



**REGULAR MEETING OF THE
BCIT EDUCATION COUNCIL**

**Wednesday, November 5, 2014
SE 40 – Royal Oak Boardroom
2:30 to 4:30 p.m.**

Elected/Appointed Members	
Present:	Absent:
Richard Plett, Chair (Administration)	Mark Overgaard (GEU Instructional)
Craig Cowan, Vice Chair (Administration)	Bill Dow (Administration)
Jennifer Figner, Vice Chair (Faculty)	Kathy Kinloch (BCIT President, non-voting)
Eric Fry (GEU Instructional)	Robin Hemmingsen (Dean, non-voting)
Patricia Bretschneider (GEU Support)	
Chris Wiebe (GEU Instructional)	
Sanjeev Sarwal (GEU Instructional)	
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)	
Spencer Oppal (Student Rep)	
Recorder: Karen Cresswell	

1. CALL TO ORDER	<p>The meeting was called to order at 2:30 pm.</p> <p>Richard welcomed new member Joseph Prophet. Joseph holds one of four student representative seats on Council. Joseph replaces Evan Findlay who is unable to attend EDCO and Standing committee meetings. A round table was held and all members introduced themselves.</p> <p>Richard recognized and congratulated student representative Andrew Reid. Andrew is the recipient of an award that was presented at the Awards banquet held earlier in the day.</p>
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2. Approval of Agenda	<p>The agenda was reviewed. Moved: Richard Plett; Seconded: Andrew Reid Agenda adopted.</p>
3. Approval of Minutes	<p>The minutes from the October 1, 2014 meeting were reviewed. Moved: Richard Plett; Seconded: Craig Cowan Minutes adopted.</p>
4. Business Arising from the Minutes	<p>There is no business arising from the minutes.</p>
5. Reports	
EdCo Chair	<p><u>Richard Plett</u> Richard reported on the following items:</p> <ul style="list-style-type: none"> • Representing Education Council, Richard attended the Student Awards ceremony for the Schools of Business, Construction and the Environment, and Health Sciences. • On October 18th Richard attended a bi-annual meeting of the Academic Governance Committee (AGC). The AGC is comprised of EDCO chairs from BC post-secondary institutions. Other institutions struggle with filling and maintaining seats on their Councils. Many institutions experience a lack of support from senior administration and from their boards. Richard expressed his gratitude to past EDCO chairs and members who have worked hard to make EDCO at BCIT a respected and effective governing body, and one that is admired amongst other post-secondary institutions. • Richard provided an overview of the work undertaken and completed by Council and Standing committees in 2013-14. Richard acknowledged the significant amount of work that was actioned by Council last year, and he expressed his appreciation to EDCO members for devoting their time and dedication to ensure educational quality at BCIT. • Richard recently attended a meeting with the Associate Deans. One item discussed was a recently approved revision to Procedure 5003-PR1 regarding completion of multiple options within a program. An Associate Dean complimented EDCO for the efficient and responsive action taken to modify the Procedure. The value and efforts of EDCO are being recognized. • Richard represents EDCO on the Board Governance committee. At a recent meeting, Richard presented the draft Academic Freedom policy to the committee for a first reading. • Richard presented the Concept paper for a Bachelor of Applied Science in Building Science to the Board at their meeting in October. The Concept paper was approved and development of

<p>Institutional Report Vice President, Education, Research and International</p>	<p>the program proposal can proceed.</p> <p><i>Bill Dow</i></p> <p>Bill was not able to attend the meeting; however, he has prepared a report for EDCO. Bill offered his regrets for being unable to attend the meeting and thanked EDCO members for their continued participation and commitment to quality education at BCIT.</p> <p>Mobile Crane Operator program</p> <ul style="list-style-type: none"> • A new apprenticeship offering, and as ITA has established the learning outcomes and we are contracted to deliver their program, this does not proceed through an EDCO review or approval process. It does however require the VPA Office to review and approve. • The Steel Trades department in the School of Construction and the Environment is proposing to offer apprenticeship training for Mobile Crane Operator – Hydraulic 80 Tonnes and Under, and will be based upon the ITA Apprenticeship Guidelines. • The purpose of this program is to provide Crane Common Core Level 1 and Hydraulic 80 Tonnes and Under Level 2 training to existing non-credentialed crane operators and new crane operators. This program is in response to the Industry’s need for Qualified Crane Operators as a result of a change in regulation that requires all crane operators in British Columbia to have the appropriate crane type credential issued by the ITA or Fulford CraneSafe. • The government posted information at the LNG conference that 4000 crane operators would be required by year 2018 and crane operators are one of the top ten in-demand careers for the LNG sector. • Until now, there are only three training providers in the province of British Columbia: the College of New Caledonia, Eagle West Crane Academy and the International Union of Operating Engineers (IUOE) Local 115 Training Association. BCIT, in a shared agreement and in conjunction with CNC, has developed a complete set of curriculum for the program that includes daily lesson plans, resource material, practical activities and assessments. • This program can be run in conjunction with existing trades training in building NE 12 and the NE 12 yard which use our mobile cranes (a 40 tonne hydraulic crane and 10-tonne crane) by means of efficient scheduling and modification to class times. This facility has all the equipment necessary (classroom, rigging, and cranes) to operate and deliver the program. <p>Program Review of the Diploma in Aviation Maintenance Engineer Category E/B2.</p> <ul style="list-style-type: none"> • Recommendations strongly support a major change to the Diploma
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	<p>in Aviation Maintenance Engineer Category E/B2 to:</p> <ul style="list-style-type: none"> ○ Change the name of the program to “Diploma in Aviation Maintenance Technician – Avionics” ○ Integrate all relevant curriculum outcomes from the Electronics Technician Common Core (ETCC) into the newly named program (ETCC was previously a prerequisite program to the AME E/B2 program) ○ Will result in a combined reduction in the total student study time from 83 weeks (ETCC 35 weeks + AME E/B2 48 weeks) to 68 weeks. ○ Update the learning outcomes ○ Revise the assessment strategies to align with learning outcomes ○ Integrate employability skills where appropriate ○ Create Master Lesson Plans and Instructor Guides ○ Develop a remediation plan for students who fail a course in the program
<p>Students</p>	<p><u>Joseph Prophet</u></p> <p>Joseph reported on the following items:</p> <ul style="list-style-type: none"> ● Robin Hemmingsen, dean, School of Business, met with Student Association (SA) representatives regarding the new feedback form that student set reps have been asked to complete. The form, developed by Barry Hogan, is intended to create a better bridge between School deans and the set reps. The form is to be completed once each term; in November and in April. The intention is to meet again in May to review the outcomes of the forms, and then to meet with program heads to discuss issues that have been identified from the feedback received. ● The SA is focussing on part-time studies and international. The SA believes that the issues and needs of students in these areas have not been adequately represented. For example, there is no set rep assigned to part-time studies. ● The School of Energy chair is advocating for a change to the name of the School. Many students attending programs within the School of Energy feel that the current name is outdated. As most courses are engineering focussed, this student-driven initiative will recommend changing the name to the School of Engineering. <p>Joseph asked EDCO members to provide him with feedback regarding the types of items and issues they would like to hear from the students in their report to Council.</p>
<p>Dean</p>	<p><u>Robin Hemmingsen</u></p> <p>Robin was not available to attend the meeting. No report was given.</p>
<p>6. Standing Committee Reports</p>	

**Programming
Committee**

Jennifer Figner

Jennifer reported that the Programming committee met on October 15th. In addition to reviewing submissions, a presentation was provided by Associate Registrar Amanda Hill on the Admissions Business Review Project (ABR). The presentation was useful and informative for Programming committee members.

The Programming committee reviewed one Concept paper and three proposals for curriculum and program name changes. Jennifer provided a comprehensive overview of each submission.

Concept Paper:

**Certificate in Applied Data Analytics
School of Computing and Academic Studies**

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

THAT the Programming committee recommends to Education Council approval of a Concept paper for a Certificate in Applied Data Analytics.

Discussion: Approximately 90% of this program is comprised of existing curriculum. There is minimal risk to the institute as the courses are currently running throughout multiple part-time studies programs, as well as in the Diploma program.

Ideally students coming into this program will have additional post-secondary education as well as previous working experience, as compared to students coming directly out of high school.

The program is not focussed on 'big data' but is intended to provide a foundation in computer science that will enable students to continue into specialized study.

Carried.

Major Changes to Existing Programs:

**Associate Certificate in Professional Editing
School of Business**

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 to the Associate Certificate in Professional Editing

From: Professional Editing To: Video Production and Editing

Discussion: A number of checks and balances are in place to ensure that courses that are removed or retired from a program do not impact other programs that may be offering them. Operations and Service group meetings are tasked with considering such issues prior to the request moving forward to Education Council.

Carried, with one abstention.

**Associate Certificate in .NET
School of Computing and Academic Studies**

	<p>Moved: Jennifer Figner; Seconded: Spencer Oppal</p> <p>THAT the Programming committee recommends to Education Council approval of a major curriculum change and a name change to the Associate Certificate in .NET</p> <p><u>From:</u> .NET <u>To:</u> Advanced .NET Development</p> <p><u>Discussion:</u> Due to the rapid changes in technology, students who have graduated previously will not have completed a program that is comparable to the revised program being presented today.</p> <p>Carried, with two abstentions.</p> <p>Diploma in AME Category E/B2 School of Transportation</p> <p>Moved: Jennifer Figner; Seconded: Eric Fry</p> <p>THAT the Programming committee recommends to Education Council approval of a major curriculum change and a name change to the Diploma in AME Category E/B2</p> <p><u>From:</u> AME Category E/B2 <u>To:</u> Aviation Maintenance Technician – Avionics</p> <p><u>Discussion:</u> Reducing the program by several weeks will result in a reduction in the total cost of the program.</p> <p>Carried, with one abstention.</p> <p>Program champion Kacem Habiballah expressed his appreciation to Education Council and the Program Development and Review Team for their assistance throughout the program review process.</p>
<p>Policy Committee</p>	<p><u>Craig Cowan</u></p> <p>Craig provided an overview of the development of the new draft Policy 5701 – Academic Freedom. The new policy is important to the institute. A policy on Academic Freedom is a requirement of the Degree Quality Assurance Board (DQAB) for granting exempt status to institutions who make application. Exempt status will enable BCIT to expedite the review and approval process for degree programs. Barry Hogan and Richard Plett have been leading the development of the policy and have engaged in a comprehensive consultation process. Craig provided Council with an extensive list of consultations that have taken place, providing full opportunity for various stakeholder groups as well as the community at large to provide input. The policy is now ready to be presented to Education Council.</p> <p>Moved: Craig Cowan; Seconded: Jonathan Chiu</p> <p>THAT the Policy committee recommends to Education Council approval of Policy 5701 – Academic Freedom.</p> <p><u>Discussion:</u> Legal opinion was sought regarding wording in the policy. It was recommended to ensure that language within the policy does not infringe upon the language in collective agreements. There was consultation with the FSA, along with acknowledgment that language in the collective agreement will override the policy if there is</p>

	<p>contradiction. There is no Procedure developed with this policy, intending that procedural issues are handled through the collective bargaining process. Academic Freedom policies at other institutions were reviewed as part of the development process for the BCIT policy. Faculty rights and/or legalities are better protected with an Academic Freedom policy, minimizing confusion and ambiguity.</p> <p>Carried, with one abstention.</p> <p>Policy 5701 – Academic Freedom will be presented to the Board at their meeting on November 25th.</p>
7. New Business	<p>Standing Committee Chair Reports</p> <p>Richard distributed a document titled ‘Decision Note’. The concept of using decision notes for Council was introduced at a recent EDCO Executive meeting. This particular process is used to bring items forward to the Board that require a decision. A decision note is submitted for each item, and the decision notes are included in the Board meeting packages. Similarly, an ‘Information Note’ is submitted for items that are informational in nature but do not require a decision. Richard explained that he is presenting this concept to Council to determine whether such a process would be valuable for EDCO. The Standing committee chairs would submit a 1-page decision note for each item brought forward that requires a decision. The decision notes would be included in the meeting packages; however, they would not replace the submission documentation. Review of all documentation is required in preparation for the EDCO meeting.</p> <p>Moved: Richard Plett; Seconded: Joseph Prophet</p> <p><u>Discussion:</u> A significant amount of discussion took place on this motion. Members considered the pros and cons of including decision notes in the EDCO packages. Resulting from the discussion it became apparent that Council members did not feel that the process would add value to the review of submissions to EDCO.</p> <p>Richard announced that his motion is withdrawn. Joseph followed by withdrawing his second to the motion.</p> <p>Motion withdrawn.</p>
8. Any Other Business	No other business was brought forward.
9. Adjournment	<p>Moved: John Jenness</p> <p>Meeting adjourned at 3:45 pm.</p>
Next meeting	<p>Wednesday, January 28, 2015</p> <p>Royal Oak Boardroom SE 40</p> <p>2:30 – 4:30 pm</p>