

Meeting Minutes

Education Council

Date: Nov. 21, 2018

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

Meeting location: SE40, Royal Oak Boardroom

In attendance: Jennifer Figner, Chair; Chris Wiebe, Vice Chair; Eric Fry, Vice Chair; Adam Nguyen; Andrea Matthews; Angie Chan; Bob Gill; Eiryll Sanchez; James Rout; Joanne Atha; Matthew Funk; Michael Currie; Morgan Westcott; Sajjad Askarzadeh; Steve Perry; Trudy Bruce;

Minute taker: Joanne Schaap

Official Guests: Robyn Lougheed; Todd Odgers

Regrets: Cheryl Cahill; Kathy Kinloch; Tom Roemer; Chris Rogerson; Dawna Mackay; Tim Carson; Andre Caron;

Chair Jennifer Figner called the meeting to order at 2:30.

1. Approval of Agenda
MOTION: It was moved by Steve Perry and seconded by Eiryll Sanchez and carried that the agenda be approved, with Item 6.4 being deferred until the next meeting.
2. Approval of Education Council Meeting Minutes
MOTION: It was moved by Chris Wiebe and seconded by Eric Fry and carried that the Minutes of Sept. 19, 2018 be approved.
3. Business Arising from the Minutes
There was no business.
4. Reports
 - 4.1 Report from the Chair – Jennifer Figner
Jennifer reported that at the Oct. 2, 2018 meeting, the Board of Governors approved the proposal for an Advanced Diploma in Technical Arts; and they received information on the modified process for approval of Associate Certificates and for International partnership credentials which will go forward as major change process rather than new programs.

There has been a change in Council membership since Michael Currie is now an Associate Dean. He had been a member of Council as an elected faculty but since he is no longer faculty, he has vacated that seat. There are four Administration seats on Council which were filled by Jennifer, Steve Perry, Tom Roemer and James Rout. The President, who is an ex-officio, has appointed Tom Roemer as her representative, and Michael has been appointed to that vacated seat. The Registrar will run a by-election for the seat vacated by Michael for a representative of the FSA Faculty at the same time as the Spring elections.

Tom Roemer requested that Education Council review the [updated Emerging Strategies document](#) which was sent out a few weeks ago. It will come back to EdCo for further discussion in the future.

- 4.2 Institutional Report, Jennifer Figner for VP Academic
 - a. Program Review – Final Report
Interior Design (Bachelor, Diploma and Certificate) School of Construction and the Environment

Dean Wayne Hand reported that this is a unique program which has part-time and full-time programs. The lower level credentials attract many applicants, and the recommendations include removal of redundant courses. They are also attempting to establish a cohort model for the part-time certificate and diploma program so that students can be assured of a seat in a prescribed set of courses. Another goal is to have an automated system to check prerequisites of applicants.

4.3 Report from Students – Eiryll Sanchez

Eiryll reported on a number of initiatives undertaken by the Student Association:

- The health plan was updated to include online counselling without increasing student fees
- By-elections were held, and the SA has a full team now
- Speak up Speak out was held in mid-October, focusing on mental health
- LAN party recently held was well attended
- Proportional representation debate was hosted by BCITSA
- Vancouver Sun Run is being funded for students to participate
- Distinguished Awards Gala featured an Outstanding Student Leadership Award for a former SA member

5. Report from Standing Committees

5.1 Programming Committee – Chris Wiebe

Chris reported that the Programming committee met on Nov. 7, 2018 and reviewed four submissions. Chris provided an overview of each of the following submissions:

a. Program Proposals:

- i. Associate Certificate in Construction Drawings, School of Construction and the Environment
This proposal is coming forward due to two major factors: the significant transformation in construction processes and tools, in particular with the application with computer aided-design; and the significant labour demand in the construction industry in BC.

MOTION: It was moved by Chris Wiebe and seconded by Morgan Westcott that the proposal for an Associate Certificate in Construction Drawings be approved. Questions were taken from the floor.

The motion was carried with one abstention.

b. Major Curriculum Change:

- i. Associate Certificate in Marketing Management – Tourism Management, School of Business

The changes to this Associate Certificate include a reduced number of credits and the restructure of courses to reflect the changing needs of industry.

MOTION: It was moved by Chris Wiebe and seconded by Trudy Bruce that the proposal for a major curriculum change and name change for the Associate Certificate in Marketing Management – Tourism Management to Associate Certificate in Tourism and Hospitality be approved. Questions were taken from the floor.

The motion was carried with one abstention.

- ii. Bachelor of Technology in Environmental Engineering Technology, School of Construction and the Environment

Proposed changes include a reduction in the number of credits, revision of program goals, upgrade of entrance requirements, revision of courses and change in the delivery structure.

MOTION: It was moved by Chris Wiebe and seconded by Bob Gill that the proposal for a major curriculum change and a name change for the Bachelor of Technology in

Environmental Engineering Technology to Environmental Engineering be approved. Questions were taken from the floor.

The motion was carried with one abstention.

- iii. Advanced Certificate in Pediatric Nursing Specialty, Pediatric Emergency Option School of Health Sciences

This change is being proposed to allow nurses to enter directly into the Pediatric emergency Nursing Program from an undergraduate nursing program, which is needed due to the growing demand for pediatric care.

MOTION: It was moved by Chris Wiebe and seconded by Michael Currie that the proposal for a major curriculum change and name change for the Advanced Certificate in Pediatric Nursing Specialty, Pediatric Emergency Option to Advanced Certificate in Pediatric Emergency Nursing Specialty be approved. Questions were taken from the floor.

The motion was carried.

5.2 Policy Committee – Eric Fry

Eric reported that at the Policy Committee meeting on Sept. 26, 2018, Michael Currie was elected as Vice Chair. The Committee reviewed the terms of reference, renewed the appointed members for another year, reviewed Procedure 5104 Student Code of Academic Integrity, and had an initial discussion on recordings in the classroom.

Community consultation for Policy 5102 and 5104 will be held on Nov. 28 for faculty and staff and Dec. 5 for students, led by Chris Rogerson. Cynthia Kent will post the policies on the webpage for review. Eric has asked for support of Education Council to attend the forums to increase understanding of diverse perspectives.

Eric advised that the Policy Committee will review these policies this year:

- 4501 – Accommodation for Students with Disabilities
- 5050 – International Education
- 5100 - Glossary of Educational Policy Terms
- 5102 - Student Code of Conduct (Non-Academic)
- 5103 - Student Evaluation
- 5104 - Academic Integrity and Appeals
- 5403 - Course Outlines and Course Names

The Policy Committee recommends to Education Council the approval of amendments made to Procedure 5405-PR1, Program Suspension and Cancellation Procedure. Minor changes on how to report out and where the documents will be archived are being proposed.

MOTION: It was moved by Eric Fry and seconded by Steve Perry that the recommended changes to Procedure 5405-PR1 Program Suspension and Cancellation be approved. Questions were taken from the floor.

The motion was carried.

6. New Business

6.1 Educational Technology and Learning Design Committee

Jennifer Figner and James Rout are bringing forward Terms of Reference for the Educational Technology and Learning Design Committee for information. The ETLDC provides strategic guidance and recommendations regarding the implementation and use of educational technology across the Institute. This will come forward as a recommendation at the January meeting for a vote which will require a majority of 2/3 of the votes as per our Bylaws, to make the committee an official sub-committee of Education Council. A suggestion was to increase the number of faculty on this committee. It will be adjusted to say “up to six members” for the composition.

6.2 Exemption from Education Policy – Bachelor of Accounting

Chris Wiebe led the discussion for this request for exemption from Education Policy. This request from the School of Business is being made for students from other post-secondary institutions, to allow a maximum of 25% transfer credits from their diploma in Bachelor of Accounting. Procedure 5003-PR1 states “Credit used for entrance requirements into a BCIT program...may only be used as transfer credit to a maximum of 10% of the total program credits.”

MOTION: It was moved by Morgan Westcott and seconded by Bob Gill that the request from the Bachelor of Accounting program for exemption from Procedure 5003-PR1 be approved.

The motion was carried with two opposed and one abstention.

6.3 Expedited Approval Process for Associate Certificates

A new expedited approval process has been created for Associate Certificates. This process will apply if the Associate Certificates are created with at least 75% existing courses in the matrix. The new process will not require submission of a Notice of Intent (it is still an option if the program area wants it but not required) or a business forecast. The proposal itself will be submitted in a streamlined template. A Program Brief will be required for Stakeholders Meetings. This has been approved by the Chair of Audit and Finance Committee, and there were no concerns from the full Board when it was presented to them.

6.4 EdCo Chair, Change in Position – deferred to next meeting

7. Any Other Business
There was no other business.
8. Next Meeting Date
Wed. Jan. 30, 2019, 2:30-4:30, Royal Oak Boardroom
9. Adjournment
The meeting adjourned at 3:47.