



UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING
August 30, 2022 - 10:00 AM
D225

AGENDA

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Page

**1. INTRODUCTIONS AND ICEBREAKERS**

**2. APPROVAL OF AGENDA**

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  - Field trips
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- [Approval processes and flowcharts](#)
- [Curriculum Quality Guidelines](#)
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**6. ADJOURNMENT**



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

June 17, 2022  
10:00 AM - A225  
Abbotsford Campus

### **DRAFT MINUTES**

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**PRESENT:** Teresa Arroliga-Piper, Adrianna Bakos, Courtney Boisvert, Claire Carolan, Vlad Dvoracek, Carl Janzen, Nicholas Johnson, Amber Johnston, David Johnston, Gilmour Jope, Selena Karli, Randy Kelley, Theresa Mulder, Linda Pardy, Samantha Pattridge, Vanessa Radzimski, Ravneet Sohal, and Shel Stefan

**ABSENT:** Ian Affleck, Shirley Hardman, Claire Hay, Dana Landry, David McGuire, Elaine Newman, and Sarbjot Nijjar

**GUESTS:** Sarah Graham, Bobby Jaswal, Marlene Murray, Daryl Smith, Brianna Strumm

**RECORDER:** Amanda Grimson

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

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

##### **2.1. UEC draft minutes: May 20, 2022**

**MOTION:**

To approve the draft minutes as presented.

CARRIED

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

##### **3.1. Social Work and Human Services**

Review with changes including prerequisites: SOWK 493

**MOTION:**

To approve the SOWK 493 course outline as presented.

CARRIED

##### **3.2. Kinesiology**

Change to program requirements: Bachelor of Kinesiology, Active Health specialization

**MOTION:**

To approve the changes to the Bachelor of Kinesiology Active Health specialization as presented, effective January 2023.

CARRIED

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

##### **4.1. APPC report**

There was no report this month.

**4.2. Senate report**

Changes to the Business Administration and Accounting certificates were approved at the last Senate meeting. Revisions to the Transfer Credit policy (107) were also approved and will take effect on September 1.

Senate also received both UEC's annual report (included in the agenda package) and a Strategic Enrolment Planning update. The SEM update will be circulated to UEC members following the meeting.

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

Teaching and Learning is discussing piloting a course evaluation form that could eventually be used each time a course is offered. These would be distinct from faculty evaluations.

**4.4. Policy Subcommittee report**

University Secretary Al Wiseman has recently joined this subcommittee, and the Provost has recently confirmed that the UEC Chair will receive a course release beginning in 2022/23, which will provide more time for policy development.

**4.5. UEC Chair, 2022/23**

Vice-Chair David Johnston took over the Chair for this item. Samantha Pattridge was nominated and seconded. As there were no other nominations, Samantha Pattridge was acclaimed as UEC Chair for 2022/23.

**4.6. Membership on UEC Subcommittees**

There are vacancies on both the Screening Subcommittee and the Policy Subcommittee for one faculty member.

Adrianna Bakos was thanked for her service on the Screening Subcommittee, and Dana Landry was acclaimed to fill the vacancy.

Claire Carolan (Associate Director, Program Development and Quality Assurance) expressed interest in participating on both subcommittees, and Teresa Arroliga-Piper expressed interest in the Policy Subcommittee. Subcommittee terms of reference will be discussed at the retreat in August to see if the membership can be expanded before members are confirmed.

**5. INFORMATION ITEMS****5.1. Minor course changes** (outlines will be available at [www.ufv.ca/calendar/courseoutlines](http://www.ufv.ca/calendar/courseoutlines))

BIO 093

CHEM 083

EDUC 422, 423, 424, 425, 431, 435, 436, 440, 442, 445, 446, 447, 448, 452, 490, 495, 498

ENGL 052, 053, 062, 063

UEC Draft Minutes  
17 Jun 2022

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GEOG 103, 241  
MATH 052, 053, 062, 063, 075, 076, 084, 085

**5.2. 2022/23 UEC membership and meeting schedule**

**6. ADJOURNMENT**

The meeting was adjourned at 10:39 am.



## Undergraduate Education Committee Terms of Reference

### RESPONSIBILITIES

1. Advise Senate on curricular matters related to the undergraduate educational programs of the university.
2. Advise Senate on policies, procedures, and criteria for the admission, evaluation, withdrawal, and promotion of undergraduate students.
3. Advise Senate on the criteria for awarding certificates, diplomas, and degrees to undergraduate students.
4. Advise Senate on policies and procedures for review and approval of new and existing courses, programs, or curricular changes.
5. Review the recommendations of faculty councils, approve the recommendations where mandated by Senate to do so, and inform Senate.
6. Advise the Academic Planning & Priorities Committee on proposals for new programs and program revisions that may occasion a change to the alignment of programs with institutional priorities.
7. Make recommendations to Senate on the resolution of disputes between departments and other academic divisions related to undergraduate course and program development and delivery.
8. Establish such subcommittees as needed to fulfill the committee's responsibilities.
9. Other duties as assigned by Senate.

### COMPOSITION

#### Voting Members

- Chair, a faculty member of the committee, nominated by the committee, and approved by Senate
- Vice-Chair, Registrar and Associate Vice-President, Enrolment Management (or designate)
- Nine faculty members, approved by Senate, at least two of whom shall be members of Senate \*
- Two Deans or associate deans approved by Senate
- University Librarian or designated Librarian<sup>†</sup> (ex officio)
- One Academic Advisor approved by Senate
- One staff member approved by Senate
- Two undergraduate students approved by Senate
- Associate Vice-President, Teaching and Learning (or designate) (ex officio)

#### Ex Officio Non-Voting Members

- Provost & Vice-President, Academic (or designate)
- Associate Vice-President, Research, Engagement, and Graduate Studies (or designate)
- Executive Director, UFV International (or designate)
- Senior Advisor on Indigenous Affairs
- Manager, Enrolment Planning

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\* Normally, there shall be at least one member from each of the Faculties, selected to reflect the diversity of disciplines at the university.

<sup>†</sup> Normally, the designate shall be appointed for a minimum of a one-year term to ensure continuity.

- Associate Vice-President, Institutional Research and Integrated Planning (or designate)
- Associate Director, Program Development and Quality Assurance
- Director, Advising Centre (or designate)

**Administrative Support**

- UEC Assistant/Calendar Editor, Office of the Registrar



## Guidelines for Committee Members

The following guidelines are for members of UFV governance bodies and their standing committees but also may be useful for members of any operational committee or task force.

Each committee is doing important work on behalf of the university. Committees involve a number of people and a great deal of valuable time. Active involvement of every participant is important to ensuring the committee is effective and that the time involved is put to good use.

### Make a commitment

- Make the committee a priority if you are going to be a member.
- Ensure you understand the committee's mandate and terms of reference.
- Commit to attend meetings regularly and to take the time needed to prepare and participate in the work of the committee.

### Preparation

- Ensure you submit agenda items and exhibits within established deadlines. Refer to the *Process for submissions to Senate and the Senate governance committees* at <http://www.ufv.ca/senate/resources/>.
- Go over the agenda and materials before each meeting.
- Note questions or concerns, research information you might need, and/or talk to your colleagues prior to the meeting, as needed.
- Become familiar with Robert's Rules (*link to cheat sheet*). Members of Senate standing committees also should be familiar with the Rules for the Conduct of Business on Senate standing committees.

### Participation

- Arrive on time and plan to stay for the whole meeting. If you must leave early or miss a meeting, let the chair know in advance. Be aware of the effect of non-attendance on quorum.
- Ask questions or make comments in turn. Be brief and make your point; don't hold forth, repeat yourself, or otherwise waste time.
- Do your part to move through the agenda by moving or seconding motions.
- Help make good decisions by voting on issues. Remember that all committee members are expected to make decisions in the interest of UFV as a whole, not in the interest of a particular area.
- Honour your commitments. Note action items assigned to you. Try to complete tasks before the next meeting so matters can be concluded in a timely fashion.

### Meeting etiquette

- Turn off your phone or set it to vibrate. Take any calls outside the room.
- Be respectful of others' points of view. Challenge positions, not people. Don't interrupt or belittle others, even if you disagree.
- Avoid side conversations and activities such as reading or writing emails which are disrespectful and distracting to the chair and other participants.



## **Procedures for Membership on Senate Standing Committees**

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These procedures apply to Senate standing committees that have positions filled by expressions of interest. These procedures will also be followed by other bodies requiring representation from Senate.

The overall objective of these procedures is to produce committees that will responsibly carry out the trust that Senate has placed in them. These procedures are maintained and supported by the University Secretariat office.

### **1. DEFINITIONS**

1. "Faculty member" means an employee of UFV who works as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the Senate.
2. "Support staff" means an employee of UFV who is not (a) an officer of the university, or (b) a faculty member.
3. "Student" means a person who is presently enrolled at UFV in a credit course or who is designated by resolution of the Senate as a student.
4. "Officer of the University" is the president, a vice-president, an associate vice-president, a dean, an associate dean, an executive director, an associate director, a director (excluding directors of schools within a faculty who are voting faculty members), university secretary, chief information officer, legal counsel, university librarian, and the registrar.
5. "Employee of UFV" refers to a person who has a permanent or continuing employment contract with UFV.
6. "Other" refers to community members or other designated representatives as required in any standing committee's terms of reference.

### **2. TERMS OF OFFICE**

As defined in the standing committees of Senate rules for the conduct of business:

The terms of Senate members on Senate standing committees shall be the balance of the members' terms on Senate, renewable for additional terms, subject to being re-elected to Senate, except in the case of students, whose terms shall be a maximum of three years, subject to being annually re-elected to Senate.

Non-Senate members on standing committees shall have two-year terms. This does not apply to ex officio members. Membership for non-members of Senate on the standing committees may be renewed for additional terms.

Terms begin August 1<sup>st</sup>.



**2.1. Persons not eligible**

The following persons are not eligible to be or to remain as members of a Senate standing committee:

- A person who is a member of a Board or Senate at another post-secondary institution.
- A member of a Senate standing committee who ceases to be eligible during his or her term of office immediately ceases to be a member of the Senate standing committee.

**3. PROCEDURES FOR EXPRESSIONS OF INTEREST**

The call for expressions of interest will be open for three weeks. If no expressions of interest are received, the call may be extended for two weeks. If no expressions of interest are submitted during the second call, the call will remain indefinitely extended until an expression of interest is received and accepted.

**3.1. Annual call for expressions of interest**

A notice of the regular annual call for expressions of interest shall be widely distributed.

**3.2. Order of priority for expressions of interest****3.2.1. Faculty positions:**

Expressions of interest will first be sought from faculty members of Senate for membership on standing committees.

Expressions of interest will then be sought from non-Senate faculty members.

**3.2.2. Staff positions:**

Expressions of interest will first be sought from staff members of Senate for membership on standing committees.

Expressions of interest will then be sought for non-Senate staff.

**3.2.3. Student positions:**

Expressions of interest will first be sought from student members of Senate for membership on standing committees.

Expression of interest will then be sought from non-Senate undergraduate and graduate students.

**3.2.4. Other positions:**

Expressions of interest will be sought from community and other designated representatives for membership, as set out in the standing committee's terms of reference.

Candidates who are not members of Senate will be required to submit an expression of interest form, including the accompanying information sheet.

**3.3. Recommendations**

- 3.3.1. Expressions of interest from Senate members will be reviewed at Senate where final recommendations for membership on standing committees will be made.
- 3.3.2. Expressions of interest from non-Senate members will be reviewed by the Senate Governance Committee (SGC) who will then recommend nominees to Senate for approval. The following guidelines will be used:
  - SGC is responsible for ensuring the broadest possible base of representation, given the available pool of nominees;
  - SGC will make every effort to ensure that committee composition considers the experience and interest of candidates and the diversity of disciplines at the University;
  - Notwithstanding the guidelines outlined above, SGC must exercise its best judgment, and do so with consideration of the best interests of UFV;
  - SGC will provide a report to Senate with its recommendations for membership on standing committees.
- 3.3.3. Additional nominations may be submitted on the floor by members of Senate. To be considered, nominees must agree to stand for nomination.

**4. PROCEDURES FOR VACANCIES**

Upon identification of a vacancy, the chair of the standing committee will notify the Secretariat office. (Attendance requirements for the standing committees are specified in the Rules for the Conduct of Business).

If three or fewer months are remaining in the term of office, the position will remain vacant until the regular call for expressions of interest is made. Otherwise, the list of candidates who had expressed an interest in the committee when the original appointments for that term were made, may be canvassed to identify a replacement to recommend to Senate for approval.

If there are no suitable candidates, the following procedures will be carried out in a timely manner:

**4.1. Order of Priority for expressions of interest****4.1.1. Faculty vacancies:**

Faculty members of Senate will be given priority for vacant positions.

If no expressions of interest are received at Senate, expressions of interest will be sought from non-Senate faculty members.

**4.1.2. Staff vacancies:**

Staff members of Senate will be given priority for vacant positions.

If no expressions of interest are received at Senate, expressions of interest will be sought from non-Senate staff.

**4.1.3. Student (undergraduate or graduate) vacancies:**

Student members of Senate will be given priority for vacant positions.

If no expressions of interest are received at Senate, a request for expressions of interest will be sought from non-Senate students.

**4.1.4. Other vacancies:**

Expressions of interest will be sought from community and other designated representatives for membership, as set out in the standing committee's terms of reference.

Candidates who are not members of Senate will be required to submit an expression of interest form, including the accompanying information sheet.

**4.2. Recommendations**

Expressions of interest from non-Senate members will be reviewed by the Senate Governance Committee, who will make recommendations to Senate for approval. The Senate Governance Committee will follow the guidelines outlined in section 3.3.2 in making its recommendations.

**4.3. Terms of office**

A vacancy will be filled as a new term for the position on the standing committee. The term, however, may be shorter than the usual term so that it may end on July 31, in keeping with term ends for other positions on standing committees.

**5. CHANGES TO THE PROCEDURES**

The University Secretary will review the procedures and make recommendations for changes to the Senate Governance Committee.



## **UEC SCREENING SUBCOMMITTEE**

### **TERMS OF REFERENCE**

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1. Review all course and program proposals for clarity, completeness, and adherence to procedures.
2. Confirm whether a change is minor or major.
3. Determine whether proposals are consistent with current academic policies.
4. Ensure all potentially impacted areas have been consulted.
5. Approve minor course changes for publication in the calendar. Approve all other proposals for submission to CWC.

### **PROCEDURES**

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1. Review all course and program proposals according to the Terms of Reference.
2. Proposals requiring revision, additional information, or further consultation will be returned to the proponent (with a copy to Faculty Council) with a brief description of any required or suggested changes. Revised proposals are to be resubmitted to Faculty Council and then the UEC Screening Subcommittee for further review. Minor editorial changes will be made at the discretion of the UEC Screening Subcommittee and communicated to the proponent and Faculty Council.
3. After proposals have been approved by the UEC Screening Subcommittee, they will be posted for Campus-Wide Consultation.

Quorum will consist of four members. The committee will meet once a month or bi-weekly as required, at the discretion of the committee.

Implementation date: September 2014

### **COMPOSITION**

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#### **Membership**

- One UEC Chair
- Registrar (or designate)
- UEC Assistant
- UEC Faculty member\*
- UEC Advisor\*\*
- CFO/SBC representative

\* Two-year term, renewable. Please note that in the first year of this subcommittee, the UEC Faculty member will have a one-year term to ensure staggered rotation of members.

\*\*Two-year term, renewable.



## **UEC POLICY SUBCOMMITTEE**

The UEC Policy Subcommittee is a subcommittee of the Undergraduate Education Committee.

### **PURPOSE**

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The purpose of the subcommittee is to suggest new policies or revisions to policies that fall under Items 2 and 4 of the UEC Terms of Reference:

2. Advise Senate on policies, procedures, and criteria for the admission, evaluation, withdrawal, and promotion of undergraduate students.
4. Advise Senate on policies and procedures for review and approval of new and existing courses, programs, or curricular changes.

### **TERMS OF REFERENCE**

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1. Review Senate Governance Committee requests for policy reviews.
2. Consult with relevant stakeholders where necessary to draft policy revisions.
3. Bring policy drafts to UEC for discussion, approval, or recommendation to Senate.
4. Identify policies in need of revision and propose policy reviews when appropriate.
5. Initiate policy reviews when directed by UEC to do so.

### **COMPOSITION**

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#### **Membership**

- One UEC Chair
- Registrar (or designate)
- Two UEC Faculty members\*
- One UEC Advisor\*
- One IR representative
- One Dean
- One UEC at large member\*

\* Two-year term, renewable.

As needed, the committee will consult specific areas (International Education, Graduate Studies Committee, Continuing Education, specific disciplinary or Faculty areas not otherwise included in the committee, etc.)



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.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------|--|-------------------|--|-------------------|--|-------------------|--|--------------------|----------|------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |          | <b>Number of Credits:</b> <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| <b>Course Full Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| <b>Course Short Title:</b> (To be assigned by OReg based on university standards.)                                                                                                                                                                                                                                                                                                                                                                                        |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| <b>Faculty:</b> Choose an item.                                                                                                                                                                                                                                                                                                                                                                                                                                           |          | <b>Department (or program if no department):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| <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. |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| <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>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><br><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> .)                                                                                                                                                                                                                           |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| <b>Department approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                |          | <b>Date of meeting:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |          | <b>Date of meeting:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                   |          | <b>Date of meeting:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                   |  |                   |  |                   |  |                   |  |                    |          |                                                                              |  |

[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 50% or more, 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.)

**Memo for New Course**

To:

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

Date:

**Subject: Proposal for new course (insert title of course)**

*There is an expectation that all new courses will meet the Guidelines for Quality Curriculum, including principles of Universal Design for Learning (UDL) and Equity, Diversity, and Inclusion (EDI).*

1. Rationale for new course, including how this course fits into the program(s):

***Note:** Adding this course to a program will usually require a program change request.*

2. Explain how the course learning outcomes align with the learning outcomes of the program(s) and contribute to students' ability to meet the [Institutional Learning Outcomes \(ILOs\)](#):
3. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?
4. Which program areas have been consulted about the course?
5. If a new discipline designation is required, explain why:
6. In what ways does this course contribute to [Indigenizing Our Academy](#)? Provide explicit examples of assignment design, topic selection, curriculum delivery, or other methods, which can be in response to one or more of the following: [UFV Integrated Strategic Plan](#), [Fulfilling Our Commitment to Aboriginal Peoples policy \(BRP-200.05\)](#), the [TRC Calls to Action](#), and/or the [United Nations Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#).
7. How does the course reflect principles of [equity, diversity, and inclusion](#), through assignment design, topic selection, curriculum delivery, or other methods?
8. If applicable, discuss any special considerations for this course (credit value, class size limit, frequency of offering, resources required such as labs or equipment, field trips, etc.):
9. Estimate of the typical costs for this course, including textbooks and other materials:



**Memo for Course Changes**

To:

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

Date:

**Subject: Proposal for revision of (insert title of course)**

*Note that even minor changes may result in comments from committees on all aspects of the course.*

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:
3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s) and contribute to students' ability to meet the [Institutional Learning Outcomes \(ILOs\)](#):
4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?
5. Which program areas have been consulted about the change(s)?
6. In what ways does this course (not just the proposed changes) contribute to [Indigenizing Our Academy](#)? Provide explicit examples of assignment design, topic selection, curriculum delivery, or other methods, which can be in response to one or more of the following: [UFV Integrated Strategic Plan](#), [Fulfilling Our Commitment to Aboriginal Peoples policy \(BRP-200.05\)](#), the [TRC Calls to Action](#), and/or the [United Nations Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#).
7. How does the course reflect principles of [equity, diversity, and inclusion](#), through assignment design, topic selection, curriculum delivery, or other methods?
8. If applicable, discuss any special considerations for this course (credit value, class size limit, frequency of offering, resources required such as labs or equipment, field trips, etc.
9. Estimate of the typical costs for this course, including textbooks and other materials: