



SENATE CURRICULUM COMMITTEE MEETING MINUTES

Monday, June 23, 2025 from 1:02-2:33pm on Zoom

Attendees

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

Call to Order and Land Acknowledgement The meeting of the Senate Curriculum Committee (the “Committee”) was called to order at 1:02 pm on 23 June 2025 by C. Rawn, Chair. J. Iverson provided a land acknowledgement.

Agenda **Motion:** *That the Senate Curriculum Committee adopts the 23 June 2025 agenda.*

Carried by general consent.

Meeting Minutes **Motion:** *That the Senate Curriculum Committee approves the 22 April 2025 meeting minutes.*

Carried by general consent.

Business Arising A summary of consultation with the Faculty of Commerce and Business Administration was added to the Non-Credit Program Certificate in Food Product Development proposal and admission criteria was revised. The related non-credit program microcertificates were re-named to include “Food” in the titles. The proposal was recommended to Senate and approved at the May meeting.

The course title for BMEG_V 426 was updated in consultation with the Faculty. The proposal was recommended to Senate and approved at the May meeting.

Proponents reviewed and updated the course lists in the Environmental Science program proposal. The proposal was recommended to Senate and approved at the May meeting.

Membership Changes

- Andrew Gray, Non-Credit Credential Subcommittee Member (incoming)
- Hedy Law, Arts Curriculum Chair (outgoing)
- Kavita Mathu-Muju, Dentistry Curriculum Chair (incoming)
- Patrick Rizzotti, Arts Curriculum Chair (incoming)
- Elicia Salzberg, Commerce and Business Administration Curriculum Chair (outgoing)
- Charles Shuler, Dentistry Curriculum Chair (outgoing)
- Martina Valkovicova, Non-Credit Credential Subcommittee Member (incoming)
- Bruce Weisner, Non-Credit Credential Subcommittee Member (outgoing)
- Greg Werker, Commerce and Business Administration Curriculum Chair (incoming)

Curriculum Submission Guidelines Update (UBC Vancouver)

As presented by C. Rawn and J. Iverson:

Motion: *That the Senate Curriculum Committee approves revisions to A Guide to Curriculum Submissions for UBC Vancouver.*

An overview of the updates to the guidelines was presented to the Committee. Highlights included:

- A new section on consultation processes was added with references updated throughout
- Re-added requirements for diplomas, certificates and non-credit credentials with references to V-127, V-128 and V-129
- Revised parchment and transcript information to align with J-126 (Degree, Diploma, and Certificate Names and Parchments) and the requirements of Workday
- Additions from the Provost's Office (some more were received after we circulated the materials and are not present in what's before the SCC). In general, these additions clarified existing processes.
- Revised effective session information. We are attempting to normalize the winter session as the only effective session.
- Updated course syllabus template courtesy of the Centre for Teaching, Learning and Technology (CTLT)
- Updated the academic integrity statement courtesy of Academic Integrity Hub, which is in the Office of the Provost & Vice-President Academic
- Removed many appendices
- Numerous editorial updates were made throughout the document

A Committee member pointed out that the updated guidelines for diplomas and certificates did not mention learning outcomes, though they are included for non-credit certificates. J. Iverson agreed this was likely an oversight and supported adding learning outcomes to the guidelines.

Moved: C. Rawn
Seconded: J. Lorien
Carried.

Committee Chair
and Vice-Chair
Elections

As presented by J. Iverson:

A call for nomination was previously issued for a Committee Chair and Vice-Chair, and J. Iverson announced that S. Gopalakrishnan and S. Bredin have been confirmed as Chair and Vice-Chair, respectively.

Non-Credit Program
Certificate Proposal
Template

As presented by J. Iverson:

Changes made to the Non-Credit Program Certificate Proposal Template included moving budget and fee impact information to a separate final page, similar to the credit proposals. This budget form would be reviewed by the Non-Credit Credential subcommittee then removed from later Senate review packages, as Senate does not oversee fees. A new checkbox was added to indicate when no fees apply to a program, reflecting a major discussion point from May's SCC meeting. All updates were made in consultation with the Office of the Provost and Vice-President, Academic to ensure accuracy, including updated contact information.

Supplemental
Information Form –
New Course

As presented by J. Iverson:

J. Iverson shared that the Supplemental Information Form has been effective in supporting curriculum and scheduling processes and may be expanded in the future to include additional routinely requested information, aiming to streamline approvals and course configuration. A member suggested adding an "Others" subcategory for course formats not currently listed, such as community service learning modules. J. Iverson responded that the current course format categories are fixed in Workday and cannot be modified, but acknowledged that future expansions may be possible.

2025/26 Curriculum
Submission
Deadlines

As presented by J. Iverson:

The 2025/26 Curriculum Submission Deadlines have been expanded from previous years to include dates for circulating reports to subcommittees, deadlines for subcommittee responses, and agenda committee meetings. The document notes that subcommittee members continue serving through September 2026 to support Senate membership transitions.

Members requested clarity on whether the Graduate Curriculum Committee (GCC) deadlines align with the overall submission deadlines.

Non-Credit Credentials

Action: J. Iverson to consult with the GCC and update the Committee once a resolution is reached.

As presented by S. Bates:

Refer to [V-129: Non-Credit Credentials](#) when reviewing the following proposals from the Non-Credit Credentials Subcommittee.

New Non-Credit Program Certificate: Non-Credit Program Certificate AI Skills Accelerator for IT, Digital and Enterprise Systems Professionals

Motion: *That the Senate Curriculum Committee approves and recommends to Senate for approval the new AI Skills Accelerator for IT, Digital and Enterprise Systems Professionals non-credit program certificate.*

Moved: S. Bates
Seconded: C. Jaeger
Carried.

New Non-Credit Program Microcertificate:

Forest Carbon Modeling: Non-Credit Program Microcertificate

Motion: *That the Senate Curriculum Committee approves and recommends to Senate for approval the new Forest Carbon Modeling non-credit program microcertificate.*

Moved: S. Bates
Seconded: B. Goold
Carried.

New Non-Credit Program Microcertificate:

Mental Health and Substance Use – Level 1: Non-Credit Program Microcertificate

Motion: *That the Senate Curriculum Committee approves and recommends to Senate for approval the new Mental Health and Substance Use – Level 1 non-credit program microcertificate.*

The Committee suggested minor document edits noting the program name being inconsistently referred to as both a “certificate” and a “micro credential certificate” and recommended standardizing the term to “microcertificate” throughout.

Moved: S. Bates
Seconded: B. Goold
Carried.

New Non-Credit Program Microcertificate: Research to Impact 2.0: Non-Credit Program Microcertificate (**resubmitted**)

Motion: *That the Senate Curriculum Committee approves and recommends to Senate for approval the resubmitted Research to Impact 2.0 non-credit program certificate.*

The inquiry from the previous Committee meeting regarding the cost to UBC students was addressed in the resubmission. The microcertificate will be free

for UBC graduate and postdoctoral students, with fees applying only to external participants.

Moved: S. Bates
Seconded: S. Gopalakrishnan
Carried.

**Summer Effective
Session Dates**

As presented by C. Rawn:

C. Rawn explained that the revised Curriculum Guidelines intend to normalize the Winter session as the only effective session for curriculum proposals. Members discussed the loss of flexibility resulting from no longer having an effective summer session date. It was explained that since the current Calendar does not support midyear updates and the summer schedule is finalized in January, summer effective sessions are unclear for students and impractical as they never appear in the correct version of the Academic Calendar. Summer changes could still occur, but only for the summer of the next Academic Year. J. Iverson clarified that 2025/26 will be a transition year, so proponents are encouraged to submit any Summer 2026 proposals as early as possible in Fall 2025.

**Subcommittee
Adjustments for
2025/26**

As presented by C. Rawn:

C. Rawn discussed upcoming subcommittee adjustments for 2025-26. New members will be invited to join subcommittees, which review and approve proposals prior to them going to the Committee. Due to the large volume of Arts proposals, there has been consideration of splitting up the Arts Subcommittee docket. Final subcommittee membership will be confirmed once Committee membership for 2025/26 is set. Members were reminded to check dates and prepare for quick turnarounds. Special note was made about the Non-Credit Credential Subcommittee as it includes members who are not members of the Committee. Thanks were given to outgoing members, and S. Gopalakrishnan and S. Bredin will take the lead on the next steps.

**Workplan for
2025/26**

As presented by J. Iverson:

J. Iverson reviewed the work plan for the final year of the current triennium. Key projects include reviewing and updating policies V-127, -128, and -129 to align with policy J-126 and revising curriculum forms (such as the two-column proposal form) to better capture information needed for Workday. Plans also include creating new templates for degree and non-degree programs to improve data collection and streamline approval processes.

A member raised an issue about confusion using the two-column form with the Senate Academic Policy Committee's submission process, suggesting better alignment or clearer guidelines. J. Iverson acknowledged this gap, noting that Lindsey Kovacevic, who supports Senate Academic Policy Committee and has curriculum experience, is aware and plans to develop clearer guidelines to address it.

Other Business

None.

Next meeting Monday 22 September 2025 from 1-3 pm in person in IKBLC Chilcotin Boardroom (Rm 256)

Adjournment The meeting adjourned at 2:33 pm.