



## UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

August 31, 2023  
1:00 PM - A225  
Abbotsford Campus

### APPROVED MINUTES

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**PRESENT:** David Johnston, Samantha Hannah, Shel Stefan, Carl Janzen, Dana Landry, Ian Affleck, Kevin Wainwright, Bobby Jaswal, and Claire Carolan  
**ABSENT:** William Maher, Amber Johnston, Kate McCulloch, Michael Batu, Linda Pardy, Carrie Paproski, Gurjot Singh, Olivia Jackson, Claire Hay, Selena Karli, David McGuire, Shirley Hardman, Donna Alary, and Vlad Dvoracek  
**GUESTS:** Chris Campbell, Rhonda Colwell, Lin Long, Carolyn MacLaren, Al Wiseman  
**RECORDER:** Amanda Grimson

#### 1. APPROVAL OF THE AGENDA

As a quorum was not present, all items were postponed to the September meeting. Those present were given an opportunity to discuss items 3.1 and 3.2 with the area representatives that attended.

#### 2. APPROVAL OF UEC MINUTES

##### 2.1. UEC draft minutes: June 16, 2023

This item was postponed.

#### 3. COURSES AND PROGRAMS

##### 3.1. Continuing Education

New course: DOR 01, Introduction to Administrative Dentistry

New course: DOR 02, Office Communications

New course: DOR 03, Introduction to Clinical Dentistry

New course: DOR 04, Dental Treatment Coordination

New course: DOR 05, Dental Office Accounting

New course: DOR 06, Career Planning

New course: DOR 07, Dental Office Receptionist Practicum

Changes to entrance and program requirements: Dental Office Receptionist certificate

The minimum grade of A- in each course and the graduation section of the calendar copy were discussed. Carolyn MacLaren (Director of Continuing Education) will discuss these with the FECHD Curriculum Committee and resubmit any revised documents.

##### 3.2. Engineering

Name change and new credential: Engineering Transfer certificate (formerly Engineering Transfer program)

The proposed name for this credential was discussed. Lin Long (Physics department head) will further discuss this with the new dean of the Faculty of Applied & Technical Studies and resubmit any revised documents.

Registrar David Johnston confirmed that this will be made available to students as soon possible once fully approved, regardless of the calendar publication schedule.

#### **4. DISCUSSION ITEMS**

##### **4.1. 2022 UEC retreat: Ideas/priorities to carry forward**

This item was postponed.

##### **4.2. Cross-institutional initiatives and how to ensure collaboration and communication**

This item was postponed.

##### **4.3. Scheduling discussions on key topics for agendas:**

- Common topics of discussion from last year's meetings
- What is the priority of these topics?
- What should the outcome of these discussions be? A series of one-pagers?
- How should we plan to schedule them?

This item was postponed.

#### **5. INFORMATION ITEMS**

##### **5.1. 2023/24 UEC membership and meeting schedule**

##### **5.2. Resources**

- [Guidelines for committee members](#)
- [Procedures for membership on Senate standing committees](#)
- [Approval processes and flowcharts](#)
- [Curriculum Quality Guidelines](#)
- [Course development](#)
- [Program changes](#)
- [New program development](#)
- [Integrated Strategic Plan](#)

##### **5.3. Program suspensions and discontinuations**

Discontinued: Associate of Arts, Theatre option

#### **6. ADJOURNMENT**

The meeting was adjourned at 2:08 pm.