



**REGULAR MEETING OF THE
BCIT EDUCATION COUNCIL**

**Wednesday, May 13, 2015
SE 40 – Royal Oak Boardroom
2:30 to 4:30 p.m.**

Elected/Appointed Members	
Present:	Absent:
Richard Plett, Chair (Administration)	Jenny Chen (Student Rep)
Craig Cowan, Vice Chair (Administration)	Spencer Oppal (Student Rep)
Youdan Zhang (Faculty)	Kathy Kinloch (BCIT President, non-voting)
Bill Dow, (Administration)	Debra Williams (Faculty)
Eric Fry (GEU Instructional)	Jennifer Figner, Vice Chair (Faculty)
Mark Overgaard (GEU Instructional)	
Chris Wiebe (GEU Instructional)	
Sanjeev Sarwal (GEU Instructional)	
Joanne Atha (GEU Support)	
John Jenness (Faculty)	
Harj Dhaliwal (Administration)	
Robin Hemmingsen (Dean, non-voting)	
Youdan Zhang (Faculty)	
Jonathan Chiu (Faculty)	
Michael Currie (Faculty)	
Joseph Prophet (SA Student Rep)	
Andrew Reid (Student Rep)	
Recorder: Karen Cresswell	

1. CALL TO ORDER	The meeting was called to order at 2:31 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

Richard represented BCIT at the Academic Governance Council (AGC) meeting on Friday, April 24th at Langara College in Vancouver. The AGC is comprised of the Chairs of EDCOs, Senates, and Program Councils (Justice Institute). The AGC meets twice per year to share best practices and to discuss issues and activities. The meeting was well attended. Some items that were discussed include:

- A representative from BCCAT provided an update regarding course and program equivalencies and transfer opportunities. A discussion took place to consider how other institutions work with internal and external equivalencies, as well as approval protocol identified within the College and Institute Act. BCCAT will be initiating a discussion with the Degree Quality Assessment Board (DQAB) to discuss opportunities to refresh language in the College & Institute Act related to this topic.
- The Associate Degree in Arts and Sciences previously required transfer to any research university, now amended to transfer to any university;
- A new degree was introduced; the Associate Degree in Specialized Studies. BCCAT will take this forward to the DQAB for approval later in May/June 2015;
- Lack of funding at some institutions has required reduction or elimination of LTC services. The results of the cuts are now surfacing as noticeable deterioration in the quality of submission documentation.

The Election for the 2015-16 Council is now complete. Richard acknowledged individuals whose terms are up and will be leaving Council, as well as those who have been re-elected into their constituency seats. Richard reviewed the list of constituencies and individuals who will be joining Council for 2015-16. The first meeting of the new Council is scheduled for June 3, 2015. The EDCO Chair and two Vice Chairs will be elected at the June meeting.

On April 27, 2015, BCIT received notification from the Ministry that DQAB exempt status has been granted. Richard acknowledged the role of EDCO, its Standing Committees, and other participating groups in ensuring that education quality is maintained.

Kathy, Richard and Barry are enrolled in a 'Lean 101' program. A review of current processes will take place to ensure that EDCO processes are as efficient and 'lean' as possible without compromising quality.

A review of Procedure 5401-PR1 – Program Development and Change Process will take place over the summer. The credential table and flow charts will be reviewed, and consideration of language related to majors and minors integrated. Additionally, inclusion of the financial reviews related to proposed programs will be added to the flow charts to provide clarity on the timing and sequencing of that

	<p>activity.</p> <p>A question was asked whether DQAB exempt status expires after a certain time period. There is no time limit; however, BCIT may be audited from time to time to ensure that we are maintaining expected standards. Having exempt status will reduce expenditures and resources for BCIT throughout the review and approval process for baccalaureate programs.</p>
<p>Institutional Report Vice President, Academic</p>	<p><u>Bill Dow</u></p> <p>Bill referred to the VP Academic report that is included in the meeting package, and indicated that he will address any questions related to the report. No questions came forward.</p> <p>Bill was attending a Polytechnics Canada conference when the announcement was made that BCIT had obtained DQAB exempt status. The reaction from VPs Academic representing other institutions across Canada was notable; they were impressed. Many institutions in other parts of Canada may not even be given an opportunity to be considered for exempt status. This is a milestone for BCIT, and it was acknowledged as a significant accomplishment by many VPs at the conference. This will represent an invaluable assurance of program quality for students graduating from our degree programs. This will also highlight a responsibility for BCIT to ensure that all of our credentials maintain the level of quality consistent with DQAB exempt status.</p> <p><u>Concept Paper:</u></p> <p>Industrial Electrician Apprenticeship (School of Construction and the Environment)</p> <p>The Concept paper is included in the meeting package. The submission has been reviewed and approved by the VP Academic office. BCIT is one of two institutions in the province that will graduate apprentices in this area.</p> <p><u>Program Review – 1 year update:</u></p> <p>Bachelor of Business Administration (School of Business)</p> <p>The final step in the program review process is a status update to be delivered one year after completion of the program review. The report for this review is included in the meeting package, and it reveals that the actions and recommendations from the program review have been addressed. The VP Academic office has reviewed the report and is satisfied with the status update.</p> <p>Robin Hemmingsen, dean, School of Business reported that the BBA is a degree completion program, and because all business diplomas feed into the degree, a steering committee was established to obtain feedback from the feeder diploma programs. The process worked well, and many good comments were provided and considered. One comment received recommended that more applied projects would be beneficial in the degree. Follow through on this recommendation has resulted in obtaining funding for applied research, and students in the</p>

	BBA program, who have already completed project work in their diplomas, will engage in more rigorous applied research projects.
Students	<p><u>Joseph Prophet</u></p> <p>Joseph reported that student initiatives and activities have been quiet recently due to reports and projects coming due, and final exams approaching. Joseph has been working with Heyden Vargas who will replace Joseph as the elected SA Student Rep on Council for 2015-16. As part of the transition, Heyden is attending the EDCO meeting as an observer. Joseph reported that a student-driven initiative to change the name of the School of Energy to the School of Engineering will continue into the next academic year.</p>
Dean	<p><u>Robin Hemmingsen</u></p> <p>The deans met recently to discuss educational priorities for the upcoming academic year. A strategic and proactive approach will be taken toward operational planning; it will be an approach that will move the education agenda forward. The deans will ensure that all Schools adopt a similar strategy; one that aligns with the 3-year Business Plan and the Strategic Plan. Another area of focus is the International initiative. The deans will address ways to accommodate increased international students in our programs to ensure success.</p>
5. Standing Committee Reports	
Programming Committee	<p><u>Jennifer Figner</u></p> <p>Jennifer was unable to attend the meeting, and Vice Chair Jonathan Chiu provided the Programming committee report.</p> <p>The Programming committee met twice in April; the first meeting to review submissions for new programs, and the second to review submissions for major changes.</p> <p>Prior to reviewing the submissions, the committee reviewed the results of a pilot project that has been running for the past two years regarding major changes to Associate Certificate programs. Based upon Registrar’s Office reports showing activity over a two-year span, the Programming committee considers 25% to be an appropriate threshold to constitute a major change to Associate Certificate programs. The Programming committee recommends a revision to Procedure 5401-PR1 – Program Development and Change Process to reflect this change, and has forwarded the proposal to the Policy Committee for their consideration.</p> <p>Jonathan reported that there are 5 submissions being presented to EDCO on behalf of the Programming committee; documentation is included in the meeting package. Jonathan provided a detailed overview of each submission, and introduced the Program Champions attending EDCO in support of their submissions.</p> <p><u>Concept Papers:</u> Associate Certificate in Accounting and Finance. School of</p>

Business. Tim Edwards, Associate Dean. Susan Hall, Program Champion.

Moved: Jonathan Chiu; **Seconded:** Harj Dhaliwal

THAT the Programming committee recommends to Education Council approval of the Concept paper for an Associate Certificate in Accounting and Finance.

Carried.

Associate Certificate in Human Resource Management. School of Business. Pierre Matthee, Associate Dean. Richard Miles, Program Champion.

Moved: Jonathan Chiu; **Seconded:** Craig Cowan

THAT the Programming committee recommends to Education Council approval of the Concept paper for an Associate Certificate in Human Resource Management.

Carried, with one abstention.

Major Change Proposals

Credential Name Change for the Bachelor of Technology in Ecological Restoration. School of Construction and the Environment. Rob Stevens, Associate Dean. Doug Ransome, Program Champion.

Moved: Jonathan Chiu; **Seconded:** Joseph Prophet

THAT the Programming committee recommends to Education Council approval of a Credential name change:

From: Bachelor of Technology in Ecological Restoration

To: Bachelor of Science in Ecological Restoration

Discussion: DQAB exempt status will not impact the approval process for this change. There will be a benchmarking exercise to consider similar credential names within the system and this will be included in the submission to the DQAB.

Recent graduates will be able to apply for a new credential that displays the new credential type. Outreach to recent graduates explaining this opportunity will take place.

Carried.

Major Curriculum Change, and a Program Name Change for the Diploma in Sustainable Resource Management. School of Construction and the Environment. Rob Stevens, Associate Dean. Steve Finn, Program Champion.

Moved: Jonathan Chiu; **Seconded:** Eric Fry

THAT the Programming committee recommends to Education Council approval of a Major Curriculum Change, and a Program name change:

From: Sustainable Resource Management

To: Forest and Natural Areas Management

Carried, with one abstention.

	<p><u>Comment:</u> The VP Academic commended the program area on the quality of the submission, and for successfully streamlining the program while maintaining a focus on quality and on the students.</p> <p>Major Curriculum Change, Diploma in Electrical and Computer Engineering Technology. School of Energy. Craig Cowan, Associate Dean and Program Champion.</p> <p>Moved: Jonathan Chiu; Seconded: Chris Wiebe</p> <p>THAT the Programming committee recommends to Education Council approval of a Major Curriculum Change to the Diploma in Electrical and Computer Engineering Technology.</p> <p>Carried, with one abstention.</p>
<p>Policy Committee</p>	<p><u>Craig Cowan</u></p> <p>Craig extended his appreciation to the student representatives who have served on the Policy committee over the past year: Andrew Reid; Spencer Oppal, and Jenny Chen. Special thanks to Andrew for his additional work on the ad hoc committee. Spencer has been re-elected and will return to the Policy committee next year.</p> <p>The Policy committee met on May 6th to continue the ongoing review of Policy 5501 – Honorary Awards, and the new Procedure 5501-PR1. The committee is satisfied with the final versions of both documents. The BCIT community will have an opportunity to provide feedback at a Town Hall meeting that has been scheduled for mid-September. An announcement for the Town Hall meeting will go out in the LOOP Newsletter at the beginning of September.</p> <p>The Programming committee submission to adjust the major change threshold for Associate Certificates was reviewed and recommended by the Policy committee. Because there will be additional changes to Procedure 5401-PR1, this recommendation will be brought forward with the additional changes, once they have been reviewed by the Policy committee.</p> <p>The review of Policy 5102 and 5104 is ongoing. The recommendation that the committee is pursuing is to integrate the two policies into one. The integration must be executed carefully, and broad consultation across the institute will be needed prior to making a recommendation to EDCO. It is anticipated that this project will be completed in the fall, and will come forward to EDCO at that time.</p>
<p>6. New Business</p>	<p>Richard provided some background regarding previous submissions for Policy exemption requests. The approval process was not clearly articulated and EDCO members felt that they didn't have enough information to recommend approval. Recently, a new Procedure has been developed to address the approval process, and a new form was introduced. Requests for exemption from Policy must now follow the new Procedure, complete the new form, and obtain appropriate signatures prior to submission to EDCO. We have received two submissions that have followed the new process, and the completed forms are included in the meeting package. The following</p>

	<p>submissions are presented to EDCO for consideration:</p> <p>Request for Exemption from Education Policy – Bachelor of Technology in Ecological Restoration (School of Construction and the Environment)</p> <p>Procedure 5401-PR1 – Program Development and Change Process Section B. Credential Changes – Effects on Graduating Students. 2. When the Curriculum does not Change. The Program area is requesting that prior graduates of the Bachelor of Technology in Ecological Restoration be provided the opportunity to apply for an updated credential with the new Bachelor of Science designation (once approved by the DQAB).</p> <p>Moved: Richard Plett; Seconded: Andrew Reid</p> <p>THAT EDCO approve the request for Exemption from Education Procedure 5401-PR1 – Program Development and Change Process, Section B. Credential Changes – Effects on Graduating Students. 2. When the Curriculum does not Change, as submitted.</p> <p><u>Discussion:</u> The opportunity will be extended to graduates from 2014 forward. There have been no curriculum changes to the program from then until now; therefore, graduates from 2014 forward will be eligible for the Bachelor of Science designation on their credential.</p> <p>Carried.</p> <p>Request for Exemption from Education Policy – Associate Certificate in Agile Development (School of Computing and Academic Studies)</p> <p>Richard commented that the Program Proposal for the Associate Certificate in Agile Development will be reviewed at the upcoming meeting of EDCO Programming on May 20, 2015.</p> <p>Policy 5103 – Student Evaluation. Time limit for completion of a credential. The Program area is requesting exemption from the default time limit of 7 years for a student to complete this program. Due to the rapidly changing nature of the industry associated with this program, the program area has requested that the time limit for a student to complete the program be reduced to 3 years.</p> <p>Moved: Richard Plett; Seconded: Craig Cowan</p> <p>THAT EDCO approve the request for Exemption from Education Policy 5103 – Student Evaluation – Time limit for completion of a credential, as submitted.</p> <p><u>Discussion.</u> It was confirmed that the time limit will go into effect on the date that the student obtains his/her program approval.</p> <p>Carried, with one abstention.</p> <p>EDCO members were asked, and they confirmed, that they are generally comfortable with the new process for considering requests for Exemption from Education Policy.</p>
<p>7. Any Other Business</p>	<p>Richard presented Student Rep. Andrew Reid with a Certificate of Appreciation for serving on Education Council. The other Student</p>

	Reps will be presented with their Certificates of Appreciation at the EDCO Luncheon, which will take place on Thursday, May 14, 2015.
8. Adjournment	Moved: John Jenness Meeting adjourned at 3:40 pm.
Next meeting	Wednesday, June 3, 2015 SE40 – Royal Oak Campus 2:30 – 4:30 pm