



**REGULAR MEETING OF THE
BCIT EDUCATION COUNCIL**

**Wednesday, March 11, 2015
SE 40 – Royal Oak Boardroom
2:30 to 4:30 p.m.**

Elected/Appointed Members	
Present:	Absent:
Richard Plett, Chair (Administration)	Andrew Reid (Student Rep)
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)
Mark Overgaard (GEU Instructional)	Youdan Zhang (Faculty)
Chris Wiebe (GEU Instructional)	Jonathan Chiu (Faculty)
Sanjeev Sarwal (GEU Instructional)	
Joanne Atha (GEU Support)	
John Jenness (Faculty)	
Harj Dhaliwal (Administration)	
Debra Williams (Faculty)	
Michael Currie (Faculty)	
Joseph Prophet (SA Student Rep)	
Jenny Chen (Student Rep)	
Spencer Oppal (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	<u>Richard Plett</u> Richard represented Education Council at the February Convocation ceremonies, as well as the Awards banquet held in between the two Convocation ceremonies. Richard also represented EDCO at the

	<p>March 5th Board of Governors meeting. There were no approval decisions to bring forward to the Board; however, a report on EDCO activities was delivered.</p> <p>The EDCO Election period is approaching. The website has been updated and is available for viewing. Nominations open on Thursday, April 7th at 9am, and close on Thursday, April 16th at 4pm. Voting begins on Wednesday, April 22nd at 9am, and closes on Wednesday April 29th at 4pm. The Registrar’s Office will distribute the information via the LOOP and all-staff email distribution.</p> <p>The Degree Quality Assessment Board (DQAB) site visit is taking place today at BCIT. The visit is in response to BCIT’s application for exempt status. The site visit is an important activity for BCIT and a significant amount of work has gone into preparing the presentation. EDCO plays a significant role in ensuring educational quality at BCIT, and Richard expressed his appreciation to EDCO members for their diligence and commitment to the work of Education Council.</p> <p>The Academic Governance Council (AGC) will hold its biannual meeting on Friday, April 24th at Langara College in Vancouver. Richard will attend on behalf of BCIT, and the EDCO Vice Chairs have also been extended an invitation to attend.</p> <p>EDCO Student representative Jenny Chen recently approached Richard with a request to meet with the Student Association to provide information about EDCO elections. Richard suggested it may be beneficial for the Student Association to arrange an orientation session where he could provide an overview of the role of Education Council at BCIT, and answer any questions that may arise.</p>
<p>Institutional Report Vice President, Education, Research and International</p>	<p><u>Bill Dow</u></p> <p>Bill is currently attending the DQAB site visit; however, a report has been provided. Richard read the report to EDCO members:</p> <ol style="list-style-type: none"> 1. Current activity is underway for the 2015-16 budget, in tandem with the 2015-16 business plan. An objective is to ensure that key educational activity, including our commitment to conducting program reviews, is clearly visible, and that our intention toward quality education is apparent to our Board. To that end we are committed to reviewing current procedures to look for efficiencies. Other considerations may include a higher functioning role for the School Quality Committees, and a look at the scope, volume and rigor of approval reviews. 2. The Deans’ Council is interested in initiating a conversation around the structure of education at BCIT. Currently, there is a wide variation in how things are structured and carried out. Diplomas, for example, vary widely in total credit value. The discussion is conceptual at this point; however, in the context of new activity, a consistent structural profile may be established and required. 3. Current Prior Learning Assessment and Recognition (PLAR)

processes vary widely across the institute. There are different perspectives, and current policy leaves processes open to interpretation. PLAR may represent a critical strategic thrust for BCIT, and it needs to work well. A business model and support for PLAR is needed. For PLAR to work effectively every course offered at BCIT must include learning outcomes that are clear and easy to understand. Descriptions must be outcomes focused and provided to prospective students early in their experience at BCIT.

4. Electrical and Computer Engineering Technology (ECET)
Program Review:

- Program area conducted extensive consultations with stakeholders representing all 4 program options
- Created faculty working groups to tackle the main issues arising from data collected through the program review process (some of these issues have been under discussion for years, and are now being addressed)
- Resulted in recommendations that will make significant changes to the program structure, to the program options, and to the student experience

Key recommendations:

- Adopt a new term structure to align with the start/end dates for fall and winter terms
 - Significant change to the program structure
 - this will mean students get a true break over Christmas holidays rather than have to use that time to study for exams in early January
- Eliminate the Control option and redirect resources to improve the Power option
 - All data gathered indicated that stakeholders would be better served with an updated Power option and that the Control option was no longer as aligned with industry needs
- Revise the curriculum of the common first year and each of the 3 remaining options
 - Significant work underway to update the curriculum based on feedback gathered through the program review
 - Look for a major change proposal coming to EDCO soon!
- Series of recommendations added focusing on improving the student experience, as recommended by the External Review Panel

	<ul style="list-style-type: none"> ○ The program will review retention processes, extend lab access times for students, and look for ways to coordinate/balance student workload <p>5. <u>Sustainable Resource Management (SRM) Program Review:</u></p> <p>The SRM is one of the original programs when BCIT was established and has experienced several setbacks over the years, including identity of program name (originally called Forestry) and its evolving focus; these issues have been under discussion for years, and are now being addressed.</p> <p>Key recommendations (the red indicates external recommendations which were accepted and added):</p> <ul style="list-style-type: none"> ● Review the program website and marketing material to ensure it provides prospective students with a clear understanding of the program focus and content, as well as any additional costs, such as field trips, and requirements such as transportation. ● Review the program curriculum and course sequencing to identify where the student load can be reduced to remove overlap and redundancies and to ensure all skills required by a Registered Forestry Technician (RFT) are covered in the program. Include faculty who teach into the area in the process. ● Change the program name such that it better reflects the forestry and natural areas management focus of the program. ● Ensure that aspects of urban forestry continue to be covered in the program.
Students	<p><u>Joseph Prophet</u></p> <p>Joseph reported that he has recently returned from a 3-day meeting in Victoria. A group of student representatives met with a number of Ministers, including the Minister of Advanced Education. Joseph represented the BCIT Student Association. The purpose of the visit was to solicit an increase in funding for deferred maintenance. In comparison to other BC Universities, BCIT is underfunded in this area. Joseph advised that he will keep Education Council updated on the progress of this initiative.</p>
Dean	<p><u>Robin Hemmingsen</u></p> <p>Robin was unavailable to attend the EDCO meeting; no report was provided.</p>
5. Standing Committee Reports	
Programming Committee	<p><u>Jennifer Figner</u></p> <p>Jennifer reported that the Programming committee met on February 18th, and reviewed three submissions. All recommendations for revisions have been satisfactorily completed, and the submissions will</p>

be presented to EDCO with a recommendation for approval.
Jennifer provided a comprehensive overview of each submission.

Major Curriculum Change:

**Advanced Certificate in Emergency Nursing Specialty, and
Advanced Certificate in Pediatric Nursing Specialty. School of
Health Sciences. Cheryl Isaak, Associate Dean.**

Kathy Kennedy, Program Champion

Moved: Jennifer Figner; **Seconded:** Craig Cowan

THAT the Programming committee recommends to Education Council approval of a Major Curriculum Change for the Advanced Certificate in Emergency Nursing Specialty, and Advanced Certificate in Pediatric Nursing Specialty.

Discussion: Working with options within a program will be handled through the major change process, rather than the new program process, which would require submission of a Concept paper and Program proposal.

Carried, with one abstention.

Concept Paper:

**Associate Certificate in Kitchen and Bath Design, and Diploma in
Residential Interiors. School of Construction and the
Environment. Wayne Hand, Associate Dean. Lori Burns,
Program Champion**

Moved: Jennifer Figner; **Seconded:** Joseph Prophet

THAT the Programming committee recommends to Education Council approval of the Concept paper for an Associate Certificate in Kitchen and Bath Design, and a Diploma in Residential Interiors.

Discussion: An EDCO member commented that he was impressed with the format and presentation of the submission. It was well laid out, and provided a clear understanding of how students will progress through the various components of the program.

Carried.

Program Proposal:

**Diploma in Industrial Instrumentation and Process Control
Technician. School of Energy. Alex Rosenthal, Associate Dean.
Jim Armstrong, Program Champion**

Moved: Jennifer Figner; **Seconded:** Debra Williams

THAT the Programming committee recommends to Education Council approval of the Program proposal for a Diploma in Industrial Instrumentation and Process Control Technician.

Discussion: An explanation was provided regarding the decision to implement the process for New Program submissions instead of using the process for a Major Curriculum Change.

Carried.

<p>Policy Committee</p>	<p><u>Craig Cowan</u></p> <p>Craig reported that the Policy committee is currently working on revisions to Policy 5102 – Student Code of Conduct (non-academic), and Policy 5104 – Academic Integrity and Appeals. Chris Rogerson has been working with a subcommittee to revise Policy 5102. An ad hoc committee of the Policy committee has reviewed the revisions recommended by the subcommittee. The subcommittee proposes to combine the two Policies into one, and then to create two separate Procedures specific to the academic and non-academic processes. The recommendation to proceed with combining the two Policies has been supported by the ad hoc committee. Proceeding with combining two Policies will involve a considerable revision process; therefore, the Policy and Procedure series will not likely be ready to come to EDCO with a recommendation for approval until the fall.</p> <p>Craig advised that Policy 5501 – Honorary Awards has been revised and submitted to the Policy committee for review. A new Procedure affiliated with the Policy has also been created and submitted for review. The next Policy committee meeting is on March 18th and the submissions will be reviewed at that time.</p> <p><u>Revision to Policy 5103 – Student Evaluation</u></p> <p>Craig indicated that there have been minor revisions made to Policy 5103. The revisions involve an update the title of the Vice President Academic, and to add wording that will enable the VP Academic to delegate authority to approve requests for extension to the time limit for a student to complete a credential.</p> <p>Moved: Craig Cowan; Seconded: Joanne Atha</p> <p>THAT the Policy committee recommends approval of the revisions to Policy 5103 – Student Evaluation to update the title of the Vice President Academic, and to enable delegation for approval of student requests for extension to the time limit to complete a credential.</p> <p><u>Discussion:</u> Clarification was provided on the process of delegation.</p> <p>Carried.</p>
<p>6. New Business</p>	<p>There is no new business.</p>
<p>7. Any Other Business</p>	<p>There is no other business.</p>
<p>8. Adjournment</p>	<p>Moved: John Jenness</p> <p>Meeting adjourned at 3:15 pm</p>
<p>Next meeting</p>	<p>Wednesday, May 13, 2015 SE40 – Royal Oak Campus 2:30 – 4:30 pm</p>