



UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING

September 3, 2026

10:00 AM - A225

Abbotsford Campus

APPROVED MINUTES

PRESENT: Michael Anaba, Raji Balagopal, Chris Campbell, Donna Derksen, Desmond Devnich, Gurbeer Dhillon, Vlad Dvoracek, Joy Enyinnaya, Samantha Hannah, David Johnston, Selena Karli, Dana Landry, Amanda McCormick, David McGuire, Trevor Murray, Renee Prasad, Cindy Schultz, Awneet Sivia, and Holly Zonneveld

ABSENT: Donna Alary, Shirley Hardman, Bobby Jaswal, Amber Johnston, Allyson Jule, Carolyn MacLaren, Lisa McMartin, and Sylvie Murray

GUESTS: Melvin Akinbule, Avril Alfred, Wendy Fajloun, Geetanjali Gill, Navneet Jhangra, Tara Kaszonyi, Simon Lambek, Delinah Marples, Maggie Meyers, Christine Nehring, Joanne Robertson, Carol Suhr, Victoria Surtees, Leanne Woelke, Tannaz Zargarian

RECORDER: Amanda Grimson

1. APPROVAL OF THE AGENDA

2. APPROVAL OF UEC MINUTES

2.1. UEC draft minutes: June 19, 2026

MOTION:

To approve the draft minutes as presented.

CARRIED

3. TERMS OF REFERENCE

3.1. UEC Terms of Reference

The Terms of Reference were reviewed. Changes that the committee recommended in June have been forwarded to the Senate Governance Committee and are pending Senate approval.

4. COURSES AND PROGRAMS

4.1. Business

4.1.1. **BUS 324:** Review with changes

BUS 418: Review with changes including prerequisites

BUS 457: Review with changes including prerequisites

MOTION:

To approve the BUS course outlines as amended:

- BUS 418 evaluation: project changed to 30%; holistic assessment removed
- BUS 457: Typical methods changed from "actively participate in case preparations and in-class discussions" to "actively participate in case study work"

CARRIED

4.2. Communication

4.2.1. CMNS 385/ENGL 385: Review with changes

It was suggested that Communication and English consider adding "identity" to learning outcome #2. This will be discussed for future revisions.

MOTION:

To approve the CMNS 385/ENGL 385 course outline as presented.

CARRIED

4.3. Global Development Studies

4.3.1. GDS 210: Discontinuation

MOTION:

To discontinue GDS 210.

CARRIED

4.3.1. GDS 260: Review with changes

MOTION:

To approve the GDS 260 course outline as presented.

CARRIED

4.4. Political Science

4.4.1. POSC 120: Changes including title

MOTION:

To approve the POSC 120 course outline as amended:

- Learning outcome #6 changed to "Demonstrate critical thinking..."
- Learning outcome #8 removed

CARRIED

4.5. Adult Education

4.5.1. English Language Learner Teacher Leadership post-baccalaureate certificate: New program

The entrance requirements currently include both "evidence of teacher certification" and "eligible for teacher certification", but only the latter is needed. It was also noted that two different sections of the proposal

disagree on student loan eligibility. PDQA will ensure the proposal is updated as it goes forward to the next stages of the approval process.

MOTION:

To recommend approval of the English Language Learner (ELL) Teacher Leadership post-baccalaureate certificate.

CARRIED

5. OTHER BUSINESS/DISCUSSION ITEMS

5.1. Curriculum and Calendar Management System (CCMS)

5.1.1. Expected timeline

Registrar David Johnston reviewed the projected timeline for the new system, Coursedog, which is expected to go live in late March 2027.

5.1.2. Review of official undergraduate course outline form

Building the official course outline form in the CCMS provides an opportunity to consider what information is and is not necessary.

Discussion included the following:

- Delivery mode, expected frequency, and maximum enrolment are administrative and are likely not needed in this context. Maximum enrolment may require further discussion.
- Transfer credit is also administrative and could be dealt with outside of the course form.
- Learning outcomes are critical and must remain, but reference to Bloom's taxonomy should be updated to "appropriate nomenclature and taxonomy". A direct link to [A Guide to Learning at UFV](#) should also be included.
- The evaluation section should remain in a similar format to the current course outline form.
- Texts/resources vary by instructor, but this section has value for UFV faculty and for transfer credit articulation. This is also an area where Indigenization can be reflected.
- Course content and topics are useful, but this section could be approached in a more consistent way. It may be helpful to specify that this is "sample" course content and not a syllabus.
- An expedited process to change prerequisites and/or other specific information could be considered.
- Memo questions regarding the use of AI tools should be further discussed. This could be rephrased to refer to UFV guidelines and citation protocol, with a request that prompts be provided if AI has been used in course development.

5.2. Policy Subcommittee report

There was no report.

6. INFORMATION ITEMS

6.1. 2026/27 UEC membership

6.2. [2026/27 UEC meeting schedule](#)

6.3. Standing Committees of Senate Resources

6.4. Additional UEC Resources

- [Approval processes and flowcharts](#)
- [Curriculum Quality Guidelines](#)
- [Teaching and Learning HOPE Guidelines](#)
- [Online Course Guidebook](#)
- [Course development](#)
- [Program changes](#)
- [Integrated Strategic Plan](#)

6.5. Program suspensions and discontinuations

- English extended minor: discontinuation

MOTION:

- English extended minor: discontinuation

6.6. UEC Subcommittees

- Policy Subcommittee
- Pre-Check Subcommittee
- Transfer Credit Subcommittee
- Admissions Subcommittee

7. ADJOURNMENT

The meeting was adjourned at 12:00 pm.