



**REGULAR MEETING OF THE
BCIT EDUCATION COUNCIL**

**Wednesday, June 3, 2015
SE 40 – Royal Oak Boardroom
2:30 to 4:30 p.m.**

Elected/Appointed Members	
Present:	Absent:
Richard Plett, Chair (Administration)	Kathy Kinloch (BCIT President, non-voting)
Craig Cowan, Vice Chair (Administration)	Mark Overgaard (GEU Instructional)
Jennifer Figner, Vice Chair (Faculty)	Sanesh Iyer (Student Rep)
Bill Dow (Administration)	Spencer Oppal (Student Rep)
Eric Fry (GEU Instructional)	
Anthony Chan (Faculty)	
Chris Wiebe (GEU Instructional)	
Sanjeev Sarwal (GEU Instructional)	
Joanne Atha (GEU Support)	
Vinay Punwani (GEU Support)	
Youdan Zhang (Faculty)	
Ron Stewart (Faculty)	
Robin Hemmingsen (Dean, non-voting)	
Harj Dhaliwal (Administration)	
Debra Williams (Faculty)	
Michael Currie (Faculty)	
Heyden Vargas (SA Student Rep)	
Recorder: Karen Cresswell	

1. CALL TO ORDER	The meeting was called to order at 2:30 pm. Richard welcomed members to the first meeting of the 2015-16 Education Council.
2. Election of EDCO Chair – 2015-16	Richard advised that at the first meeting of the new Council, the first order of business is to elect the Chair of EDCO for the 2015-16 year. Richard introduced Amanda Hill, A/Registrar, to conduct the election. Amanda outlined the process that would be followed for the election. Karen confirmed that quorum has been met. Amanda advised that the nominating committee has named Richard Plett as nominee for the position of Education Council Chair. Richard

	<p>confirmed his acceptance of the nomination.</p> <p>Amanda called twice for further nominations for the Chair position; hearing none, nominations were declared closed. Richard Plett is acclaimed as Chair of Education Council for 2015-16.</p>
<p>3. Election of Vice Chairs for 2015-16</p>	<p>As the newly elected Chair, Richard conducted the election for the two Vice Chair positions for 2015-16. Richard advised that the nominating committee has named Jennifer Figner and Craig Cowan as nominees for the two of Vice Chair positions. Jennifer and Craig confirmed their acceptances of the nomination.</p> <p>Richard called twice for further nominations for the Vice Chair positions; hearing none, nominations were declared closed. Jennifer Figner and Craig Cowan are acclaimed as Vice Chairs of Education Council for 2015-16.</p> <p>Each Vice Chair is responsible for assuming the role of Chair for one of the two Standing Committees. Because the composition of the Programming committee is restricted to faculty, the Chair must also be a faculty member. Vice Chair assignments for the Standing Committees are as follows:</p> <p>Chair of Programming: Jennifer Figner, Faculty, School of Business Chair of Policy: Craig Cowan, Education Administration</p> <p>Congratulations were offered to those elected to Council positions.</p>
<p>4. Roundtable Introductions</p>	<p>A roundtable was held and Council members introduced themselves. New members were welcomed to their first EDCO meeting.</p>
<p>5. Approval of Agenda</p>	<p>The agenda was reviewed.</p> <p>Moved: Eric Fry; Seconded: Chris Wiebe</p> <p>Agenda approved, as distributed.</p>
<p>6. Approval of Minutes</p>	<p>The May 13, 2015 minutes were reviewed.</p> <p>Moved: Richard Plett; Seconded: Michael Currie</p> <p>Minutes approved, as distributed.</p>
<p>7. Reports</p>	
<p>EdCo Chair</p>	<p><u>Richard Plett</u></p> <p>Richard provided an overview of activities that have been accomplished in Education in 2014-15:</p> <ul style="list-style-type: none"> • There was a combined total of 1143 course changes to existing programs and new program development activity over the past year. Richard provided a breakdown of specific activity and an indication of which Schools were involved in the activity. A suggestion was made to consider developing a ‘dashboard’ by program so that Schools and program areas could measure their activity from year to year.

	<ul style="list-style-type: none"> • Richard provided an overview of goals for EDCO in the 2015-16 year: <ul style="list-style-type: none"> ○ A review of roles and responsibilities for EDCO members ○ Creation of a mission statement and mandate for EDCO ○ Creation of a succession plan to ensure continuity for EDCO as an effective governance entity at BCIT ○ Ongoing work with the Board of Governors to establish a strong relationship and cultivate understanding regarding the authority to approve, as identified in the College and Institute Act <p>EDCO members were asked to actively participate in the initiatives and discussions brought before Council, and to bring forward items of concern specific to EDCO business throughout the year.</p> <p>Convocation will take place on June 17, 18 and 19. Richard will represent EDCO at Convocation on June 17th and 18th; Craig will represent EDCO at the June 19th Convocation ceremonies.</p> <p>Richard advised that the motions that are passed at today’s EDCO meeting will be brought forward to the Board with a recommendation for approval at the Board meeting on June 16th.</p>
<p>Institutional Report VP, Academic</p>	<p><u>Bill Dow</u></p> <p>Bill welcomed the new members to Education Council, and extended his appreciation to all Council members for the time and energy that they bring to the table.</p> <p><u>Program Review – 1-year Update:</u></p> <p>Bill explained that one year following completion of a program review the Dean must present a progress report to address the program review recommendations. The reports have been included in the EDCO meeting package. There are four 1-year updates that will be presented; two from the School of Health Sciences; two from the School of Construction and the Environment. Bernice Budz, A/Dean, School of Health Sciences is unavailable today; therefore, two Associate Deans will present on her behalf.</p> <p>B.Sc. in Nursing (SOHS) – Stephanie Howes, Associate Dean Stephanie reported that all recommendations have been met except for items 3 and 4. These will be addressed in the near future.</p> <p>B.Tech. Medical Imaging (SOHS) – Anne Andrew, Associate Dean Anne reported that the degree has undergone substantive updating in the past year. All recommendations are on task, and are either completed or in progress. Development of the Practicum course is still under review.</p> <p>B.Eng. Civil Engineering (SOCE) – Wayne Hand, Dean Wayne reported that they separated the recommendations into short and long term goals. Wayne reviewed each recommendation and</p>

provided an indication of progress.

Adv. Cert. & B.Tech. in Geographical Information Systems (SOCE) – Wayne Hand, Dean

Wayne reported that the majority of recommendations have been competed, and referenced a few recommendations that are ongoing and/or close to being completed.

The Deans and Associate Deans were thanked for providing their reports and for their diligent efforts in working toward meeting program review recommendations.

Program Review – Final Report

At the conclusion of a Program Review, a summary report with recommendations is presented by the VPA to Education Council.

Dipl. Med. Lab Science (CMA Accreditation) (SOHS)

Bill indicated that the review for this program was undertaken in conjunction with their CMA accreditation process. This ‘tandem’ review was helpful to the program as there were only a few additional items that needed to be addressed for the BCIT program review process. A number of recommendations were presented. A representative from the program area addressed Council and indicated that completing the program review in conjunction with the CMA accreditation was a good process.

Program Cancellations

Policy 5405 Program Suspension & Cancellation was approved by the Board in 2014. There are several program cancellations coming forward to EDCO today; some have gone through an expedited process; others a full process. Each of the ‘Recommendation to Cancel’ documents have been included in the meeting package. EDCO’s role is to review each document and approve that Policy 5405 has been followed. At the June 16th Board meeting, EDCO will provide advice to the Board on each recommendation. A motion and vote will take place for each of the following program cancellations.

Adv. Cert. Computed Tomography (full process – 30 day consultation – no responses received)

Moved: Bill Dow; **Seconded:** Chris Wiebe

THAT Education Council verifies that the process for program cancellation, according to Policy 5405, has been followed for the Advanced Certificate in Computed Tomography.

Carried.

Cert. e-Commerce (full process – 30 day consultation – no responses received)

Moved: Bill Dow; **Seconded:** Craig Cowan

THAT Education Council verifies that the process for program cancellation, according to Policy 5405, has been followed for the Certificate in e-Commerce.

	<p>Carried.</p> <p>Adv. Cert. Breast Imaging (expedited process – 7 day consultation – 2 responses received)</p> <p>Moved: Bill Dow; Seconded: Eric Fry</p> <p>THAT Education Council verifies that the process for program cancellation, according to Policy 5405, has been followed for the Advanced Certificate in Breast Imaging.</p> <p>Carried.</p> <p>Assoc. Cert. Biotechnology (expedited process – 7 day consultation – no responses received)</p> <p>Moved: Bill Dow; Seconded: Michael Currie</p> <p>THAT Education Council verifies that the process for program cancellation, according to Policy 5405, has been followed for the Associate Certificate in Biotechnology.</p> <p>Carried.</p> <p>Dipl. Aircraft Maintenance Engineer Category ‘S’ (Structures) (expedited process – 7 day consultation – no responses received)</p> <p>Moved: Bill Dow; Seconded: Vinay Punwani</p> <p>THAT Education Council verifies that the process for program cancellation, according to Policy 5405, has been followed for the Diploma in Aircraft Maintenance Engineer Category ‘S’(Structures).</p> <p>Carried.</p> <p>Industry Partnership Cert. Crime Scene Analysis (expedited process – 7 day consultation – EDCO information only)</p> <p>Because this is an Industry Partnership credential, a motion is not required. Review of the cancellation was approved by the VP Academic office.</p> <p>This is the first time that Program Cancellations have been brought to Education Council to verify that the process, as stipulated in Policy 5405, has been followed.</p>
<p>Students</p>	<p><u>Heyden Vargas</u></p> <p>Heyden reported that with the summer break just starting it has been quiet on the student’s side. The new Student Executive is in place and everyone is excited and motivated for a productive start to the new academic year.</p>
<p>Dean</p>	<p><u>Robin Hemmingsen</u></p> <p>Robin announced that she will be leaving BCIT in June, and thanked members for the opportunity to represent the Deans at the EDCO table. Richard thanked Robin for her contributions, and indicated that her reports on behalf of Deans Council has been informative and beneficial to Council.</p> <p>Robin reported on the following items:</p>

	<ul style="list-style-type: none"> • Jan Unwin from the Ministry of Education will be speaking at BCIT on June 11th. Ms. Unwin will be piloting a project to assist with the process of transitioning students from the K to 12 system to the post-secondary system. The presentation will take place in the Telus theatre at 9am. • Bill Dow has been holding BCIT ‘DNA’ Forums across the institute to speak about the student experience at BCIT. Our goal is to prepare students to hit the ground running upon graduation. • The ‘LEAN’ initiative is gaining ground at BCIT, and those involved with the initiative are looking for projects to work with. • International student numbers continue to increase and the deans are considering best practices to serve their needs, including development of an International service department. • Robin recommended that members sign up to receive newsletters and updates from ‘Academica’. It is an excellent source of news and initiatives related to education.
<p>8. Standing Committee Reports</p>	
<p>Programming Committee</p>	<p><u>Jennifer Figner</u></p> <p>For the benefit of new members, Jennifer provided an overview of the Programming Committee role within the structure of Education Council.</p> <p>Jennifer reported that the committee met on May 20th and reviewed 5 submissions: one major curriculum and program name change; and four new program proposals. All required revisions to the submission documents were satisfactorily completed, and all five submissions will be presented to EDCO with a recommendation for approval.</p> <p>Jennifer provided a detailed overview of each of the following submissions:</p> <p>Major Curriculum Change and Program Name Change – Diploma in Marketing Management (Part-time Studies). School of Business. Program Champion – Ron Kessler</p> <p>Moved: Jennifer Figner; Seconded: Heyden Vargas</p> <p>THAT the Programming committee recommends to Education Council approval of a major curriculum change and a program name change:</p> <p><u>From:</u> Diploma in Marketing Management (part-time studies) <u>To:</u> Diploma in Business Administration</p> <p><u>Discussion:</u> A completed option within the program will be notated on the student’s credential. Completion of subsequent options will be listed on one credential, as opposed to the issuance of multiple credentials for each option completed.</p> <p>Robin and Richard expressed their support for the innovative model</p>

that the program area has developed for this program. The model will ensure rigor while providing flexibility. Kudos were offered to Ron Kessler and Susan Burgess for championing this proposal.

Bill commented that with flexibility there must also be consideration given to clarity. When there are many different opportunities, confusion may result. In promotional materials, Bill encouraged development of a visual or graphic template that clearly identifies the various opportunities to navigate through the program.

Support was given to the program name change; the new name will be more easily recognized in industry which will be beneficial to student graduates.

Carried, with 3 abstentions.

Program Proposals:

Diploma in Residential Interiors. School of Construction and the Environment. Program Champion – Lori Burns

Moved: Jennifer Figner; **Seconded:** Michael Currie

THAT the Programming committee recommends to Education Council approval of a Diploma in Residential Interiors.

Carried.

Associate Certificate in Kitchen and Bath Design. School of Construction and the Environment. Program Champion – Lori Burns

Moved: Jennifer Figner; **Seconded:** Chris Wiebe

THAT the Programming committee recommends to Education Council approval of an Associate Certificate in Kitchen and Bath Design.

Discussion: This program is open to graduates of the Certificate in Interior Design. Discussion took place regarding the opportunities for students to ladder into the Diploma in Residential Interiors. Bill reiterated the importance of ensuring that promotional materials provide a clear, visual representation of pathway(s) through the program.

Carried.

Graduate Certificate in Building Energy Modelling. School of Construction and the Environment. Program Champion – Rodrigo Mora

Moved: Jennifer Figner; **Seconded:** Debra Williams

THAT the Programming committee recommends to Education Council approval of a Graduate Certificate in Building Energy Modelling.

Carried.

Associate Certificate in Agile Development. School of Construction and the Environment. Program Champion – Kevin

	<p>Cudihee Moved: Jennifer Figner; Seconded: Debra Williams THAT the Programming committee recommends to Education Council approval of an Associate Certificate in Agile Development. Carried, with one abstention.</p>
<p>Policy Committee</p>	<p><u>Craig Cowan</u> Craig reported that the Policy committee has not met since the last meeting of EDCO. The ad hoc committee that has been reviewing Policies 5102 – Student Code of Conduct (non-academic), and 5104 – Academic Integrity and Appeals, has met to consider some significant recommendations for change. An overview document has been created and will be presented to the Associate Deans for feedback at the upcoming AD Forum.</p>
<p>9. New Business</p>	<p>Request for Exemption from Policy – Bachelor of Health Science (MRI option). School of Health Sciences. This is the second request for exemption from Policy using the new process. The Exemption Form has been completed with appropriate signatures and is included in the meeting package. Richard provided an overview and rationale for the request. Exemption details: Procedure 5003-PR1 – Admissions Procedure, Section 3.3 Multiple Credentials. The request is to allow a maximum of 65% of the credits for an additional credential to be awarded through previously earned BCIT credits, transfer credits or a combination of the two toward completion of the Bachelor of Health Science degree. Moved: Richard Plett; Seconded: Craig Cowan THAT Education Council approve the request for exemption to Procedure 5003-PR1 – Admissions Procedure, Section 3.3 Multiple Credentials for the Magnetic Resonance Imaging (MRI) or Health Leadership (HLED) option streams of the Bachelor of Health Science program to allow a maximum of 65% of the credits for an additional credential to be awarded. Carried. 2015-16 Program Approval Timeline The Board of Governors meeting dates for 2015-16 were recently provided to Education Council. Because the EDCO and Standing committee meetings are scheduled to precede Board meetings, we have been delayed in finalizing the 2015-16 Program Approval Timeline document. The document is now complete and has been included in the meeting package. Moved: Richard Plett; Seconded: Ron Stewart THAT Education Council approves the 2015-16 Approval Timeline document for implementation and scheduling.</p>

	Carried.
10. Any Other Business	No other business was brought forward.
11. Adjournment	Moved: Joanne Atha Meeting adjourned at 4:05 pm.
Next meeting	September 30, 2015 SE40 – Royal Oak Boardroom 2:30 – 4:30 pm