



UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

September 29, 2023
10:00 AM - A225
Abbotsford Campus

APPROVED MINUTES

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

1. APPROVAL OF THE AGENDA

2. APPROVAL OF UEC MINUTES

2.1. UEC draft minutes:

- June 16, 2023
- August 31, 2023

MOTION:

To approve the draft minutes as presented.

CARRIED

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

Explicit inclusion of Indigenization and decolonization in learning outcomes was discussed. Ideally this should take place at an earlier stage in the approval process; opportunities for increased consultation will be further discussed with Teaching and Learning. These particular courses will not be further revised, but it is anticipated that the faculty council curriculum committee will have a more targeted conversation about how best to do this in future course revisions.

MOTION:

To approve the DOR course outlines as presented

Changes to entrance and program requirements: Dental Office Receptionist certificate

Entrance requirements include a note regarding foundational digital literacy and computer skills that cannot be enforced, but the department feels this is important to include so that students are aware.

MOTION:

To recommend approval of the changes to the Dental Office Receptionist certificate as presented, effective September 2024.

4. OTHER BUSINESS/DISCUSSION ITEMS

4.1. UEC Policy Subcommittee membership for 2023/24

Michael Batu and Carl Janzen expressed interest in this subcommittee. There is still a vacancy for one dean and one UEC member at large. Current membership for 2023/24:

- UEC Chair: Samantha Hannah
- Registrar (or designate): David Johnston
- University Secretary: Al Wiseman
- Two UEC Faculty members: Michael Batu, Carl Janzen (first year of two-year terms)
- UEC Advisor: Rhonda Colwell
- IR representative: Donna Alary
- PDQA representative: Claire Carolan
- Dean: ***vacant***
- UEC at large member: ***vacant***

4.2. UEC Admissions Subcommittee membership for 2023/24

There is still a vacancy for one UEC faculty member on this subcommittee. Current membership for 2023/24:

- Associate Registrar, Admissions and Recruitment: Sarah Graham
- University Registrar or designate: David Johnston
- Two UEC members from the faculty complement: Amber Johnston, ***vacant***
- International Education representative: Daryl Smith
- One Associate Dean: Ian Affleck
- Two additional members, including at least one Academic or Program Advisor: Claire Hay, Vanessa Krahn
- Manager of Admissions (non-voting): Daniel Goertz

4.3. Senate report

There were no items to report this month.

4.4. UEC retreat summaries

Retreat discussions have included ways to improve communication and collaboration between committees (see items 4.5 and 4.6). Draft rubrics will be brought to future meetings for review/discussion.

4.5. Cross-institutional initiatives, collaboration, and communication

UEC is one of many Senate subcommittees, and there may be opportunities for increased awareness and collaboration. The UEC Chair will now sit on the Academic Planning and Priorities Committee (APPC) as a voting member, in addition to the UEC Vice Chair (non-voting member). Additional suggestions:

- Add reports and discussions from other subcommittees to UEC agendas.
- Senate subcommittee Chairs/members review the minutes of other Senate subcommittees to understand key issues arising across the institution.
- Chairs of Senate subcommittees meet to discuss common concerns once or twice a year.

UEC has also recently recommended the addition of UEC Liaison positions to the membership, which is pending final approval by Senate.

4.6. Scheduling discussions on key topics for agendas

Topics for discussion:

- Indigenization and decolonization
- SEM review of admission requirements
- Prerequisites including a system scan of the provincial practices/landscape
- How knowledge is structured in different disciplines
- Frameworks for learning outcomes: moving beyond Bloom's
- ILOs
- EDI and course design

Some topics will be scheduled in advance for lighter agendas, and some will be prepared in case there is more time at the end of a meeting than anticipated. Discussion outcomes will vary as appropriate to the topic.

5. INFORMATION ITEMS

5.1. UEC Pre-Check Subcommittee membership for 2023/24

- UEC Chair: Samantha Hannah
- Registrar (or designate): David Johnston
- UEC Assistant: Amanda Grimson
- UEC Faculty member: Dana Landry (second year of two-year term)
- UEC Advisor: Rhonda Colwell
- CFO/SBC representative: Mark Brosinski
- PDQA representative: Claire Carolan

5.2. UEC Transfer Credit Subcommittee membership for 2023/24

- Registrar (or designate): David Johnston
- Two UEC members: Samantha Hannah, Ian Affleck
- At least two additional faculty: Carl Janzen, Chris Campbell
- One advisor: Simon Xi

5.3. 2023/24 UEC membership and meeting schedule

5.4. 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](#)

6. ADJOURNMENT