**REGULAR MEETING OF THE
BCIT EDUCATION COUNCIL**

**Wednesday, January 28, 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)	Spencer Oppal (Student Rep)
Jennifer Figner, Vice Chair (Faculty)	
Eric Fry (GEU Instructional)	
Patricia Bretschneider (GEU Support)	
Chris Wiebe (GEU Instructional)	
Sanjeev Sarwal (GEU Instructional)	
Mark Overgaard (GEU Instructional)	
Bill Dow (Administration)	
Robin Hemmingsen (Dean, non-voting)	
Joanne Atha (GEU Support)	
John Jenness (Faculty)	
Harj Dhaliwal (Administration)	
Jonathan Chiu (Faculty)	
Debra Williams (Faculty)	
Michael Currie (Faculty)	
Youdan Zhang (Faculty)	
Joseph Prophet (SA Student Rep)	
Jenny Chen (Student Rep)	
Andrew Reid (Student Rep)	
Recorder: Karen Cresswell	

1.	**CALL TO ORDER**	The meeting was called to order at 2:30 pm.
2.	**Approval of Agenda**	The agenda was reviewed and approved, as distributed.
3.	**Approval of Minutes**	The minutes were reviewed and approved, as distributed.

4. Reports	
EdCo Chair	*Richard Plett* The Academic Freedom Policy was approved by the Board on November 25, 2014. The review and approval process was expedited and the Policy has been uploaded to the WEB. The process was managed collaboratively and efficiently. Richard expressed his appreciation to all individuals involved in the development and approval process, and the efficient manner that the approved Policy was uploaded to the WEB and communicated to the community. Richard discussed the current communication processes that are used to disseminate EDCO business and activity to the BCIT community. The LOOP is the current communication tool available, and EDCO business is published in the weekly LOOP Newsletter. Invitation to an EDCO Policy Town Hall meeting held in October was included in the newsletter; however, participation from the BCIT community was poor. To improve communication, Richard suggested that EDCO members may wish to distribute approved EDCO minutes to individuals within their constituency groups. Only approved minutes from EDCO meetings should be shared; not those from Standing Committee meetings. EDCO Executive has recommended documenting the roles and responsibilities of EDCO members. Currently only the Chair and Vice Chair positions have specific duties and responsibilities documented. Richard asked members to provide recommendations regarding EDCO member duties and responsibilities. Richard advised that several EDCO constituency seats will become vacant on May 31st, and an election to fill those seats will take place in April. Richard identified election dates that have been confirmed by the Registrar's Office, and listed the constituencies that will be up for election. Richard encouraged currently elected members to consider running for a subsequent term of office. Richard identified that the EDCO Year-End Luncheon date has been scheduled for Thursday, May 14, 2015.
Institutional Report **Vice President, Education, Research and International**	*Bill Dow* Bill reported on the following items: Program Review Final Reports to Education Council: Advanced Certificate and Bachelor of Technology in Forensic Investigation (School of Computing and Academic Studies) • The Forensic Investigation program area conducted the review of its program including the Computer Crime, Crime and Intelligence Analysis, and Forensic Science Options. They identified 13 recommendations in their Self-study Report, which were validated by the External Review Team and have been accepted and approved.

	• The recommendations are outlined in the Program Review report to Education Council.
	Bachelor of Technology in Technology Management (School of Transportation)
	• The Technology Management program area conducted the review of its Bachelor of Technology program. They identified 19 recommendations in their Self-study Report, which were validated by the External Team and have been accepted and approved.
	• The recommendations are outlined in the Program Review report to Education Council.
	Richard introduced Terry Suen, Program Head for the BTech in Technology Management. Terry indicated to Council that the program review was a worthwhile exercise, and that it requires a significant time commitment. Throughout the process the program area received valuable suggestions that will serve the program well. The data that was gathered will be particularly useful to individuals involved with the program as it moves forward.
	Concept Papers:
	Marine Fitter Apprenticeship (School of Construction and the Environment)
	Construction Craft Worker Apprenticeship (School of Construction and the Environment)
	Bill provided a detailed overview of each of the Concept papers. Submission details are provided in the report from the VP Academic which is included in the EDCO meeting package.
	The VP Academic office has reviewed both Concept papers, and they have been approved for implementation.
Students	*Joseph Prophet*
	Joseph advised that the program summary reporting process is underway. The Set Reps have scheduled meetings with their Program Heads, and will be identifying feedback gathered from students regarding strengths and weaknesses associated with their respective programs. The process will assist students and program areas to identify and share information in a constructive way, and to encourage better communication.
	The Student Association is working to refine systems that will improve communication with students. Information associated with Education Council, (for example Town Hall meetings details) should be shared with BCIT students. The SA is considering how to best relay information without overloading the students.
Dean	*Robin Hemmingsen*
	Robin reported on the following items:

	Programming: • A process has been formalized regarding how Statements of Completion (SOC) are managed. Requests for permission to offer SOC's will go through the School Quality Committees (at the Dean's discretion), the Dean, and the VPA Office before they are launched. This only applies to the SOC's that will be advertised on the BCIT website. Going forward, Concept papers for new programs will also go through the Deans' Council. • ABE and ESL courses that were previously offered for free will now be assessed a course fee. This requirement has been initiated by the Government. • BCIT is undergoing 'Respect in the Workplace' training. All BCIT employees will be required to participate in the training. • A Privacy review is underway to investigate alleged misuse of A00 numbers. • The deans are currently reviewing various business models associated with strategic enrolment management. Space: • A Space Management committee is active at BCIT. The deans provide input to ensure that academic issues are considered in the planning process. Funding: • Government funding is available for applied research. Western Diversification funding is one such opportunity; another is SSHRC (Social Sciences and Humanities Research Council) which is available to colleges. Other funding envelope opportunities exist as well that may be accessed by BCIT. ARLO is available to assist individuals or program areas apply for grant funding.
5. Standing Committee Reports	
Programming Committee	*Jennifer Figner* Jennifer reported that the Programming committee met on December 3, 2014 and reviewed 3 submissions. All of the submissions will be presented to EDCO today with a recommendation for approval. Jennifer provided a comprehensive overview of each submission. Concept Paper: **Associate Certificate in Agile Development** **School of Computing and Academic Studies** **Dean Hildebrand, Associate Dean. Kevin Cudihee, Program Champion** **Moved:** Jennifer Figner; **Seconded:** Joseph Prophet **THAT** the Programming committee recommends to Education Council approval of a Concept paper for an Associate Certificate in

	Agile Management.
	Carried, with one abstention.
	<u>Major Changes to Existing Programs:</u>
	Certificate in Digital Animation **School of Business** **Randy Singer, Associate Dean. Ramin Shadmehr, Program** **Champion**
	Moved: Jennifer Figner; **Seconded:** Chris Wiebe
	THAT the Programming committee recommends to Education Council approval of a program name change:
	<u>From:</u> Certificate in Digital Animation <u>To:</u> Certificate in 3D Modelling, Art and Animation
	Carried, with one abstention.
	Diploma in Graphic Communications Technology **School of Business** **Randy Singer, Associate Dean. Wayne Collins, Program** **Champion**
	Moved: Jennifer Figner; **Seconded:** Harj Dhaliwal
	THAT the Programming committee recommends to Education Council approval of a major curriculum change, and a program name change:
	<u>From:</u> Graphic Communications Technology <u>To:</u> Graphic Communications Technology Management
	<u>Discussion:</u> It was confirmed that the proposed program changes will not impact previous program graduates. The program is primarily offered as workplace training, and students who have graduated are adapting to the new technology in the workplace.
	Carried.
Policy Committee	<u>*Craig Cowan*</u>
	Craig reported that the Policy committee continues to work on revisions to Policy 5102 – Student Code of Conduct (Non-Academic), and Policy 5104 – Academic Integrity and Appeals. Craig advised Council members that any recommendations from the BCIT community regarding issues related to these policies should be sent directly to Craig for consideration by the Policy committee.
	Recommended revisions to Procedure 5401-PR2 – Requesting Exemption from Education Policies:
	The Procedure is affiliated with Policy 5401 – Program Development and Change. Craig indicated that the new Procedure was approved in June 2014. Since it has been implement there have been several requests for exemption from Education Policy from various areas of the institute that do not match the intent of the Procedure. A decision was made to review wording in the Procedure, and to consider

	revisions that would clarify the intent of the Procedure and provide examples of an appropriate request. Craig referred to the Procedure included in the meeting package and reviewed the various revisions proposed by the Policy committee. **Moved:** Craig Cowan; **Seconded:** Jonathan Chiu **THAT** the Policy committee recommends to Education Council approval of the revisions to Procedure 5401-PR1 – Requesting Exemption from Education Policies. <u>Discussion:</u> It was clarified that Education Council is the approval body that reviews and approves these requests. Request forms will be submitted directly to EDCO. **Carried, with one abstention.**
6. New Business	There is no new business.
7. Any Other Business	No other business was brought forward.
8. Adjournment	**Moved:** John Jenness Meeting adjourned at 3:15 pm.
Next meeting	**Wednesday, March 11, 2015** **Royal Oak Boardroom SE 40** **2:30 – 4:30 pm**