Meeting Minutes

Education Council

Date: Dec. 14, 2016
Time: 2:30-4:30 p.m.
Meeting location: SE40, Royal Oak Boardroom
In attendance: Jennifer Figner, Chair; Chris Wiebe, Vice Chair; Craig Cowan, Vice Chair; Angie Chan; Anita Shen; Anthony Chan; Bob Gill; Eric Fry; Harj Dhaliwal; Joanne Atha; Mark Overgaard; Michael Currie; Mitra Zamini-Rad; Richard Plett; Trudy Bruce; Joanne Schaap, recorder
Official Guests: Dawna Mackay; Robyn Lougheed; Tracy Wang
Minute taker: Joanne Schaap
Regrets: Andrea Matthews; Dominic Terrado; Kathy Kinloch; Sanesh Iyer; Tom Roemer; Kory Wilson

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

Action Items / Discussions:

1. Approval of Agenda
   MOTION: It was moved by Harj Dhaliwal and seconded by Craig Cowan and carried that the agenda be approved.

2. Approval of Education Council Meeting Minutes
   MOTION: It was moved by Chris Wiebe and seconded by Michael Currie and carried that the Minutes of Nov. 9, 2016 be approved.

3. Business Arising from the Minutes
   There was no business arising from the Minutes.

4. Reports
   4.1 Report from the Chair – Jennifer Figner
      a. Student Well-being Initiative
        Jennifer Figner introduced Dean Diamond, Associate Director, Student Life. Student well-being is part of the Student Success Initiative. A steering committee for Student Well Being has been formed to help students cope with stress in their lives, with the hope that their support can prevent a crisis. His office recognizes that there are a number of areas where they can take action to assist students reduce stress, isolation and anxiety which will increase resilience and help students to flourish. Learning and student success are affected by student well-being. His office will be conducting a national health survey in Feb which can be used to compare BCIT to national data.

        Discussion arose as to who the first point of contact should be in an emergency situation. Dean recommends that Security be called, and then the Counselling Office. Faculty inquired what systems are available if they want to help students. Instructors can advise students to seek help, but it is at the student's discretion as to whether they follow up on this.

b. Chair's Report
At the Board of Governors meeting of Nov. 22, 2016 the program proposal in Advanced Diploma Professional Accounting from the School of Business was approved. Steve Eccles and an instructor from the forensics department gave a presentation on behalf of School of Computing and Academic Studies. Policy priorities were discussed.

Last month the office of Academic Planning and Quality Assurance discovered that not all the changes in existing course outlines which were approved at Programming and later at Education Council were being uploaded on to the BCIT website. An audit was done going back to Dec. 2013 to determine which course outlines were not updated. Going forward changes will be put in place to ensure the newest version gets posted.

A few years ago BCIT started planning with UBC for a joint honours program in Bachelor of Science (Honours) in Biochemistry and Forensic Science program. BCIT has been awaiting approval from the Senate at UBC before this can proceed further. They have recently approved this joint program with a few minor changes which will not affect the substance of our program, and therefore will not have to come back to Education Council for approval.

4.2 Institutional Report, VP Academic – reported by Jennifer Figner
a. Program Review – Final Report
   i. Diploma in Biomedical Engineering, School of Health Sciences, Bernice Budz Acting Dean
   Key highlights were outlined for the review which was launched in spring 2013. One major recommendation is to change the name to "Biomedical Engineering Technology" and implement course changes.

   ii. Diploma in Fish, Wildlife and Recreation, School of Construction and the Environment, Dave Rutherford
   Based on the review, the program recognized that they need to better articulate their goals for the students. Support mechanisms were needed to help students who were struggling. There is a timeline of five years for some of the outcomes to assist in laddering into some of the degree programs.

   iii. Diploma in Automotive Service Technician, School of Transportation, Guy Ellis
   This program is unique in the province in that the students receive technical as well as business training. There will be initiative for a major curriculum change.

b. International Credentials
Lawrence Gu, Dean of International, was introduced. In conjunction with Tom Roemer, VP Academic, he has been reviewing international credentials issued by BCIT. Currently BCIT has a unique credential for each international institution; a new offering at each institution is treated as a new program (based on our domestic program). He suggested that it might be better to not identify the institution in the program name, but rather identify the location where the international offering was delivered. In terms of process, Lawrence suggested using the "major change" process to make changes to an existing domestic program for each new international offering rather than creating a new program each time. BCIT uses a "dual program" model for our international programming rather than a "joint program" model, and we want to continue with this approach. A dual program model results in each institution (BCIT and our international partner) providing a separate graduating parchment after students complete the requirements for each institution. The advantage to this is that BCIT is responsible only for our own courses, and we only need to follow our own approval processes. When there are joint credentials, approval is needed from academic bodies as well as the Board of Governors or senior governing bodies of each institution.

Council noted that by attaching BCIT's name to a credential, they are endorsing the program offered at the international institution. Given this, they stressed the importance of Education Council oversight to ensure there is quality built into the program development and delivery. BCIT needs to have oversight on new international credentials, and Education Council has been the agent for this in the past.

There was some consideration given to moving to a major change format, but all new credentials would still have Education Council oversight, which could provide some efficiencies over the current process. Further discussion will be required.

4.3 Report from Students

Anita Shen read the Student Report on behalf of Dominic Terrado. The Student Association AGM was held on Nov. 28, 2016. The Student Council participated in a brainstorming session with BCIT Campus Planning committee last month. BCIT has won the bid to host the Western Engineering Competition in 2018, thanks to the help from the SA Vice President External Saf Dewji. Due to the increased workload with WEC, Saf is stepping down and a by-election will be called.

5. Report from Standing Committees
   ### 5.1 Programming Committee – Chris Wiebe
   Chris reported that the Programming committee met on Nov. 23, 2016 and reviewed three submissions. Chris provided an overview of each of the following submissions:

   a. Major Curriculum Change
      i. Associate Certificate in Business Essentials, School of Business
         The proposed changes include a name change, as well as a change in academic content and length of the program from 27 credits with eight required courses to 23-26.5 credits with five required courses and two electives.

         MOTION:
         It was moved by Chris Wiebe and seconded by Eric Fry that the proposal for a name change from Associate Certificate in Business Essentials, to Associate Certificate in Business Administration, and a major curriculum change, be approved. Questions were taken from the floor, including the comment that there are seven programs already with "Business Administration" in the name, which is confusing for students. The program area will develop a visual representation to show how each program ladders into other areas to help distinguish it from other programs.

         The motion was carried with one opposed.

      ii. Diploma Auto Collision Repair Technician Foundation, School of Transportation
         The proposed major change would separate the Foundation level from the apprenticeship technical training for levels 2 and 3; and the credential would change from a diploma to a certificate.

         MOTION:
         It was moved by Chris Wiebe and seconded by Michael Currie that the proposal for a name change from Diploma in Automotive Collision Repair Technician Foundation to Certificate in Motor Vehicle Body Repair Technician Foundation And Major Curriculum Change to the Diploma in Automotive Collision Repair Technician Foundation be approved. Questions and comments were taken from the floor.

         The motion was carried with 2 abstentions.

   b. Concept Paper

i. Advanced Certificate in Automated Controls Installation and Maintenance, School of Construction and the Environment
This Advanced Certificate will provide the required specialized training necessary to fill this developing job market need in a wide range of industries.

MOTION:
It was moved by Chris Wiebe and seconded by Craig Cowan that the concept paper for Automated Controls Installation and Maintenance, Advanced Certificate, be approved. Questions and comments were taken from the floor. The program area is seeking input from the School of Energy on some of the courses which are similar.

The motion was carried.

5.2 Policy Committee – Craig Cowan
Craig advised that at the Policy Committee meeting of Nov. 16, 2016, the preliminary draft of the Student Code of Conduct was previewed by the committee. They hope to have it prepared in time for the Jan. 4, 2017 Policy meeting. In the new year, Policy 5405 Program Cancellation and Suspension and Policy 5601 Faculty Qualifications will be posted on the website for feedback, rather than being reviewed at town hall meetings which is no longer an effective method for community input.

6. New Business
There was no new business.

7. Any Other Business
There was no other business.

8. Next Meeting Date
Wed., Feb. 1, 2016, 2:30-4:30, Royal Oak Boardroom

9. Adjournment
The meeting adjourned at 4:12 p.m.