



UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING
October 1, 2021 - 10:00 AM
A225

AGENDA

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**1. APPROVAL OF THE AGENDA**

**2. APPROVAL OF UEC MINUTES**

3 - 5      **2.1. UEC draft minutes: September 8, 2021**

MOTION: To approve the draft minutes as presented.

**3. COURSES AND PROGRAMS**

6 - 9      **3.1. Criminology and Criminal Justice**  
Change to prerequisites: CRIM 281

MOTION: To approve the CRIM 281 course outline as presented.

10 -      **3.2. Child, Youth, and Family Studies**  
21      Review with changes including prerequisites and corequisites: ECE 123, 124  
Review with changes including corequisites: ECE 125  
Review with changes including title, prerequisites, and corequisites: ECE 213

MOTION: To approve the ECE course outlines as recommended.

22 -      **3.3. Information Studies**  
42      Review with changes including title, pre/corequisites, and total hours: LIBT 130,  
135, 220  
Review with changes including pre/corequisites, and total hours: LIBT 162  
Review with changes including title and total hours: LIBT 230

MOTION: To approve the LIBT course outlines as presented.

43 -      **3.4. Psychology**  
49      Review with changes including prerequisites: PSYC 110

MOTION: To approve the PSYC 110 course outline as presented.

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**4. OTHER BUSINESS/DISCUSSION ITEMS**

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**4.1. UEC Admissions Subcommittee revisions**

**4.2. UEC subcommittee vacancies**

- Policy Subcommittee
- Transfer Credit Subcommittee

**4.3. Calendar deadlines**

**4.4. Policy Subcommittee report**

**4.5. APPC report**

**4.6. Senate report**

**4.7. Senate Teaching and Learning Committee report**

**5. INFORMATION ITEMS**

**5.1. Minor course changes** (outlines will be available at  
[www.ufv.ca/calendar/courseoutlines](http://www.ufv.ca/calendar/courseoutlines))  
ECE 223, 224, 282

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**5.2. Official undergraduate course outline form** (revised Sept. 8, 2021)

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**5.3. Revised templates for new degree proposals**

62

**5.4. Trades**

Harmonization: Automotive Collision Repair and Refinishing Technician

**5.5. Program suspension**: Automation and Robotics Technician diploma

**6. ADJOURNMENT**



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

September 8, 2021  
10:00 AM - A225  
Abbotsford Campus

### **DRAFT MINUTES**

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**PRESENT:** Ian Affleck, Adrianna Bakos, Claire Carolan, Shirley Hardman, Claire Hay, Carl Janzen, Amber Johnston, David Johnston, Gilmour Jope, Selena Karli, Randy Kelley, Dana Landry, Theresa Mulder, Samantha Pattridge, Vanessa Radzimski, and Ravneet Sohal  
**ABSENT:** Vlad Dvoracek, Garry Fehr, David McGuire, Elaine Newman, Sarbjot Nijjar, Linda Pardy, Shelley Stefan, and Sven Van de Wetering  
**GUESTS:** Camille Callison, Sarah Graham, Bobby Jaswal, Nicholas Johnson, Marlene Murray  
**RECORDER:** Amanda Grimson

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

#### **2. UEC SUBCOMMITTEES**

##### **2.1. UEC Terms of Reference and committee procedures**

##### **2.2. UEC Subcommittees**

###### **Screening Subcommittee**

- UEC Chair: Samantha Pattridge
- Registrar (or designate): David Johnston
- UEC Assistant: Amanda Grimson
- UEC Faculty member: Adrianna Bakos
- UEC Advisor: Nicholas Johnson
- CFO/SBC representative: Mark Brosinski

Nicholas Johnson has applied to fill the UEC Advisor position, although this will not be official until accepted by Senate on September 24. This subcommittee is otherwise complete.

###### **MOTION:**

To recommend Nicholas Johnson as advisor on the UEC Screening Subcommittee.

**CARRIED**

###### **Policy Subcommittee**

- UEC Chair: Samantha Pattridge
- Registrar (or designate): David Johnston
- Two UEC Faculty members: Carl Janzen, (vacant)
- UEC Advisor: Nicholas Johnson
- IR representative: Theresa Mulder
- Dean: Randy Kelley
- UEC at large member: Claire Hay

One additional UEC faculty member is needed for this committee.

**Admissions Subcommittee**

This committee has been dormant for the last few years. David Johnston will present revised Terms of Reference and membership at the next UEC meeting.

**Transfer Credit Subcommittee**

- Registrar (or designate): David Johnston
- Two UEC members: Samantha Pattridge, Ian Affleck
- At least two additional faculty: Carl Janzen, (vacant)
- One advisor: (vacant)

One additional faculty member is needed for this committee.

**3. APPROVAL OF UEC MINUTES****3.1. UEC draft minutes: June 18, 2021****MOTION:**

To approve the draft minutes as presented.  
CARRIED

**4. COURSES AND PROGRAMS****4.1. Criminology and Criminal Justice**

Change to prerequisites: CRIM 281

There were some questions regarding the evaluation and Indigenization. A department representative was not available to attend the meeting; feedback will be sent to them ahead of the next UEC meeting.

**MOTION:**

To defer this course to the October 1 UEC meeting.  
CARRIED

**5. DISCUSSION ITEMS****5.1. Single Year Calendar**

Senate has approved a return to a single-year calendar. Details regarding deadlines and the Fall and Winter updates were discussed and will be confirmed by the Registrar at an upcoming UEC meeting.

**5.2. APPC report**

This committee has not met yet.

**5.3. Senate report**

This committee has not met yet.

UEC Draft Minutes  
8 Sep 2021

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**5.4. Senate Teaching and Learning Committee report**

This committee has not met yet.

**5.5. Policy Subcommittee report**

This committee will be meeting soon with new membership.

**6. INFORMATION ITEMS**

- 6.1. Minor course changes** (outlines will be available at  
[www.ufv.ca/calendar/courseoutlines](http://www.ufv.ca/calendar/courseoutlines))  
ENGL 341  
HIST 324

**7. ADJOURNMENT OF UEC MEETING**

The meeting was adjourned at 11:29 am.

**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: September 21, 2021  
Subject: **Proposal for Revision of CRIM 281**

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: Our diploma and degree programs were recently approved for various changes. One of these changes involved the pre-requisites for practicum, which then need to be revised in the official course outline.
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? Many of our participating agencies/organizations serve Indigenous Peoples and therefore, have policies and practices relevant to Indigenization (e.g., Correctional Service of Canada). For participating agencies/organizations that do not have specific mandates concerning Indigenization or Indigenous Peoples, this gap is addressed by required coursework in our program.
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: 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

**CWC comments and responses:**

- Can some additional details be provided in the evaluation section? For instance, what is the threshold to receive credit for this course? How is the practicum assessed? (Could a sample be provided for UEC?) UEC also typically asks for details when assignments are 50% or greater.

*In order to receive credit for practicum, students must complete 200 hours and receive a favourable evaluation from their site supervisor. A favourable evaluation is defined as follows: 70% of the items that the site supervisor rates must be at a rating of C or higher. Please find attached the form that site supervisors complete.*



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1997  
**REVISED COURSE IMPLEMENTATION DATE:** January 2021  
**COURSE TO BE REVIEWED** (six years after UEC approval): September 2024  
**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> CRIM 281                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            | <b>Number of Credits:</b> 6 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                  |  |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                               |  |
| <b>Course Full Title:</b> Practicum 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 Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            | <b>Department (or program if no department):</b> School of Criminology and Criminal Justice                                                                                                                                                                                                                                                                             |  |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                               |  |
| <b>Calendar Description:</b><br>Provides students with a supervised work experience in a criminal justice or community agency.<br><br>Note: Enrolment in this course is by prior arrangement with the Career Development Coordinator.                                                                                                                                                                                                                                                                                                                                                                                               |            |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                               |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            | Admission to the Criminal Justice diploma or Bachelor of Arts (Criminal Justice), CRIM 100, CRIM 103, CRIM 104, CRIM105, C+ or better in CRIM 265, (CMNS 125 or ENGL 105), minimum CGPA of 2.67, and department permission.                                                                                                                                             |  |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                               |  |
| <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>Typical Structure of Instructional Hours</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="text-align: center;">200</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>200</b></td></tr> </table> |            | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                   |  | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) | 200 | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>200</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 type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                               |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                               |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                               |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 200        |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                               |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                               |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                               |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>200</b> |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                               |  |
| Labs to be scheduled independent of lecture hours: <input type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            | <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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                               |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            | <b>Grading System</b><br><input type="checkbox"/> Letter Grades <input checked="" type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                    |  |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                               |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            | <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> Zina Lee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            | <b>Date approved:</b> May 4, 2021                                                                                                                                                                                                                                                                                                                                       |  |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                               |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            | <b>Date approved:</b> June 4, 2021                                                                                                                                                                                                                                                                                                                                      |  |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                               |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            | <b>Date of meeting:</b> October 1, 2021                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                               |  |



CRIM 281

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:

- Utilize concepts, skills and theories learned in the classroom.
- Describe how individual sectors of the criminal justice system work on a day-to-day basis.
- Articulate how the overall goals of the system are actualized through policies, procedures, and the deployment of resources.
- Assess their abilities and interests as a potential criminal justice practitioner.
- Evaluate their experience in a potential employment situation.
- Perform various skills in which they have been trained.

## 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.)*

The course will include orientations, one-on-one meetings with the Career Development Coordinator, and two hundred hours of practical experience. The Career Development Coordinator is available to site supervisors throughout the semester for support and conducts debriefs with students and site supervisors if issues arise.

**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.                         |                                      | <input type="checkbox"/> |           |      |
| 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.)*

## Typical Evaluation Methods and Weighting

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

## Details (if necessary):

In order to receive credit for the practicum, students must complete 200 hours and receive a favourable evaluation from their site supervisor. A favourable evaluation is defined as follows: 70% of the items that the site supervisor rates must be at a rating of C or higher.

## Typical Course Content and Topics

200 hours, two full days a week in a supervised criminal justice or quasi criminal justice agency.

**Memo for Course Changes**

To: UEC

From: Christine Slavik, CYFS Department Head

Date: April 28, 2021

**Subject: Proposal for revision of ECE 123 Art in Early Childhood Education**

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: Course content-minor changes

2. Rational for change: Corequisite change: ECE 123 is offered in third semester of the program. The content from ECE 123 is integrated into practice in ECE 122 Introductory Practicum.

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 changes? ECE Curriculum Committee

6. What consideration has been given to indigenizing the curriculum? Many of the art lectures will be taught outdoors to give recognition of the integration of well-being, creative expression, and our natural resources of the surrounding land. Elders will be included as guest speakers to introduce Indigenous art with young children.

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: Walking field trips may include outdoor workshops and activities-no cost. Additional resources include suitable clothing for messy play outdoors and appropriate art supplies.



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1993  
**REVISED COURSE IMPLEMENTATION DATE:** January 2022  
**COURSE TO BE REVIEWED** (six years after UEC approval): October 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 123                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Number of Credits:</b> 1.5 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                       |      |                     |  |                             |    |                                                              |  |                              |  |                                        |  |                    |             |
| <b>Course Full Title:</b> Art in Early Childhood Education<br><b>Course Short Title:</b> Art in ECE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |      |                     |  |                             |    |                                                              |  |                              |  |                                        |  |                    |             |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Department (or program if no department):</b> CYFS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |      |                     |  |                             |    |                                                              |  |                              |  |                                        |  |                    |             |
| <b>Calendar Description:</b><br>Explores the concept of the young child as an artist. As students develop an understanding of creativity as individual expression, they will become increasingly aware of the connection between children and their practice of art. The students' appreciation of art as an integral part of programming will contribute to their ability to implement aesthetic and sensory experiences appropriate to the developing child.                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |      |                     |  |                             |    |                                                              |  |                              |  |                                        |  |                    |             |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Admission to the Early Childhood Education certificate and ECE 120.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                       |      |                     |  |                             |    |                                                              |  |                              |  |                                        |  |                    |             |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | ECE 122 and ECE 125.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                       |      |                     |  |                             |    |                                                              |  |                              |  |                                        |  |                    |             |
| <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><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="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><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: right;">12.5</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td style="text-align: right;">10</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></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: right;"><b>22.5</b></td> </tr> </table> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Lecture/seminar hours | 12.5 | Tutorials/workshops |  | Supervised laboratory hours | 10 | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: directed learning |  | <b>Total hours</b> | <b>22.5</b> |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 12.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                       |      |                     |  |                             |    |                                                              |  |                              |  |                                        |  |                    |             |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |      |                     |  |                             |    |                                                              |  |                              |  |                                        |  |                    |             |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |      |                     |  |                             |    |                                                              |  |                              |  |                                        |  |                    |             |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |      |                     |  |                             |    |                                                              |  |                              |  |                                        |  |                    |             |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |      |                     |  |                             |    |                                                              |  |                              |  |                                        |  |                    |             |
| Other contact hours: directed learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |      |                     |  |                             |    |                                                              |  |                              |  |                                        |  |                    |             |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>22.5</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |      |                     |  |                             |    |                                                              |  |                              |  |                                        |  |                    |             |
| <b>Department / Program Head or Director:</b> Christine Slavik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Date approved:</b> April 29, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                       |      |                     |  |                             |    |                                                              |  |                              |  |                                        |  |                    |             |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Date approved:</b> June 4, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |      |                     |  |                             |    |                                                              |  |                              |  |                                        |  |                    |             |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Date of meeting:</b> October 1, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |      |                     |  |                             |    |                                                              |  |                              |  |                                        |  |                    |             |

**ECE 123**

**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:

1. Explain how a young child is an innately creative artist.
2. Apply the theories of artistic development and current research to a setting in which young children engage in the process of art as self-expression.
3. Explore a variety of 2- and 3-dimensional art media.
4. Implement the process of unstructured, open-ended art experiences.
5. Explain the adult's role as a facilitator when exploring a wide variety of open-ended art experiences with young children.
6. Develop a personal philosophy for art as artistic cultural literacy.
7. Compile references by collecting art resources, articles, and ideas that will support a quality art program for young children.

**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.*)

Methods will include lectures, discussions, workshos (indoor and outdoor), walking field trips, presentations, individual projects and portfolio development.

**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.                         | 6 <sup>th</sup> Ed.                       | <input checked="" type="checkbox"/> |           | 2015 |
| 2.                         | UFV Course Pack                           | <input type="checkbox"/>            |           |      |
| 3.                         | Art Supplies                              | <input type="checkbox"/>            |           |      |
| 4.                         | Journals and Magazines (NAEYC) in Library | <input type="checkbox"/>            |           |      |
| 5.                         |                                           | <input type="checkbox"/>            |           |      |

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

Paint, paper, and scissors.

**Typical Evaluation Methods and Weighting**

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

**Details (if necessary):**

**Typical Course Content and Topics**

1. Professional competencies: environment/materials/inclusive curricula
2. Child-centered learning experiences in art
3. Connecting curriculum to other areas of learning
4. Awareness of ECE Code of Ethics/health/safety
5. Cultural diversity and multiple ways of self- expression through art
6. The land and natural material in artistic expression

**Memo for Course Changes**

To: UEC

From: Christine Slavik, CYFS Department Head

Date: April 28, 2021

**Subject: Proposal for revision of ECE 124 Music in Early Childhood Education**

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: Course content-minor changes

- 2. Rational for change: Corequisite change: ECE 123 is offered in third semester of the program. The content from ECE 124 is integrated into practice in ECE 122 Introductory Practicum.
- 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 changes? ECE Curriculum Committee
- 6. What consideration has been given to indigenizing the curriculum? Many of the lectures will be taught outdoors to give recognition of the integration of well-being, creative expression, and our natural resources of the surrounding land. Students will learn and integrate music from a variety of cultures and will include a component of Indigenous drumming with an elder.
- 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:** January 2022  
**COURSE TO BE REVIEWED** (six years after UEC approval): October 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 124                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |    |                                                              |   |                              |  |                        |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Music in Early Childhood Education<br><b>Course Short Title:</b> Music in ECE<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> CYFS                                                                                                                                                                                                                                                                                                                   |    |                     |  |                             |    |                                                              |   |                              |  |                        |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Designed to promote personal growth in awareness, appreciation, and enjoyment of music. Includes an overview of music as it relates to children's concepts including timbre, dynamics, rhythm, tempo, and melody. Students will have the opportunity to explore theory and application in the areas of singing, instruments, movement, and listening.                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |    |                                                              |   |                              |  |                        |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | Admission to the Early Childhood Education certificate and ECE 120.                                                                                                                                                                                                                                                                                                     |    |                     |  |                             |    |                                                              |   |                              |  |                        |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | ECE 122 and ECE 125.                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |    |                                                              |   |                              |  |                        |  |                    |           |                                                                                                                      |  |
| <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="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>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;">30</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours: I</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                                                                                                                                                                                                                                                                                                                                                   | 30 | Tutorials/workshops |  | Supervised laboratory hours | 10 | Experiential (field experience, practicum, internship, etc.) | 5 | Supervised online activities |  | Other contact hours: I |  | <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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 30        |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |    |                                                              |   |                              |  |                        |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |    |                                                              |   |                              |  |                        |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 10        |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |    |                                                              |   |                              |  |                        |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 5         |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |    |                                                              |   |                              |  |                        |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |    |                                                              |   |                              |  |                        |  |                    |           |                                                                                                                      |  |
| Other contact hours: I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |    |                                                              |   |                              |  |                        |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |    |                                                              |   |                              |  |                        |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <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> April 29, 2021                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |    |                                                              |   |                              |  |                        |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> June 4, 2021                                                                                                                                                                                                                                                                                                                                      |    |                     |  |                             |    |                                                              |   |                              |  |                        |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of meeting:</b> October 1, 2021                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |    |                                                              |   |                              |  |                        |  |                    |           |                                                                                                                      |  |

**Learning Outcomes:**

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

1. Implement a wide range of music and movement experiences for young children.
2. Apply theory of musical expression as a means of creativity with young children.
3. Create a culturally diverse curriculum of songs and music.
4. Organize curriculum resources (songs, props, learning centres).
5. Work collaboratively in whole-class activities and group work.
6. Promote personal growth in awareness, appreciation, and enjoyment of music.

**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.*)

Methods will include lectures, discussions, workshop presentations, creation of musical instruments and props, and community events to showcase how to engage young children with music.

**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.                         | UFV Course Pack                      | <input checked="" type="checkbox"/> |           |      |
| 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.*)

Basic set of children's musical instruments

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |                |      |
|----------------|-----|--------------|-----|-------------------|---|----------------|------|
| Final exam:    | %   | Assignments: | 30% | Field experience: | % | Portfolio:     | 40%  |
| Midterm exam:  | 20% | Project:     | %   | Practicum:        | % | Participation: | 10%  |
| Quizzes/tests: | %   | Lab work:    | %   | Shop work:        | % | Total:         | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

1. Develop a clear rationale for music in early childhood
2. Organization of curriculum resources (songs and props, movement activities)
3. Development of curriculum plans to integrate music into all areas of indoor and outdoor play
4. Cumulative theme project, complete with required materials to present to young children
5. Develop a wide repertoire of songs
6. The use of drumming in early learning centres

**Memo for Course Changes**

To: UEC

From: Christine Slavik, CYFS Department Head

Date: April 28, 2021

**Subject: Proposal for revision of ECE 125 Early Childhood Programs****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: Course content-minor changes

2. Rational for change: Prerequisite change: ECE 125 is now offered in third semester of the program. The content from ECE 125 is integrated into practice in ECE 122 Introductory Practicum.
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 changes? ECE Curriculum Committee
6. What consideration has been given to indigenizing the curriculum? Learning outcome recognizes the need for curriculum to consider inclusion and cultural sensitivity (must meet the needs of families that are served in the community). Students gain knowledge of family-centred practice and recognize how the history of learning theory impacts developmental theory
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. Resource s 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: Walking field trips may include outdoor workshops and activities. Additional resources include suitable clothing for the outdoors and resources for curriculum learning centres.





**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1993  
**REVISED COURSE IMPLEMENTATION DATE:** January 2022  
**COURSE TO BE REVIEWED** (six years after UEC approval): October 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 125                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Early Childhood Programs<br><b>Course Short Title:</b> Early Childhood Programs<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> CYFS                                                                                                                                                                                                                                                                                           |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Explores the theory and practice of creating effective learning/caring programs for children through goal-setting, preparation, implementation, and evaluation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | ECE 100, ECE 101, ECE 102, ECE 103, ECE 120, and ECE 132.                                                                                                                                                                                                                                                                                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | ECE 122, ECE 123, and ECE 124.                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <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" 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 style="text-align: center;">25</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 |  | Supervised laboratory hours | 25 | 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 25        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <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> April 29, 2021                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> June 4, 2021                                                                                                                                                                                                                                                                                                              |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date of meeting:</b> October 1, 2021                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |

ECE 125

University of the Fraser Valley Official Undergraduate Course Outline

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## Learning Outcomes:

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

1. Articulate a philosophy of play and child-centred learning based on different philosophers (Vygotsky, Bronfenbrenner, Froebel, Montessori, Reggio).
2. Examine the history of learning theories and how this impacts developmental theories.
3. Evaluate an early learning environment (indoor and outdoor space) to expand opportunities for experiential learning.
4. Document children's explorations and learning in various indoor and outdoor play environments.
5. Design and implement a learning centre based on observations of children's interests.
6. Examine the environment to provide opportunities for inclusion in all curriculum areas.
7. Examine the role of the educator and the environment in an early learning centre.
8. Plan and implement culturally appropriate programming for preschool-aged children.

## 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.)*

Methods will include lectures, videos, workshop presentations, on-line materials, walking field trips to incorporate curriculum into the outdoors.

**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. Dietze, Beverlie        | Playing and Learning in Early Childhood Education | <input type="checkbox"/> | Pearson   | 2018 |
| 2.                         | Coursepack                                        | <input type="checkbox"/> |           |      |
| 3.                         |                                                   | <input type="checkbox"/> |           |      |

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

- Materials to implement activity plans
- Appropriate outdoor attire

## Typical Evaluation Methods and Weighting

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

## Details (if necessary):

## Typical Course Content and Topics

- The importance of play
- Developmentally appropriate programming and child-led responsive programming
- Curriculum planning, content areas, designing and implementing curriculum
- Application of the Early Learning Framework

**Memo for Course Changes**

To: UEC

From: Christine Slavik, CYFS Department Head

Date: January 26, 2021

**Subject: Proposal for revision of ECE 213 Atypical Development**

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: *Language is updated to reflect individuality, equality, and principles of inclusion. Corequisites can be deleted because we have changed the order of when this course is offered.*

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 Curriculum Committee*

6. What consideration has been given to indigenizing the curriculum? *Changes to the learning outcomes reflects awareness of Indigenous narratives in respect to individual development in all domains, inclusion of culture.*

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: *\$120 for text*



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1993  
**REVISED COURSE IMPLEMENTATION DATE:** January 2022  
**COURSE TO BE REVIEWED** (six years after UEC approval): October 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 213                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Neurodiversity and Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <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> CYFS                                                                                                                                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>An introduction to the development of children with diverse abilities. A variety of diverse abilities will be examined in depth, with consideration on how the emotional, social, cognitive, motor, and communication development are affected by the specific neurodiversity.                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | Admission to the Early Childhood Education diploma.                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <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> |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only): 18</b><br><b>Expected Frequency of Course Offerings:</b><br>annually (Every semester, Fall only, annually, etc.)                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Christine Slavik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> January 26, 2021                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> March 12, 2021                                                                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> October 1, 2021                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |

**Learning Outcomes:**

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

1. Observe and record stages, milestones, and individual variations in the development process of children.
2. Ensure programming and curriculum is based on each child's unique needs, development, and learning style.
3. Implement programs that promote social, emotional, cognitive, physical, communicative, and language development.
4. Develop a program and curriculum that reflects and respects the diversity and culture of the children and families in a program.
5. Describe the current theories and research as it relates to diverse abilities.
6. Compile a resource on a variety of diverse abilities that can be shared with parents and colleagues.
7. Implement strategies for the inclusion of all children.

**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, small groups, guest speakers, videos.

**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. Allen, K.E. et al.      | Inclusion in Early Childhood Programs: Children with Exceptionalities | <input checked="" type="checkbox"/> | Nelson    | 2014 |
| 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.*)

None.

**Typical Evaluation Methods and Weighting**

|                |     |              |   |                   |     |               |      |
|----------------|-----|--------------|---|-------------------|-----|---------------|------|
| Final exam:    | %   | Assignments: | % | Field experience: | %   | Portfolio:    | 25%  |
| Midterm exam:  | 30% | Project:     | % | Practicum:        | %   | Presentation: | 35%  |
| Quizzes/tests: | %   | Lab work:    | % | Participation     | 10% | Total:        | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

1. History, issues, and trends in Canada's acceptance of those with diverse abilities
2. Prevalence, causes, characteristics and developmental consequences for specific disabilities:
  - Mental health
  - Fetal alcohol spectrum
  - Autism spectrum
  - Communication
  - Vision
  - Hearing
  - Abuse and neglect
  - Learning
  - Behaviour
  - Neurological
  - Trauma
3. Designing, planning, and implementing programming for inclusion within a family-centred practice

**Memo for Course Changes**

To: Faculty of Professional Studies, Curriculum Committee

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

Date: April 27, 2021

**Subject: Proposal for revision of LIBT 130: Introduction to Classification Systems (old title) to LIBT 130: Introduction to Classification (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):

Learning outcomes more accurately reflect actual teaching practice, incorporating developments since the course's last revision that includes a more critical examination of classification as a subjective practice.

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?

Like other aspects of library and information studies, the field is challenged by its inherently colonial roots. For example, the two main classification systems used in Canada are American and profoundly colonial in nature. Further, the course is primarily a technical one, focusing on the

crafting of notations using these systems. However, ways of interrupting this can be achieved. For example, through the learning objective: *"Discuss how library classification is a subjective practice,"* students will be provided with opportunities to consider the relevance and impact of white, American-centric, classification practices. Students will be alerted to examples of Canadian libraries attempting to decolonize classification using examples, like the Association of Manitoba Archives Manitoba Archival Information Network's *"Changes to Library of Congress Subject Headings Related to Indigenous Peoples."* Further, through the learning objective: *"Provide examples of other classification systems"* students will have the opportunity to examine the indigenous classification system, Brian Deer (BDC).

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
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment) – the course now identifies specific software required for this course. While this software had already been in use, it is now reflected in the outline. There is no additional cost implications (one is free to educational institutions and the other we have already been licensing/paying for).
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: \$0  
Students are provided with free copy of the textbook and their access to software tools is already covered by the department.



ORIGINAL COURSE IMPLEMENTATION DATE: September 1996  
 REVISED COURSE IMPLEMENTATION DATE: January 2022  
 COURSE TO BE REVIEWED (six years after UEC approval): October 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 130                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Introduction to Classification<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> Information Studies                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Introduces the two major library classification systems used in North America: the Library of Congress Classification system, used primarily in academic libraries; and the Dewey Decimal Classification system, used primarily in public and school libraries. Other classification systems will also be examined. Students develop classification notations and examine issues related to the process of classifying materials.                                                  |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | None.                                                                                                                                                                                                                                                                                                                                                                   |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | LIBT 115.                                                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <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="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> |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>23</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td>22</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                                                                                                                                                                                                                                                                                                                                                   | 23 | Tutorials/workshops |  | Supervised laboratory hours | 22 | 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 23        |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 22        |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| 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>1 section per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                          |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Dr. Christina Neigel                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date approved:</b> April 27, 2021                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> June 4, 2021                                                                                                                                                                                                                                                                                                                                      |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of meeting:</b> October 1, 2021                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |



LIBT 130

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:

1. Explain the relationships among classification, subject analysis, and information discovery.
2. Determine the aboutness of materials for the purpose of classifying.
3. Discuss how library classification is a subjective practice.
4. Demonstrate basic skills in applying the Dewey Decimal Classification System to information sources.
5. Demonstrate basic skills in applying the Library of Congress Classification System to information sources.
6. Provide examples of other classification systems.
7. Identify and edit classification notations in MARC records.

## 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, learning activities, and labs.

**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. Neigel, C.                                      | Introduction to Dewey Decimal and Library of Congress Classification Systems.                                        | <input checked="" type="checkbox"/> | n/a       |      |
| 2. Doyle, Ann M.; Lawson, Kimberley; Dupont, Sarah | Indigenization of Knowledge Organization at the Xwi7xwa Library. <i>Journal of Library and Information Studies</i> . | <input type="checkbox"/>            |           | 2015 |
| 3.                                                 | Classification Web                                                                                                   | <input type="checkbox"/>            |           |      |
| 4.                                                 | OCLC                                                                                                                 | <input type="checkbox"/>            |           |      |

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

## Typical Evaluation Methods and Weighting

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

## Details (if necessary):

## Typical Course Content and Topics

1. Overview of classification and its relationship to information discovery
2. Subject analysis, aboutness, and introduction to Dewey Decimal Classification (DDC)
3. DDC Abridged/Full & WebDewey, Summaries, Relative Index
4. DDC Table 1
5. DDC Table 2
6. DDC Table 3
7. DDC Tables 4-6 & transcription to MARC
8. Introduction to Library of Congress Classification (LCCS)
9. LCCS Cutter tables
10. LCCS Geography, Translation, and Special Topics Tables
11. LCCS Biography & Literature Tables & transcription to MARC
12. Other classification systems

**Memo for Course Changes**

To: Faculty of Professional Studies Curriculum Committee

From: Dr. Kenneth D. Gariepy  
Associate Professor  
Dept. of Information Studies

Date: Apr. 19, 2021

**Subject: Proposal for revision of**

**LIBT 135 - Introduction to Subject Analysis (old title) / LIBT 135 - Subject Cataloguing (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. Rationales for changes

- a. The revised **title, calendar description, learning outcomes, resources, and typical content/topics** refocus the course on the controlled vocabularies that most entry-level library technicians use in publicly funded libraries in Canada (K-12, academic, and public) for subject cataloguing: *Library of Congress Subject Headings* (LCSH) and *Canadian Subject Headings* (CSH). The revisions also provide opportunities to better train students to use the *Classification Web* and OCLC/CSH online databases and to familiarize them with the headings and subdivisions used in the subject analysis and cataloguing of library resources specifically related to Aboriginal Peoples.
- b. The topics unrelated to subject cataloguing (i.e., indexing and thesaurus construction) can still be offered to students in LIBT 280 - Special Topics in LIT and/or LIBT 399 - Advanced Topics in LIT.
- c. The updated total **instructional hours** (39 to 45) is required by the University.

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

The revised learning objectives are directly aligned with the following cataloguing-related minimum competencies identified in the Canadian Federation of Library Associations' (2011) [Guidelines for the Education of Library Technicians](#).

- Apply rules for subject analysis and the choice of subject headings and descriptors from various subject heading lists and other controlled vocabularies.
- Code cataloguing records according to MARC.
- Perform original cataloguing.

They are also aligned with the following minimum competencies in the 'workplace skills' category.

- Good analytical skills
- Computer literacy
- Detailed work
- Following instructions
- Independent and team work

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

[The course is not required by a program outside the discipline of Information Studies.](#)

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

[See \(4\) above.](#)

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

[One of the purposes of CSH is to provide Canadian subject cataloguers with more specific access points for Canadian topics than the Library of Congress Subject Headings. By refocusing the course on Canadian Subject Headings \(CSH\), it is possible to establish a learning objective directly related to Indigenization: 'Assign appropriate subject headings and subdivisions to \[library\] resources related to Aboriginal People'. The Indigenization of the course is also in keeping with the library sector's emerging response to the TRC's \*Calls to Action\*.](#)

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

[This course is eligible for PLAR.](#)

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
- 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?

[Field trips are not required in LIBT 135.](#)

10. Estimate of the typical costs for this course, including textbooks and other materials.

Course textbook: \$50.00

The Dept. subscribes to *Cataloger's Desktop* and *Classification Web*, which provide students with full access to the LCSH authorities. CSH authorities are available fee of charge to students registered in the class by arrangement with OCLC WorldShare.



ORIGINAL COURSE IMPLEMENTATION DATE: September 1996  
 REVISED COURSE IMPLEMENTATION DATE: January 2022  
 COURSE TO BE REVIEWED (six years after UEC approval): October 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 135                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Subject Cataloguing<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> Information Studies                                                                                                                                                                                                                                                                            |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Prepares entry-level library technicians to use the Library of Congress Subject Headings, Canadian Subject Headings, and the MARC21 Bibliographic standard in the subject analysis and cataloguing of physical and electronic library resources.                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | None.                                                                                                                                                                                                                                                                                                                                           |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | LIBT 115.                                                                                                                                                                                                                                                                                                                                       |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <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>40</td> </tr> <tr> <td>Tutorials/workshops</td> <td>5</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                                                                                                                                                                                                                                                                                                                           | 40 | Tutorials/workshops | 5 | 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 40        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 5         |                                                                                                                                                                                                                                                                                                                                                 |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| 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 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> Dr. Christina Neigel                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date approved:</b> April 27, 2021                                                                                                                                                                                                                                                                                                            |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> June 4, 2021                                                                                                                                                                                                                                                                                                              |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date of meeting:</b> October 1, 2021                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |

**LIBT 135**

**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:

1. Explain the difference between subject analysis and subject cataloguing.
2. Apply techniques for determining subjects.
3. Assign Library of Congress Subject Headings and subdivisions to library resources.
4. Assign Canadian Subject Headings and subdivisions to library resources.
5. Assign appropriate subject headings and subdivisions to resources related to Aboriginal Peoples.
6. Code subject headings in MARC21 Format for Bibliographic Data.

**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, online instruction, online learning activities, and industry webinars.

**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. Farkas, Lynn.             | Learn Library of Congress Subject Access.<br>International edition | <input checked="" type="checkbox"/> | TotalRecall<br>Publications. |      |
| 2. Library of Congress       | Library of Congress Subject Headings                               | <input checked="" type="checkbox"/> | Library of Congress          |      |
| 3. Library & Archives Canada | Canadian Subject Headings                                          | <input checked="" type="checkbox"/> | OCLC                         |      |
| 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:    | 30% | Assignments: | 50% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 20% | Project:     |     | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

Module 1. Introduction to subject cataloguing  
 Module 2. Subject analysis  
 Module 3. Library of Congress Subject Headings & Classification Web  
 Module 4. Subdivisions  
 Module 5. Free-floating subdivisions  
 Module 6. Pattern headings  
 Module 7. Geographic names & subdivisions  
 Module 8. Names  
 Module 9. Canadian Subject Headings & subdivisions  
 Module 10. Headings and subdivisions for Aboriginal resources  
 Module 11. MARC coding

**Memo for Course Changes**

To: Faculty of Professional Studies, Curriculum Committee

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

Date: April 27, 2021

**Subject: Proposal for revision of LIBT 162: Work Place Site Visits**

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 instructional hours have been reduced to more accurately reflect hours spent on site visits. The organization and frequency of visits is highly dependent on what is possible in active worksites so there is a lot of variability in the course in terms of which sites are visited, how long students spend at each site, and the total numbers of sites. The focus has shifted away from a focus on quantity to quality and the depth of coverage that is offered at a site.

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

Most of the LOs have only been fine-tuned with wording but there is the addition of an outcome that specifically highlights the need for students to personally reflect: *Compare their own skills and knowledge with those identified in work sites*. The course is not only intended to assist students with preparing for a practicum but it is also meant to stimulate student thinking about their own “fit” in the field, their fit in specific work contexts, and become familiar with a wide range of information sites for the purpose of referral, networking, and resource sharing.

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)? None

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

When possible, students will have an opportunity to visit indigenous information centres. This has often taken the form of a site/educational program visit with the Stó:lō Resource Centre in Chilliwack, but visits have also included UBC's X̱wi7x̱wa Library, and the Union of BC Indian Chiefs Resource Centre.

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:
- Credit value
  - Class size limit
  - Frequency of offering
  - 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? Trips are funded by students and travel costs for instructors are covered by the department. Visits occur in the Lower Mainland with the exception of distance students who organize locations around their geographic area. Costs are limited to transportation.
10. Estimate of the typical costs for this course, including textbooks and other materials: Depending on the nature of the transportation, students may spend up to \$150 on travel.

**CWC comment and response:**

- Evaluation: please provide additional details for the 100% assignments (UEC typically asks for details when assignments are 50% or greater). Additionally, the statement in the details section seems to contradict this. Should a combination of assignments and field experience be listed, rather than just assignments?

*We made a slight adjustment to the OCO (attached) by adjusting assignment weight to 50% and "other" to 50% as attendance is not really the same as field experience. It is difficult to modify this meaningfully for students because their site visit reports are inextricably tied to their attendance (i.e. hard to write a report about a visit if you are not there) and it is not weighted explicitly as 50% attendance mark in the course. Students are instructed to attend all of them and then are responsible for writing up reports which are assessed by the instructor. They cannot generate these if they do not attend. Further, we were not clear on what level additional detail is necessary for assignments as this is presently captured as "site visit reports".*





**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2015  
**REVISED COURSE IMPLEMENTATION DATE:** January 2022  
**COURSE TO BE REVIEWED** (six years after UEC approval): October 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 162                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |   |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |
| <b>Course Full Title:</b> Work Place Site Visits<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> Information Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |   |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |
| <b>Calendar Description:</b><br>Students visit a variety of libraries, records management departments, archives, and other types of information centres. These visits contextualize in-class program experiences by exposing students to practical aspects of library and information work and how student knowledge and skills relate to these environments. This assists students in identifying possible sites of interest for practicum placement.<br><br>Note: Students with credit for LIBT 160 or LIBT 161 cannot take this course for further credit.                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |   |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Admission to the Library and Information Technology diploma.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                       |   |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |   |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | LIBT 100.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |   |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number: <b>LIBT 160</b><br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s): <b>LIBT 161</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<br><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><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" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 80%;">Lecture/seminar hours</td> <td style="width: 20%; text-align: center;">6</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;">48</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>54</b></td> </tr> </table> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Lecture/seminar hours | 6 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) | 48 | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>54</b> |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                       |   |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |   |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |   |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 48                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |   |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |   |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |   |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>54</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> Dr. Christina Neigel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Date approved:</b> April 27, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |   |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Date approved:</b> June 4, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |   |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Date of meeting:</b> October 1, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                       |   |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |

**Learning Outcomes:**

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

1. Describe the personnel, customers, collections, services, and procedures in local libraries, information centres, records management departments, and archives.
2. Describe the operations and procedures used by these organizations to meet client/patron needs.
3. Discuss the variety of tasks that library technicians and other information workers perform in core service and operation areas such as public services, collection services, and circulation.
4. Identify possible sites for practicum experience.
5. Compare their own skills and knowledge with those identified in work sites.

**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.*)

Field trips, seminar, 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. n/a                     |                                      | <input type="checkbox"/> |           |      |
| 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.*)

Students will be responsible for transportation to various site locations.

**Typical Evaluation Methods and Weighting**

|                |   |              |     |                   |    |            |      |
|----------------|---|--------------|-----|-------------------|----|------------|------|
| Final exam:    | % | Assignments: | 50% | Field experience: | 0% | Portfolio: | %    |
| Midterm exam:  | % | Project:     | %   | Practicum:        | %  | Other:     | 50%  |
| Quizzes/tests: | % | Lab work:    | %   | Shop work:        | %  | Total:     | 100% |

**Details (if necessary):** Credit/No Credit is based on full attendance at site visits and the completion of site visit reports.

**Typical Course Content and Topics**

Types of Institutions Visited:

- Academic Libraries (College, Institute, University)
- Public Libraries
- Elementary, Middle, Secondary School Libraries
- Corporate Libraries
- Government Libraries
- Records Management / Corporate Archives
- Community Archives
- Non-profit / NGO libraries
- Indigenous Information Centres

Service Areas:

- Children and Young Adults (teens) Services
- Collection Services (technical services)
- Public Services (Reference, Circulation, Media)

**Memo for Course Changes**

To: Faculty of Professional Studies Curriculum Committee

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

Date: April 21, 2021

**Subject: LIBT 220: Database Management & Software Implementation (old title) to LIBT 220: Information Technology in Libraries**

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 to ensure understanding of core library software and information technology processes supported by contemporary examples.

Technological change has not only improved the access to turn-key software solutions for libraries and information centres, it has led to an expansion of information technology applications to serve an increasing range of library-related services. As an “IT literacy” course, the course name change more accurately reflects this change in focus and the potential range of topics that can be explored in this course.

The addition of “with a C or better” has been added to the pre-requisite category to align with the current program requirement, as stated in the calendar, of *“To demonstrate mastery of course material, program students must achieve a grade of C or better in all LIBT courses. Students who receive a grade below C must retake the course. A course may not be taken more than twice.”* Students, in the past who have not successfully achieved the minimum “C” grade in pre-requisite courses have struggled with the materials in this second course.

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):

The use of information technology is integral to the program (as is evident in the program's name) and it is constantly evolving. The ways in which libraries and other information management environments use technology has changed significantly. Changes in learning outcomes accommodates the widening reach of technology in library work and offers improved pedagogical space to explore advances in artificial intelligence, cloud-based services, user experience, privacy and data collection practices, and the changing relationships between libraries and vendors. The course is structured around projects and discussions which are often team-centred.

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?

The Department of Information Studies has taken the topic of indigenization extremely seriously and is working on incorporating concepts of decolonization, indigenization, and inclusivity in a range of ways (in courses and in program design). The technical nature of this course leaves little space for content relating to indigenization. However, course delivery methods (online, hybrid, lab work) can be structured to be considerate of learner difference and, depending on the instructor background, it may be possible to consider the implications of technology on different community group, including indigenous communities.

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
  - 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? **No**
10. Estimate of the typical costs for this course, including textbooks and other materials: **\$100 textbook**



ORIGINAL COURSE IMPLEMENTATION DATE: September 1996  
 REVISED COURSE IMPLEMENTATION DATE: January 2022  
 COURSE TO BE REVIEWED (six years after UEC approval): October 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 220                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |  |                             |         |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Information Technology in Libraries<br><b>Course Short Title:</b> Info. Technology in Libraries<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> Information Studies                                                                                                                                                                                                                                                                            |    |                     |  |                             |         |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Students examine software applications and other technologies common to libraries. Exploring various issues and challenges associated with library technology, including privacy, security, and vendor relationships, students will apply evaluation criteria for acquisition, set up applications like databases and repository software, and develop instructional aids.                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |         |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | None                                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |         |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |         |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | LIBT 120 with a C or better.                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |         |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <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>23</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td>22.5 22</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                                                                                                                                                                                                                                                                                                                           | 23 | Tutorials/workshops |  | Supervised laboratory hours | 22.5 22 | 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 23        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |         |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |         |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 22.5 22   |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |         |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| 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>1 section per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                  |    |                     |  |                             |         |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Dr. Christina Neigel                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> April 27, 2021                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |         |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> June 4, 2021                                                                                                                                                                                                                                                                                                              |    |                     |  |                             |         |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date of meeting:</b> October 1, 2021                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |         |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |

**Learning Outcomes:**

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

1. Interpret readings relating to information technology to develop an understanding of the literature's scope and applicability to library work.
2. Apply teamwork skills to a technology proposal project.
3. Explain why technology and specifically data planning, security, and privacy are integral to library and information work and provide examples.
4. Using knowledge of basic database design, create a basic and searchable library catalogue using appropriate library software.
5. Develop strategies for resolving challenges during software installation, setup, and testing
6. Work with an institutional repository, ingesting and organizing materials as a form of digital preservation and resource sharing.
7. Develop criteria for evaluating software that includes a consideration for user experience and accessibility
8. Create instructions and/or procedures for working with a software application.

**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, learning activities, labs, and group work.

**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. n/a                     | Readings assigned from the UFV library collection. | <input type="checkbox"/> |           |      |
| 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.*)

The course requires highly current information and students will be assigned a range of reading materials available through the library. Students must have access to a computer to download software products.

**Typical Evaluation Methods and Weighting**

|                |   |              |     |                   |   |                      |      |
|----------------|---|--------------|-----|-------------------|---|----------------------|------|
| Final exam:    | % | Assignments: | 55% | Field experience: | % | Portfolio:           | %    |
| Midterm exam:  | % | Project:     | 25% | Practicum:        | % | In-class activities: | 20%  |
| Quizzes/tests: | % | Lab work:    | %   | Shop work:        | % | Total:               | 100% |

**Details (if necessary):** Project-focused course. Assignments include reading group participation, software trial and evaluation and a tech proposal.

**Typical Course Content and Topics**

1. Introduction – course expectations & working in teams
2. How technology shapes library operations and services
3. Databases – structure, design, and effectiveness
4. Software implementation DBTextworks and Islandora
5. Legacy systems and adaptation – eg. ILSs and Discovery Layers
6. Assessing needs
7. Evaluating technology
8. Privacy, security, and proxy servers
9. Open Source and private vendors
10. Ebooks, 3D Printers, RFID, wifi, and other non-software technologies
11. Emerging technologies

**Memo for Course Changes**

To: Faculty of Professional Studies Curriculum Committee

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

Date: April 27, 2021

**Subject: Proposal for revision of LIBT 230: Information Services for Children (old title) to LIBT 230: Library Services for Children.**

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 title has been slightly modified to match the other course in the Youth Services Concentration, LIBT 235: Library Services for Young Adults title which was approved earlier in the year.

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):

Like many aspects of library work, services for children continue to evolve. The learning outcomes have been adjusted to incorporate 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?

The Department of Information Studies has taken the topic of Indigenization extremely seriously. Colonial in nature, libraries face significant questions relating to Indigenization. Some of these questions are addressed in the course learning objectives by exploring the concept of cultural competency and the need for inclusive library programming and collection development.

Orienting the course around topics of cultural competency and inclusivity allows for incorporation of content, examples, and readings that specifically explore indigenous interests and concerns. For example, the course content points to the growing selection of picture books, novels, and information resources produced by First Nation's publishers. Assignments can also incorporate the use of such materials, ensuring that students are engaging with these materials. Guest speakers, including Indigenous authors and librarians can offer students additional learning opportunities.

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
  - 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: September 1996  
 REVISED COURSE IMPLEMENTATION DATE: January 2022  
 COURSE TO BE REVIEWED (six years after UEC approval): October 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 230                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Library Services for Children<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> Information Studies                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Focusing on a wide variety of children's materials available in libraries, students will explore genres and formats prevalent in children's library collections and incorporate many of these materials into the development of library programs for children. Exploring the importance of inclusivity in library work, students will consider how to evaluate programs and work with communities.<br><br>Note: Students with credit for EDUC 230 cannot take this course for further credit. |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <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: formerly cross-listed with <b>EDUC 230</b><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="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 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> 36<br><b>Expected Frequency of Course Offerings:</b><br>1 section per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Dr. Christina Neigel                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> April 27, 2021                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date approved:</b> June 4, 2021                                                                                                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date of meeting:</b> October 1, 2021                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |

**Learning Outcomes:**

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

1. Explain how library services for children support the educational, informational, and recreational needs of children of all ages and abilities.
2. Select and evaluate a range of materials available to children for library collections and integrate into sample children's programs.
3. Explain the importance of facilitating community engagement and partnerships.
4. Explain current trends and technologies that have implications for children and library services for children.
5. Develop, observe, and evaluate library programs for children.
6. Explain how to develop children's collections that are relevant, diverse, and inclusive.
7. Describe the importance of cultural competency in serving children and their families.
8. Develop promotional materials for library programs and services.

**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, learning activities, and 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. Dynia, J. M., Piasta, S. B., Justice, L. M., & Library, C. M. | Impact of Library-Based Summer Reading Clubs on Primary-Grade Children's Literacy Activities and Achievement                                                  | <input type="checkbox"/> | Library Quarterly, 85(4), 386–405. | 2015 |
| 2. Prendergast, T                                                | Seeking Early Literacy for All: An Investigation of Children's Librarians and Parents of Young Children with Disabilities' Experiences at the Public Library. | <input type="checkbox"/> | Library Trends, 65(1), 65–91.      | 2016 |
| 3.                                                               |                                                                                                                                                               | <input type="checkbox"/> |                                    |      |
| 4.                                                               |                                                                                                                                                               | <input type="checkbox"/> |                                    |      |
| 5.                                                               |                                                                                                                                                               | <input type="checkbox"/> |                                    |      |

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

Current secondary electronic storage media.

**Typical Evaluation Methods and Weighting**

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

**Details (if necessary):**

Assignment examples include:  
 Program planning      10%  
 Library program      25%  
 Annotated bibliography      20%  
 Book talk / resource trailer      15%

**Typical Course Content and Topics**

1. Role of libraries and library technicians in supporting educational, informational, and recreational needs of children and families
2. (Media) literacy and child development
3. Overview of literature for children
4. Evaluating materials for children
5. Inclusivity/diversity and cultural competency
6. Library services: programming, reader's advisory, reference
7. Library services: community partnerships, development, promotion, and evaluation
8. Genres of children's materials
9. Library spaces and technological influence on practice

**Memo for Course Changes**

To: UEC and Senate

From: Zoe Dennison, Psychology Department Chair

Date: April 20, 2021

**Subject: Proposal for revision of PSYC 110**

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:

**Changes to prerequisites:** We have added a prerequisite (one of either PSYC 101 or 102) to support student's success in the course. Currently, most students do have PSYC 101 and/or 102, so there is an expectation in the course that students have an understanding of introductory psychological concepts and research methods. Recently however, some students are taking PSYC 110 without having taken any other psychology courses. In PSYC 110, students learn to apply statistical concepts and reasoning to psychological and behavioural data, including summarizing data (Learning Outcome 1) and performing and interpreting statistical tests conducted with data (Learning Outcome 7). However, this course does not cover psychological research methods or the collection of psychological data – instead, “demonstrate an understanding of psychological research methods” is a learning outcome of both PSYC 101 and PSYC 102. By adding a prerequisite course (PSYC 101 or 102), we ensure that students will have an existing understanding of common psychological research methods. When students have already learned about the various sources of psychological data, they will be better able to understand, apply, and interpret statistical methods appropriately (e.g., to differentiate the interpretations of statistical significance for correlational vs. experimental data). Furthermore, having an introduction to common theories of psychology in PSYC 101 or 102 will help provide field-specific context and background for students when they are asked to translate psychological research questions into testable research hypotheses (Learning Outcome 5).

We have also changed the minimum grade requirement for the MATH pre-requisite to C- (from D). This change has been made to support student success in the course. The change was recommended by Arts Advising, to be more consistent with the pre-requisites of other similar introductory statistics courses at UFV.

**Changes to learning outcomes:** The learning outcomes have been changed in order to align with advances in statistics pedagogy over the last several years (within both the disciplines of Psychology and Statistics). In particular, there has been a call for greater emphasis on teaching the interpretation of effect size estimates and confidence intervals rather than emphasis placed solely on the interpretation of p-values. This has been addressed with the addition of learning outcome #8. Additionally, we have added learning outcomes #2 and #3 in order to emphasize conceptual understanding of measurement and probability as these constitute core foundational competencies in the application of statistical tools in psychology. Finally, previously existing learning outcomes have been re-worded for clarity and/or combined to minimize redundancy.

**Changes to example textbooks:** The example textbooks listed in the outline have been updated to more accurately reflect current textbooks used by instructors of the course.

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 to the course learning outcomes align with the Psychology Major program learning outcome #6 in that they prepare students for appropriately applying and interpreting methodological and statistical techniques. Measurement and probability are foundational concepts in statistics. For example, in order for students to be able to develop research questions and to appropriately apply statistical tools in psychology, they must understand the nature of psychological data as arising from the use of measurement scales. They must also be able to employ basic probability concepts that are central to the logic of statistical inference. Moreover, the interpretation of effect sizes and confidence intervals are central to the successful application of statistical techniques. That is, students must be able to interpret these estimates in order to demonstrate competency in carrying out research that relies on statistical analysis.

*LO6: Students will demonstrate their ability to apply research methods and statistical techniques to develop a psychological research question into scientifically appropriate procedure and corresponding data. They will conduct at least one original empirical investigation in which these skills are used throughout the development of a research project.*

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? The course itself has not been Indigenized, due to the course's specific learning outcomes (i.e., the focus on statistical tests) that are required for the program. Instead, individual instructors have incorporated examples that discuss reconciliation, highlight the ongoing inequalities faced by Indigenous communities, and discuss potential limitations of measurement practices for capturing Indigenous experiences. The department has discussed how to best incorporate Indigenous ways of knowing into our methods

curricula for the program. Our new qualitative methods course (PSYC 311) will serve, in part, as a way to include Indigenous perspectives in our methods curricula.

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
  - 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? No; N/A
10. Estimate of the typical costs for this course, including textbooks and other materials: \$0-\$140

**CWC comments and responses:**

- Is there data regarding how many students will be affected by the changes in prerequisites, and data to support requiring a C- rather than a D?

*IR says that "in the past 3 fiscal years (2018-19 through 2020-21), there have been 1,054 registrations in PSYC-110, of these 385 were from students who had not previously taken either PSYC-101 or PSYC-102." Instructors do work to explain the missing background material to students without introductory psychology. However, over the past 3 years, in the group without intro psyc there are fewer students in the A range (28% to 34%), and 4% more students fail (14% to 10%).*

*For the question about why a C- and not a D for the prerequisite, our program requires a C- grade for a course to count as a prerequisite, which is the general standard at UFV.*

- The memo indicates that other program areas have not been consulted, but this course is included as an alternative to STAT 104 or STAT 106 for a number of course prerequisites and program requirements outside of psychology. These areas should be consulted. Courses and programs that include PSYC 110 as a statistics alternative:
  - ANTH 355/MACS 355/SOC 355
  - CRIM 320
  - KIN 301
  - SOWK 704
  - Bachelor of Arts
  - Bachelor of Arts (Criminal Justice)

- Bachelor of Arts in Global Development Studies
- Bachelor of Environmental Studies
- Bachelor of Environmental Studies (Natural Sciences)
- Bachelor of Integrated Studies
- Bachelor of Kinesiology
- Biology extended minor
- General Studies diploma
- Geography Honours
- Geography major
- Liberal Arts diploma
- Political Science major
- Sociology major
- Sociology/Anthropology major

*For the consultation, we have not heard back from everyone, but I have summarized the responses below. In general, with the exception of some students in the sociology major, the change will not have much effect on students and may help others with choosing the correct introductory statistics option.*

- **For the biology extended minor:** This is geared toward Arts students, PSYC 110 is a possible stat course so students could use it for both the extended minor in biology and the psychology major. All such students would have PSYC 101 or 102.
- **For the Political Science major,** it was recommended that they include PSYC 110 as an alternate to STAT 104/106 when they created the major, but they don't think many students use this alternate and the change of prerequisite won't affect many. The Political Science department has discussed this change and supports it.
- **For BIS/ GSD:** Students who are interested in psychology will likely have already taken PSYC 101/102. For students who aren't taking psychology courses, some who might have taken PSYC 110 but won't have the prereq have many other statistics options, so they will not be negatively impacted.
- **For BES/ BES-NS,** they prefer that students take STAT 104/106 and not PSYC 110, so the prerequisite change would be helpful in steering students in the right direction early on. They are supportive of the change as it will increase the success of students who do want to take PSYC 110.
- **For the sociology programs,** PSYC 110 is an alternate for STAT 104/106. Some students prefer it because they are also taking a psychology major/minor, so they would have the PSYC 101 or 102 prerequisite. Some students prefer it to STAT104/106 because they think the psychology approach may be more useful to them in their sociology degree. Those students may not have the PSYC 101 or 102 prerequisite, so this change would affect them. It is possible that SOC 101 could serve as a prerequisite for those students, but at this point, it does not require experimental research methods for all sections. We will continue the discussion if that change occurs in the future.

- ***For the kinesiology program***, PSYC 110 is an alternate to STAT 104/106 and is generally taken by students planning to take other psychology courses so they will already have PSYC 101 or 102 or both.
- ***For criminology and criminal justice***, recently more students have been taking PSYC 110 (instead of STAT 104/106), but the change in prerequisite will not affect them as they are already required to take PSYC 102 as part of their program.
- ***For the Bachelor of Arts:*** CACC is aware that adding a pre req to PSYC 110 may limit some students from taking it to meet the BA quantitative literacy requirement, but last year CACC added additional courses that met the requirement. CACC does not believe that making PSYC 110 a little less accessible will create a hardship for students in general. It enables PSYC students to engage in the course prepared for success and also meet a core requirement for the BA.
- *I have not had a response from geography, global development studies, or social work.*



ORIGINAL COURSE IMPLEMENTATION DATE: March 1990  
 REVISED COURSE IMPLEMENTATION DATE: January 2022  
 COURSE TO BE REVIEWED (six years after UEC approval): September 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> PSYC 110                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Number of Credits:</b> <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                                       |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Applied Statistical Analysis in Psychology<br><b>Course Short Title:</b> Applied Stat. Analysis in Psyc<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 Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Department (or program if no department):</b> Psychology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                                       |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Covers the basic techniques of descriptive and inferential statistics and their applications to psychological research. Methods of graphing, measures of central tendency, dispersion, and various parametric and distribution-free tests are included.                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                                       |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | One of the following: Essentials of Mathematics 11, Principles of Mathematics 11, Applications of Mathematics 11, Pre-Calculus 11, Foundations of Mathematics 11, Apprenticeship and Workplace Mathematics 11, MATH 084 with D grade or better, MATH 085 with D grade or better, or MSAT with 15/25 (60%) or better on Part A.<br>Note: As of May 2022, prerequisites will change to: (PSYC 101 or PSYC 102) and one of the following: Essentials of Mathematics 11, Principles of Mathematics 11, Applications of Mathematics 11, Pre-Calculus 11, Foundations of Mathematics 11, Apprenticeship and Workplace Mathematics 11, MATH 084 with C grade or better, MATH 085 with C grade or better, or MSAT with 15/25 (60%) or better on Part A. |    |                     |  |                             |  |                                                              |  |                              |  |                                       |  |                    |           |                                                                                                                      |  |
| <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: <b>PSYC 201</b><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 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 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>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: Class Activities</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: Class Activities |  | <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: Class Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                                       |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                                       |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Maximum enrolment (for information only):</b> 36<br><b>Expected Frequency of Course Offerings:</b><br>Every semester                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                                       |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Zoe Dennison                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date approved:</b> May 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                                       |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> June 4, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |  |                                       |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date of meeting:</b> October 1, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                                       |  |                    |           |                                                                                                                      |  |



## Learning Outcomes:

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

1. Employ basic descriptive statistics, graphs, and tables to summarize behavioural and psychological data.
2. Describe the properties, uses, and limitations of differing measurement scales.
3. Employ basic discrete and continuous probability concepts.
4. Explain the role of sampling distributions in the logic of inferential statistics.
5. Apply the logic of null hypothesis testing by translating psychological research questions into testable research hypotheses.
6. Interpret the meaning of a p-value with respect to rejection or non-rejection of a null hypothesis.
7. Perform appropriate statistical hypothesis tests on behavioural and psychological data using z-, t-, and chi-square distributions.
8. Interpret calculated effect sizes and confidence intervals.

## 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.)*

This course is primarily lecture based. This course may also be offered in online or hybrid format.

**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. Gravetter & Wallnau     | Essentials of Statistics for the Behavioural Sciences | <input checked="" type="checkbox"/> | Cengage                               |      |
| 2. Foster G.C., et. al     | Introduction to Psychological Statistics              | <input checked="" type="checkbox"/> | Open Educational Resources Collection |      |
| 3.                         |                                                       | <input type="checkbox"/>            |                                       |      |

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

None

## Typical Evaluation Methods and Weighting

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

**Details (if necessary):** Exams: (not cumulative) 2 x 25% = 50%      Assignments 2 x 20% = 40%      Chapter quizzes = 13 x ~1% = 10%

## Typical Course Content and Topics

- Basic statistical concepts; notation and summation
- Measurement
- Descriptive statistics part I (frequency distributions and measures of central tendency)
- Descriptive statistics part II (measures of dispersion, covariance, correlation) and linear transformation
- Probability for discrete variables
- Probability for continuous variables
- Sampling distributions and the sampling problem
- The logic of Neyman-Pearson null hypothesis testing
- One-sample mean test (z- and t- test)
- Two-sample mean test (dependent and independent)
- Correlation t-test
- Chi-square test



## **UEC ADMISSIONS SUBCOMMITTEE**

### **TERMS OF REFERENCE**

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The UEC Admissions Subcommittee (UECAS) is a subcommittee of the Undergraduate Education Committee.

#### **Purpose**

The purpose of the subcommittee is to:

- ~~Make decisions on special admissions requests and waivers of the language proficiency requirement for individual students.~~
- ~~Advise UEC on issues related to admissions or language policy.~~
- Advise UEC on admission and readmission policy and practices
- During the creation of new programs or the revision of existing programs, review proposals with a view to ensuring effective and efficient admission requirements and practices.
- Consider "special admission requests" (individual exceptions to admission requirements) to programs below the Graduate level, as required under Policy #80: Admission
- UEC may admissions matters or questions to UECAS for comment, research or recommendations.

### **PROCEDURES**

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#### **Process**

- ~~Students requesting special admission are required to submit the special admission request form, provide transcripts of courses and grades related to their program admission requirements, and all other requirements specified on the form.~~
- ~~Requests for variation of language entrance proficiency requirements must be made in writing, and must include evidence of test scores, transcripts of courses completed, and/or writing samples.~~
- ~~Additional supporting documents may be requested by the Associate Registrar, Deputy Registrar, Admissions coordinator, or the committee.~~
- ~~Decisions may be made in a formal meeting, or through an email vote. For email votes, members will have a minimum of five business days to respond.~~
- ~~Decisions require a decision of the majority of the members in attendance at the meeting or who participate in an email vote (minimum 3 in favour), however, if two or more members express strong opposition to the decision, or the committee is unable to decide, the decision will be referred to UEC.~~
- UECAS may make recommendations to UEC for changes to admissions policy or language policy, or to the language proficiency standards.
- UECAS will review new or changed admission requirements for all programs and credentials below the Graduate level prior to submission to UEC.



### **UEC ADMISSIONS SUBCOMMITTEE**

- UECAS may be consulted on new or changed admission requirements to Graduate level programs and credentials.
- The Admissions office is responsible for developing a process to review special admission requests in preparation for presentation to the Committee.
- Decisions may be made in a formal meeting, virtual or in-person. Where a meeting is not possible or practical, an email vote is permissible. For email votes, members will have a minimum of five business days to respond. If quorum is not available, or the UECAS is unable to reach a decision, the matter will be referred to UEC. Once a quorum is reached, decisions will be decided by a simply majority of those voting.
- Quorum is four (4) voting members

#### **Reporting**

- ~~The chair will retain a record of all decisions made.~~
- The UEC Committee Assistant will provide administrative support and retain a record of all decisions made.
- The Chair will make regular reports to UEC

### **COMPOSITION**

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#### **Membership**

- ~~Registrar or designate~~
- ~~Two UEC members~~
- ~~One International Education representative~~
- ~~Two additional members, including at least one advisor~~
- Associate Registrar, Admissions and Recruitment (Ex-officio)
- University Registrar or designate
- Two UEC members from the faculty complement
- One from International Education
- One Associate Dean
- Two additional members, including at least one Academic or Program Advisor. These may be from within, or outside, UEC.
- The Manager of Admissions will be a resource (non-voting) to the subcommittee

#### **Chair**

- The Associate Registrar Admissions and Recruitment will be the Executive Secretary.
- The UECAS will determine a Chair each September. The Executive Secretary will serve as the Vice-Chair



ORIGINAL COURSE IMPLEMENTATION DATE:  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval):  
 Course outline form version: 09/08/2021

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------|--|-------------------|--|-------------------|--|-------------------|--|--------------------|----------|------------------------------------------------------------------------------|--|
| Course Code and Number:                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          | Number of Credits: <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| Course Full Title:<br>Course Short Title: (To be assigned by OReg based on university standards.)                                                                                                                                                                                                                                                                                                                                                                         |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| Faculty: Choose an item.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          | Department (or program if no department):                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| <b>Calendar Description:</b><br>(The calendar description should be written in third-person active voice and be concise but meaningful. Make the description clear, brief, and informative; eliminate redundant words and phrases; don't repeat what's in the course title. Sentence fragments are acceptable. Beginning the description with "this course is" is not necessary.)<br><br>Note: Students with credit for _____ cannot take this course for further credit. |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| Prerequisites (or NONE):                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| Corequisites (if applicable, or NONE):                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| Pre/corequisites (if applicable, or NONE):                                                                                                                                                                                                                                                                                                                                                                                                                                |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| <b>Antirequisite Courses</b> (Cannot be taken for additional credit.)<br>Former course code/number:<br>Cross-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>Course Details</b><br>Special Topics course: <b>[click to select]</b><br>(If yes, the course will be offered under different letter designations representing different topics.)<br>Directed Study course: <b>[click to select]</b><br>(See <a href="#">policy 207</a> for more information.)<br>Grading System: <b>[click to select]</b><br>Delivery Mode: <b>[click to select]</b><br>Expected frequency: <b>[click to select]</b><br>Maximum enrolment (for information only): |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr><td>[click to select]</td><td></td></tr> <tr><td>[click to select]</td><td></td></tr> <tr><td>[click to select]</td><td></td></tr> <tr><td>[click to select]</td><td></td></tr> <tr><td>[click to select]</td><td></td></tr> <tr><td><b>Total hours</b></td><td><b>0</b></td></tr> </table>                                                                                                        |          | [click to select]                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | [click to select] |  | [click to select] |  | [click to select] |  | [click to select] |  | <b>Total hours</b> | <b>0</b> | <b>Prior Learning Assessment and Recognition (PLAR)</b><br>[click to select] |  |
| [click to select]                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| [click to select]                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| [click to select]                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| [click to select]                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| [click to select]                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>0</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| <b>Scheduled Laboratory Hours</b><br>Labs to be scheduled independent of lecture hours: <input type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                          |          | <b>Transfer Credit</b> (See <a href="#">bctransferguide.ca</a> .)<br>Transfer credit already exists: <b>[click to select]</b><br>Submit outline for (re)articulation: <b>[click to select]</b><br>(If yes, fill in <a href="#">transfer credit form</a> .)                                                                                                                                                                                                                           |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| Department approval                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          | Date of meeting:                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| Faculty Council approval                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          | Date of meeting:                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| Undergraduate Education Committee (UEC) approval                                                                                                                                                                                                                                                                                                                                                                                                                          |          | Date of meeting:                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |

[COURSE]

University of the Fraser Valley Official Undergraduate Course Outline

Page 2 of 2

**Learning Outcomes** *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*  
(5-8 measurable learning outcomes (action verbs) that align with the level of the course, reflect Bloom's taxonomy, and demonstrate the integration of Indigenous epistemologies and pedagogies. Learning outcomes should also align with evaluation methods. For guidance, faculty and departments may consult with Teaching and Learning and refer to [UEC's course development resources.](#) )

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

1. Example: Articulate basic criteria that have been used to determine a work of literature's place in the Western literary canon.
2. Example: Identify the historical circumstances - political, social, economic, and artistic - leading to the production of posters.
3. Example: Develop persuasive public relations messages for target audiences.
4. Example: Analyze legislation and policies that may impact their provision of supportive teaching and learning practices in relation to diversity issues. this section for supplies and materials for all sections of this course.

**Recommended Evaluation Methods and Weighting** *(Evaluation should align to learning outcomes.)*

|                   |   |                   |   |                   |   |
|-------------------|---|-------------------|---|-------------------|---|
| [click to select] | % | [click to select] | % | [click to select] | % |
| [click to select] | % | [click to select] | % | [click to select] | % |

**Details:**

(Itemize assignments if more than 50%, and provide any other relevant information.)

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

**Texts and Resource Materials** *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form.](#))*

| Type                 | Author or description | Title and publication/access details | Year |
|----------------------|-----------------------|--------------------------------------|------|
| 1. [click to select] |                       |                                      |      |
| 2. [click to select] |                       |                                      |      |
| 3. [click to select] |                       |                                      |      |
| 4. [click to select] |                       |                                      |      |
| 5. [click to select] |                       |                                      |      |

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

(Use this section for supplies and materials for all sections of this course.)

**Course Content and Topics**

(Content related to the learning outcomes can be listed by topic, unit, or module. Please provide one or more examples for special topics courses. Approximately 50-250 words.)



(UNDERGRADUATE DEGREE PROPOSAL TEMPLATE)

Program Proposal for Exempt Status Institution

Program Name

**UNIVERSITY OF THE FRASER VALLEY**

Department  
Faculty

Submitted to: (name of committee)

Date:

*©name of PWG*

*This material is for internal distribution and use only*

Table of Contents

- Executive Summary
- Credential Recognition and Nomenclature
- Curriculum/Program Content

Appendices

- Appendix 1:
- Appendix 2:
- Appendix 3:
- Appendix 4:
- Appendix 5:

*There are two components required for the approval of new undergraduate degree programs from institutions with exempt status:*

- *a Stage 1 proposal demonstrating the need for the program within the BC post-secondary system*
- *a Program Proposal providing an executive summary of the program and demonstrating how the program meets the standards required for credential recognition and curriculum design.*

*Instructions to developers and assessors on what is expected of the Program Proposal for Exempt Status Institutions, as outlined in the Ministry of Advanced Education's [Degree Program Review Criteria and Guidelines](#) (2017), are provided in italics below. The instructions in italics will be removed before submission for external approval. Developers should consult the [Program Development and Quality Assurance office](#) for additional information and assistance.*

## Executive Summary

*The Executive Summary must present, in a succinct manner (approximately 2-3 pages in length), the purpose of the proposal and a summary of the key objectives and outcomes of the proposed degree program and must include the following information:*

- a) Overview of UFV's history, mission and academic goals

The University of the Fraser Valley is a regional teaching university that serves the Fraser Valley. The university was founded as Fraser Valley College in 1974, became the University College of the Fraser Valley in 1991, and in 2008 received university status to become the University of the Fraser Valley. In 2013, the Ministry of Advanced Education granted UFV exempt status up to the baccalaureate level. UFV's mission of "engaging learners, transforming lives, building community" underpins the university's strategic goals to provide inclusive learning environments for everyone; to provide opportunities for people to discover, develop and share their gifts while also recognizing and celebrating the gifts of others; and to collaborate and partner in pursuits that enrich the lives of all people on our campuses, in our local communities, and beyond. UFV's [Integrated Strategic Plan](#) articulates how we intend to achieve these goals.

- b) Proposed credential to be awarded, including the level and category of the degree and the specific discipline or field of study (*Consult section 7: Degree Quality Assessment Board [Guidelines on Naming of Degrees](#) in the appendices to the Degree Program Review Criteria and Guidelines.*)
- c) Location of where the new degree program will be offered
- d) Faculty and school/department offering the program
- e) Anticipated start date for the program
- f) Anticipated completion time in years or semesters

*Program Name, submitted to (name of committee)*

*(Date) 3*



g) Summary of the proposed program

- Aims, goals and/or objectives of the proposed program
- Anticipated contribution of the proposed program to the mandate and strategic plan of the institution
- Linkages between the learning outcomes and the curriculum design and, if a work integrated learning component is included, a description of the purpose and role of the work experience required for degree completion
- Potential areas/sectors of employment for graduates and /or opportunities for further study
- Delivery methods
- Program strengths
- An overview of the level of support and recognition from other post-secondary institutions, and plans for admissions and transfer within the British Columbia post-secondary education system
- Related programs in the institution or other British Columbia post-secondary institutions

h) Institutional contact person in case more information is required

*Program Name, submitted to (name of committee)*

*(Date)* 4

## Credential Recognition and Nomenclature

**Standard:** *The institution must demonstrate that the program’s learning outcomes and standards are sufficiently clear and at a level that will facilitate recognition of the credential by other post-secondary institutions, professional and licensing bodies (where relevant), and employers. The name of the degree program should convey long-term meaning, and the content of the program should be consistent with the name.*

**Submission Guidelines:**

- a) *Explain how the design of the program facilitates credential recognition by other post-secondary institutions.*
- b) *Where applicable, describe the consultations undertaken to ensure the credential and learning outcomes will be recognized by and meet the standards of industry/employers and regulatory, licensing or credentialing bodies. In an appendix, provide the regulatory, licensing or credentialing body’s current requirements or standards and copies of letters from licensing or regulatory bodies indicating that the credential and learning outcomes will be recognized.*

## Curriculum/Program Content

**Standard:** *The management structures and methods of the program are well defined and permit delivery of the quality of education necessary for students to attain the learning outcomes. The program, in both subject matter and learning outcome standards, offers an education of sufficient breadth and rigour to be comparable to similar programs at the proposed degree level offered by other recognized post-secondary institutions. The curriculum must be current and reflect the state of knowledge in the field, or fields in the case of interdisciplinary and multidisciplinary programs.*

**Submission Guidelines:**

- a) *Describe the program structure and the length of the program (number of credit hours) and proposed student evaluation.*
- b) *Identify the prescribed set of core and prerequisite courses.*
- c) *Identify which courses already exist at the institution and which new courses will need to be implemented to offer the program. Provide links to the official course outlines for all existing courses. Provide full course outlines for any new courses in an appendix. Note that any new or revised course outlines will also need to be approved through the course approval process.*
- d) *Explain how the course and curriculum requirements have been designed to meet program and institutional learning outcomes and how the curriculum design will address the intended goals of the program.*

Program Name, submitted to (name of committee)

(Date) 5

- e) *If work experience or field placements are a component of the program, describe the plans to develop placement opportunities for students and the level of support available to students seeking placements.*
- f) *Where applicable, describe the anticipated outcomes of the work experience or field placement associated with the program, how the experience offered will provide the opportunity to put the stated learning outcomes into practice, and how the students will be evaluated during their placements.*
- g) *Describe the relationship of the proposed program to existing programs at UFV and indicate if it will be made available to other UFV degree programs.*
- h) *Provide information on research and consultations with other post-secondary institutions offering comparable programs in the Stage 1 proposal and in the Executive Summary above.*

**Appendices** *In a separate document, compile the appendices required for the program proposal. The ones below are required of all proposals; however, there may be others relevant to your proposal. Please list the appendices in the order they are referenced in the body of your proposal.*

- Institutional and Program Learning Outcomes Map
- Official Course Outlines for New Courses
- Calendar Copy
- Comparable Programs (cf. Stage 1 proposal)

*Program Name, submitted to (name of committee)*

*(Date)* 6

## Senate Submission Form Example

***Information to be completed prior to Senate Committee on Academic Affairs meeting***

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Motion number assigned by Senate Steering Committee: \_\_\_\_\_

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

## NEW DEGREE PROPOSAL

Motion: That the \_\_\_\_\_ [name of degree proposal] \_\_\_\_\_ be approved as proposed.

## A. General Information [1 and ¼ pages]

- Program title:
- Program objectives:
- Credential upon completion of program:
- Proposed start date:
- Suggested institutional priority:
- Relationship of proposed program to institutional mandate:
- Implications for the Co-operative Education option:
- Specialties within program
- Related programs at other institutions:
- Relationship to existing programs at this institution:
- Articulation arrangement:
- Consultation with other institutions:

## B. Program Description [2 and ½ pages]

- Include program overview, admission requirements, completion requirements, time to complete and, for graduate programs, committee structure

## C. Need for program [1/3 page]

- Cultural, social and economic need
- Labour market demand
- Other needs met

## D. Faculty [1/2 page]

- Faculty list [names of faculty and what depts they will be drawn from]
- Expected teaching loads
- Research funding
- Enrolment projection

## E. Program delivery mode(s) [1/6 page]

## F. Program resources [1/2 page]

- Administrative requirements
- Operating requirements
- Capital requirements
- Start-up costs
- Special resource requirements

- G. Library resource requirements [as this proposal required extensive resources, this information was provided to Senate as an appendix]
- H. Evaluation [1/4 page discussing plans for external program evaluation]
- I. Miscellaneous
- J. Authorization  
Faculty/College putting new degree program forward:  
Motion number:  
Approval date:

***Information to be completed after Senate Committee on Academic Affairs meeting***

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- Brief summary of committee debate [optional]
- Motion to approve by:
- Seconded by:
- Committee decision: [e.g., Carried as amended, with editorial revisions]
- Approved by [include date and signature of chair or delegate]

Notes:

- **Number of pages to address the above: 6**
- In addition to library resource requirements, the appendices for this particular proposal included an appendix for a number of new courses, each of which was outlined on a New Course Approval Form that provided information required by this Senate. This information will depend on what your Senate wants to know about each course.
  - Each New Course Approval Form ended with the following information:
    - Motion to approve by:
    - Seconded by:
    - Committee decision:
    - Approved by: [include date and signature of chair or delegate]



# MEMO

**To:** UEC  
**From:** Dean Key, Director School of Trades  
**Date:** July 5, 2021  
**Re:** Harmonization – **Automotive Collision Repair and Refinishing**

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As information for UEC, we have received an Official Program Standards Notification (OPSN) from the ITA that pertains to the Automotive Collision Repair and Refinishing program offered at UFV. These mandated changes resulting from the Harmonization Initiative (attached) that came into effect April 1, 2021 and would like to have in place for our programs starting in September 2021.

The intent of the Harmonization Initiative is to align the sequence of technical education provided to apprentices across the nation. This initiative was launched by the Canadian Council of Directors of Apprenticeship in Fall of 2013, and is endorsed by both federal and provincial regulating bodies.

Please find attached for **Automotive Collision Repair and Refinishing Technician**:

*(Note that these supporting documents can be found at S:\Groups\UEC\2021-10-01 Harmonization...)*

- ✓ OPSN 2020 005 (Official Program Standards Notification)
- ✓ Training Transition Plan
- ✓ Training Program Update

Additional Items:

- ✓ Collision Repair Technician Program Outline (Foundation) (Old)
- ✓ Refinishing Prep Technician Program Outline (Foundation) (Old)
- ✓ Automotive Collision and Refinishing Program Outline (Foundation) (New)

The above additional items indicate that 2 outlines are being replaced with one. This is the case, in consultation with industry partners the ITA found that it was to be more efficient to train people in the auto collision and refinishing industry by starting them in a common foundation training level.

Prior to this harmonization, students would take foundations in either collision or refinishing and then move into the apprenticeship stream within their respective training. With the new harmonized stream, students can take the foundation program which includes portions of both courses and decide which apprenticeship stream they would like to pursue.