UNIVERSITY OF THE FRASER VALLEY

UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

August 30, 2022
10:00 AM - A225
Abbotsford Campus

APPROVED MINUTES

PRESENT:	Ian Affleck, Donna Alary, Courtney Boisvert, Claire Carolan, Carl Janzen, David Johnston, Selena Karli, Dana Landry, Catherine Liao, Samantha Pattridge, and Vanessa Radzimski
ABSENT:	Teresa Arroliga-Piper, Vlad Dvoracek, Shirley Hardman, Claire Hay, Bobby Jaswal, Nicholas Johnson, Amber Johnston, Randy Kelley, David McGuire, Sarbjot Nijjar, Linda Pardy, Ravneet Sohal, and Shel Stefan
GUESTS:	William Maher
RECORDER:	Amanda Grimson

1. APPROVAL OF AGENDA

2. APPROVAL OF UEC MINUTES

2.1. UEC draft minutes: June 17, 2022

MOTION:
To approve the draft minutes as presented.
CARRIED

3. DISCUSSION ITEMS

3.1. Review of UEC Terms of Reference and committee procedures

UEC's responsibilities, Senate guidelines for committee members, and procedures for membership on Senate standing committees were reviewed. Committee members were asked to review the Terms of Reference and bring any suggestions to the next meeting.

3.2. UEC Subcommittees

Terms of Reference for both the Screening Subcommittee and Policy Subcommittee were reviewed, and the addition of a PDQA representative to both subcommittees was further discussed.

It was noted that the Screening ToR do not include a purpose, which should be added. It may also be appropriate to consider renaming this subcommittee. The role and function of Campus-Wide Consultation (CWC) were discussed in relation to Screening, and a rubric for CWC was suggested

MOTION:
To add a PDQA representative to the UEC Screening Subcommittee membership.
CARRIED

Membership of the Policy Subcommittee will be finalized at the September meeting, as the faculty member that expressed interest in June was not present to confirm their continued interest.

MOTION:
To add a PDQA representative to the UEC Policy Subcommittee membership. CARRIED

3.3. Course prerequisites

Registrar David Johnston reviewed the principles that should guide course prerequisites, as outlined in the Prerequisites and Co-Requisites Policy (84). Prerequisites are often designed for enrolment control rather than for student success. Although this is occasionally needed, enrolment can usually be managed through other means. When considering what is necessary for student success, it may also be useful for departments to look at how often prerequisites are waived for a particular course.

3.4. Official course outline common questions

The committee discussed some common questions that arise when reviewing course outlines, such as how field trip information is communicated to students. Of particular concern are field trips that are required outside of class time. While the timetable typically includes general notes about required field trips, specific details about timing and cost are not usually provided. Information about mandatory workshops, such as those that nursing students must take as part of Fraser Health requirements, should also be readily available to students.

4.   INFORMATION

4.1. UEC Resources
- [Program and Course Approval Procedures](#)
- [Approval processes and flowcharts](#)
- [Curriculum Quality Guidelines](#)
- [Course development](#)
- [Program changes](#)
- [New program development](#)
- [Integrated Strategic Plan](#)

5.   ADJOURNMENT

The meeting was adjourned at 11:35, followed by a workshop for committee members.