

# Meeting Minutes

## Education Council

**Date:** June 1, 2016

**Time:** 2:30-4:30 p.m.

**Meeting location:** Townsquare D

**Members in Attendance:** Jennifer Figner, Chair; Chris Wiebe, Vice Chair; Craig Cowan, Vice Chair; Andrea Matthews; Angie Chan; Anita Shen; Anthony Chan; Harj Dhaliwal; Michael Currie; Richard Plett; Tom Roemer (arrived at 3:15); Vinay Punwani

**Official Guests in Attendance:** Dawna Mackay, Robyn Lougheed, Tracy Wang

**Regrets:** Eric Fry; Dominic Terrado; Joanne Atha; Kathy Kinloch; Mark Overgaard; Mitra Zamani-Rad; Ron Stewart; Sanesh Iyer; Sanjeev Sarwal; Kory Wilson

**Recorder:** Joanne Schaap

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1. The meeting was called to order at 2:34 by Richard Plett, who asked the Registrar to conduct the election for the position of the Chair of Council.
2. Election of Education Council Chair for 2016-17  
The Registrar, Dawna Mackay, explained the process for conducting the election for the position of Chair of Council. Quorum was confirmed. Dawna noted that the nominating committee brought forward the name of Jennifer Figner for the position of EdCo Chair. Jennifer confirmed her acceptance of the nomination. Dawna called twice for any additional nominations. There were none, and nominations were declared closed. Jennifer was acclaimed as Chair of Education Council for 2016-17.
3. Election of Education Council Vice Chairs for 2016-17  
As the newly elected Chair, Jennifer conducted the election for the two Vice Chair positions for 2016-17. Jennifer advised that the nominating committee has named Chris Wiebe and Craig Cowan as nominees for the two positions of Vice Chairs. Chris and Craig confirmed their acceptances of the nominations. Jennifer called twice for further nominations for the Vice Chair positions; hearing none, nominations were declared closed. Chris Wiebe and Craig Cowan were acclaimed as Vice Chairs of Education Council for 2016-17.

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:

Chair of Programming: Chris Wiebe, Faculty, School of Energy

Chair of Policy: Craig Cowan, Education Administration

Congratulations were offered to those elected to Council positions.

4. Roundtable of Introductions  
A roundtable of introductions was held. New members were welcomed to their first EdCo meeting. Official Guests were welcomed to the table and given special recognition.

5. Approval of Agenda  
The agenda was reviewed.  
MOTION: It was moved by Richard Plett and seconded by Craig Cowan and carried that the agenda be approved.

6. Approval of Education Council Meeting Minutes  
The Minutes were reviewed.  
MOTION: It was moved by Chris Wiebe and seconded by Richard Plett and carried that the Minutes of May 4, 2016 be approved.

7. Reports  
7.1 Report from the Chair  
Jennifer welcomed council members and guests to start of the new year for Education Council. She noted that in the initial election for student representatives on EdCo, Mitra Zamini-Rad had been acclaimed. A by-election was held for additional student representatives, and Sanesh Iyer and Anita Shen were the successful candidates. Sanesh was on Council last year and is returning this year. Vinay Punwani, GEU Support, is moving on from BCIT. A word of thanks was extended to him for his work, and a certificate of appreciation was presented. A by-election will be held in the fall to fill his position.

All EdCo members are required to participate in at least one standing committee. Joanne will verify with council members as to which committee they would like to participate on. The Programming Committee is composed of faculty members only, and additional resource members as required. The Policy Committee needs to have at least 5 members, and at least one of each of the following groups: student, BCGEU faculty, FSA faculty, administration, and support staff. The Executive Committee consists of the EdCo Chair; the Vice Chairs; the past chair of EdCo; the President of BCIT; the VP Academic; and up to four members at large; and the Registrar.

Jennifer thanked the members in advance for the work they would be doing in the coming year. Sitting on EdCo is a volunteer position but regular attendance is important. There is a provision in the Bylaws that if someone fails to attend three meetings of Council within a year, without approval of the Chair, the seat is considered vacant (see Bylaws Section 1.2C.)

Jennifer attended the Board of Governors meeting on May 26, 2016. The Board approved the request for the program for a Diploma in Computer Systems Technology (International – People’s Republic of China – Dongguan Polytechnic.) They also approved the cancellation of an Advanced Certificate in Occupational Health Nursing Specialty.

#### 7.2 Institutional Report, VP Academic, Tom Roemer

##### a. Program Review – Final Report

Diploma & Bachelor of Technology in Geomatics, School of Construction and Environment  
Dave Rutherford, faculty representative, spoke to the Final Report of the program review for the Diploma and Bachelor of Technology in Geomatics. As a review had not been done in 15 years, it was a good opportunity to make changes with new technology and a curriculum review.

##### b. Program Review – One-Year Status Report

Diploma in Medical Laboratory Science, School of Health Sciences  
Lisa Chu, Associate Dean for Laboratory and Allied Health Programs spoke to the one-year status report. Many of the recommendations from the Final Report are outstanding, and the Associate Dean requested an opportunity to report back to Education Council in one-year’s time. Jennifer indicated they would be welcomed to do so.

c. Other Items

Tom reported that he recently attended the Polytechnics Conference and Colleges and Institutes Canada Conference. Many colleges have taken the philosophy that EdCo is the framework for educational quality and integrity. EdCo has a distinct role at convocations at some of the colleges, where it is noted that credentials are issued by both the Board of Governors and Education Council. As BCIT strives to define its distinctiveness, Education Council's input and support will be sought.

7.3 Report from Students

There was no report from the students.

8. Report from Standing Committees

8.1 Programming Committee – Chris Wiebe

Chris reported that the Programming committee met on May 18, 2016 and reviewed seven submissions. Chris provided an overview of each of the following submissions:

a. Major Curriculum Change

i. Bachelor of Science in Nursing, School of Health Sciences

Chris highlighted some of the changes in the program. The curriculum is being redesigned to integrate a spiralled, concept-based program delivery, with a change in program structure to three 14-week terms each year for three years. BSN program credits will be reduced from 154 to 140. He noted that this was one of the most comprehensive proposals that he has seen.

MOTION:

It was moved by Chris Wiebe and seconded by Michael Currie that the proposal for a major curriculum change in the Bachelor of Science in Nursing program be approved. There were no questions from the floor.

The motion was carried with one abstention.

ii. Bachelor of Technology in Accounting, School of Business

This proposal includes a name change from Bachelor of Technology in Accounting to Bachelor of Accounting and a major curriculum change. It is a degree completion program which will be offered on both a part-time and a full-time basis.

MOTION:

It was moved by Chris Wiebe and seconded by Richard Plett that the proposal for a name change from Bachelor of Technology in Accounting to Bachelor of Accounting and Major Curriculum Change be approved. Questions were taken from the floor.

The motion was carried with two abstentions.

iii. Diploma in Airline and Flight Operations Commercial Pilot creating two options: Fixed Wing Option, and Rotary Wing Option, School of Transportation

The current Diploma in Airline and Flight Operations – Commercial Pilot program is focused on fixed-wing aircraft and this major change proposal will define and create two options: a Fixed-Wing Option and add a Rotary-Wing Option for students wishing to enter the commercial helicopter industry. The existing program courses remain unchanged and will become the Fixed-Wing Option, and a new Rotary-Wing Option will be added.

MOTION:

It was moved by Chris Wiebe and seconded by Harj Dhaliwal that the proposal for a major curriculum change: Diploma in Airline and Flight Operations – Commercial Pilot creating two options: Fixed Wing Option, and Rotary Wing Option, be approved. Questions were taken from the floor.  
The motion was carried with one abstention.

b. Program Proposal

- i. Diploma in Airport Operations (International – People’s Republic of China, Three Gorges Polytechnic University), School of Transportation

The proposed international program is intended to train students in China in aviation safety and security, aviation/airport airside and terminal operations, regulatory requirements, and business management. They will receive both a BCIT and International diploma.

MOTION:

It was moved by Chris Wiebe and seconded by Vinay Punwani that the program proposal for a Diploma in Airport Operations (International – People’s Republic of China, Three Gorges Polytechnic University) be approved. Questions were taken from the floor.

The motion was carried with one abstention.

- ii. Advanced Certificate in Building Controls and Energy Management, School of Construction and the Environment

In partnership with industry, the School of Construction and the Environment has identified a need for education about controls, building automation and energy management as a combined field. A needs assessment confirmed that industry requires skilled practitioners who have expertise in the advanced design, use, and recommissioning of controls systems to manage energy at the building level.

MOTION:

It was moved by Chris Wiebe and seconded by Anthony Chan that the proposal for an Advanced Certificate in Building Controls and Energy Management be approved. Questions were taken from the floor.

The motion was carried.

- iii. Advanced Certificate in Geographical Information Systems, School of Construction and the Environment

This 7 course, 24 credit program will be delivered entirely online through Part-Time Studies. The aim of the Advanced Certificate in GIS is to fill the gap created by the growing need for GIS skills across government and the private sector, by providing an avenue for working professionals to acquire GIS skills to apply to their profession.

MOTION:

It was moved by Chris Wiebe and seconded by Anthony Chan that the proposal for an Advanced Certificate in Geographical Information Systems be approved. Questions were taken from the floor.

The motion was carried.

- iv. Advanced Certificate in Renewable Energy Electrical Systems Installation and Maintenance, School of Construction and the Environment

The Advanced Certificate in Renewable Energy Electrical Systems Installation and Maintenance will be a 24 credit program that will build upon the knowledge and skills

evolved during an electrician apprenticeship or an electrical engineering practitioner's practical training and experience, and will be offered in a part-time studies format. Prior to entry into the program, students will already be established as electricians or electrical engineering practitioners with Canadian Electrical Code training.

MOTION:

It was moved by Chris Wiebe and seconded by Richard Plett that the proposal for an Advanced Certificate in Renewable Energy Electrical Systems Installation and Maintenance be approved. Questions were taken from the floor.  
The motion was carried.

## 8.2 Policy Committee – Craig Cowan

- a. Updates to Policy and Procedure 5401-PR1 Program Development and Change  
There are several updates needed to Policy 5401 and Procedure 5401-PR1, partly arising from new requirements from the Ministry of Advanced Education (AVED) and the Ministry of Health, and partly arising from ongoing refinements in BCIT practices. They came forward from the Academic Planning and Quality Assurance office. There will be further changes coming forward in the fall.

As the revisions to Policy 5401 are negligible, Tom Roemer has indicated that they are minor enough to not warrant approval by the Board of Governors; rather, they can be approved by Education Council. He is invoking the clause under Procedure 1000 where it says: *Minor changes or corrections to wording that do not change the meaning or intent of the policy do not require approval by the Approving Body. The relevant Vice President decides what constitutes a minor change.*

MOTION:

It was moved by Craig Cowan and seconded by Michael Currie that the revisions to Policy 5401 Program Development and Change and Procedure 5401-PR1 Program Development and Change Processes be approved as presented.  
The motion was carried with one abstention.

MOTION:

It was moved by Craig Cowan and seconded by Michael Currie that the updates to Procedure 5401-PR1 Program Development and Change Processes be approved as presented.  
The motion was carried with one abstention.

- b. Procedure 5403-PR2 Course Outline Names  
Revisions to Procedure 5403-PR2 Course Outline Names are needed since the current system is very prescribed according to course and credential level, and does not always reflect the rigor of courses as recognized by peer institutions. Proposed revisions to the course numbering procedure provide greater flexibility to include courses of appropriate rigor in various credential types.

MOTION:

It was moved by Craig Cowan and seconded by Vinay Punwani that the proposed revisions to Procedure 5403-PR2 Course Outline Names be approved.  
The motion was carried with one abstention.

## 9. New Business

There was no new business.

## 10. Any Other Business

Tom Roemer gave a few words of thanks to Richard Plett for his work as Chair of Education Council for

the past three years. He will be staying on EdCo for one more year as a representative of Administration. Dawna Mackay and Tracy Wang expressed their appreciation for his work as well. Barry Hogan also thanked him and noted that it is beneficial to get new people in the positions of Chair and Vice Chairs on a rotating basis, as each person brings their own strengths.

11. Next Meeting Date  
Sept. 28, 2016 2:30-4:30, Royal Oak Boardroom
12. Adjournment  
The meeting adjourned at 3:55.