

**Minutes of the Meeting  
Undergraduate Program Committee  
Wednesday September 9<sup>th</sup>, 2009  
10:00 a.m to 12:00 noon  
MC C407**

- Present:** J. Mandigo (Chair), C. Federici (BUFA Representative), C. Lidstone (Administrative Co-ordinator), S. Abbey, P. Beard, C. Colella, B. Davis, T. Dunk, E. DiFruscio, G. Finn, H. Gayler, D. Grewal, M. Kropf, M. Lux, B. Sainty, A. Silis and J. Sivell
- Regrets:** B. Wright (Vice-Chair), R. Lanteigne, P. Mackintosh and K. Meade
- Guest:** Ros Battye
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Members introduced themselves and were given a reference sheet with the mandate, meeting dates and membership.

The Chair thanked members for their time and commitment to the work of the UPC.

**1) Minutes of the May 4<sup>th</sup>, 2009 meeting**

**MOVED** (Gayler/Finn) to approve the Minutes of the May 4<sup>th</sup>, 2009 meeting.  
**CARRIED**

**2) Business arising from the Minutes of the May 4<sup>th</sup>, 2009 meeting**

Item #3: Definition of “Concentration” will be on the September 23<sup>rd</sup> agenda.

**3) Follow-up from the Town Hall meeting - 15 Credit discussions**

- G. Finn provided members with a summary of the outcome of the town hall meetings:
- \*Feedback was received from faculty, staff, administrators, senators, students and board members.
  - \*Three issues surfaced: 1) Resources 2) Financial impact 3) Honours and non honours students in the same courses.

*Further discussions will take place at the Senior Administrator's meeting at the end of September.*

H. Gayler requested that the UPC have discussions about the eight 1<sup>st</sup> year credits (review for both 15 and 20 credit programs). This item will be discussed at the next UPC meeting on September 23<sup>rd</sup>.

#### **4) Budget Updates and Impact on UPC**

J. Mandigo reported that the Budget committee will be meeting earlier and on a more regular basis. He invited members to submit issues (if any) and he will forward them to the Budget Advisory committee. Budgetary updates will be a standing item on the UPC's agenda.

Members discussed the calendar process and its correlation with the budget. The deadline for submissions is October 31<sup>st</sup> and from a budgetary perspective it is not realistic.

*G. Finn will follow up on this.*

*J. Mandigo will raise the issue at the next Budget Advisory meeting.*

#### **5) Consultation Process for UPC (changes/revisions)**

Members discussed the consultation process. It was suggested that on pg. 2 item g (UPC Whys and Wherefores II), the wording should include "current two-way written evidence"

After further discussions it was decided that, at the sub-committee level, checking will take place to ensure that there was proper consultation. The sub-committee will then advise the full committee accordingly.

*Agenda item #9 was reviewed after #5.*

**9) Concurrent Program Changes: BA Child and Youth Studies (Honours)/BEd (Primary Junior); BA Integrated Studies (Honours)/BEd, BSc Integrated Studies (Honours)/BEd); BPhEd**

**(Honours)/BEd (Junior Intermediate); BA (Honours/BEd,  
BSc(Honours/BEd, BPhEd (Honours)/BEd (Intermediate/Senior)**

Ros Battye gave an overview of the consultation that took place between the inter-faculty curriculum committee and chairs from all departments concerned.

*B. Sainty and J. Sivell departed the meeting at 10:50 a.m.*

**Questions and discussions**

**MOVED** (Gayler/Murray) to approve the addition of EDUC 4P02, 4P04 and 4P26 to Concurrent Programs effective Spring 2009: EDUC 4P02 will be taken in Year 4 in the BA, BSc and PhEd J/I programs; EDUC 4P04 will be taken in Year 4 in the BA CHYS/BEd P/J Program and EDUC 4P26 will be taken in Year 4 in the BA, BSc and PhEd I/S Programs. **CARRIED**

**6) Feedback: Quality Assurance Framework**

The consultation draft of the document was e-mailed to members prior to the meeting for feedback. COU is seeking institutional feedback regarding the Quality Assurance Framework.

**Questions and discussions**

G. Finn communicated that essentially the “Quality Assurance Framework” is to make UPC aware of the introduction of new programs and how they are audited. The relevant section in the Faculty Handbook pertaining to this is FHB II, 9.9. c, d and e.

He urged members to send feedback to him no later than noon on September 14<sup>th</sup>.

*T. Dunk departed the meeting at 11:05 a.m.*

**7) Aboriginal Education Council: Assistance from UPC in Addressing courses with Aboriginal content**

J. Mandigo read a memo from Jo Stewart (on behalf of the Aboriginal Education Council) dated August 24<sup>th</sup>, 2009. Jo requested that departments identify courses which have an Aboriginal content and that UPC revise its process to reflect that.

After discussions it was identified that due to timing the UPC process cannot be revised at this time. However, it was recommended that Jo contact Gloria Gallagher to discuss the possibility of adding an option to the new on-line process for 2011/12.

*J. Mandigo will communicate with Jo Stewart.*

## **8) Formation of sub-committees to review 2010-2011 submissions**

Members of the sub-committees are:

Applied Health Sciences:	J. Mandigo (Chair), B. Wright and R. Lanteigne
Social Sciences:	H. Gayler (Chair), S. Abbey, P. Mackintosh and D. Grewal
Humanities:	C. Colella (Chair), M. Lux, H. Gayler and M. Kropf
Math & Science:	A. Silis (Chair), D. Grewal, C. Colella and M. Kropf
Education:	S. Abbey (Chair), J. Mandigo and R. Lanteigne
Business:	B. Wright (Chair), A. Silis and M. Lux

*G. Finn departed the meeting at 11:20 a.m.*

**10) Other Business** – None.

## **11) Adjournment**

Meeting adjourned at 11:30 a.m.