UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

April 21, 2023
10:00 AM - A225
Abbotsford Campus

APPROVED MINUTES

PRESENT: Donna Alary, Teresa Arroliga-Piper, Vlad Dvoracek, Claire Hay, Bobby Jaswal, Nicholas Johnson, Amber Johnston, Selena Karli, Randy Kelley, Dana Landry, Catherine Liao, William Maher, David McGuire, Linda Pardy, Samantha Pattridge, Vanessa Radzimski, Ravneet Sohal, and Shel Stefan

ABSENT: Ian Affleck, Claire Carolan, Shirley Hardman, Olivia Jackson, Carl Janzen, and David Johnston

GUESTS: Chris Campbell, Marla Fralick, Marlene Murray, Renee Prasad, Tanya Vanpraseuth

RECORDER: Amanda Grimson

1. APPROVAL OF THE AGENDA

2. APPROVAL OF UEC MINUTES

2.1. UEC draft minutes: March 24, 2023

MOTION:
To approve the draft minutes as amended, with the following changes to 3.12, Global Development Studies:
- "Concerns include" changed to "Concerns raised at the meeting included".
- Second half of last sentence deleted.

CARRIED

3. COURSES AND PROGRAMS

3.1. Agriculture
Review with changes including title and total hours: AGRI 123, 129, 183
Review with changes: AGRI 124, 248
Review with changes including total hours: AGRI 204, 272
Review with changes including title, pre/corequisites, and total hours: AGRI 212, 371
Review with changes including pre/corequisites and total hours: AGRI 220
Review with changes including prerequisites: AGRI 311
Review with changes including pre/corequisites: AGRI 321, 323, 327
Review with changes including title and pre/corequisites: AGRI 324

MOTION:
To approve the AGRI course outlines as amended:
- AGRI 324 and 327 pre/corequisites changed from "AGRI 124 and AGRI 129" to "AGRI 124 or AGRI 129".

CARRIED

3.2. Adult Education

Review with changes including prerequisites and pre/corequisites: ADED 365, 405

MOTION:
To approve the ADED course outlines as presented, effective September 2023.
CARRIED

3.3. Philosophy
Discontinuation: PHIL 305, 310, 323, 325, 360, 367, 371, 372

MOTION:
To approve the discontinuation of PHIL 305, 310, 323, 325, 360, 367, 371, and 372 as presented.
CARRIED

3.4. Arts
Changes to program requirements: Liberal Arts diploma

MOTION:
To approve the changes to the Liberal Arts diploma as amended, effective September 2023:
- Writing foundation: "One of CMNS 125, ENGL 105, an A in English Studies 12 or English First Peoples 12, an A in ENGL 091, or an A in ENGL 099" changed to "CMNS 125 or ENGL 105, or an A in one of..."
- Scientific literacy: GEOG 117 (discontinued) removed.

CARRIED

4. OTHER BUSINESS/DISCUSSION ITEMS

4.1. Communication with Curriculum Committees

Part of UEC's August retreat focused on ways to better communicate with curriculum committees. Recommendations from the retreat included expanding the options for early curriculum committee consultation with UEC Screening, and ensuring that each curriculum committee has representation at UEC.

Additional suggestions:
- UEC Chair and Assistant will attend curriculum committee meetings upon request
- Reinstate August orientation for department heads, department assistants, and curriculum committee representatives to review the program and course approval process
- Visual media such as infographics and videos, possibly made available on Blackboard
- Infographic for UEC Screening Subcommittee to explain each person's role
- Checklist of items to look for when reviewing course outlines
- Recommend early consultation with Screening, particularly when revising a large number of courses
- Encourage use of IR's self-serve dashboard to access data that can be used as evidence to support rationale for changes

4.2. UEC Terms of Reference

UEC is asked to review the committee's Terms of Reference on an annual basis.

Membership composition is intended to include at least one member from each faculty, but not all curriculum committees are typically represented. Possible ways to ensure a broad representation at UEC were discussed. The following language was suggested for "UEC Liaison" positions: "If a Faculty Council Curriculum Committee is not otherwise represented on the committee in the roles listed above, they may nominate a representative to sit on the committee in a non-voting capacity." UEC could also make it more well-known that meetings are open to anyone that wishes to attend.

It was also noted that the current membership composition allows for "two deans or associate deans", but since associate deans are no longer included in the Deans Council, this should be changed to include at least one dean.

Proposed revisions will come to the next UEC meeting for further discussion and recommendation to the Senate Governance Committee.

4.3. APPC report

No report was presented.

4.4. Senate report

No report was presented.

4.5. Senate Teaching and Learning Committee report

S. Pattridge presented some data on student study habits and strategies. Items discussed included some challenges in teaching and learning and curriculum, expansion of the teaching awards, revisions to the Institutional Learning Outcomes with the Teaching and Learning Advisory Committee, and the upcoming Connected conference.

4.6. Policy Subcommittee report

A draft of the Course Repeat policy (86) has been sent to the Senate Governance Committee (SGC).

Draft revisions to the English Language Proficiency Requirement policy (99) will come to UEC next month, and a subcommittee with expertise in language requirements and English proficiency exam scores will be formed to update the standards associated with the policy.

Other policies currently under review include the Grading System policy (101), Course Credits policy (105), Credentials policy (64), Subsequent and Concurrent Degree Policy (98), and Order of Registration policy (95).

Note: The UEC Policy Subcommittee decided in May to submit the Policy 99 draft to SGC for consultation, and establish a subcommittee to update the standards once the revisions have been approved.

5. INFORMATION

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

6. ADJOURNMENT

The meeting was adjourned at 11:15 am.