



SENATE CURRICULUM COMMITTEE MEETING MINUTES

Monday, February 24, 2025 from 1:03-2:45 pm in person

Attendees

Senators	S. Bredin, P. Englezos, S. Gopalakrishnan, R. Kozak, S. Lavallee, J. Lorien, C. Rawn (Chair), S. Sherif, S. Singh
Ex Officio	K. Accurso, S. Brown, C. Holmes, N. Hutchinson, C. Jaeger, S. Jarvis-Selinger, H. Law, R. Ng, E. Salzberg, C. Shuler
Guests	R. Morrison, P. Rizzotti
Regrets	S. Bates, P. Culbert, A. Dulay, J. Fox, B. Goold, C. Menzies, S. Parker, I. Price, A. Uzama, J. Viveiros, S. Yi-Kieran, W. Zhu
Senate Office	M. Davis, J. Iverson

Call to Order and Land Acknowledgement The meeting of the Senate Curriculum Committee (the “Committee”) was called to order at 1:03 pm on 24 February 2025 by C. Rawn, Chair. The Committee conducted a brief round of introductions. J. Lorien provided a land acknowledgement.

Agenda **Motion:** *That the Senate Curriculum Committee adopts the 24 February 2025 agenda.*

- Fix a typo in the MTRL_V course in the Business Arising section. It should be 499, not 399.
- Move items #5 & #6 to follow #7 to accommodate R. Ng’s attendance.

Carried by general consent.

Meeting Minutes **Motion:** *That the Senate Curriculum Committee approves the 27 January 2025 meeting minutes.*

Carried by general consent.

Business Arising Course description for MTRL_V 499 was revised to remove “Introduction to.” The proposal was recommended to Senate and passed at the February meeting. Vantage One Arts rationale was revised to address English language support in absence of VANT_V 140. The proposal was recommended to Senate and passed at the February meeting.

A section addressing data sovereignty and ethics was added to the rationale for the Data Science Major proposal. The proposal was recommended to Senate and passed at the February meeting.

**Administrative
Shell Course**

As presented by J. Iverson:

Administrative Shell Course

New Course: UGTU_V 001

Motion: *That the Senate Curriculum Committee approves and recommends to Senate for approval the new course.*

J. Iverson explained that the course code is needed for undergraduate students who have an active student registration but an inactive student financial record. A precedent already exists at the graduate level (GRTU_V 001). A member asked what tuition and fees (specifically U-Pass) this would trigger. J. Iverson stated she would investigate and report back to the Committee at the next meeting.

Moved: C. Rawn
Seconded: S. Sherif
Carried.

**Consultation
Process Update**

The Committee discussed the new consultation form and provided feedback for improvement. Key points included how to minimize unnecessary paperwork and which units to contact for consultation, with agreement that if the proposal impacts another unit or faculty, consultation was mandatory.

To streamline the process, suggestions included adding a banner to the top of the consultation form to indicate expectations (e.g., "Not Intended for Advertising,"), as well as including explanations in the rationale section when consultation was not deemed necessary. For cases where proposals went to subcommittees and contributors were unaware of internal consultation processes, it was suggested to add a note to the top of the email or package confirming that internal consultations had taken place.

Members proposed revising the form to include "proposal does/does not impact" options. In the "we support/do not support" and "the proposal does/does not impact" sections, members recommended adding an area to allow for additional comments. In cases where proposals are supported, comments are optional. In cases where proposals are not supported, comments are required. The same applies to the "proposal does/does not impact" options.

**Standing Item -
Workday**

J. Iverson announced that the Bridging Solutions email had gone out. The deadline for comment had passed, and there were no objections. The 2024/25 Calendar will be updated by the Office of the Senate before being archived, and a notice will be sent once the Calendar is ready for review.

**Policy J-###:
Degree, Diploma
and Certificate
Names and
Parchments**

As presented by R. Ng:

Policy J-###: *Degree, Diploma and Certificate Names and Parchments*

Motion: *That the Senate Curriculum Committee approves and recommends to Senate for approval Policy J-###: Degree, Diploma and Certificate Names and Parchments.*

R. Ng discussed the implementation of a new parchment policy across UBC campuses, which aims to ensure consistency in graduation documents. Key goals include standardizing the appearance of degrees, diplomas, and certificates; addressing system limitations in Workday that prevent customizations; and establishes that the names of any degrees, diplomas, and certificates of Indigenous language programs be printed in the Indigenous language of that program. The proposed policy builds upon guidelines approved by the Senate in 1997. Current inconsistencies stem from faculty-submitted requests to include varying levels of program information on parchments.

A member asked if the policy applies to non-credit certificates. R. Ng confirmed it does not and suggested revising the exclusion statement to clarify as much.

A member asked how the policy would apply to joint degrees with another university. R. Ng said that is not an overarching issue at the moment but noted that a future policy could address joint degrees.

Should the policy be approved by the Okanagan Senate Curriculum Committee in early March, it will be forwarded to both Senates for consideration at their March meetings. The anticipated effective date is 1 April 2025 to align with May 2025 graduation.

Moved: S. Jarvis-Selinger
Seconded: J. Lorien
Carried.

**UBC Parchment
Redesign**

As presented by R. Morrison:

R. Morrison discussed the redesign of UBC degree parchments to accommodate the current degree design, font structure, inclusion of Indigenous names and languages, and the addition of a holographic security strip to prevent degree fraud. The new design features a vertical holographic strip, making forgery more difficult. The Committee discussed the need for a typeface that supported non-English, non-Latin characters.

Members noted that "Canada" had been removed, to which R. Morrison explained that it had been omitted because it was the specific Senate approving the parchment. Members suggested that, while the city of approval might not be crucial, it may be a good idea to add "Canada" back, particularly for international students, to avoid confusion with degrees from England. Alternatively, the cities of Vancouver or Kelowna could be included.

The Committee also discussed the improved legibility of the new font and possibility of including global Indigenous languages in the future.

**Draft 2025/26
Committee
Schedule**

J. Iverson discussed the major updates to the previous year's meeting schedule, noting that the 2025-26 schedule was adjusted to accommodate earlier submission deadlines. A second meeting has been added in November as a placeholder, if needed, due to the volume of work. Additionally, a May meeting has been added, with the June meeting designated as administrative.

Other Business

Chair C. Rawn reminded the Committee that she will be on sabbatical next year and asked anyone who wanted to replace her to reach out. J. Iverson added that a Vice Chair will be needed as well.

Next meeting

Monday 24 March 2025 from 1-3 pm via Zoom

Adjournment

The meeting adjourned at 2:45 pm.