

# MEETING AGENDA

## BOARD OF GOVERNORS – OPEN

Tuesday December 7, 2021, 1:00 p.m. to 2:00 p.m.

- TLCF: 778.907.2071; Mtg ID: 616 0298 7825; Pwd: 877478
- <https://bcit.zoom.us/j/61602987825?pwd=Vk1DVHplcmFSc0FsdUVhME1tMGkwZz09&from=addon>

### Board:

Dan Reader, Chair  
Kevin Adlparvar  
Catherine Boivie  
Marcia Braundy  
Bob Enns  
Anne Harvey  
Marilyn Mauritz  
Scott McAlpine  
Stewart McGillivray  
Jeff Musialek  
Balwant Sanghera  
Meredith Sargent  
Judy Shandler  
Ryan Tones

### In Attendance:

Lisa Collins, VP, Students  
Raimonda De Zen, Dir., Enterprise Risk & Internal Audit  
Ana Lopez, VP, Human Resources & People Development  
Paul McCullough, VP, Advancement  
Trish Pেকেles, CFO & VP, Finance & Corporate Services  
Tom Roemer, VP, Academic  
Barbara Kader, EA, Governance

### Regrets:

Karin Hunt, Board Member

### Ex-Officio:

Jennifer Figner, EdCo Chair  
Kathy Kinloch, President

*BCIT acknowledges that its campuses are located on unceded Indigenous land belonging to the Coast Salish Peoples, including the territories of the xʷməθkʷəy̅əm (Musqueam), Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) and Skwxwú7mesh (Squamish) Nations.*

	Issue		Presenter	Material	Action	Pg
1.	<b>Call to Order and Welcome</b>	1:00	Chair	-	-	-
2.	<b>Consent Agenda</b> <i>(subject to request for discussion)</i>	1:02	Chair	-	Approval	3
	2.1 Adopt Agenda					4
3.	<b>President's Comments</b>	1:05	K. Kinloch	Verbal Information Note	Information “ ”	9
	3.1 President's Activities					10
	3.2 Institute Report					

	<b>Education Council</b>	1:15				
	4.1 Education Council Chair Update		J. Figner	Information Note	Information	16
	4.2 Program and Development Change process, Procedure #5401-PR2			Decision Notes	Approvals	17
	4.3 Syllabus and Course Outline, Policy #5403; Syllabus and Course Outline Development, Change, and Archiving, Procedure #5403-PR1; Course Names, Procedure #5403-PR2					57
4.	4.4 Emeritus Faculty, Policy #5505					91
	4.5 Notice of Intent: Bachelor of Creative Industries					95
	4.6 Notice of Intent: Master of Management					103
	4.7 Program Cancellation – Global Business Studies Certificate					113
	4.8 Program Cancellation – Associate Certificate Mobile App Tools					119
	4.9 Program Cancellation – Certificate in Automotive Refinishing Technician Foundation					129
5.	<b>Governance Committee Update</b>	1:45	M. Sargent	Verbal	Information	138
	<b>Student Governors</b>	1:50				
6.	6.1 Student Association President's Update		K. Adlparvar	Information Note	Information	139
	6.2 Student Representative's Update		S. McGillivray	Verbal	“ “	-
7.	<b>Conclusion</b>	2:00	Chair	-	-	141
8.	<b>Information Only</b>	-				
	8.1 Next Meetings		-	-	-	141

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# MEETING MINUTES

## BOARD OF GOVERNORS - OPEN

Tuesday December 7, 2021, 1:00 p.m. to 2:00 p.m.

### Board:

Dan Reader, Chair  
 Kevin Adlparvar  
 Catherine Boivie  
 Marcia Braundy  
 Bob Enns  
 Anne Harvey, Vice Chair  
 Karin Hunt  
 Marilyn Loewen Mauritz  
 Scott McAlpine  
 Stewart McGillivray  
 Jeff Musialek  
 Balwant Sanghera  
 Meredith Sargent  
 Judy Shandler

### In Attendance:

Lisa Collins, VP, Students  
 Roy Hart, CIO  
 Cynthia Petrie, Assoc. Dir. Stakeholder Relations  
 Tom Roemer, VP, Academic  
 Barbara Kader, EA Governance

### Regrets:

Catherine Boivie, Board Member  
 Karin Hunt, Board Member  
 Ryan Tones, Board Member

### Ex-Officio:

Jennifer Figner, EdCo Chair  
 Kathy Kinloch, President

A quorum was present.

### 1.0 Call to Order and Welcome

### 2.0 Consent Agenda

*Distributed material: Agenda and Minutes*

Received and approved as previously circulated.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the consent agenda for December 7, 2021.

### 2.1 Adopt Agenda December 7, 2021

### 2.2 Minutes October 5, 2021

### 3.0 President's Comments

*Distributed material: Information Note*

### 3.1 President's Activities

*Distributed material: Information Note*

Received and approved as previously circulated. The President reported that BCIT continues to take part in various post-secondary national forums, and that fund raising for the INSPIRE Campaign continues.

Management answered questions regarding a Town Hall meeting on December 8, 2021 with Dr. Bonnie Henry which includes students and administrative staff, and reported that the invitation was sent to recipients directly from the Ministry of Advanced Education and Skills Training (AEST) for which the link will be shared from the Director, Safety, Security and Emergency Management to the broader BCIT community when available.

### 3.2 Institute Report

*Distributed material: Information Note*

Received and approved as previously circulated. The President and Vice President, Academic answered questions regarding the Annacis Island Campus values, vision and mission. Each school has their own set of statements which align with the broader BCIT statement.

## 4.0 Education Council

### 4.1 Education Council Chair Update

*Distributed material: Information Note*

Received as previously circulated.

### 4.2 Program and Development Change Process, Procedure #5401-PR2

*Distributed material: Decision Note*

Received and approved as previously circulated.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board approve revisions to Program and Development Change Process, Procedure #5401-PR2.

### 4.3 Syllabus and Course Outline, Policy #5403; Syllabus and Course Outline Development, Change, and Archiving, Procedure #5403-PR1; Course Names, Procedure #5403-PR2

*Distributed material: Decision Note*

Received and approved as previously circulated.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the Syllabus and Course Outline, Policy #5403; Syllabus and Course Outline Development, Change, and Archiving, Procedure #5403-PR1; Course Names, Procedure #5403-PR2.

### 4.4 Emeritus Faculty, Policy #5505

*Distributed material: Decision Note*

Received and approved as previously circulated.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve the Emeritus Faculty, Policy #5505.

**4.5 Notice of Intent: Bachelor of Creative Industries**  
*Distributed material: Decision Note*

Received and approved as previously circulated. The EdCo Chair reported that Notices of Intent are items that are brought forward from the schools with an initial concept of a new program. Input and feedback for the new program is collected from various groups within the BCIT community before developing the full program proposal. NOI's do not come forward to the Board of Governors for approval, but only to Education Council for review and input. However, where the proposed programs are at the degree level or above, process and Ministry requirements are to obtain Board approval to NOIs.

Management answered questions relating to the anticipated intake of 20 to 25 students over the next three years which will be confirmed in the business case proposal.

Management answered questions relating to international student enrolment. Positive recovery of international student numbers is expected and full-time international enrolment remains strong.

Next steps for the NOI process were explained.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve Notice of Intent: Bachelor of Creative Industries.

**4.6 Notice of Intent: Master of Management**  
*Distributed material: Decision Note*

Received and approved as previously circulated. The EdCo Chair reported that program titles may change when creating the program business case. Management answered questions regarding how a BCIT Masters of Management program be better at handling disruptive changes compared to other institutes. The program will be designed and delivered with ongoing industry involvement supporting its applied and responsive approach.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve Notice of Intent: Master of Management.

**4.7 Program Cancellation – Global Business Studies Certificate**  
*Distributed material: Decision Note*

Received and approved as previously circulated. The EdCo Chair reported that students currently enrolled in the program have been advised of the cancellation and have been offered an alternative to complete the program.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve Program Cancellation – Global Business Studies Certificate.

**4.8 Program Cancellation – Associate Certificate Mobile App Tools**

*Distributed material: Decision Note*

Received and approved as previously circulated. Management answered questions regarding the frequency of program review specific to part-time study programs.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve Program Cancellation – Associate Certificate Mobile App Tools.

**4.9 Program Cancellation – Certificate in Automotive Refinishing Technician Foundation**

*Distributed material: Decision Note*

Received and approved as previously circulated.

**IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT** the Board of Governors approve Program Cancellation – Certificate in Automotive Refinishing Technician Foundation.

**5.0 Governance Committee Update**

The Committee Chair reported that at their meeting held on November 23, 2021, the Committee approved the Education Council decision notes presented to the Board of Governors, and review the Institutional Policy Development Process which will be reviewed annually by the Committee. The Committee also approved the recommendation of Marilyn Mauritz joining the Audit and Finance Committee after their scheduled meeting.

**6.0 Student Governors**

**6.1 Student Association (SA) President's Update**

*Distributed material: Information Note*

Received as previously circulated. The SA President answered questions regarding student club activity. Virtual events are ongoing, in person events will hopefully be returning in the new year.

**6.2 Student Representative's Update**

The Student Representative reported that he will be attending the Town Hall meeting with guest Dr. Bonnie Henry on December 8, 2021.

**7.0 Conclusion**

The meeting ended at 2:08 p.m.

**8.0 Information Only**

**8.1 Next Meetings**

*Distributed material: List of Meetings*

**9.0 Other Business**

- 9.1** The President announced the resignation of Mr. Roy Hart (CIO) effective January 7, 2022.



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Dan Reader, Chair

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