or continuance
  - ☐ Change in admission quotas
  - ☐ Change which triggers an external review
  - ☐ Deletion of a program not included in the Program Discontinuance policy
  - ☐ Other – Please specify:
2. Rationale for change(s): The addition of BUS 310 as an upper level elective course will provide students with additional options to successfully complete the HR major.
3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: There is no change to the program learning outcomes
4. What consideration has been given to indigenizing the curriculum? BUS 310 emphasizes oral and collaborative discussions of students' organizational experiences, which is consistent with Indigenous ways of learning.
5. Will additional resources be required? If so, how will these costs be covered? No additional resources will be required.
6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program? Providing students with an additional and online course option will increase their ability to complete the HR major. We do not anticipate that it will have a major impact on enrollment.
7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline? No
8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.) This course

may be offered in lieu of or in addition to other upper level electives in the HR major to provide more choices to students. There is no anticipated impact on resources in the area.

9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. There is no change to the number of required or elective courses from other disciplines in the program.
10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget. A memo from Dr. Tracy Ryder-Glass is included.

# Human Resource Management major

## Human Resource Management electives

Four upper-level business electives for the Human Resource Management major must be chosen from the following list.

| Course                  | Title                                        | Credits           |
|-------------------------|----------------------------------------------|-------------------|
| BUS 307                 | Selected Topics in Organizational Behaviour  | 3                 |
| BUS 308                 | Selected Topics in Organization Theory       | 3                 |
| BUS 309                 | Selected Topics in Human Resource Management | 3                 |
| <a href="#">BUS 310</a> | <a href="#">Strengths-Based Development</a>  | <a href="#">3</a> |
| BUS 377                 | Cooperative Enterprises                      | 3                 |
| BUS 378                 | Organizational Culture, Climate, and Change  | 3                 |
| BUS 379                 | Cross-Cultural Management                    | 3                 |
| BUS 400                 | Business and Society                         | 3                 |

|          |                                                      |   |
|----------|------------------------------------------------------|---|
| BUS 407  | Gender and Diversity in Organizations                | 3 |
| BUS 408  | Teamwork in Organizations                            | 3 |
| BUS 417  | Performance Evaluation and Management (discontinued) | 3 |
| BUS 419  | Strategic Human Resource Planning (discontinued)     | 3 |
| BUS 423  | Services Marketing                                   | 3 |
| BUS 430  | Management of Innovation                             | 3 |
| BUS 477  | Fair Trade and Ethical Consumption                   | 3 |
| BUS 478  | Workspaces, Built Places                             | 3 |
| BUS 492  | Directed Studies <a href="#"><u>(see Note)</u></a>   | 3 |
| CMNS 345 | Instructional Skills for the Workplace               | 4 |
| CMNS 380 | Communicating in the Cross-Generational Workplace    | 3 |
| CMNS 445 | Facilitating Skills for the Workplace                | 4 |

Note: BUS 492 must focus on a human resource management topic and is subject to approval by the School of Business.

**Memo for Program Changes**

To: UEC

From: Dr. Carl Janzen, School of Business Director & Dr. Kirsten Robertson

Date: September 21, 2020

**Subject: Program change (Organizational Studies Minor)**

1. Summary of changes (select all that apply):
  - ☐ Program revision that requires new resources
  - ☒ Addition of new course options or deletion or substitution of a required course
  - ☐ Change to the majority of courses in an approved program
  - ☐ Change to the duration, philosophy, or direction of a program
  - ☐ Addition of a new field of specialization, such as a concentration
  - ☐ Change in requirements for admission
  - ☐ Change in requirements for residency or continuance
  - ☐ Change in admission quotas
  - ☐ Change which triggers an external review
  - ☐ Deletion of a program not included in the Program Discontinuance policy
  - ☐ Other – Please specify:
2. Rationale for change(s): The addition of BUS 310 as an upper level elective course will provide students with additional options to successfully complete the OS minor.
3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: There is no change to the program learning outcomes
4. What consideration has been given to indigenizing the curriculum? BUS 310 emphasizes oral and collaborative discussions of students' organizational experiences, which is consistent with Indigenous ways of learning.
5. Will additional resources be required? If so, how will these costs be covered? No additional resources will be required.
6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program? Providing students with an additional and online course option will increase their ability to complete the OS minor. We do not anticipate that it will have a major impact on enrolment.
7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline? No
8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.) This course

may be offered in lieu of or in addition to other upper level electives in the OS minor to provide more choices to students. There is no anticipated impact on resources in the area.

9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. There is no change to the number of required or elective courses from other disciplines in the program.
10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget. A memo from Dr. Tracy Ryder-Glass is included.

## Organizational Studies minor

Upper-level requirements: 15 credits

| Course                         | Title                                              | Credits |
|--------------------------------|----------------------------------------------------|---------|
| BUS 304                        | Organization Theory and Design                     | 3       |
| <b>Four of:</b>                |                                                    | 12      |
| BUS 307                        | Selected Topics in Organizational Behaviour        |         |
| BUS 308                        | Selected Topics in Applied Organization Theory     |         |
| BUS 309                        | Selected Topics in Human Resources Management      |         |
| <a href="#"><u>BUS 310</u></a> | <a href="#"><u>Strengths-Based Development</u></a> |         |
| BUS 377                        | Cooperative Enterprises                            |         |
| BUS 378                        | Organizational Culture, Climate, and Change        |         |
| BUS 379                        | Cross-Cultural Management                          |         |
| BUS 407                        | Gender and Diversity in Organizations              |         |



|         |                             |  |
|---------|-----------------------------|--|
| BUS 408 | Teamwork in Organizations   |  |
| BUS 478 | Workspaces, Built Places    |  |
| BUS 492 | Directed Studies (see Note) |  |

Note: BUS 492 must be focused on an Organizational Studies topic and is subject to approval by the School of Business.

**Memo for Program Changes**

To: CACC, UEC

From: Heather Davis-Fisch, SoCA Director

Date: June 29, 2020

**Subject: Program change to Bachelor of Media Arts**

1. Summary of changes (select all that apply):

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☐ Other – Please specify:

2. Rationale for change(s): The School of Creative Arts has created four new courses in video production: FILM 260, FILM 261, FILM 360, FILM 361. It has also discontinued VA 160 and VA 261. Program changes to the Bachelor of Media Arts replace VA 160 with FILM 260 as a digital technologies option in the program core; replace VA 160 and VA 261 with FILM 260 and FILM 261 in the digital art concentration; allow FILM 360 and FILM 361 as upper-level options in the digital art concentration; replace VA 160 and VA 261 with FILM 260 and FILM 261 in the media and performance concentration; allow FILM 360 as an upper-level option in the media and performance concentration; allow FILM 260 and FILM 261 as lower-level options in the screen studies concentration; allow FILM 360 as an upper-level option in the screen studies concentration. AH 324 has also replaced AH 323 as an option throughout, to correct an error when the course first was approved.
3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: NA
4. What consideration has been given to indigenizing the curriculum? Addressed in memos for new FILM courses.
5. Will additional resources be required? If so, how will these costs be covered? FILM 260 and FILM 261 will use existing resources (will replace sections currently allocated to VA 160 and VA 261). FILM 360 and FILM 361 will be new sections in the VA enrolment plan.

6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program? Students have an additional upper-level option in some concentrations, which will be a positive impact for students interested in film and video production.
7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline? NA
8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.) Conversion of sections at lower-level. New sections at upper-level.
9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. No.
10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

# Bachelor of Media Arts degree

## Program outline

There are three sets of requirements to note:

1. [Program requirements](#)
2. [Core requirements](#)
3. [Concentration requirements](#)

## Program requirements

1. 120 university-level credits (100-level and above), of which:
  - At least 30 must be completed at UFV
  - At least 45 must be at the upper level, with at least 24 of these completed at UFV
2. Completion of core requirements.
3. Completion of one concentration, with at least 50% of the upper-level requirements completed at UFV.
4. Completion of elective credits to achieve 120 credits for the degree.
5. Completion of all degree requirements within seven years of admission.

Core requirements: 51 credits

Lower-level requirements: 27 credits

| Course            | Title                      | Credits |
|-------------------|----------------------------|---------|
| <b>Media arts</b> |                            |         |
| MEDA 100          | Introduction to Media Arts | 3       |

|                             |                                                                  |   |
|-----------------------------|------------------------------------------------------------------|---|
| MEDA 222                    | Design Ethos and the Creative Practitioner                       | 3 |
| MEDA 260                    | Exploring Creativity                                             | 3 |
| <b>Core knowledge</b>       |                                                                  |   |
| MACS 130                    | Mass Communication in Canada                                     | 3 |
| <b>Writing foundation</b>   |                                                                  |   |
| CMNS 125                    | Communicating Professionally to Academic and Workplace Audiences | 3 |
| <b>or</b> ENGL 105          | Academic Writing                                                 |   |
| <b>Written presentation</b> |                                                                  |   |
| <b>One of:</b>              |                                                                  | 3 |
| CMNS 175                    | Writing for the Internet                                         |   |
| CMNS 212/<br>MACS 212       | Introduction to Media and Public Relations                       |   |
| CMNS 251                    | Professional Report Writing                                      |   |
| <b>Oral presentation</b>    |                                                                  |   |

|                                              |                                                                                |   |
|----------------------------------------------|--------------------------------------------------------------------------------|---|
| <b>One of:</b>                               |                                                                                | 3 |
| CMNS 235                                     | Public Speaking                                                                |   |
| THEA 111                                     | Acting Skills for Work and Life                                                |   |
| THEA 112                                     | Essentials of Acting                                                           |   |
| THEA 250/<br>ENGL 253                        | Introduction to Storytelling in Indigenous, Theatrical, and Global Communities |   |
| <b>Historical and/or theoretical context</b> |                                                                                |   |
| <b>One of:</b>                               |                                                                                | 3 |
|                                              | Any lower-level AH course                                                      |   |
| FILM 110                                     | Introduction to Cinema                                                         |   |
| FILM 120                                     | The History and Aesthetics of World Cinema                                     |   |
| GD 102                                       | History of Graphic Design                                                      |   |
| IPK 277                                      | Indigenous Art: Stories and Protocols                                          |   |
| MACS 210                                     | History of Communication                                                       |   |

|                             |                                             |   |
|-----------------------------|---------------------------------------------|---|
| THEA 203/<br>ENGL 233       | Performance History I: Antiquity to 1600    |   |
| THEA 204/<br>ENGL 234       | Performance History II: 1600–1900           |   |
| <b>Digital technologies</b> |                                             |   |
| <b>One of:</b>              |                                             | 3 |
| CIS 145                     | Web Publishing                              |   |
| <u>FILM 260</u>             | <u>Video Production I</u>                   |   |
| GD 101                      | Fundamentals of Design                      |   |
| GD 154                      | Typography I                                |   |
| GD 157                      | Digital Design Media I                      |   |
| GD 159                      | Digital Design Media II                     |   |
| GD 216                      | Illustration                                |   |
| <del>VA 160</del>           | <del>Introduction to Video Production</del> | - |
| VA 180                      | Digital Photography I                       |   |

Upper-level requirements: 24 credits

| Course                     | Title                                                           | Credits |
|----------------------------|-----------------------------------------------------------------|---------|
| <b>Media arts</b>          |                                                                 |         |
| MEDA 350                   | Critical Studies in Digital Media in Canada (formerly MACS 350) | 4       |
| MEDA 360                   | Professional Practices for Creative Digital Industries          | 4       |
| MEDA 401                   | Media Arts Integrated Project I                                 | 4       |
| MEDA 402                   | Media Arts Integrated Project II                                | 4       |
| <b>Core knowledge</b>      |                                                                 |         |
| MACS 369/ JRNL 369         | Media Law and Ethics                                            | 4       |
| MACS 334/ SOC 334          | Cultural Policy in Canada                                       | 4       |
| <b>or</b> MACS 460/SOC 460 | Issues in the Information Society                               |         |

Note 1: Some of the listed courses above have prerequisites. Please take this into account when planning electives.

Note 2: Students may not use a BMA core requirement to meet a concentration requirement. In the case of overlap, students must make an alternative course choice to meet their core requirements.



## Concentration requirements

Students must complete one of the following concentrations as part of their degree:

- [Applied Interactive Media](#)
- [Digital Art](#)
- [Interactive Media Leadership](#)
- [Media and Performance](#)
- [Screen Studies](#)

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### Digital Art concentration

Program outline: 40 credits

| Course                                            | Title                                                                                 | Credits  |
|---------------------------------------------------|---------------------------------------------------------------------------------------|----------|
| AH 315                                            | Arts in Context: Contemporary                                                         | 4        |
| <del>VA 160</del> <a href="#"><u>FILM 260</u></a> | <del>Introduction to Video Production</del> <a href="#"><u>Video Production I</u></a> | 3        |
| <a href="#"><u>FILM 261</u></a>                   | <a href="#"><u>Video Production II</u></a>                                            | <u>3</u> |
| VA 180                                            | Digital Photography I                                                                 | 3        |
| <del>VA 261</del>                                 | <del>Video Production II (formerly VA 161)</del>                                      | <u>3</u> |
| VA 271                                            | Image, Sound, and Performance Art I                                                   | 3        |

|                          |                                       |   |
|--------------------------|---------------------------------------|---|
| VA 272                   | Image, Sound, and Performance Art II  | 3 |
| VA 280                   | Digital Photography: Advanced Imaging | 3 |
| VA 283                   | Introduction to Photography           | 3 |
| VA 383                   | Intermediate Photography              | 3 |
| VA 331                   | Sculpture and Extended Media III      | 3 |
| <b>or</b> VA 371         | New Media III — Interactive Art       |   |
| VA 332                   | Sculpture and Extended Media IV       | 3 |
| <b>or</b> VA 372         | New Media IV — Project in New Media   |   |
| <b>Two of:</b>           |                                       | 6 |
| <u>FILM 360</u>          | <u>Video Production III</u>           |   |
| <u>FILM 361</u>          | <u>Video Production IV</u>            |   |
| VA 365/FILM 365/JRNL 365 | Documentary Video Storytelling        |   |
| VA 366/FILM 366          | Documentary Video Production          |   |
| VA 431                   | Directed Study: Sculpture             |   |

|        |                           |  |
|--------|---------------------------|--|
| VA 432 | Directed Study: Sculpture |  |
| VA 471 | Directed Study: New Media |  |
| VA 472 | Directed Study: New Media |  |

Note: Students may not use a BMA core requirement to meet a concentration requirement. In the case of overlap, students must make an alternative course choice to meet their core requirements.

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### Media and Performance concentration

Program outline: 37–38 credits

| Course                      | Title                                                                          | Credits |
|-----------------------------|--------------------------------------------------------------------------------|---------|
| THEA 121                    | Stagecraft I                                                                   | 3       |
| THEA 123                    | Stagecraft II                                                                  | 3       |
| THEA 311                    | Digital Performance                                                            | 4       |
| THEA 401                    | Performance Theory                                                             | 4       |
| THEA 112                    | Acting I: Essentials of Acting                                                 | 3       |
| <b>or</b> THEA 250/ENGL 253 | Introduction to Storytelling in Indigenous, Theatrical, and Global Communities |         |

|                                   |                                                                       |   |
|-----------------------------------|-----------------------------------------------------------------------|---|
| THEA 203/ ENGL 233                | Performance History I: Antiquity to 1600                              | 3 |
| <b>or</b> THEA 204/ENGL 234       | Performance History II: 1600–1900                                     |   |
| THEA 211                          | Acting II: Character and Scene Study                                  | 3 |
| <b>or</b> THEA 215                | Voice and Body I                                                      |   |
| <b>One of:</b>                    |                                                                       | 3 |
| <del>VA 160</del> <u>FILM 260</u> | <del>Introduction to Video Production</del> <u>Video Production I</u> |   |
| <u>FILM 261</u>                   | <u>Video Production II</u>                                            |   |
| VA 231                            | Sculpture and Extended Media I                                        |   |
| <del>VA 261</del>                 | <del>Video Production II (formerly VA 161)</del>                      | - |
| VA 271                            | Image, Sound, and Performance Art I                                   |   |
| VA 272                            | Image, Sound, and Performance Art II                                  |   |
| <b>Plus:</b>                      |                                                                       |   |
| THEA 351                          | Directing I (formerly THEA 450)                                       | 4 |

|                               |                                                                      |     |
|-------------------------------|----------------------------------------------------------------------|-----|
| <b>or</b> THEA 352            | Devised Theatre I                                                    |     |
| <b>One of:</b>                |                                                                      | 4   |
| THEA 312                      | Acting III: Advanced Scene Study and Auditioning (formerly THEA 212) |     |
| THEA 314                      | Postmodern Approaches to Physical Performance                        |     |
| THEA 315                      | Voice and Body II                                                    |     |
| <b>One of:</b>                |                                                                      | 3–4 |
| ENGL 378                      | Creative Writing: Advanced Screenwriting                             |     |
| <u>FILM 360</u>               | <u>Video Production III</u>                                          |     |
| GD 358                        | Interactive Design for Portfolio                                     |     |
| VA 331                        | Sculpture and Extended Media III                                     |     |
| VA 365/ FILM 365/<br>JRNL 365 | Documentary Video Storytelling                                       |     |
| VA 366/ FILM 366              | Documentary Video Production                                         |     |
| VA 371                        | New Media III — Interactive Art                                      |     |

Note: Students may not use a BMA core requirement to meet a concentration requirement. In the case of overlap, students must make an alternative course choice to meet their core requirements.

### Screen Studies concentration

Program outline: 34–36 credits

| Course                            | Title                                                                 | Credits |
|-----------------------------------|-----------------------------------------------------------------------|---------|
| ENGL 208                          | Creative Writing: Screenwriting                                       | 3       |
| FILM 110                          | Introduction to Cinema                                                | 3       |
| FILM 120                          | The History and Aesthetics of World Cinema                            | 3       |
| MACS 110                          | Introduction to Communication Studies                                 | 3       |
| THEA 206                          | Dramaturgy                                                            | 3       |
| <b>One of:</b>                    |                                                                       | 3       |
| <del>VA 160</del> <u>FILM 260</u> | <del>Introduction to Video Production</del> <u>Video Production I</u> |         |
| <u>FILM 261</u>                   | <u>Video Production II</u>                                            |         |
| VA 231                            | Sculpture and Extended Media I                                        |         |

|                   |                                                  |     |
|-------------------|--------------------------------------------------|-----|
| <del>VA 261</del> | <del>Video Production II (formerly VA 161)</del> | -   |
| VA 271            | Image, Sound, and Performance Art I              |     |
| VA 272            | Image, Sound, and Performance Art II             |     |
| <b>Two of:</b>    |                                                  | 6   |
| AH 205/VA 205     | Art Practices and Popular Culture I              |     |
| MACS 210          | History of Communication                         |     |
| MACS 215          | Advertising as Social Communication              |     |
| MACS 221          | Media and Popular Cultures                       |     |
| MACS 230          | Cultural Industries in Canada                    |     |
| MACS 240          | Media, Money, and Power                          |     |
| <b>One of:</b>    |                                                  | 3-4 |
| ENGL 378          | Creative Writing: Advanced Screenwriting         |     |
| <u>FILM 360</u>   | <u>Video Production III</u>                      |     |
| GD 358            | Interactive Design for Portfolio                 |     |

|                             |                                                                                                      |     |
|-----------------------------|------------------------------------------------------------------------------------------------------|-----|
| THEA 311                    | Digital Performance                                                                                  |     |
| VA 331                      | Sculpture and Extended Media III                                                                     |     |
| VA 365/FILM<br>365/JRNL 365 | Documentary Video Storytelling                                                                       |     |
| <b>Two of:</b>              |                                                                                                      | 7–8 |
| AH 315                      | Arts in Context: Contemporary                                                                        |     |
| AH 316                      | Arts in Context: Gender, Art, and Society                                                            |     |
| AH 320                      | Art and Culture: Special Topics                                                                      |     |
| AH 321                      | Canada Contact Zone                                                                                  |     |
| AH 324 <sup>3</sup>         | Arts in Context: <del>Modernity and Modernism,<br/>1850–1900</del> <u>Avant-Garde Art, 1900–1945</u> |     |
| AH 330                      | Museum Principles and Practices                                                                      |     |
| ANTH 375/ MACS<br>375       | Indian Mediascapes                                                                                   |     |
| FILM 310                    | Introduction to Film Theory                                                                          |     |
| MACS 337/SOC<br>337         | Taste and Culture                                                                                    |     |



|                     |                                                         |  |
|---------------------|---------------------------------------------------------|--|
| MACS 385/SOC<br>385 | Television and Social Values: The Simpsons              |  |
| MACS 399            | Special Topics in Media and Communication<br>Studies II |  |

Note: Students may not use a BMA core requirement to meet a concentration requirement. In the case of overlap, students must make an alternative course choice to meet their core requirements.

**Memo for Program Changes**

To: Linda Pardy, Chair, College of Arts Curriculum Committee

From: Karin Jager, Department Head, Graphic and Digital and Design

Date: January 4, 2021

**Subject: Program change Graphic and Digital Design Major**

1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☐ Other – Please specify:

2. Rationale for change(s):

The GDD Major was launched in fall of 2020, and requires a minor revision. We have identified a gap in capstone portfolio preparation for graduating students. Currently the Major only offers 3 credits dedicated to advanced portfolio development – GD461 Advanced Portfolio. Students focus on the mastery of the design process, qualitative research methods, criticality and a comprehensive case study. We recommend the addition of GD361 Portfolio Development as a requirement in the Major to further prepare students for graduation. GD361 will support students with refining creative practice skills, curation of design projects, portfolio presentation, and positioning. To achieve this, and retain the 120 credits in the degree, we suggest adjusting the program practicum requirement from 6 credits to 3 credits. The rationale is that students may take additional practicum or co-op courses as electives if they choose, offering the customization of their professional development specific to their goals. Students who are enrolling in the Major for degree completion may already have professional experience in the industry, and this flexibility would serve them well.

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: N/A
4. What consideration has been given to indigenizing the curriculum? The increase in capstone requirements in the Major offers more significant opportunities for more fulsome infusion.
5. Will additional resources be required? If so, how will these costs be covered? N/A

6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program? Students will gain a stronger portfolio to meet their professional and academic goals. We don't foresee a negative impact.
7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline? No.
8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.) N/A
9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. N/A
10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget. N/A

## Graphic and Digital Design major

Upper-level requirements: 48-50 credits

Creative Practice: 18 credits

| Course           | Title                                | Credits |
|------------------|--------------------------------------|---------|
| GD 303           | Dynamic Media II: Storytelling       | 3       |
| GD 316           | Print and Digital Production         | 3       |
| GD 317           | Graphic and Digital Design II        | 3       |
| GD 374           | Brand Identity                       | 3       |
| GD 375           | Packaging                            | 3       |
| GD 403           | Dynamic Media III: Titling and Video | 3       |
| <b>or</b> GD 302 | Interactive Design III — Applied Web |         |

Professional Practice: 24 credits

| Course | Title                                                 | Credits |
|--------|-------------------------------------------------------|---------|
| GD 357 | Digital Project Management for Creative Practitioners | 3       |

|                                 |                                                             |                  |
|---------------------------------|-------------------------------------------------------------|------------------|
| GD 358                          | Interactive Design for Portfolio                            | 3                |
| <u>GD 361</u>                   | <u>Portfolio Development for Graphic and Digital Design</u> | <u>3</u>         |
| GD 369                          | Professional Practices I                                    | 3                |
| GD 450                          | Design Systems I: Experiential Graphic Design               | 3                |
| GD 460                          | Design Systems II: Transmedia Solutions                     | 3                |
| GD 461                          | Advanced Portfolio for Graphic and Digital Design           | 3                |
| <b><u>6-3</u> credits from:</b> |                                                             | <b><u>63</u></b> |
| ARTS 380                        | Practicum/Internship II                                     |                  |
| COOP 110                        | Co-op Work Term Performance and Report I (see Note)         |                  |
| GD 498                          | Directed Study in Graphic Digital Design I                  |                  |
| GD 499                          | Directed Study in Graphic Digital Design II                 |                  |

Note: COOP credits not used toward program requirements can be used toward elective requirements in the BFA degree.

Theory, Criticality, and Context: 6-8 credits

| Course         | Title                                                    | Credits |
|----------------|----------------------------------------------------------|---------|
| GD 304         | User Experience Design                                   | 3       |
| <b>One of:</b> |                                                          | 3-5     |
| GEOG 464       | Community Planning and Development: Local Applied Studio |         |
| GEOG 466       | Community Planning and Development: International Studio |         |
| MEDA 469       | Design Thinking for Creative Leadership                  |         |

**Memo for Program Changes****To:** UEC**From:** Stefania Pizzarani, Chair, Environmental Studies Program Committee**Date:** 16 March 2021**Subject:** Addition of course requirement and option to complete minors to the BES-Natural Sciences**1. Summary of changes (select all the apply):**

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☒ Other – Please specify: Addition of minors to program

**2. Rationale for change(s):**

Change 1: Addition of GEOG 331 to Environmental Core requirements. This course, which was approved last winter) was supposed to be included in the last round of revisions to the BES and BES-NS, but was missed on the BES-NS side. (It is already a part of the BES program.) The same Environmental Core requirements are completed by students in both the BES and BES-NS.

Change 2: Allowance of minors within BES-NS program. This change would allow students to complete a minor program in a second field, e.g. Chemistry or French. Most minors would require students to complete more than 120 credits. However, for students wanting to complete requirements for education, a minor program option will be attractive. Note that minors will not be allowed in Biology, Physical Geography, or Geography because of the high degree of overlap between these fields and the BES-NS.

Change 3: Addition of IDS 300f as an option in the List 2a: Society, Culture, and Economy stream

Change 4: Removal of GEOG 211 from program, as course has been discontinued

Change 5: Addition of MATH 112 as an option in List 1c: Professional and Research Skills I. MATH 118, a comparable course, is already included.

**3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:**

This change does not affect learning outcomes. The addition of GEOG 331 is a core course needed to meet program-level learning outcomes on environmental conflict, assessment, and management, and on the use and consideration of Indigenous ecological knowledge.

4. What consideration has been given to indigenizing the curriculum?

GEOG 331 is a course that has been heavily Indigenized, as the course requires students consider how Indigenous ecological knowledge, land rights, and values and processes are integral to resource planning. The addition of the minor may allow a student to pursue a minor in Indigenous Studies. The addition of IDS 300f offers another option for students who wish to integrate Indigenous knowledge into their program.

5. Will additional resources be required? If so, how will these costs be covered?

No, as GEOG 331 is already being offered regularly and is underfilling (as it is a new course). The majority of ES students taking the course will be doing so through the BES, with a smaller number for now who are pursuing the BES-NS.

6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?

The impact is expected to be positive to a minor extent. We have heard anecdotally of students who have avoided the BIS because of this requirement. More concerningly, our current students worry about how their registration or graduation may be held up by CLP review.

7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?

The required number of core credits and program credits will increase by 4.

8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)

Seats in GEOG 331, which are currently already available.

9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.

No

10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

No new budgetary implications



**Response to CWC Comments**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Inclusion of IDS 100F: is there an intention to offer this course regularly? It is relatively unusual to include specific special topic offerings in the calendar, and the course description will not be included (i.e only IDS 100 will appear in the Course Descriptions section of the calendar). Would it be better to treat this as an exception for students who take this course? Or perhaps include it in a note instead of listing it with the other courses?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>We would not normally include a special topics course, except that IDS <u>300f</u> has run more than once as part of an ongoing project on the Chilliwack campus. This course also has particular appeal to BES/ BES-NS students, and so the potential for use within program is high. Because this project will continue, IDS 300f is likely to run again.</p> |
| <ul style="list-style-type: none"> <li>• The “Minors in other programs” may require some revision. Screening suggests the following (or similar), which is based on the BKin calendar:</li> </ul> <p>Students completing requirements for the Bachelor of Environmental Studies (Natural Sciences) may combine this with the requirements for any of the existing minors or extended minors offered at UFV, with the exception of Biology, Geography, and Physical Geography. In such cases, the transcript will specify both the BES (Natural Sciences) and extended minor or minor program completed.</p> <p>In order to complete the degree in a timely fashion, students wishing to combine the BES (Natural Sciences) degree with any minor and/or extended minor (except Biology, Geography, or Physical Geography) must seek approval of the appropriate program advisors. Students should be aware that if they choose to fulfill the requirements of both the degree and a minor or extended minor, they will most likely need to complete more than 120 credits in order to meet all requirements, and that they will need to meet the graduation/program requirements for both the degree and the selected minor or extended minor.</p> | <p>We are happy to make this addition!</p>                                                                                                                                                                                                                                                                                                                         |

## Bachelor of Environmental Studies (Natural Sciences) degree

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### Program outline

BES (Natural Sciences) students are required to take the following:

Environmental core: ~~240-26-30~~ credits

| Course                          | Title                                           | Credits       |
|---------------------------------|-------------------------------------------------|---------------|
| GEOG 111                        | Environmental Issues and Strategies             | 3             |
| ENV 200                         | Bioregional Communities                         | 4             |
| <del>GEOG 211</del>             | <del>Environmental Science (discontinued)</del> | <del>3</del>  |
| <del>or</del> CMNS 257/GEOG 257 | Environment: Science and Communications         | <del>-3</del> |
| <u>GEOG 331</u>                 | <u>Environmental Assessment and Management</u>  | <u>4</u>      |
| PHIL 318                        | Environmental Ethics                            | 3             |
| PORT 398                        | Portfolio I                                     | 3             |
| ENV 410                         | Environmental Seminar                           | 4             |

|                |                                                         |     |
|----------------|---------------------------------------------------------|-----|
| <b>One of:</b> |                                                         | 0–6 |
| GEOG 412       | Environmental Geography Practicum                       |     |
| COOP 120       | Co-op Work Term Performance and Report II               |     |
| <b>or</b>      | Demonstration of previous environmental work (see Note) |     |

Note: Demonstration of previous environmental work (paid or unpaid) corresponding to professional competency learning outcomes, subject to program chair review. See the [BES website](#) for more details.

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#### List 1C: Professional and Research Skills

| Course   | Title                                 | Credits |
|----------|---------------------------------------|---------|
| AGRI 247 | Enterprise Project: Part I            | 3       |
| BUS 204  | Introduction to Non-Profit Management | 3       |
| CHEM 241 | Analytical Chemistry                  | 4       |
| CIS 145  | Web Publishing                        | 3       |

|                                |                                                |          |
|--------------------------------|------------------------------------------------|----------|
| CMNS 180                       | Introduction to Intercultural Communication    | 3        |
| CMNS 235                       | Public Speaking                                | 3        |
| CMNS 251                       | Professional Report Writing                    | 3        |
| COMP 120                       | Computing for the Sciences                     | 3        |
| GEOG 252                       | Explanation in Geography: Quantitative Methods | 4        |
| MATH 111                       | Calculus I                                     | 4        |
| <u>MATH 112</u>                | <u>Calculus II</u>                             | <u>4</u> |
| MATH 118                       | Calculus II for Life Sciences                  | 4        |
| PSYC 202                       | Research Methods in Psychology                 | 4        |
| SOC 255/ ANTH 255/<br>MACS 255 | Introduction to Social Research                | 3        |
| VA 180                         | Digital Photography                            | 3        |
| VA 271                         | Image, Sound, and Performance Art I            | 3        |

List 2A: Society, Culture, and Economy

| <b>Course</b>         | <b>Title</b>                                                              | <b>Credits</b> |
|-----------------------|---------------------------------------------------------------------------|----------------|
| AGRI 371              | Sustainable Holistic Agriculture: Planning and Practices                  | 3              |
| ECON 352              | Technological Progress and Economic Growth                                | 3              |
| ECON 361/<br>GEOG 361 | Environmental Economics                                                   | 3              |
| GEOG 311              | Global Resources and Environment                                          | 4              |
| GEOG 312              | Political Ecology                                                         | 4              |
| GEOG 314              | Geography of Food                                                         | 4              |
| GEOG 340/<br>GDS 340  | Geographies of Poverty and Development                                    | 4              |
| GEOG 360              | Introduction to Regional and Community Planning                           | 4              |
| GEOG 364              | International Planning and Development Policy: Adapting to Climate Change | 4              |
| <u>IDS 300f</u>       | <u>Interdisciplinary Studies III: Planting Reconciliation</u>             | <u>3</u>       |
| IPK 386               | Indigenous Worldviews of Turtle Island                                    | 3              |

|                      |                                                                    |   |
|----------------------|--------------------------------------------------------------------|---|
| IPK 401              | Indigenous Worldviews and Spirituality                             | 4 |
| PHIL 412             | Corporations, Globalization, and Ethics (formerly PHIL 312)        | 3 |
| PSYC 364             | Environmental Psychology                                           | 3 |
| RLST 380             | Religion, Nature, and Science                                      | 3 |
| SOC 346              | Environmental Justice                                              | 4 |
| SOC 348              | Social Movements                                                   | 4 |
| SOC 360/<br>ANTH 360 | Eating and Thinking: Food, Identity, and Power in Global Societies | 4 |
| SOC 368/<br>ANTH 368 | Environment and Society (formerly SOC 468/ANTH 468)                | 4 |

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## Program requirements

All students are required to complete a minimum of 120 credits, to include a minimum of 45 upper-level (300- or 400-level) credits.

## Minors in other programs

Students completing requirements for the Bachelor of Environmental Studies (Natural Sciences) may combine this with the requirements for any of the existing minors or extended minors offered at UFV, with the exception of Biology, Geography, and Physical Geography. In such

cases, the transcript will specify both the BES (Natural Sciences) and extended minor or minor program completed.

In order to complete the degree in a timely fashion, students wishing to combine the BES (Natural Sciences) degree with any minor and/or extended minor (except Biology, Geography, or Physical Geography) must seek approval of the appropriate program advisors. Students should be aware that if they choose to fulfill the requirements of both the degree and a minor or extended minor, they will most likely need to complete more than 120 credits in order to meet all requirements, and that they will need to meet the graduation/program requirements for both the degree and the selected minor or extended minor.

Students may opt to use their electives to add a minor or extended minor in another discipline, other than Biology, Geography, and Physical Geography.

# MEMO



To: Samantha Pattridge, UEC Chair  
From: Stefania Pizzirani, Program Working Group Chair  
Cc: Bruce Kirkley, Associate Director, Program Development and Quality Assurance  
Date: March 12, 2021  
Re: Proposal for Environmental Studies Minor

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Please accept the following attachments as part of the submission to UEC for the March 26, 2021 meeting:

- the full proposal and appendices for a Environmental Studies minor within the BA, BIS and BSc.

The attachments are submitted on behalf of the Program Working Group.

The Faculty of Science Curriculum Committee approved the proposal on December 18, 2020. The Science Faculty Council approved the proposal on January 8, 2021.

UEC Screening reviewed this proposal on January 26, 2021 and it was posted for campus-wide consultation on February 5, 2021.

**Note:** The program proposal and calendar copy are available in S:\Groups\UEC\2021-03-26 Environmental Studies minor.

## **Program Summary:**

The primary goal of this proposed 27-35-credit program is to increase access to structured environmental education for students across most programs at UFV. The Environmental Studies minor will utilize the core requirements of the Bachelor of Environmental Studies to:

- Deliver an interdisciplinary, critical examination of environmental issues and processes.
- Complement learning in other fields by introducing learners to applied, problem-based, and community-engaged environmental education.
- Introduce learners to multiple ways of knowing necessary for sustained and healthy relationships with local and regional environments.

## **Program Working Group:**

Stefania Pizzarani, PWG Chair, Assistant Professor, School of Land Use and Environmental Change

Anna Cook, Assistant Professor, Philosophy

Steve Marsh, Associate Professor, School of Land Use and Environmental Change

Michelle Rhodes, Director, Integrated & General Studies, Transfer Partnerships, College of Arts

## **Concept Paper:**

A concept paper is not required for a new minor in a program area where a major or degree is already approved.



**Memo for Program Changes****To:** UEC**From:** Michelle Rhodes, Director Integrated and General Studies, Transfer & Partnerships**Date:** February 26, 2021**Subject:** Proposal for additional course options to meet the BIS requirements

## 1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☒ Other – Please specify:

Revised language regarding use of language courses

## 2. Rationale for change(s):

**Change 1: Addition of VA 119 and ADED 415 to meet the *Digital Competency* requirement**

The IGSPC has reviewed these courses and determined that they meet the learning outcomes for the Digital Competency requirement.

**Change 2: Addition of BUS 143, 144, 145, 226 to meet the 2<sup>nd</sup> *Use and Interpretation of Numerical Data* requirement**

The IGSPC has reviewed these courses and determined that they meet the learning outcomes for the second numeracy requirement.

**Change 3: Change of wording, re: language to the 2<sup>nd</sup> *Communications and Intercultural Competencies* language requirements.**

“Any 100 level or above course taught in a language other than English, including beginning and introductory language courses”

The previous list was problematic and inconsistent, because students come into the language learning at different levels. Students with prior language learning in French, for instance, may not take their first university French course at the 100-level. Similarly, students may transfer in with other languages not

offered by UFV, particularly Indigenous languages. This more inclusive language will help reduce the request for exceptions and additions generated through the advising process.

copy was problematic, in the assumption of courses being in a students 'second language', and the need to specify 'university-level' (as opposed to high school courses).

This language is also mirrored in Note 1 under Effective Communications and Note 3 under Intercultural Competency. Language in this note is also revised slightly for clarity.

**Change 4: Addition of note 2, re: EAP, to *Intercultural Competencies***

EAP courses do not receive university credit. This notation is already in Degree Audit, and the calendar update is included to reflect this.

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:

No PO additions or changes

4. What consideration has been given to indigenizing the curriculum?

None additional at this time

5. Will additional resources be required? If so, how will these costs be covered?

No additional costs anticipated

6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?

These additions will increase student options and flexibility for program completion, and reduce requests for exceptions through the Academic Advising Centre.

7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?

No change to number of credits required.

8. Identify any available resources that will be used to accommodate the program changes. (E.g. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)

No additional resources required.

9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.

We anticipate limited if any impacts, as students are already frequently taking these courses either prior to coming into the BIS (esp. for BUS 143, 144) or as popular elective credits (e.g. ADED 414). The course options are also extensive, which limits the impact on any single course addition.

10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

No new budgetary implications

**Memo for Program Changes**

To: UEC

From: Michelle Rhodes, Director Integrated and General Studies, Transfer & Partnerships

Date: February 26, 2021

**Subject: Addition of Language within BIS Calendar Copy for Applied Management Concentration, and Revision to Aviation language**

1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☐ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☒ Other – Please specify:
  - Addition of language to BIS calendar copy for new concentration
  - Revised language for Aviation
  - Minor changes in calendar language (intro paragraph; addition of Notes to requirements) to reflect addition of concentration

2. Rationale for change(s):

The Applied Management concentration is being submitted for review by the School of Business, in partnership with the BIS. A separate landing page within the calendar for this is being proposed. This memo relates to the addition of calendar copy on the BIS page specifically.

In addition, we are revising our language regarding Aviation, as the current agreement with Coastal Pacific Aviation is no longer enforceable in its current form. In practice over the past year, students have been receiving credits by presenting their licenses to the School of Business for review and credit assignment (as is the current practice for the BBA Aviation). This revised language reflects the current practice.

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:

N/A

4. What consideration has been given to indigenizing the curriculum?

N/A

5. Will additional resources be required? If so, how will these costs be covered?

N/A

6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?

N/A

7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?

N/A

8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)

N/A

9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.

N/A

10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

## Bachelor of Integrated Studies degree

In the Bachelor of Integrated Studies (BIS), students can create a flexible, multidisciplinary program suited to their educational and career goals. To complete their program, students develop and demonstrate core competencies highly desired in the workforce, such as effective communications and the use of data. Prior learning and professional experience can be used, by assessment, to meet one or more of the competencies. In their program, students ~~choose between completing a specialty as part of a Theme or minor, or completing a general option~~ can choose to specialize by completing a customized Theme, minors, or a concentration in Applied Management.

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### Core competencies requirements

1. Effective Communications
2. Use and Interpretation of Numerical Data
3. Scientific LiteracyScientific Practice
4. Digital Competency
5. Intercultural Engagement
6. Professional Competency

#### 1. Effective communications

| Core competency                                          | Requirement                     |
|----------------------------------------------------------|---------------------------------|
| <b>Written communication</b>                             | CMNS 125 or ENGL 105            |
| <b>Additional written, oral, or visual communication</b> | One of: (see Note <u>1, 2</u> ) |

- ABT 135, AH 100, AH 101, AH 102, AH 204, CMNS 115, CMNS 120, CMNS 175, CMNS 235, CMNS 251, CMNS 300/JRNL 300, ENGL 104, ENGL 200, ENGL 208, ENGL 210, ENGL 211, ENGL 212, ENGL 213, ENGL 214, ENGL 215, ~~ENGL 267 (discontinued), FREN 101, FREN 102,~~ GD 101, GD 102, GD 157, GEOG 257/CMNS 257, ~~GERM 101, GERM 102, HALQ 101,~~ HSER 120, ~~JAPN 101, JAPN 102,~~ MEDA 222, MEDA 260, ~~PUNJ 101, RUSS 101, RUSS 102,~~ SOC 254, ~~SPAN 101, SPAN 102, SPAN 201,~~ THEA 111, THEA 112, VA 113, VA 115, VA 116, VA 160, or VA 180
- Any 100-level or above course taught in a language other than English, including beginning and introductory language courses~~Any university-level course in a language other than English (e.g. FREN, GERM, HALQ, JAPN, PUNJ, RUSS, SPAN)~~
- Or completion of one of the following credentials:
  - **Aboriginal Culture and Language Support diploma**
  - **Paralegal certificate**
  - **Paralegal diploma**
  - **Records Management certificate**

Note 1: Students applying to the Applied Management concentration will need to complete one of CMNS 125, 175, or 251.

Note 2: ~~A single course in a second language~~ Any 100-level or above course taught in a language other than English, including beginning and introductory language courses,Any university-level course in a

~~language other than English (e.g. FREN, GERM, HALQ, JAPN, PUNJ, RUSS, SPAN)~~ can ~~only~~ be used to meet either the Effective Communications requirement or the Intercultural Engagement requirement. A single language course can only be used to meet one requirement, but Sstudents may choose to complete an additional language course, ~~and use this~~ to meet another a requirement.

## 2. Use and interpretation of numerical data

| Core competency                                     | Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Statistics                                          | One of: STAT 104, STAT 106, or PSYC 110 ( <a href="#">see Note</a> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Additional use and interpretation of numerical data | <p>One of:</p> <ul style="list-style-type: none"> <li><a href="#">BUS 143, BUS 144, BUS 145, BUS 226</a>, CRIM 320, ECON 100, ECON 101, GEOG 252, GEOG 253, MATH 100-level or higher, PSYC 202, SOC 255/ANTH 255/MACS 255, or STAT 270 or higher</li> <li>Or completion of one of the following credentials: <ul style="list-style-type: none"> <li><a href="#">Architectural Drafting Technician certificate</a></li> <li><a href="#">Automation and Robotics Technician diploma</a></li> <li><a href="#">Bookkeeping for Small Business certificate</a></li> <li><a href="#">Carpentry certificate</a></li> <li><a href="#">Construction Electrician certificate</a></li> <li><a href="#">Electronics Technician certificate</a></li> </ul> </li> </ul> |

Note: Students applying to the Applied Management concentration will need to complete STAT 104 or STAT 106 in order to satisfy the prerequisite for MGMT courses in the concentration.



3. Scientific [literacy practice](#)

| Core competency       | Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Scientific competency | <p>One of: (see Note)</p> <ul style="list-style-type: none"> <li>AGRI 123, AGRI 124, AGRI 129, AGRI 163, ASTR 103, ASTR 104, BIO 100-level or higher, CHEM 100-level or higher, GEOG 103, GEOG 116, HSC 111, KIN 163, KIN 170, PHYS 100-level or higher, or PSYC 202</li> <li>Or completion of one of the following credentials: <ul style="list-style-type: none"> <li><a href="#">Automation and Robotics Technician diploma</a></li> <li><a href="#">Construction Electrician certificate</a></li> <li><a href="#">Electronics Technician certificate</a></li> <li><a href="#">Practical Nursing diploma</a></li> </ul> </li> </ul> |

Note: Teacher education programs will have more specific lab science requirements. Students planning on continuing on to Teacher Education programs should check with those programs' admissions requirements.

## 4. Digital competency

| Core competency    | Requirement |
|--------------------|-------------|
| Digital competency | One of:     |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>• ADED 380, <a href="#">ADED 414</a>, BUS 160/CIS110, CIS 100 or higher, COMP 120 or higher, CMNS 251, CMNS 375, CMNS 376/MACS 376, ENGR 151, Any GD course except GD 102, GEOG 253, GEOG 300J, GEOG 300N, GEOG 357/BIO 357, <a href="#">VA 119</a>, VA 160, VA 180, VA 271, or VA 365/FILM 365/JRNL 365</li> <li>• Or completion of one of the following credentials: <ul style="list-style-type: none"> <li>◦ <a href="#">Applied Business Technology certificate</a></li> <li>◦ <a href="#">Architectural Drafting Technician certificate</a></li> <li>◦ <a href="#">Automation and Robotics Technician diploma</a></li> <li>◦ <a href="#">Bookkeeping for Small Business certificate</a></li> <li>◦ <a href="#">Electronics Technician certificate</a></li> <li>◦ <a href="#">Legal Administrative Assistant certificate</a></li> <li>◦ <a href="#">Library and Information Technology diploma</a></li> <li>◦ <a href="#">Medical Office Assistant certificate</a></li> <li>◦ <a href="#">Paralegal certificate</a></li> <li>◦ <a href="#">Paralegal diploma</a></li> <li>◦ <a href="#">Records Management certificate</a></li> </ul> </li> <li>• Or portfolio demonstration of having met competency outcomes through professional or related experience. See <a href="#">BIS website</a> for more information on using portfolios to demonstrate competency requirements.</li> </ul> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 5. Intercultural engagement

| Core competency | Requirement |
|-----------------|-------------|
|-----------------|-------------|

**Intercultural  
engagement**

One of:

- ANTH 111, CMNS 180, EDUC 290, EDUC 291, ENGL 228, GDS 250/SOC 250, GEOG 312, GEOG 346, GEOG 466/GD 466, HIST 103, HIST 396O, IDS 300F, IDS 400D, IDS 400E, LAS 200/SOC 200, PACS 200, or SOC 250/GDS 250 (see Note 1)
- EAP 054 or higher [\(see Note 2\)](#)
- FNST 100 or higher
- IPK 102 or higher
- [Any 100-level or above course taught in a language other than English, including beginning and introductory language courses](#)
- ~~[Any university-level course in a language other than English \(e.g. FREN, GERM, HALQ, JAPN, PUNJ, RUSS, SPAN\)](#)~~
- ~~[FREN 101 or higher; GERM 101 or higher; HALQ 101 or higher; JAPN 101 or higher; MAND 101 or higher; PUNJ 101 or higher; RUSS 101 or higher; SPAN 101 or higher \(see Note 2\)](#)~~
- GDS 311/GEOG 398/SOC 398, or approved, relevant internship or practicum (see Note 3)
- Or portfolio demonstration of having met competency outcomes through professional or related experience. See [BIS website](#) for more information on using portfolios to demonstrate competency requirements.

Note 1: Some sections of IDS 300 or IDS 400 may be used to meet this requirement, depending on topic. Students interested in using an IDS 300 or IDS 400 course should check with their BIS advisor.

[Note 2: EAP courses are considered developmental-level and are not awarded university credit.](#)

Note 3: Any 100-level or above course taught in a language other than English, including beginning and introductory language courses, Any university-level course in a language other than English (e.g. FREN, GERM, HALQ, JAPN, PUNJ, RUSS, SPAN) can be used to meet either the Effective Communications requirement or the Intercultural Engagement requirement. A single language course can only be used to meet one requirement, but students may choose to complete an additional language course to meet another requirement.

Note 2: A single course in a second language Any university level course in a language other than English (e.g. FREN, GERM, HALQ, JAPN, PUNJ, RUSS, SPAN) can only be used to meet either the Effective Communications requirement or the Intercultural Engagement requirement. Students may choose to complete an additional language course, and use this to meet a second requirement.

Note 3: A single internship or practicum can be used to meet the Intercultural Engagement requirement or the Professional Competency requirement, but not both. Students have the option of completing more than one internship or practicum in their program, in which case each placement can be used to meet a separate requirement.

## 6. Professional competency

Successful completion of one of the following:

- One or more terms of Cooperative Education
- Credited Internship or Practicum in any discipline
- Credited Study Tour (four or more credits)
- Three verified Co-Curricular Record (CCR) experiences, or 60 hours of CCR
- 60 hours of Co-Curricular Record experience
- Completion of a post-secondary Professional program (e.g. TESL, Dental Hygiene, Veterinary Technologist) related to learning goals set out in the Individual Learning Plan and leading to professional designation or accreditation
- Completion of Continuing Education programs that have a practicum component (e.g. Activity Assistant, Legal Administration, Medical Office Assistant, Public Relations, Records Management, Veterinary Assistant).

- Completion of Continuing Education programs in:
  - Bookkeeping for Small Business
  - Coding Bridging
  - Human Resources Management
  - Library Technology Post-diploma
  - Management Skills for Supervisors
  - Paralegal certificate
  - Paralegal diploma
- Demonstration, through application and e-Portfolio, of sufficient prior work or volunteer experience relevant to learning goals set out in Individual Learning Plan.  
See [BIS website](#) for more information.

## Themes, minors, [concentrations](#), and other specializations

Students can choose from the following degree pathways:

Themes, [minors](#), [concentrations](#), [Co-operative Education](#), and [General option](#) (no specialization).

Students ~~wishing to must~~ declare ~~which option a minor or theme~~ [should indicate their intent they plan to do so pursue](#) by 60 credits or, for transfer students with more than 60 credits, at time of entry. [Students wishing to apply for declare a concentration in Applied Management should refer to the requirements for application \(below\).](#)

### Themes

Themes allow students to create a customized program of study in an area for which UFV does not offer a major or minor. Students complete their Theme using upper-level courses from two or more disciplines. Past Themes have included explorations of aging, public relations, Middle Eastern studies, and agroecology. Students should request a meeting with the program advisor or chair to discuss building their Theme around their educational and professional interests.

All Themes must meet the following requirements:

- A minimum of 24 upper-level credits approved for use in the Theme.
- A minimum of 12 upper-level credits approved for use in the Theme to be completed at UFV.
- Upper-level credits from a minimum of two distinct disciplines used within the Theme.
- A minimum 2.00 grade requirement in all Theme courses.

Please see the [Bachelor of Integrated Studies](#) website or the [Advising Centre](#) website for information and forms on completing a Theme.

### Concentration in Applied Management

The Applied Management concentration is a 24-credit prescribed program that provides a management focus for students in the BIS. The concentration will appeal to students already in leadership or supervisory roles in business, agri-business, not-for-profit, public and private organizations, trades and manufacturing, transportation, service, and/or may be seeking to take their careers in this direction.

#### **Requirements for Declaration of the Applied Management Concentration**

Students wishing to complete the Applied Management concentration will need to first be enrolled in the BIS program. Students are encouraged to apply to the BIS program even if they do not yet meet the requirements for declaration of the Applied Management concentration (below). Once in the BIS program, students can work with Academic Advisors to complete the required courses and credits needed prior to declaration.

In addition, prior to beginning the concentration, students must have completed:

- 45 university-level credits
- CMNS 125, 175, or 251, or equivalent
- One of the following:
  - At least two years of paid work experience in a managerial or managerial track position is preferred.
  - In lieu of two years of experience, completion of BUS 100 and BUS 203
- Submission of the following materials:
  - Statement of interest in completing concentration. Form available from the Integrated Studies website.
  - Current resumé

- [STAT 104 is a pre-requisite for some courses in the concentration. STAT 104 is recommended but not required prior to declaration of concentration.](#)

[Note: The 45 university-level credits can include transfer credits and credits obtained through the Prior Learning Assessment and Recognition \(PLAR\) process. Refer to the PLAR website for more information. Students wanting to have prior industry and workplace learning assessed for credit are encouraged to enroll in ADED 305: Portfolio Development for Prior Learning Assessment Recognition.](#)

#### **[Applying to Declare the Applied Management Concentration](#)**

[The Applied Management concentration has a limited number of seats available each term, and entrance is competitive. The number of students wanting to declare the Applied Management concentration may exceed available spots.](#)

[Requests to declare the Applied Management concentration are accepted for entrance to the Fall, Winter, and Summer semesters. Current BIS students wishing to declare the concentration should:](#)

- [1. Meet with an Academic Advisor to assess whether you meet the current requirements for declaration](#)
- [2. Review instructions and deadlines for submitting declaration materials on the Integrated Studies website \[\\[insert link\\]\]\(#\).](#)

[Students wishing to complete the concentration, and who are not already admitted to the BIS program, should refer to the degree application information above.](#)

#### **[Concentration Requirements \(24 credits\)](#)**

| <a href="#">Course</a>   | <a href="#">Title</a>                                 | <a href="#">Credits</a> |
|--------------------------|-------------------------------------------------------|-------------------------|
| <a href="#">MGMT 310</a> | <a href="#">Cultivating Positive Workplaces</a>       | <a href="#">3</a>       |
| <a href="#">MGMT 320</a> | <a href="#">Effective Communications for Managers</a> | <a href="#">3</a>       |
| <a href="#">MGMT 340</a> | <a href="#">Performance and Cost Measurement</a>      | <a href="#">3</a>       |
| <a href="#">MGMT 350</a> | <a href="#">Creativity and Innovation</a>             | <a href="#">3</a>       |
| <a href="#">MGMT 400</a> | <a href="#">Ethics and Sustainability</a>             | <a href="#">3</a>       |
| <a href="#">MGMT 410</a> | <a href="#">Leadership and Management</a>             | <a href="#">3</a>       |
| <a href="#">MGMT 440</a> | <a href="#">Business and Operational Excellence</a>   | <a href="#">3</a>       |
| <a href="#">MGMT 460</a> | <a href="#">Business Intelligence</a>                 | <a href="#">3</a>       |

[Students must complete the requirements of the Applied Management concentration within four years of declaration.](#)

## Aviation

The BIS allows for use of approved ~~flight training courses-credits assigned by the School of Business upon presentation of the following Transport Canada approved aviation credentials: Private Pilot's licence, Instrument Rating, Commercial Pilot's Licence, and Multi-Engine Rating or Instructor Rating. The cost of acquiring the aviation credentials is the responsibility of the student.~~

~~at Coastal Pacific Aviation~~ to meet their degree requirements. ~~Interested BIS applicants or students should contact Coastal Pacific Aviation for information on their courses.~~

This option may also be of interest to students who have completed the **Business Administration (Aviation) diploma** and wish to continue their studies to complete a university degree with a related Theme.

## Minors and extended minors

Students select electives to complete one or more minors or extended minors. Refer to the appropriate calendar details for the minor or extended minor requirements.

Students may not complete both a minor and an extended minor in the same program.

Note: For students completing a Theme option, only two upper-level courses (maximum of eight credits) of a minor or extended minor can be used toward the Theme.

## General option

Students select courses to complete a minimum of 120 credits, of which at least 45 must be upper-level. Students are eligible to select any course for which they meet the prerequisites. Choice should include courses that enhance a career path, or meet prerequisites for professional programs, or for expanding academic knowledge. The program is developed according to the intended learning goals of the individual.



## Co-operative Education option

The Co-operative Education option provides students with the opportunity to acquire paid, career-related work experience in conjunction with their studies in the Bachelor of Integrated Studies degree program. See the [Co-operative Education](#) section for more details.

## Declaration of minors or Themes

Students may formally declare minors or intention to complete a Theme after they have been accepted. Unless otherwise stated, to be eligible to declare minors, students must have [a minimum CGPA of 2.00 on all credits attempted and](#) earned a minimum grade of C on each of the required courses for the subject discipline. (Some areas have specific requirements; these are listed in the calendar under the relevant discipline.) Students are encouraged to declare minors or their intention to complete a Theme as soon as possible.

Students will be required to make this declaration by 90 credits, or upon entry to degree program, whichever is later. Students may request to declare a minor or Theme after 90 credits on a case-by-case basis. Students who do not meet the requirements of their planned minor or Theme may be able to graduate with a BIS, general option (no specialization).

Please note that the number of students wanting to enter any minor program may exceed capacity. Departments reserve the right to select competitively if necessary. UFV cannot guarantee available seats in required program courses on demand.

**Memo for Program Changes****To:** UEC**From:** Michelle Rhodes, Director Integrated and General Studies, Transfer & Partnerships**Date:** February 26, 2021**Subject:** Proposal for additional course options to meet the General Studies diploma requirements

## 1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☒ Other – Please specify:

## 2. Rationale for change(s):

**Change 1: Addition of VA 119 and ADED 415 to meet the *Digital Competency* requirement**

The IGSPC has reviewed these courses and determined that they meet the learning outcomes for the Digital Competency requirement.

**Change 2: Addition of BUS 143, 144, 145, 226 to meet the 2<sup>nd</sup> *Use and Interpretation of Numerical Data* requirement**

The IGSPC has reviewed these courses and determined that they meet the learning outcomes for the second numeracy requirement.

**Change 3: Change of wording to the 2<sup>nd</sup> *Communications Competency* language requirement.**

“Any 100 level or above course taught in a language other than English, including beginning and introductory language courses”

## 3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:

No PO additions or changes

## 4. What consideration has been given to indigenizing the curriculum?

None specifically at this time, although the change to the copy regarding use of language courses is more inclusive of university-level Indigenous language courses transferred into UFV. (We occasionally see students with Cree-language courses, for instance.)

5. Will additional resources be required? If so, how will these costs be covered?

No additional costs anticipated

6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?

Students will have additional options that can be used to meet program requirements.

7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?

No change to number of credits required.

8. Identify any available resources that will be used to accommodate the program changes. (E.g. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)

No additional resources required.

9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.

Yes, although students *already* frequently take these courses, either prior to entry into the diploma (esp. for BUS courses) or as electives, so we expect minimal impact on enrollment. Some increase in domestic diploma students use of ADED 414 may occur, although it would be sporadic at best, as most diploma students do not take many upper-level courses.

10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

No new budgetary implications

## General Studies diploma

### Program requirements

The General Studies diploma requires:

- A minimum of 60 credits in courses numbered at the 100 level or higher.
- A minimum of 24 credits in courses numbered at the 200 level or higher.
- Successful completion of courses in at least four distinct disciplines.
- Demonstration of having met the following Core Competencies.

| Core Competency                                         | Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <del>Written-Effective</del><br>communication           | CMNS 125 or ENGL 105                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Additional written,<br>oral, or visual<br>communication | <p>One of:</p> <ul style="list-style-type: none"> <li>• ABT 135, AH 100, AH 101, AH 102, AH 204, CMNS 115, CMNS 175, CMNS 235, CMNS 251, CMNS 300/JRNL 300, ENGL 104, ENGL 208, ENGL 210 to ENGL 215, <del>ENGL 267 (discontinued)</del>, <del>FREN 101</del>, <del>FREN 102</del>, GD 101, GD 102, GD 157, GEOG 257/CMNS 257, <del>GERM 101</del>, <del>GERM 102</del>, <del>HALQ 101</del>, HSER 120, <del>JAPN 101</del>, <del>JAPN 102</del>, MEDA 222, MEDA 260, <del>PUNJ 101</del>, <del>RUSS 101</del>, <del>RUSS 102</del>, SOC 254, <del>SPAN 101</del>, <del>SPAN 102</del>, <del>SPAN 201</del>, THEA 111, THEA 112, VA 113, VA 115, VA 116, VA 160, or VA 180</li> </ul> <p>—Any 100 level or above course taught in a language other than English, including beginning and introductory language courses Any university level course in a language</p> |

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                        | <p><u>other than English (e.g. FREN, GERM, HALQ, JAPN, PUNJ, RUSS, SPAN)</u></p> <ul style="list-style-type: none"> <li>• Or completion of one of the following credentials: <ul style="list-style-type: none"> <li>◦ <u>Aboriginal Culture and Language Support diploma</u></li> <li>◦ <u>Paralegal certificate</u></li> <li>◦ <u>Paralegal diploma</u></li> <li>◦ <u>Records Management certificate</u></li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                         |
|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Use and interpretation of numerical data</b></p> | <p>One of:</p> <ul style="list-style-type: none"> <li>• <u>BUS 143, BUS 144, BUS 145, BUS 226</u>, CRIM 320, ECON 100, ECON 101, GEOG 252, GEOG 253, MATH 100-level or higher, PSYC 110, PSYC 202, SOC 255/MACS 255/ANTH 255, or STAT 100-level or higher (see Note 1).</li> <li>• Or completion of one of the following credentials: <ul style="list-style-type: none"> <li>◦ <u>Architectural Drafting Technician certificate</u></li> <li>◦ <u>Automation and Robotics Technician diploma</u></li> <li>◦ <u>Bookkeeping for Small Business certificate</u></li> <li>◦ <u>Carpentry certificate</u></li> <li>◦ <u>Construction Electrician certificate</u></li> <li>◦ <u>Electronics Technician certificate</u></li> </ul> </li> </ul> |

|                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                            | <ul style="list-style-type: none"> <li>○ <u>Hospitality and Event Management Post-baccalaureate certificate</u> (unavailable until further notice)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>And one of the two following competencies:</b>          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Scientific</b><br><del>competency</del> <u>practice</u> | <p>One of:</p> <ul style="list-style-type: none"> <li>• AGRI 123, AGRI 124, AGRI 129, AGRI 163, ASTR 103, ASTR 104, BIO 100-level or higher, CHEM 100-level or higher, GEOG 103, GEOG 116, HSC 111, KIN 163, KIN 170, PHYS 100-level or higher, or PSYC 202</li> <li>• Or completion of one of the following credentials: <ul style="list-style-type: none"> <li>○ <u>Automation and Robotics Technician diploma</u></li> <li>○ <u>Construction Electrician certificate</u></li> <li>○ <u>Electronics Technician certificate</u></li> <li>○ <u>Practical Nursing diploma</u></li> </ul> </li> </ul> |
| <b>Digital competency</b>                                  | <p>One of:</p> <ul style="list-style-type: none"> <li>• Course in digital competency: <ul style="list-style-type: none"> <li>○ ADED 380, <u>ADED 414</u></li> <li>○ BUS 160/CIS 110</li> <li>○ CIS 100 or higher</li> <li>○ COMP 120 or higher</li> <li>○ CMNS 251, 375, or 376</li> <li>○ ENGR 151</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                          |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>○ Any GD course except GD 102</li> <li>○ GEOG 253, 300J, 300N, or 357</li> <li>○ VA <a href="#">119</a>, 160, 180, 271, or 365</li> <li>• Or completion of one of the following credentials: <ul style="list-style-type: none"> <li>○ <a href="#">Applied Business Technology certificate</a></li> <li>○ <a href="#">Architectural Drafting Technician certificate</a></li> <li>○ <a href="#">Automation and Robotics Technician diploma</a></li> <li>○ <a href="#">Bookkeeping for Small Business certificate</a></li> <li>○ <a href="#">Electronics Technician certificate</a></li> <li>○ <a href="#">Legal Administrative Assistant certificate</a></li> <li>○ <a href="#">Library and Information Technology diploma</a></li> <li>○ <a href="#">Medical Office Assistant certificate</a></li> <li>○ <a href="#">Paralegal certificate</a></li> <li>○ <a href="#">Paralegal diploma</a></li> <li>○ <a href="#">Records Management certificate</a></li> </ul> </li> <li>• Or portfolio demonstration of having met competency outcomes through professional or related experience. See <a href="#">BIS website</a> for more information on using portfolios to demonstrate competency requirements.</li> </ul> |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Note 1: STAT 104 or STAT 106 is recommended for students planning on continuing into the Bachelor of Integrated Studies degree.

Note 2: Individual courses can only be used to meet one competency.

Advisors can assist students in developing individual educational plans. An advising appointment can help students refine their goals and objectives, understand available choices, and select courses which will apply to the intended program. Students wishing to apply to

the **Bachelor of Integrated Studies** after completion of the General Studies diploma should familiarize themselves with additional BIS requirements. Contact Advising at **[advising@ufv.ca](mailto:advising@ufv.ca)**.

Note: Students may enrol in courses for which they meet the prerequisites. Some courses may be more difficult to gain access to as seats are reserved for students admitted to a particular program. General Studies students may be able to enrol in these courses if there are vacancies in courses after program students have registered. Refer to the course descriptions for prerequisite information.



# MEMO



To: Samantha Pattridge, Chair, UEC  
 From: Carolyn MacLaren, Director, Continuing Education, and Co-Chair, Program Working Group; and Michelle Rhodes, Director, Integrated & General Studies, Transfer & Partnerships, and Co-Chair, Program Working Group  
 Cc: Bruce Kirkley, Associate Director Program Development & Quality Assurance  
 Date: March 17, 2021  
 Re: Program Proposal: Civic Governance & Innovation Certificate

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Please accept this submission to UEC. Attachments include the proposed Civic Governance & Innovation certificate proposal, appendices (calendar copy), the responses to UEC Screening, and the course memos and outlines for proposed courses CIVI 200, 202, 302, 311, 312 and 400. The attachments are submitted on behalf of the Civic Governance & Innovation Program Working Group.

The Civic Governance & Innovation program proposal, calendar copy and course outlines were approved by FACE CC on November 3, 2020 and by FACE Faculty Council on November 6, 2020. The CIVI 200 course for-credit outline was approved by FACE CC on January 21, 2021 and by FACE Faculty Council on February 5, 2021 (previously known as EBDM 200). UEC Screening reviewed this proposal on February 9 and March 9, 2021. This proposal was posted to CWC on March 15, 2021.

**Note:** The program proposal and calendar copy are available in *S:\Groups\UEC\2021-03-26 Civic Governance & Innovation*.

## **Program Summary:**

This 18-credit certificate consists of six credited courses that examine dimensions of political culture, innovation, and best practices in local governance. The target audience for this program are current or future municipal employees, primarily in the Fraser Valley, as well as members of the public interested in investigating changemaking in local government systems. The courses within this certificate emphasize applied learning within local government contexts and the completion of capstone projects designed for continued use or consumption.

The goal of this Civic Governance and Innovation certificate is to complement existing programs by facilitating capacity building needed for increasing flexibility, risk acceptance, and innovation within local government systems. This program has been developed in collaboration with the City of Abbotsford.

## **Program Working Group:**

Michelle Rhodes (Co-Chair) – Director, Integrated & General Studies, Transfer & Partnerships  
 Carolyn MacLaren (Co-Chair) – Director, Continuing Education  
 Chris Campbell – Department Head, Adult Education  
 Larissa Horne – Experiential Learning Coordinator, History

## **Concept Paper:**

The concept paper for the Civic Governance and Innovation certificate was approved in the 2020 Program Report and Plan at the June 18, 2020 Board meeting.

**MEMO for New Course**

To: FACE

From: Carolyn MacLaren BA (Hons), MA, CPHR, Director, Continuing Education

Date: 20 January 2021

**Subject: Proposal for new course – CIVI 200 Evidence-Based Decision Making**

1. Rationale for new course:

This course will provide students with foundational skills in evidence-based decision making, including thinking critically and navigating various forms of data, knowledges, and evidence collection, in order to make sound decisions that are verifiable and transparent.

Note: This course is currently being offered (on a non-credit basis) to contract training partners including the City of Surrey Firefighters and City of Abbotsford.

2. How this new course fits into program(s):

This course will be offered as a required course for the pending Civic Governance and Innovation certificate.

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):

The course learning outcomes aligns primarily with PLO 6 – Data Literacy Tools.

4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs? No.

5. Which program areas have been consulted about the course?

College of Arts Curriculum Committee and Political Science have been consulted about the program, and CACC has reviewed courses as well.

6. If a new discipline designation is required, explain why:

There is not new discipline designation required for this course.

7. What consideration has been given to indigenizing the curriculum?

Citation and research principles are inclusive of Indigenous research methodologies, Indigenous Elders and Knowledge Keepers; territorial acknowledgment embedded within course syllabus; instructional feedback to students includes consideration of Indigenous ways of knowing and being in conducting research and identifying legitimate issues with consideration outside of Western worldviews.

8. If this course is not eligible for PLAR, explain why: This course will be eligible for PLAR.

9. Explain how each of the following will affect the budget for your area or any other area:

- a. Credit value: 3.0
- b. Class size limit: 20
- c. Frequency of offering: Twice per academic year
- d. Resources required (labs, equipment): None

10. Are field trips required for this course? None

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11. Estimate of the typical costs for this course, including textbooks and other materials: [Texts and other materials: \\$50; tuition and fees are additional \(currently \\$605\)](#)

| CIVI 200                     | CWC Comments                                                                                                                                                                                                                                                |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COMMENTS /<br>CONSIDERATIONS | As this course includes statistics, should a math prerequisite be included? Mathematics 11 for instance?                                                                                                                                                    |
| RESPONSE                     | <a href="#">This course has been successfully offered for several years to local government employees (City of Surrey Fire Department, for example) without the requirement for a math prerequisite and does not require such to master course content.</a> |
| COMMENTS /<br>CONSIDERATIONS | UEC Screening is not satisfied with the response regarding a math prerequisite for this course. An additional comment from the Mathematics and Statistics department should be provided for UEC.                                                            |
| RESPONSE                     | <a href="#">Mathematics and Statistics department is being consulted.</a>                                                                                                                                                                                   |

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ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): March 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CIVI 200                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Evidence-Based Decision Making                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Short Title:</b><br>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Fundamental approaches to evidence-based decision making examined for use within public/private sector organizations. Students reflect on evidence-based methodologies, including critical thinking skills, various experimental designs, data collection, use of statistics, and Indigenous ways of knowing/being to provide evidentiary basis for decisions. Students develop skills to gather, organize, cite, review, and evaluate the decision-making process.                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | None.                                                                                                                                                                                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | None                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | None                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> (Cannot be taken for additional credit.)<br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)                                                                                                                                                                                                                                            |           | <b>Special Topics</b> (Double-click on boxes to select.)<br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, topic will be recorded when offered.)                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: (If yes, topic will be recorded.)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="#">bctransferguide.ca</a> .)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, fill in transfer credit form.) |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">45</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                              | 45 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 45        |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>45</b> |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Maximum enrolment (for information only):</b> 20<br><b>Expected Frequency of Course Offerings:</b><br>Every semester (Every semester, Fall only, annually, etc.)                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Carolyn MacLaren                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> September 21, 2020                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> February 5, 2021                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date approved:</b> February 5, 2021                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> March 19, 2021                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> March 26, 2021                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |

## Learning Outcomes:

Upon successful completion of this course, students will be able to:

- Articulate the origin of evidence-based approaches.
- Identify the 5 steps to making evidence-based decisions.
- Define a "problem" in the context of evidence-based decision making and consider the components of thinking critically.
- Identify evidence in the form of empirical research, including quantitative, qualitative, and Indigenous ways of knowing/being through Elders/Knowledge Keepers.
- Apply the concepts and key mechanisms for collecting evidence, including the different forms of experimental design.
- Illustrate the role of statistics and cost-benefit analysis in evidence-based decision making.
- Apply the logic model as a method of program evaluation.
- Demonstrate appropriate and accurate citation skills.

## Prior Learning Assessment and Recognition (PLAR)

☒ Yes      ☐ No

Note: PLAR cannot be typically awarded for this course due to the formulaic methodology used in evidence-based decision making. Exceptions would be considered in cases where students have completed prior non-credit training in EBDM.

## Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.)*

Online instruction, guest lecturers, and presentations.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

## Typical Text(s) and Resource Materials *(If more space is required, download Supplemental Texts and Resource Materials form.)*

| Author (surname, initials)                                  | Title (article, book, journal, etc.)                                   | Current ed.                         | Publisher      | Year |
|-------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------|----------------|------|
| 1. Maxim, Paul S.; Garis, Len; Plecas, Darryl; Davies, Mona | Evidence-based Decision Making for Government Professionals            | <input checked="" type="checkbox"/> | City of Surrey | 2015 |
| 2. Maxim, Paul S.; Garis, Len; Plecas, Darryl; Davies, Mona | Evidence-based Decision Making for Government Professionals - Workbook | <input checked="" type="checkbox"/> | City of Surrey | 2015 |

## Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

Personal computer, access to Microsoft Word, Internet access.

## Typical Evaluation Methods and Weighting

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 25% | Assignments: | 30% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 25% | Project:     | 20% | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

## Details (if necessary):

## Typical Course Content and Topics

Week 1: Introduction to evidence-based decision making  
 Week 2: Community participation in the evidence-based approach  
 Week 3: Defining the problem  
 Week 4: Thinking critically  
 Week 5: Collecting evidence  
 Week 6: Statistics  
 Week 7: Experimental designs  
 Week 8: Program evaluation  
 Week 9: Costing analysis  
 Week 10: Making decisions

**MEMO for New Course**

To: FACE

From: Carolyn MacLaren BA (Hons), MA, CPHR, Director, Continuing Education

Date: 20 January 2021

**Subject: Proposal for new course – CIVI 202 Civic Governance in British Columbia and the Fraser Valley**

1. Rationale for new course:

Most provincial public administration short programs do not examine the significance of local political cultures in shaping decision-making. CIVI 202 establishes a conceptual framework and shared language among municipal governments in British Columbia and the Fraser Valley, and examines the historical and cultural roots of, and legal foundations for, local governments within a broader national political framework. Course also supports students in developing transferable skills of use in the rest of the program.

2. How this new course fits into program(s):

This course is a required course for the pending Civic Governance and Innovation certificate.

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):

The course learning outcomes of this course will align with PLO 1 Organizational Literacy (Culture), PLO 2 Political Literacy (Citizenship), and PLO 5 Network Literacy (Connections) learning outcomes of the Civic Governance and Innovation certificate.

4. Will this course be required by any program beyond the discipline? No.

5. Which program areas have been consulted about the course?

College of Arts Curriculum Committee and Political Science have been consulted about the program, and CACC has reviewed courses as well.

6. If a new discipline designation is required, explain why:

CIVI is a new designation. It is being established as there is no comparable discipline that could support this curriculum. Political Science is the nearest neighbour. However, courses and programs geared towards public administrators are usually giving a separate discipline designation (such as Public Admin, Government). As we are not working towards a full program in Public Administration, and the focus is on local rather than provincial governance, the CIVI designation (for CIVIC) was selected.

7. What consideration has been given to indigenizing the curriculum?

The course situates local governance within its settler context, recognizing the historical and cultural processes contributing to political cultures that excluded Indigenous voices and representation in the past (and today). Includes discussion of Indigenous governance in the Fraser Valley today. Considers how local governments can conjoin or empower decolonization efforts.

8. If this course is not eligible for PLAR, explain why: This course will be eligible for PLAR.

9. Explain how each of the following will affect the budget for your area or any other area:

- a. Credit value: 3.0
- b. Class size limit: 20
- c. Frequency of offering: Twice per academic year

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d. Resources required (labs, equipment): None

e. Note: Program is run on a cost-recovery or revenue-generating basis.

10. Are field trips required for this course?

Yes. Field trips will be local and will likely not have a cost involved. Any costs will be associated with travel to and from site, which student will cover (as they would in traveling to/ from class).

11. Estimate of the typical costs for this course, including textbooks and other materials: \$200, not including tuition or fees

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ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): March 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|----|-----------------------------|--|--------------------------------------------------------------|----|------------------------------|---|----------------------|--|--------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CIVI 202                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                        |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Civic Governance in British Columbia and the Fraser Valley<br><b>Course Short Title:</b> Civic Govt: BC & Fraser Valley<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                         |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Provides a conceptual framework and shared language among municipal governments in British Columbia and the Fraser Valley. Examination of the historical and cultural roots of, and legal foundations for, local governments within a broader national political framework. Analysis of the impact of local governments and municipal civil servants on communities they serve.                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | Admission to the Civic Governance and Innovation certificate.                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | None                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | None                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                                                                                                                   |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i> |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture/seminar hours</td><td style="text-align: center;">10</td></tr> <tr><td>Tutorials/workshops</td><td style="text-align: center;">17</td></tr> <tr><td>Supervised laboratory hours</td><td></td></tr> <tr><td>Experiential (field experience, practicum, internship, etc.)</td><td style="text-align: center;">13</td></tr> <tr><td>Supervised online activities</td><td style="text-align: center;">5</td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total hours</b></td><td style="text-align: center;"><b>45</b></td></tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                         | 10 | Tutorials/workshops | 17 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) | 13 | Supervised online activities | 5 | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | Lecture/seminar hours                                                                                                                                                                                                                         | 10 |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 17        |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 13        |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 5         |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>45</b> |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                          |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Maximum enrolment (for information only):</b><br><b>Expected Frequency of Course Offerings:</b><br>Annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                             |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Carolyn MacLaren                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b> September 24, 2020                                                                                                                                                                                                      |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> November 6, 2020                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> November 6, 2020                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date of posting:</b> March 19, 2021                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date of meeting:</b> March 26, 2021                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |    |                              |   |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |



**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- Identify and analyze the conceptual frameworks behind local governments.
- Situate, in oral and written presentation, the evolution of local political cultures within its colonial context.
- Discuss common themes in the evolution of local political culture and critically examine its impact on local governance.
- Articulate the main concepts contained in the local government legislative acts.
- Demonstrate in-depth knowledge of the importance of context, evidence, perspective, and research in the study of local government.
- Utilize multiple information sources, both primary and secondary, including in-person interviews.
- Reflect on the role of civil servants in local governance.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Teaching methods will include lectures, seminar discussions and workshops, panel discussion, roundtable, guest presentations and field trips.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author      | Title (article, book, journal, etc.)                                                                          | Current ed.                         | Publisher  | Year |
|-------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------|------------|------|
| 1. UBCM     | Local Government in British Columbia, 4 <sup>th</sup> edition                                                 | <input checked="" type="checkbox"/> | UBCM       | 2008 |
| 2. Curry, D | Multi-level governance in British Columbia: Local perspectives on shifting relations and structures (article) | <input type="checkbox"/>            | BC Studies | 2018 |
| 3.          |                                                                                                               | <input type="checkbox"/>            |            |      |
| 4.          |                                                                                                               | <input type="checkbox"/>            |            |      |
| 5.          |                                                                                                               | <input type="checkbox"/>            |            |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

None.

**Typical Evaluation Methods and Weighting**

|                |   |              |     |                   |     |            |      |
|----------------|---|--------------|-----|-------------------|-----|------------|------|
| Final exam:    | % | Assignments: | 50% | Field experience: | 20% | Portfolio: | %    |
| Midterm exam:  | % | Project:     | 30% | Practicum:        | %   | Other:     | %    |
| Quizzes/tests: | % | Lab work:    | %   | Shop work:        | %   | Total:     | 100% |

**Details (if necessary):**

**Sample evaluation includes:**

- Case study project and poster 30%
- Post-field trip video and other report 20%
- Reflections 20%
- Primary document analysis 10%
- Structures discussions, mock council presentations, roundtable presentations 20%

**Typical Course Content and Topics:**

Module 1: Introduction: the mandate of local government in BC.

- Overview of course, role of course within certificate program
- Historical origins of settler local governments in British Columbia and the Fraser Valley, and how these have evolved in part through practices of marginalization of Indigenous peoples and values
- Purpose and power of local governments.
- The role of local governments in the system of inter-governmental relations vis-à-vis national, provincial, and regional frameworks. Guest speakers from four levels of government.
- Key local government legislature and how it influenced the evolution of civic governance in BC and the Fraser Valley.
- Students engage in case studies in relation to either of local government in Abbotsford or one's own municipal government.
- Students reflections on four guest speakers' presentations.

Module 2. The role of civil service: the occupation versus the calling of local government employees.

- A broad variety of occupations within municipal government. What are the most numerous categories of NOCs and some of the most unique?

- How does one come across a career in local government? Why working for the government is seen as a good thing from within, while a perceived sign of the status quo from the outside
- Decision making and power balance between a local government bureaucracy and elected officials. Stability of civic careers versus political cycles– myths and realities.
- Local field trip: “A day in the life of a civil servant.”
  - Students visit a Fraser Valley local government offices and shadow civic employees, including in-person interviews, career related conversations, attendance at and observations of meetings.
  - Students design and conduct mock presentations to Council.
  - Students produce a post-field trip video report.

Module 3. Serving the Fraser Valley: institutionalization of local governance within specific ethno-cultural framework.

- How did local governments in BC get institutionalized and bureaucratized?
- What is local political culture? Whose voices are included/ excluded in shaping political culture? Regional variations.
- How does political culture affect municipal culture? What are visible and invisible elements of municipal culture and their impact on local democratic processes and ability to effect change.
- Evolution of local Indigenous government in BC. Examples in the Fraser Valley. Guest speaker(s).
- Cross-municipal perspectives among BC local governments.
- Field trip: site visit to a municipal government outside of the Fraser Valley (virtual or in-person).
  - Students visit a local government's offices outside the Fraser Valley and shadow civic employees, including in-person interviews, career related conversations, attendance at and observations of meetings.
  - Students conduct a walk about to compare geography, size and other specifics of a given municipality.
  - Students produce a post-field reflection on similarities and differences between the two municipalities visited.

Module 4. Commonalties and differences among the local governments in BC. Shared history, language and culture?

- Panel discussion with Abbotsford civic employees and elected officials. What are the distinct features of the city, its municipal workforce and the culture within town hall?
- How can local political cultures adapt to become more inclusive, empower decolonization efforts, and build towards shared values and multigenerational thinking?
- Students deliver their case studies reports and posters at a final roundtable.

**MEMO for New Course**

To: FACE

From: Carolyn MacLaren BA (Hons), MA, CPHR, Director, Continuing Education

Date: 20 January 2021

**Subject: Proposal for new course – CIVI 302 Changemaking in Local Government Systems**

1. Rationale for new course:

This course establishes a foundation for understanding how change occurs within local government. It provides students with a comparative review and analysis of political cultures, disruption, experimentation, and learning within local governance systems across Canada and globally.

2. How this new course fits into program(s):

This course will be offered as a required course for the pending Civic Governance and Innovation certificate.

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):

The course learning outcomes of this course will align with PLO 2 Political Literacy (Citizenship), PLO 3 Systems Literacy, and PLO 4 Innovation Literacy (Creativity).

4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs? **No**

5. Which program areas have been consulted about the course?

College of Arts Curriculum Committee and Political Science have been consulted about the program, and CACC has reviewed courses as well.

6. If a new discipline designation is required, explain why:

CIVI is a new designation. It is being established as there is no comparable discipline that could support this curriculum. Political Science is the nearest neighbour. However, courses and programs geared towards public administrators are usually giving a separate discipline designation (such as Public Admin, Government). As we are not working towards a full program in Public Administration, and the focus is on local rather than provincial governance, the CIVI designation (for CIVIC) was selected.

7. What consideration has been given to indigenizing the curriculum?

CIVI 302 establishes a link between decolonization and Indigenous knowledge as a source of change and innovation; introduces learner to the importance of framing change through a seven generations lens in addition to the short- and medium-term horizons typically used by local government; and recognizes the importance of reciprocity in knowledge sharing and development.

8. If this course is not eligible for PLAR, explain why: **This course will be eligible for PLAR.**

9. Explain how each of the following will affect the budget for your area or any other area:

- a. Credit value: **3.0**
- b. Class size limit: **20**
- c. Frequency of offering: **Once per academic year**
- d. Resources required (labs, equipment): **None**

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e. Note: Program is run on a cost-recovery or revenue-generating basis.

10. Are field trips required for this course? **No**

11. Estimate of the typical costs for this course, including textbooks and other materials: \$200.00, not including tuition and fees

| CIVI 302                     | CWC Comments                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COMMENTS /<br>CONSIDERATIONS | Learning outcome #5: suggest changing “unpack” to “analyze”.                                                                                                                                                                                                                                                                                                                                                                                               |
| RESPONSE                     | Unpack and analyze are two different but linked processes. Unpack refers to the disassembly of a problem into its component parts for separate analysis. It is particularly relevant given that the learners are expected to examine why a proposed project was unsuccessful. Doing so will entail learning about how to disassemble or unpack a problem.                                                                                                  |
| COMMENTS /<br>CONSIDERATIONS | What are the 6 “experiential” hours listed for this course? This is unclear from the rest of the course outline.                                                                                                                                                                                                                                                                                                                                           |
| RESPONSE                     | These hours are noted because of the potential for visits with local officials or government bodies when the course is hosted in partnership with a municipality. Site visits would not take place outside of scheduled class time. As course may also be offered fully online, virtual conferencing would take the place of site visits when relevant. If UEC would prefer those hours shifted into lecture or tutorial time, we are not opposed to this. |

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ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): March 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|---|------------------------------|----|----------------------|--|--------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CIVI 302                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                        |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Changemaking in Local Government Systems<br><b>Course Short Title:</b> Changemaking in Local Govt<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Comparative review and analysis of political cultures, disruption, experimentation, and learning within local governance systems across Canada and globally. Consideration of how local government systems work with other levels of government and with community members and partners to balance core needs with planning for future demands.                                                                                                                                     |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | Admission to the Civic Governance and Innovation certificate and one of: CIVI 200, CIVI 202, ENGL 105, CMNS 120, CMNS 125, PHIL 100, or POSC 100.                                                                                             |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | None                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | None                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                              |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i> |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>13</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td>6</td> </tr> <tr> <td>Supervised online activities</td> <td>26</td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                         | 13 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) | 6 | Supervised online activities | 26 | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | Lecture/seminar hours                                                                                                                                                                                                                         | 13 |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 6         |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 26        |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>45</b> |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>                                                                                                                                                                     |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                          |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only):</b> 20<br><b>Expected Frequency of Course Offerings:</b><br>Fall, Winter <i>(Every semester, Fall only, annually, etc.)</i>                                                                      |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Carolyn MacLaren                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> October 16, 2020                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> November 6, 2020                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date approved:</b> November 6, 2020                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> March 19, 2021                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> March 26, 2021                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- Communicate one's perceptions of and biases related to local government functionality, responsiveness, and learning.
- Illustrate, using case studies, how local government entities recognize and adapt to changing service environments, new technologies, and dynamic intergovernmental relationships, including with First Nations governments.
- Identify factors and values that frequently contribute to change acceptance, tolerance, or resistance in local government organizations.
- Compare how local governments have set benchmarks for success related to local governance initiatives at different scales and time frames.
- Unpack the causes of unsuccessful or unsustainable initiatives designed to improve local government processes and relations.
- Explain the significance of inclusive innovation designed for both the near future and for seven generations ahead.
- Utilize resources that facilitate information sharing and best practices among local governments.
- Reflect upon the relevance of other local government experiences with changemaking to one's local government systems.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Seminar discussion, webinars and on-line discussions, guest speakers, local field trip.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials)      | Title (article, book, journal, etc.)                                         | Current ed.              | Publisher                       | Year |
|---------------------------------|------------------------------------------------------------------------------|--------------------------|---------------------------------|------|
| 1. Lampe, H.                    | Municipalities' willingness to adopt process innovations (article)           | <input type="checkbox"/> | <i>Local Government Studies</i> | 2017 |
| 2. Rzacca, R.                   | Local governance and learning: in search of a conceptual framework (article) | <input type="checkbox"/> | <i>Local Government Studies</i> | 2016 |
| 3. Clark, J.                    | Uneven Innovation: The Work of Smart Cities                                  | <input type="checkbox"/> | Columbia U Press                | 2020 |
| 4. OECD                         | Enhancing Innovation Capacity in City Government (report)                    | <input type="checkbox"/> | OECD                            | 2019 |
| 5. Paschoal, B., and Wegrich, K | Urban governance innovations in Rio de Janeiro (article)                     | <input type="checkbox"/> | <i>Journal of Urban Affairs</i> | 2019 |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

None.

**Typical Evaluation Methods and Weighting**

|                |   |              |     |                   |   |            |      |
|----------------|---|--------------|-----|-------------------|---|------------|------|
| Final exam:    | % | Assignments: | 80% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | % | Project:     | 20% | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | % | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details (if necessary):**

Sample evaluation includes:

- Barriers to Change case study assessment (visual and written presentation): 25%
- Development of case study communication tool and toolkit for local government employees (e.g., workshop, webinar, etc.): 35%
- Structured discussions, debates: 15%
- Mock presentations appropriate to local government roles: 15%
- Reflection posts: 10%

**Typical Course Content and Topics**

Module 1: Course introduction and themes

- Overview of course; role of course within certificate program
- Why change? Examining the factors driving local governments to change processes and forms of engagement
- Learning from others: the merits and limits to comparing local government changemaking in diverse political contexts
- Shared resources: organizations that connect and support local government (UBCM, LGMA, etc.)
- Collaboration as changemaking: building from evolving intergovernmental relationships, decolonization, and reconciliation as source of innovation and change
- Framing change as needed for today and for the seven generations that follow

**Module 2: The Local Government Context**

- The mandates underlying local government: political constraints and allowances for change
- How do local political cultures and decision-making processes allow for or slow systems change and risk-taking?
- What does innovation mean in a municipal or local government context?
- Who is involved and engaged in changemaking, and how?
- How can changemaking generate shared benefits?
- Preparing for the next 10, 20, 50, 100 years, and the importance of thinking generationally: short vs long-term thinking in local governance

**Module 3: Municipal Governments as Intelligent Systems**

- What effective, inclusive, and engaged governance looks like around the world, and the lessons they offer to BC and Canadian local governments (case study comparison)
- Systems learning through innovation within local governments (case study comparison)
- Examining effective intergovernmental relationships that respond to dynamic needs

**Module 4: Benchmarking Achievements in Local Governance Initiatives**

- How do local governments measure the results of proposed changes and initiatives, and at what scales and timeframes?
- How to make sense of external factors driving change?
- What do we learn when change goes sideways, produces unintended consequences, or is not accepted by communities or political leaders?
- How do local governments know when *not* to change? Following the current course vs. the relative gains of disruption
- How do we make change 'stick'?

**Module 5: Applying Lessons Learned**

- Identifying which strategies work in local government contexts and what might be needed to support these strategies
- Recognizing the energy, knowledges, and creativity of those shaping change
- Identifying potential barriers to change within local governments and their communities
- Cultivating the language of generational thinking within local government contexts
- Communicating learning from case studies elsewhere to decision makers and participants in local government processes closer to home

**MEMO for New Course**

To: FACE

From: Carolyn MacLaren BA (Hons), MA, CPHR, Director, Continuing Education

Date: 20 January 2021

**Subject: Proposal for new course – CIVI 311 How Cities Work**

1. Rationale for new course:

This course dives into the organizational cultures and mechanisms of local governance through the experience of BC municipal and regional governments; critically examines engagement with the public, interest groups, and stakeholders (including other governments); and considers how hierarchy and use of knowledges shape decisions.

2. How this new course fits into program(s):

This course will be offered as a required course for the pending Civic Governance and Innovation certificate.

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):

The course learning outcomes of this course will align with PLO 2 Political Literacy (Citizenship), PLO 3 Systems Literacy, and PLO 4 Innovation Literacy (Creativity).

4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs? **No**

5. Which program areas have been consulted about the course?

College of Arts Curriculum Committee and Political Science have been consulted about the program, and CACC has reviewed courses as well.

6. If a new discipline designation is required, explain why:

CIVI is a new designation. It is being established as there is no comparable discipline that could support this curriculum. Political Science is the nearest neighbour. However, courses and programs geared towards public administrators are usually giving a separate discipline designation (such as Public Admin, Government). As we are not working towards a full program in Public Administration, and the focus is on local rather than provincial governance, the CIVI designation (for CIVIC) was selected.

7. What consideration has been given to indigenizing the curriculum?

CIVI 311 considers whose voices are included/ excluded in light of municipal service delivery and planning, which includes (but is not limited to) consideration of Indigenous voices. Course reinforces (from CIVI 302) the importance of reciprocity in information use and knowledge sharing, and introduces the learner to the importance of Indigenous knowledge in decision-making.

8. If this course is not eligible for PLAR, explain why: **This course will be eligible for PLAR.**

9. Explain how each of the following will affect the budget for your area or any other area:

- a. Credit value: **3.0**
- b. Class size limit: **20**
- c. Frequency of offering: **Once per academic year**
- d. Resources required (labs, equipment): **None**

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e. Note: Program is run on a cost-recovery or revenue-generating basis.

10. Are field trips required for this course? **No**

11. Estimate of the typical costs for this course, including textbooks and other materials: \$200.00, not including tuition and fees

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ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): March 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|----|----------------------|--|--------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CIVI 311                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> How Cities Work<br><b>Course Short Title:</b><br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Examines the mechanisms of local governance through the experience of B.C. municipal and regional governments, including the organization and internal logic of city and regional governments, local bureaucracies, and relationships with the communities they serve. Emphasis is on organizational cultures and practices, and the networks that develop within and across governments.                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | Admission to the Civic Governance and Innovation certificate and one of: CIVI 200, CIVI 202, ENGL 105, CMNS 120, CMNS 125, PHIL 100, or POSC 100.                                                                                             |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | None                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | None                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                                                                                                                                                           |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i> |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Typical Structure of Instructional Hours</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td style="text-align: center;">25</td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |           | Lecture/seminar hours                                                                                                                                                                                                                         | 20 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 25 | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | Lecture/seminar hours                                                                                                                                                                                                                         | 20 |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | Tutorials/workshops                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | Supervised laboratory hours                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 25        |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>45</b> |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Maximum enrolment (for information only):</b> 20<br><b>Expected Frequency of Course Offerings:</b><br>Winter, Spring <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Carolyn MacLaren                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> October 16, 2020                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> November 6, 2020                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> November 6, 2020                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of posting:</b> March 19, 2021                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of meeting:</b> March 26, 2021                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- Identify the legislative context in which local governments in British Columbia operate.
- Detail the types of relationships that emerge between elected officials, local bureaucracies, the private sector, and residents.
- Critically discuss how organizational structures contribute to or reduce opportunities for shared problem solving within local government.
- Communicate the significance of mentorship, inclusive hiring, and multigenerational teamwork in carrying out the responsibilities of local governments.
- Compare how decision-making processes typically evolve within different local government cultures and hierarchies.
- Elaborate on processes for public engagement and their comparative shortcomings and strengths.
- Debate the differences that arise in public engagement with local government that result from residents being viewed or viewing themselves as taxpayers, citizens, clients, consumers, or experts.
- Articulate the importance of including Indigenous knowledge in decision-making processes.
- Reflect upon one's own biases regarding where knowledge and expertise in decision making is most often produced (e.g., through elected leadership, business leaders, trained professionals, the public, etc.).

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Seminar discussion, webinars and on-line discussions, guest speakers.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

|    | Author (surname, initials)  | Title (article, book, journal, etc.)                                                                           | Current ed.                         | Publisher                         | Year |
|----|-----------------------------|----------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------|------|
| 1. | Curry, D                    | Multi-level governance in British Columbia: Local perspectives on shifting relations and structures (article)  | <input type="checkbox"/>            | BC Studies                        | 2018 |
| 2. | Brydon, M., and Vining, A.  | Combining Citizen Participation and Expert Analysis: A wild, wild horses problem in British Columbia (article) | <input type="checkbox"/>            | Local Government Studies          | 2016 |
| 3. | Newell, R., and Picketts, I | Spaces, places, and possibilities: A participatory approach for developing... (article)                        | <input type="checkbox"/>            | City and Environment Interactions | 2020 |
| 4. | UBCM                        | Local Government in British Columbia, 4 <sup>th</sup> edition                                                  | <input checked="" type="checkbox"/> | UBCM                              | 2008 |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

None.

**Typical Evaluation Methods and Weighting**

|                |   |              |     |                   |   |            |      |
|----------------|---|--------------|-----|-------------------|---|------------|------|
| Final exam:    | % | Assignments: | 75% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | % | Project:     | 25% | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | % | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details (if necessary):**

Sample evaluation includes:

- Internal communications project (team): 25%
- Organizational map analysis: 25%
- Simulations: 20%
- Structured discussions, debates, and presentations: 20%
- Reflection: 10%

**Typical Course Content and Topics**
**Module 1: Course introduction and themes**

- Overview of course; role of course within certificate program
- Review of local government mandates, purpose, and intergovernmental essentials in BC
- Asked to do more, often with less: The legislative context for local government in BC and how this compares to local governments elsewhere in Canada and in the US.
- Local government as organization, as system, and as network
- Protocols for engaging with elected officials, including councils

**Module 2: Local Government as Structure vs Local Government as System**

- Where does the power lie? Differentiating between decision making by elected officials, appointed leadership, and rank-and-file local government employees
- Internal Logics: How does the structure of local government often reflect past priorities and legislated mandates, rather than necessarily future needs?
- In the boardroom or lunchroom...or not at all: How do units within local government 'talk' to each other?
- Flexibility and adaptability within local government: disruptive, productive, or just frustrating?

**Module 3: Public Hearings vs Hearing the Public**

- How do relationships between local government entities and the public differ from other forms of government-public relations?
- Why does public trust in government matter for day-to-day operations?
- Examining the mechanisms (legal and optional) for public engagement and the points at which the public informs decision-making
- Who are John and Jane Q Public, Part I? Balancing the identities of the taxpayer, citizen, client, consumer, and knowledge keeper
- Who are John and Jane Q Public, Part II? Recognizing who gets involved and whose voices are often over-represented or, alternatively, not heard at all
- Building public knowledge of and confidence in local government systems and processes
- Creating reciprocal systems in government innovation, including one with shared benefits and knowledges

**Module 4: Who are the Experts in the Room?**

- Building inclusive teams and developing mentors within local government
- Technological change, internal organization, cross-functionality, and skills gaps
- Incorporating Indigenous knowledge into decision making
- Finding balance between expert-led processes vs grassroots, authentic public engagement

**MEMO for New Course**

To: FACE

From: Carolyn MacLaren BA (Hons), MA, CPHR, Director, Continuing Education

Date: 20 January 2021

**Subject: Proposal for new course – CIVI 312 Risk Tolerance and Capacity Building in Local Governance**

1. Rationale for new course:

This course introduces the learner to theories and examples of innovation in local governance, and examines risk-taking and risk tolerance in municipal organizations, an essential part of innovation in governance.

2. How this new course fits into program(s):

This course will be offered as a required course for the pending Civic Governance and Innovation certificate.

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):

The course learning outcomes of this course will aligns with all six program learning outcomes: PLO 1: Organizational Literacy, PLO 2: Political Literacy (Citizenship), PLO 3 Systems Literacy, PLO 4 Innovation Literacy; PLO 5: Network Literacy; and PLO 6: Data Literacy.

4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs? **No**

5. Which program areas have been consulted about the course?

College of Arts Curriculum Committee and Political Science have been consulted about the program, and CACC has reviewed courses as well.

6. If a new discipline designation is required, explain why:

CIVI is a new designation. It is being established as there is no comparable discipline that could support this curriculum. Political Science is the nearest neighbour. However, courses and programs geared towards public administrators are usually giving a separate discipline designation (such as Public Admin, Government). As we are not working towards a full program in Public Administration, and the focus is on local rather than provincial governance, the CIVI designation (for CIVIC) was selected.

7. What consideration has been given to indigenizing the curriculum?

CIVI 312 reintroduces the idea of Indigenous knowledge and practice as source of innovation and risk tolerance, and innovation as a frequently shared value. Course considers principle of equity in innovation—who benefits more than others, and how is knowledge and energy reciprocated. Course addresses significance of intergovernmental partnerships and relationship-building, including with First Nations governments, in innovation.

8. If this course is not eligible for PLAR, explain why: **This course will be eligible for PLAR.**

9. Explain how each of the following will affect the budget for your area or any other area:

- a. Credit value: **3.0**
- b. Class size limit: **20**
- c. Frequency of offering: **Once per academic year**
- d. Resources required (labs, equipment): **None**
- e. Note: **Program is run on a cost-recovery or revenue-generating basis.**

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10. Are field trips required for this course? **No**
11. Estimate of the typical costs for this course, including textbooks and other materials: **\$200.00, not including tuition and fees**

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ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): March 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|----|----------------------|--|--------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CIVI 312                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Course Full Title:</b> Risk Tolerance and Capacity Building in Local Governance<br><b>Course Short Title:</b> Risk & Capacity Bldg Local Gov<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Calendar Description:</b><br>Examines dimensions of innovation and learning within local governance contexts needed to confront future challenges. Focus on how organizations take calculated risks and move from risk avoidance to risk acceptance, and how to do so in ways that build from a diversity of voices within local government and through public engagement.                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | Admission to the Civic Governance and Innovation certificate, (one of: CIVI 200, CMNS 120, CMNS 125, ENGL 105, PHIL 100, or POSC 100), and (one of: CIVI 202, CIVI 302, CIVI 311, POSC 305, or POSC 312).                                                                                |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | None                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | None                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                                 |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                            |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td style="text-align: center;">25</td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                    | 20 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 25 | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 20        |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 25        |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>45</b> |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Maximum enrolment (for information only):</b> 20<br><b>Expected Frequency of Course Offerings:</b><br>Winter, Spring <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Department / Program Head or Director:</b> Carolyn MacLaren                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> October 16, 2020                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date approved:</b> November 6, 2020                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> November 6, 2020                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date of posting:</b> March 19, 2021                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date of meeting:</b> March 26, 2021                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |

## Learning Outcomes:

Upon successful completion of this course, students will be able to:

- Contrast varied political and cultural conceptualizations of innovation, including that building from Indigenous and shared knowledge and practices, that can be used in a governance context.
- Identify who the decisionmakers and stakeholders are when unpacking problems that need to be addressed.
- Critically debate the merits of incremental compared to increasingly transformative change and bottom up to top-down change in varied local governance contexts.
- Identify strategies for collaboration across units within local governments needed to breakdown internal barriers to process, organizational, and service innovations.
- Define context-specific strategies for improving diverse and inclusive participation in new initiatives.
- Identify available data and data gaps important to managing risk and supporting success in proposed innovations.
- Reflect upon the importance of transparency, accountability (political, economic, etc.), and equity in shepherding new initiatives.

## Prior Learning Assessment and Recognition (PLAR)

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Seminar discussion, webinars and on-line discussions, guest speakers.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials)     | Title (article, book, journal, etc.)                                                       | Current ed.              | Publisher                             | Year |
|--------------------------------|--------------------------------------------------------------------------------------------|--------------------------|---------------------------------------|------|
| 1. Timeus, K., and Gasco, M    | Increasing Innovation Capacity in City Governments (article)                               | <input type="checkbox"/> | <i>Journal of Urban Affairs</i>       | 2018 |
| 2. Clausen, T., et al.         | Intensity of Innovation in Public Sector Organizations (article)                           | <input type="checkbox"/> | <i>Public Administration</i>          | 2020 |
| 3. Galvin, P.                  | Local government, multilevel governance, and cluster-based innovation strategies (article) | <input type="checkbox"/> | <i>Canadian Public Administration</i> | 2019 |
| 4. OECD                        | Enhancing Innovation Capacity in City Government (report)                                  | <input type="checkbox"/> | OECD                                  | 2019 |
| 5. Goldstein, B., and Dyson, L | Beyond Transparency: Open Data and the Future of Civic Innovation                          | <input type="checkbox"/> | Code for America Press                | 2013 |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

None.

## Typical Evaluation Methods and Weighting

|                |   |              |     |                   |   |            |      |
|----------------|---|--------------|-----|-------------------|---|------------|------|
| Final exam:    | % | Assignments: | 70% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | % | Project:     | 30% | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | % | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

## Details (if necessary):

Sample evaluation includes:

- Team initiative proposal: 30%
- Problem-specific data and resource assessment: 20%
- Simulations: 20%
- Structured discussions, debates, and presentations: 20%
- Reflection: 10%

## Typical Course Content and Topics

### Module 1: Course introduction and themes

- Overview of course; role of course within certificate program
- Where does inspiration for change come from? Considering the source of innovation within local governance systems (public, organizational, municipal, political)
- Innovation as shared value: from applying traditional, place-based, and Indigenous knowledge to new contexts and challenges
- Planning for innovation: how governments plant the seed for change
- Striking a balance between fostering risk and innovation with meeting core needs, service obligations, and intergovernmental partnerships



## Module 2: Innovation in Local Governance

- What does innovation mean in a local governance context? Incrementalism relative to transformation.
- Innovation as historic practice: how disruption becomes codified over time.
- Innovation as a proactive rather than reactive process
- Innovation as a shared process: collective efforts at change-making across local governments and in shared governance

## Module 3: Breaking Down Organizational Resistance

- Mapping organizational inflexibilities (policies, procedures, personnel) and building up intra-organizational communications to support new projects
- Assessing risk levels within an organization, impacts of changes on employees, and ensuring shared benefits of change
- The importance of building partnerships with First Nations, local organizations, community groups, and the private sector: capacity building, resources, information and knowledge, and public support
- Too many projects, too little time, part I: When does innovation align with *organizational* priorities?

## Module 4: Matching Best Intentions to Political Realities

- Too many projects, too little time, part II: When does innovation align with *political* priorities?
- Recognizing stakeholders and decision-makers in change-making processes, and areas of common ground or, alternatively, irreconcilable differences
- Building capacity for long-term organizational thinking in short-term political climates
- Innovation when public trust in local governments is waning; using innovation to enhance public confidence and participation

## Module 5: Transparency, Accountability, and Inclusion

- Too many projects, too little time, part III: When does innovation align with *public* priorities?
- Strategies for public and political engagement, including that of other units within local governments and neighbouring governments
- Innovation equity: assessing whether the benefits of change are shared or exclusionary
- Identifying and using appropriate data ethically to support arguments for change
- Setting realistic timelines and targets.

**MEMO for New Course**

To: FACE

From: Carolyn MacLaren BA (Hons), MA, CPHR, Director, Continuing Education

Date: 20 January 2021

**Subject: Proposal for new course –CIVI 400 Capstone Project in Civic Governance and Innovation**

1. Rationale for new course:

This course is the capstone for the certificate program, organized around student-developed projects in which the learner demonstrates knowledges and practices from previous CIVI and EBDM courses.

2. How this new course fits into program(s):

This course will be offered as a required course for the pending Civic Governance and Innovation certificate.

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):

Depending on project, this course can align with all six program learning outcomes: PLO 1: Organizational Literacy, PLO 2: Political Literacy (Citizenship), PLO 3 Systems Literacy, PLO 4 Innovation Literacy; PLO 5: Network Literacy; and PLO 6: Data Literacy. All projects will align with PLOs 1, 2, 4, and 6.

4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs? **No**

5. Which program areas have been consulted about the course?

College of Arts Curriculum Committee and Political Science have been consulted about the program, and CACC has reviewed courses as well.

6. If a new discipline designation is required, explain why:

CIVI is a new designation. It is being established as there is no comparable discipline that could support this curriculum. Political Science is the nearest neighbour. However, courses and programs geared towards public administrators are usually giving a separate discipline designation (such as Public Admin, Government). As we are not working towards a full program in Public Administration, and the focus is on local rather than provincial governance, the CIVI designation (for CIVIC) was selected.

7. What consideration has been given to indigenizing the curriculum?

CIVI 400 requires that students critically reflect on values and practices informing their perspective, with particular attention given to Indigenous knowledges.

8. If this course is not eligible for PLAR, explain why: **This course will be eligible for PLAR.**

9. Explain how each of the following will affect the budget for your area or any other area:

- a. Credit value: **3.0**
- b. Class size limit: **20**
- c. Frequency of offering: **Once per academic year**
- d. Resources required (labs, equipment): **None**
- e. Note: **Program is run on a cost-recovery or revenue-generating basis.**

10. Are field trips required for this course? **No**

Memo\_newcourse\_CIVI400.docx

11. Estimate of the typical costs for this course, including textbooks and other materials: \$200.00, not including tuition and fees

| CIVI 400                     | CWC Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COMMENTS /<br>CONSIDERATIONS | This does not appear to be a true “capstone” course. Suggest either changing the course title to remove “capstone” or changing the course prerequisites to include all program courses.                                                                                                                                                                                                                                                                                                                  |
| RESPONSE                     | The program committee disagrees that this is not a capstone. It is a unique, problem-based course, consistent with how capstone and problem-based learning is examined in academic literature. The course is integrative of prior learning in the program and is designed as the final or near final project of a student's program. Only 4 of the 5 certificate courses (rather than all 5) are included in the pre-requisite because students may take CIVI 400 concurrently with another CIVI course. |
| COMMENTS /<br>CONSIDERATIONS | Would this course be more appropriate as a credit/no credit course, since it is team-based? (It is not clear how much of the assessment is based on individual work vs. team project work.) A minimum passing grade could be specified if the grade mode is changed to CR/NC.                                                                                                                                                                                                                            |
| RESPONSE                     | It is appropriate as a letter-graded course. Students may work <i>either</i> individually or in a team project. In the latter case, not all assignments are produced collectively. Individual as well as group assessment is built directly into the last week of the course (as per sample content). Further, the small class size (max 20) better supports observation and assessment of individual contributions to team-based work.                                                                  |

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ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): March 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|---|------------------------------|----|----------------------|--|--------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CIVI 400                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                        |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Capstone Project in Civic Governance and Innovation<br><b>Course Short Title:</b> Capstone: Civic Gov Innovation<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Students work in diverse teams to complete an applied project to solve a problem, conduct an inquiry about an issue, or design an innovation related to civic governance. Focus on consolidating, integrating, and applying students' discipline-specific and real-world knowledge in ways relevant to their work and the people and communities they serve.                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | Admission to the Civic Governance and Innovation certificate, CIVI 200, CIVI 302, and two of: CIVI 202, CIVI 311, or CIVI 312.                                                                                                                |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | NONE                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | NONE                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i> |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">13</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Supervised online activities</td> <td style="text-align: center;">26</td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |           | Lecture/seminar hours                                                                                                                                                                                                                         | 13 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) | 6 | Supervised online activities | 26 | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | Lecture/seminar hours                                                                                                                                                                                                                         | 13 |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | Tutorials/workshops                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | Supervised laboratory hours                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 6         |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 26        |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>45</b> |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Maximum enrolment (for information only):</b> 20<br><b>Expected Frequency of Course Offerings:</b><br>Once annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Carolyn MacLaren                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> October 16, 2020                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> November 6, 2020                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> November 6, 2020                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date of posting:</b> March 19, 2021                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date of meeting:</b> March 26, 2021                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |   |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |

## Learning Outcomes:

Upon successful completion of this course, students will be able to:

- Work effectively in diverse, interdisciplinary or interorganizational teams.
- Assess the needs of relevant stakeholders in a real-world civic governance problem, issue, or innovation.
- Identify sources of practices, values, and shared and Indigenous knowledge that informs one's perspective on the problem and the need for change.
- Synthesize research (primary and/or secondary), concepts, perspectives and/or knowledge relevant to civic governance problems, issues, or innovations.
- Critically analyze the context and the affordances and constraints to improved civic governance with respect to the problem, issue, or innovation.
- Propose solutions, recommendations, or designs that are relevant and implementable with respect to the project's problem, issue, or innovation.
- Present the project publicly to defend the work and incorporate stakeholder feedback.

## Prior Learning Assessment and Recognition (PLAR)

☐ Yes      ☒ No, PLAR cannot be awarded for this course because the Capstone is aligned with program-specific learning outcome

## Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.)*

Project-based learning: the individual or team capstone project will have the following features: i) involves a challenging problem, issue, or innovation, ii) requires a sustained inquiry/building or a knowledge base related to the problem, iii) has authenticity with respect to civic governance, iv) allows student voice and choice in defining the project focus and deliverables, v) provides opportunities for reflection, vi) provides opportunities for critique and revision, and vii) showcases a public product.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

## Typical Text(s) and Resource Materials *(If more space is required, download Supplemental Texts and Resource Materials form.)*

| Author (surname, initials) | Title (article, book, journal, etc.)                                                   | Current ed.              | Publisher | Year |
|----------------------------|----------------------------------------------------------------------------------------|--------------------------|-----------|------|
| 1.                         | No texts required, as the course is project-based and centered around different topics | <input type="checkbox"/> |           |      |
| 2.                         |                                                                                        | <input type="checkbox"/> |           |      |

## Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

None.

## Typical Evaluation Methods and Weighting

|                |   |              |      |                   |   |            |      |
|----------------|---|--------------|------|-------------------|---|------------|------|
| Final exam:    | % | Assignments: | %    | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | % | Project:     | 100% | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | % | Lab work:    | %    | Shop work:        | % | Total:     | 100% |

## Details (if necessary):

\*\* Suggested weighting of project deliverables:

- Statement of the Problem, Issue, or Innovation 10%
- Context Analysis 20%
- Multimedia Brief: Project's Knowledge Base 20%
- Proposal: Solution & Implementation 30%
- Public Presentation, Defense, and Revision 20%

## Typical Course Content and Topics

### Module 1: Team project start-up: Statement of the problem, issue, or innovation

- Overviewing capstone project process and expectations
- Viewing and evaluating real-life examples of civic governance projects
- Forming: Defining productive teamwork, positive interdependence, methods of collaboration, roles and responsibilities
- Defining problems, issues, or needs driving innovations
- Negotiating and writing a focusing statement on a problem, issue or innovation

### Module 2: Defining the context of the problem, issue, or innovation

- Understanding the nature and context of real-world problems, issues, or innovations
- Processes for defining problems (problem-based thinking/process), investigating issues (inquiry-based thinking/processes), and designing innovations (design-based thinking/processes)
- Defining stakeholders and their needs
- Working in diverse teams
- Dealing with team conflict, encouraging constructive conflict, providing critical feedback to your teammates
- Identifying sources of knowledge, practices, and values informing project

- Doing secondary research: Gathering background information/knowledge on problem, issue, innovation
- Writing a context analysis

**Module 3: Presenting to stakeholders/peers**

- Drafting solutions, recommendations or designs
- Drafting criteria for success of project
- Revising the statement of the problem, issue, or innovation
- Preparing a multimedia presentation
- Incorporating feedback
- Checking in on individual and team performance
- Troubleshooting team problems

**Module 4: Creating the project**

- Finalizing criteria for success of project
- Doing secondary research: What does the literature say about your problem/solution, issue/recommendations, or innovation/design?
- Creating the project: Solving problems, making recommendations on issues, designing innovations
- Implementing your project

**Module 5: Presenting the project publicly / Finalizing the project**

- Presenting and defending your project in a public forum
- Soliciting and addressing stakeholder feedback
- Debriefing, reflecting and incorporating feedback into your problem/solution, issue/recommendations, or innovation/design
- Final individual and team performance assessment



## MEMO

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**TO:** Samantha Pattridge, Chair UEC  
**FROM:** David Johnston, University Registrar  
**DATE:** March 18, 2021  
**RE:** Visiting Student Regulations

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The current University Calendar entry for visiting students includes limited information for our students wanting to take courses elsewhere and to non UFV students wishing to take courses here. The Calendar entry lacks specific regulations and, for incoming Visiting Students, does not provide a clear process to control admission of this category of student, particularly for limited entry programs, and high demand courses.

Attached is a proposed revision to the current Calendar that provides improved language and structure for inbound and outbound Visiting students. Additionally, there is an added restriction for UFV students studying elsewhere in their graduation semester. Many of these students are not able to provide official transcripts in time to be approved for graduation, so it is important to make them aware of this at the time they apply to take a final course elsewhere. While the regulation is stated as firm, there can be exceptions where a transcript is available in advance of the semester end.

This proposal does not affect students on exchange or participating in institutional partnership agreements.

We seek to have this change in place for the 2021 – 2022 Calendar year.

### **University of the Fraser Valley – Visiting Students**

#### **Current Calendar Entry**

##### **Letters of Permission**

Students currently enrolled in a UFV undergraduate program plan (*sic*) to take one or more courses at another institution should request a Letter of Permission. The Letter of Permission request should be submitted to the Office of the Registrar prior to registering at the other institution.

Forms are available on the UFV Admission website at [ufv.ca/registrar/forms](http://ufv.ca/registrar/forms). The request should be sent to the Credential Evaluation office to [articulation@ufv.ca](mailto:articulation@ufv.ca).

A Letter of Permission will be issued only to students in good academic standing (a minimum cumulative GPA of 2.00). Students must also ensure that any outstanding fees are paid, or any library holds are cleared.

**Visiting students**

Students from other post-secondary institutions who plan to attend UFV as visiting students should contact their home institution for permission. Students wanting to visit UFV must submit a UFV application and the application fee.

Visiting students must also meet general UFV admission requirements (must either have B.C. secondary school graduation or equivalent, or be minimum 19 years of age by the first day of classes), including the Entry-level English language proficiency requirement.

Visiting students are required to meet course prerequisites. A recent transcript must be sent to UFV if a prerequisite course has been taken at another institution.

**Proposed 2021 – 2022 Calendar Entry****Visiting Students:**

Visiting Students are those from one post-secondary institution (the “home” institution) who register at another intending to transfer their course(s) back to their home institution.

**Visiting students studying at UFV**

UFV accepts applications from students at post-secondary institutions wishing to take credit courses (those numbered 100 to 499). Those interested in other courses may contact the Admission office to determine their eligibility. Those interested in Graduate level courses should contact the Office of Research, Engagement and Graduate Studies.

Once admitted, Visiting student status is valid for up to two consecutive semesters. Students wishing to apply for a subsequent semester will need to submit another application for admission to the semester they wish to attend. To qualify to be a Visiting Student at UFV, applicants must be in good standing at their home institution, submit an official transcript and a Letter of Permission, or equivalent, issued by the home institution.

English is the primary language of instruction at UFV. All prospective visiting students are required to meet the degree/diploma level English language proficiency standards proficiency before they are admitted.

No transfer credit will be assigned and registration priority is limited.

**UFV students visiting at another institution**

UFV students wanting to take courses at another post-secondary institution and apply the credits to their program at UFV are required to request a Letter of Permission prior to attending another institution.





Only UFV students who are in good standing are eligible to be considered to study elsewhere on a Letter of Permission. Students who are on academic warning or probation are not normally eligible to receive a Letter of Permission. Students who are currently on Required to Withdraw (RTW) status may be allowed to take courses elsewhere, depending on their circumstances. Courses completed as Visiting Students elsewhere are not included in any UFV grade point average calculation.

The eligibility for the transferability of course will be determined by the Registrar's Office, and the approval for applying the course to a credential is completed by the student's program. Once approval has been granted, a formal Letter of Permission will be provided to the applicant from the Office of the Registrar.

Interested students should submit the request for a Letter of Permission form to the Office of the Registrar at least two (2) months prior to starting their studies at another institution.

Students who apply to be a Visiting student while taking the last course(s) required to complete their credential will normally need to wait until the term following completion of the courses(s) to be considered for graduation.

**Some procedures to be published on the Registrar's Office website**

A letter of permission received from another institution must be on institutional letterhead and may be emailed from the home institution to [admissions@ufv.ca](mailto:admissions@ufv.ca), faxed, mailed, or submitted in a sealed envelope from the home institution.

Interested students should submit the request for a Letter of Permission form to the Office of the Registrar where the transferability of the requested course(s) will be determined. Requests are then reviewed by the student's academic program. Students will be formally notified of the outcome by the Office of the Registrar.

UFV students are limited in the number of credits they may transfer from another post-secondary institution. Information on the limitations of transfer credit is available from the student's academic advisor.

Once the approved course(s) have been completed, the student needs to request an official transcript from the Visiting institution to be sent directly to UFV.



## Undergraduate Education Committee Terms of Reference

### RESPONSIBILITIES

1. Advise Senate on curricular matters related to the undergraduate educational programs of the university.
2. Advise Senate on policies, procedures, and criteria for the admission, evaluation, withdrawal, and promotion of undergraduate students.
3. Advise Senate on the criteria for awarding certificates, diplomas, and degrees to undergraduate students.
4. Advise Senate on policies and procedures for review and approval of new and existing courses, programs, or curricular changes.
5. Review the recommendations of faculty councils, approve the recommendations where mandated by Senate to do so, and inform Senate.
6. Advise the Academic Planning & Priorities Committee on proposals for new programs and program revisions that may occasion a change to the alignment of programs with institutional priorities.
7. Make recommendations to Senate on the resolution of disputes between departments and other academic divisions related to undergraduate course and program development and delivery.
8. Establish such subcommittees as needed to fulfill the committee's responsibilities.
9. Other duties as assigned by Senate.

### COMPOSITION

#### **Voting Members**

- Chair, a faculty member of the committee, nominated by the committee, and approved by Senate
- Vice-Chair, University Registrar (or designate)
- Nine faculty members, approved by Senate, at least two of whom shall be members of Senate\*
- Two Deans or associate deans approved by Senate
- University Librarian or designated Librarian<sup>†</sup> (ex officio)
- One Academic Advisor approved by Senate
- One staff member approved by Senate
- Two undergraduate students approved by Senate
- Associate Vice-President, Teaching and Learning (or designate) (ex officio)

#### **Ex Officio Non-Voting Members**

- Provost & Vice-President, Academic (or designate)
- Associate Vice-President, Research, Engagement, and Graduate Studies (or designate)
- Executive Director, UFV International (or designate)
- Senior Advisor on Indigenous Affairs
- Manager, Enrolment Planning

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\* Normally, there shall be at least one member from each of the Faculties, selected to reflect the diversity of disciplines at the university.

<sup>†</sup> Normally, the designate shall be appointed for a minimum of a one-year term to ensure continuity.

- Associate Vice-President, Institutional Research and Integrated Planning (or designate)
- Associate Director, Program Development and Quality Assurance
- Director, Advising Centre

**Administrative Support**

- UEC Assistant/Calendar Editor, Office of the Registrar

## Bachelor of Arts

As there are plans to discontinue CMNS 120, the College of Arts has requested that it be removed from the list of Core Competency Skills courses. The change has been agreed to by the Communications department and reviewed by the UEC Screening Subcommittee. This is being submitted to UEC for information.

### 1. Core Competencies (5 courses: 15–17 credits)

| Core Competency Skills                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Requirement: Select one from each category                                                                                                                                                                                                                               | To be completed:                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <p><b>Writing foundation:</b></p> <p>Students will:</p> <ul style="list-style-type: none"> <li>• Demonstrate knowledge of how audience, purpose, and situation shape written communication.</li> <li>• Employ conventions of organization, presentation, formatting, and style in a range of genres.</li> <li>• Use source material ethically and critically in written communication.</li> <li>• Engage in processes of reading, summarizing, critiquing, and citing relevant and credible sources.</li> </ul> | <ul style="list-style-type: none"> <li>• <del>CMNS 120</del> or CMNS 125 (<a href="#">see Note</a>)</li> <li>• ENGL 105</li> <li>• A or better in one of English Studies 12 or English First Peoples 12</li> <li>• A or better in one of ENGL 091 or ENGL 099</li> </ul> | <p>Within the first 30 credits</p> |

Note: Students who have taken CMNS 120 prior to Fall 2021 can use that course to satisfy this requirement.