

Meeting Minutes

Education Council

Date: May 4, 2016

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

Meeting location: SE40, Royal Oak Boardroom

In attendance: Craig Cowan, Vice Chair; Jennifer Figner, Acting Chair; Anthony Chan; Chris Wiebe; Dylan Smith; Eric Fry; Heyden Vargas; Joanne Atha; Mark Overgaard; Michael Currie; Ron Stewart; Sanesh Iyer; Tom Roemer; Vinay Punwani

Minute taker: Joanne Schaap

Regrets: Kathy Kinloch; Harj Dhaliwal; Parco Lai; Richard Plett, Chair; Sanjeev Sarwal; Spencer Oppal; Tom Roemer; Youdan Zhang

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

Action Items / Discussions:

1. Approval of Agenda
MOTION: It was moved by Craig Cowan and carried that the agenda be approved.
2. Approval of Education Council Meeting Minutes
MOTION: It was moved by Michael Currie and seconded by Ron Stewart and carried that the Minutes of March 16, 2016 be approved.
3. Reports
3.1 Report from the Chair, presented by Jennifer Figner on behalf of Richard Plett
The election for 2016-17 Council is now complete. All the non-student seats have been filled. Mitra Zamani-Rad, a student representative for next year's Council, was in the audience and was introduced. Student by-elections are underway for the three vacant positions. The first meeting of the new Council is scheduled for June 1, 2016, at which the EdCo Chair and two Vice Chairs will be elected.

The Executive Committee agreed that the following people should be invited as Official Guests of Council: Kory Wilson, Executive Director, Aboriginal Initiatives & Partnerships; Tracy Wang, Director International Business and Education Services; Robyn Lougheed, Student Association Advocate; Dawna Mackay, Registrar. They have all agreed to sit as official guests of Education Council for one academic year beginning June 2016.

The Academic Planning and Quality Assurance office established a high level prioritization list of policies. There are eight which are slated for review in the next academic year.

The Board of Governors met on April 28, 2016 and approved the proposal to offer a Diploma in Automotive Technical Studies (International – China – TGPU.) The original submission indicated that ZIG was changing the name from Three Gorges Polytechnic University to Chongqing General Vocation

Institute of Technology (CGVIT). This has not occurred in a timely fashion, therefore the submission is proceeding with the current name of TGPU.

3.2 Institutional Report, VP Academic, presented by Kathy Siedlaczek on behalf of Tom Roemer

a. Program Review – Final Report

- i. Diploma in Business Operations Management, School of Business
Some of the key points were highlighted, such as curriculum review, and minimize attrition. Richard Vurdela, Program Head commented that the process was very valuable to the program, and he is happy with the outcomes.

b. Program Cancellations

- i. Advanced Certificate in Occupational Health Nursing Specialty, School of Health Sciences
Due to declining enrolment and labour market demand, it is being recommended that this program be canceled. Kathy reviewed all the steps which were taken to close down this program in compliance with Policy 5405.

The Duty of Education Council, as per Policy 5405, is to ensure the process for program cancellation has been followed and provide advice to the Board of Governors as required. The rationale for cancelling this program is provided in the Recommendation for Cancellation document. This will be brought forward to the Board of Governors for their consideration at the May 26, 2016 Board meeting.

MOTION:

It was moved by Jennifer Figner and seconded by Anthony Chan that Education Council verifies that the process for program cancellation, according to Policy 5405, has been followed for the Advanced Certificate in Occupational Health Nursing Specialty. The motion was carried.

- ii. Industry Partnership Certificate in Forensic Investigation – Crime and Intelligence Analysis for Law Enforcement Professionals, School of Computing and Academic Studies
As this certificate is an Industry Partnership Certificate, this credential type is approved for implementation by the VP Academic, and therefore the same approval is required for cancellation. He has consented to the cancellation. This is coming to Council for information only. Dean Hildebrand, Associate Dean, noted that the decision was based on a lack of need for the program from the policing community.

3.3 Report from Students

Heyden Vargas noted that the elections are completed for the Student Association. Dominic Terrado was elected for the VP Student Affairs, and will therefore have a seat on Education Council. At their most recent meeting, the strategic objectives were passed as well as their budget.

4. Report from Standing Committees

4.1 Programming Committee

Jennifer Figner reported that the Programming Committee had two meetings in April, one to review new programs and the second for major changes to existing programs.

a. Major Curriculum Change

- i. Bachelor of Engineering in Electrical Engineering, School of Energy
This request for a major change is to align the term structure of the BEng Electrical program with other technology programs on campus, and to make some minor curriculum changes.

MOTION:

It was moved by Jennifer Figner and seconded by Eric Fry that the proposal for a major change to the Bachelor of Engineering in Electrical Engineering be approved. The motion was carried with two abstentions.

- ii. Diploma in Business Operations Management, School of Business
The proposed changes seek to update the curriculum and reduce overall program credits per Institute and School of Business guidelines.

MOTION:

It was moved by Jennifer Figner and seconded by Chris Wiebe that the proposal for a Diploma in Business Operations Management be approved. Questions were taken from the floor.

The motion was carried.

- iii. Advanced Certificate in Sustainable Business Leadership, School of Construction and the Environment and School of Business
Through the evolution of this program, it has been recognized that there is a need to focus more on the business elements of sustainability and release the specialized ecology and science courses. Going forward, this program will be offered solely by the School of Business.

MOTION:

It was moved by Jennifer Figner and seconded by Vinay Punwani that the proposal for an Advanced Certificate in Sustainable Business Leadership be approved.

The motion was carried.

b. Program Proposal

- i. Diploma in CST International Dongguan, School of Computing and Academic Studies, and BCIT International
This proposed program will be offered in the People's Republic of China, and will be in partnership with Dongguan Polytechnic. Their goal is to develop improved employable skills for graduates.

MOTION:

It was moved by Jennifer Figner and seconded by Craig Cowan that the proposal for a Diploma in Computer Systems Technology (International – People's Republic of China – Dongguan Polytechnic) be approved. Questions were taken from the floor regarding credentials, the benefits to the Chinese, and other CST agreements with China.

The motion was carried.

4.2 Policy Committee – Craig Cowan

a. Minor changes to Policy and Procedure 5101 Student Regulations

Craig Cowan advised that a request for a minor revision to Policy 5101 Student Regulations is coming forward. It was passed by Council in November 2015. There was one item under "Student Works" that caused some results which were not intended, and which will be addressed today. The document was not posted on the BCIT website yet.

MOTION:

It was moved by Craig Cowan, seconded by Joanne Atha that the minor changes to Policy 5101 Student Regulations be accepted as outlined.

The motion was carried. *NOTE: The motion was subsequently reconsidered; see next page.*

A number of questions were raised which were not connected to the proposed changes, but which are being noted for the next time the policy will be updated. There are two major items in the policy, namely attendance and ownership of student works. They are not connected and it seems odd that they are in the same policy. Student works ownership will become more of an issue as BCIT moves to other master levels programs. "Arrangements for absence" on page 3 has a reference to "unavoidable absence from classes" which is quite vague.

It was noted that "dissertation" is mentioned in the policy, page 5, under Item 1.2.2 "Theses and Dissertations in the BCIT Institutional Repository" but it is not mentioned in the procedure. A thesis is not the same as dissertation. Generally speaking, dissertations are done at the doctoral level, and are not done at BCIT, while theses are done at the master level. The wording "thesis" is very specific to the masters programs at BCIT. Council agreed to remove the word "dissertation" and requested that the editor renumber the headings. The question was called again.

MOTION TO RECONSIDER:

It was moved by Craig Cowan and seconded by Joanne Atha that the minor changes to Policy 5101 Student Regulations be accepted with the removal of the word "dissertation" and a request that the heading be renumbered.

The motion was carried.

On behalf of the Policy Committee, Craig brought forward the request for minor changes to Procedure 5101 Student Regulations.

MOTION:

It was moved by Craig Cowan and seconded by Joanne Atha that the changes to Procedure 5101 be approved as presented. Questions were taken from the floor. It was noted that on page 3, Retention and Confidentiality section, second paragraph, there is a reference to "student's work" which should be changed to "student works" to keep it consistent.

The motion was carried with the change to "student works" as noted.

b. Student Code of Conduct

The Student Code of Conduct was submitted to the policy editor and his suggestions were reviewed by the Policy Committee. Since then, the policy and procedures were submitted to legal counsel for review. They recommend that the policy be split into two – one for academic policy and another for non-academic, primarily for governance purposes. The procedures are already in two separate documents. The policies will need to go to community consultation, likely in September, before they come back to Education Council.

5. New Business

5.1 Meeting Schedule for fall 2016

Jennifer Figner brought forward a request to approve the proposed meeting schedule for fall 2016, which includes a third round of meetings.

MOTION:

It was moved by Jennifer Figner and seconded by Ron Stewart that the proposed meeting schedule for fall 2016 be approved. The motion was carried.

5.2 Curriculum Change Review Panel

A Curriculum Change Review Panel will be convened over the summer to review the Major Change to the Advanced Specialty Certificate in Adult Echocardiography. Rather than wait until the Sept 2016 meetings, the earlier review will enable the program area to respond to Ministry requirements and develop the curriculum in time for the January 2017 start. Further details on this sub-committee are

available within the EdCo Bylaws.

Council had some concern that this proposal was being fast-tracked and will not have due diligence. The Chair explained the need for a timely decision, and noted that it is at the discretion of the EdCo chair to strike a CCRP. As per the by-laws, the mandate of the CCRP is “To review major curriculum change proposals that have demonstrable need for implementation, and could not follow the normal review process by the Programming Committee and Education Council within the regular meeting schedule.” She also noted that this was discussed by the Programming committee and Executive Committee. The School Quality Committee will be involved, as well as VP Academic’s office.

5.3 LEAN Process for Program Development

Barry Hogan reported that Program Development and Change has gone through a LEAN review. The first Kaizen session was held on Feb. 22. Attendance was very good. The second session was held on March 14, 2016.

Five major themes emerged from the process. There are 36 new programs planned for the next three years. All the proposals that are now brought forward are getting 100% approval by Education Council, the Board of Governors and the Ministry. The Ministry holds BCIT in high regard.

Barry noted that the concept paper review and approval process is one area in which his office will seek improvements and try to shorten the process. This step may be changed to become a Notice of Intent, with fewer fields in the form needing to be completed.

He has brought his presentation to the IDCs, Programming Committee, Associate Deans, Deans Council, and School Quality Committee chairs. The Academic Planning and Quality Assurance office has met with the Kaizen representatives several times. From the five major themes which emerged, there will be approximately 20 recommendations coming forward; they will be reviewed by the Kaizen participants, and then to the Leadership Team in June. APQA is committed to embrace the process and be transparent in their work.

6. Any Other Business
There was no other business.
7. Next Meeting Date
Wed. June 1, 2016, 2:30-4:30, Townsquare A&B
8. Adjournment
The meeting adjourned at 4:30.