

Meeting Minutes

Education Council

Date: Nov 22, 2017

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

Meeting location: SE40, Royal Oak Boardroom

In attendance: Jennifer Figner, Chair; Craig Cowan, Vice Chair; Chris Wiebe, Vice Chair; Anthony Chan; Angie Chan; Bob Gill; Chris Gresat; Cheryl Cahill; Dean Tamboline; Eric Fry; James Rout; Joanne Atha; Jordan Holden; Michael Currie; Sergey Bukharov; Tom Roemer; Trudy Bruce; Wafaa Barakat

Official Guests: Chris Rogerson; Robyn Lougheed; Todd Odgers; Deborah Crawford (for Dawna Mackay)

Regrets: Andrea Matthews; Kathy Kinloch; Chris Rogerson; Tim Carson; Dawna Mackay

Minute taker: Joanne Schaap

Chair Jennifer Figner called the meeting to order at 2:35.

1. Approval of Agenda
MOTION: It was moved by Dean Tamboline and seconded by Anthony Chan and carried that the agenda be approved.
2. Approval of Education Council Meeting Minutes
MOTION: It was moved by Joanne Atha and seconded by Michael Currie and carried that the Minutes of Sept. 20, 2017 be approved with correction of the date for next meeting changed to Nov. 22.
3. Business Arising from the Minutes
There was no business arising from the Minutes.
4. Reports
 - 4.1 Report from the Chair – Jennifer Figner
New members were welcomed to Education Council. With the recent by-elections, all the seats are now filled. Introductions were done.

Jennifer attended a Board of Governors meeting on Oct. 10, 2017. A Quality Assurance Process Audit site visit was conducted on campus last week over two days. On Nov. 1st, a workshop was given by Jennifer, Lynda Beveridge as an Instructional Development Consultant, and the office of Academic Planning and Quality Assurance on Program Development, Change, and Review – Process & Resources. More workshops will be held in the new year.

4.2 Institutional Report, VP Academic – Tom Roemer

The federal government is investing \$750M to support innovation supercluster initiatives. BCIT was invited to participate in the application. A shortlist of applicants has been made, and five of those will be funded.

The provincial government is providing additional funding for 300 seats in the area of computer technology, which may provide BCIT with some capital investment. BCIT also was recently allocated a fourth chair through the Canada Research Chair program.

The ideation phase of Ed Talks was completed at the end of October. There were 406 participants, and around 800 ideas were brought forward. A few town hall meetings have been held, and more are being planned, as well as opportunities for departmental visits. The results of the first phase were just compiled and Tom will start reviewing them. Overall he is pleased with the amount of participation.

The Quality Assurance Process Audit last week went very well. The three-person panel investigated the overall processes in place for quality assurance, and examined three programs which had gone through a program review. The panelists provided positive feedback and called BCIT a national leader in quality of educational product.

4.3 Report from Student Association – Wafaa Barakat

The Student Association Childcare expanded their facilities and are at fully capacity, The SA is offering free massages to students every Friday. The Movember campaign is underway. Last week a LAN party was held with 160 people participating. Teams have been preparing for the JDC West competition which will be held in January. Students are also preparing for the Western Engineering Competition which will be held at BCIT in the new year.

5. Report from Standing Committees

5.1 Programming Committee – Chris Wiebe

Chris reported that the Programming committee met on Nov. 8, 2017 and reviewed two submissions.

Major Curriculum Change:

Diploma in Computer Information Technology, School of Computing and Academic Studies. This change is coming forward to meet the evolving needs of the IT sector, to provide balanced training across IT areas, and to sequence courses and outcomes to facilitate progressive skill development.

MOTION: It was moved by Chris Wiebe and seconded by Sergey Bukharov that the proposal for a major curriculum change for the Diploma in Computer Information Technology, School of Computing and Academic Studies be approved. Questions were taken from the floor.

The motion was carried.

Notice of Intent:

Associate Certificate in Industrial Wood Processing, School of Construction and the Environment. This is the first Notice of Intent (changed from a Concept Paper) to come forward. Education Council does not have to approve these Notices but they are brought forward as an information item. Previously, concept papers would go to the Programming Committee for approval and then to EdCo for approval before they could proceed. With the new changes brought forward through revisions to policy 5401, approval from EdCo is no longer needed. The Programming Committee will still review of all Notices of Intent.

5.2 Policy Committee – Craig Cowan

Craig advised that the Policy Committee met on Sept. 29, 2017 and reviewed Policy and Procedure 5402 Program Review Process. Some duties have been moved from policy to procedure, and the program review process is being refined and streamlined. Referring to the draft procedure which was submitted, Craig recommended that the Duties and Responsibilities section for the Learning and Teaching Centre, Instructional Development Consultants (IDC) revert back to the original wording in the policy, since it is more general in nature in keeping with descriptions of the others. Therefore the paragraph would be:

The IDCs support the self-study team (SST) throughout the program review process. IDCs act as process facilitators of program review by helping the program area plan the review and keep it focused. As educational consultants, they lead the curriculum review process (including developing customized surveys and collecting and analyzing data), and assist with writing the self-study report, the response to the external review team report, and the final report and recommendations to be presented to Education Council.

MOTION: It was moved by Craig Cowan and seconded by Bob Gill that the revised Procedure 5402 Program Review Process be approved as presented.

The motion was carried.

MOTION: It was moved by Craig Cowan and seconded by Dean Tamboline that the revised Policy 5402 Program Review Process be approved as presented.

The motion was carried.

The Policy Committee has been collecting feedback on Policy 5601 Faculty Qualifications and Policy 5405 Program Suspension and Cancellation and will present the revised documents at the next meeting. The policy for Student Code of Conduct is still under review.

6. New Business
There was no new business.
7. Any Other Business
A request was made that reports from the Chair, VP Academic and the Student Association to be put in writing and be included in the meeting packages. The Chair agreed to take it under consideration.
8. Next Meeting Date
Wed. Dec. 13, 2017, 2:30-4:30, Royal Oak Boardroom
9. Adjournment
The meeting adjourned at 3:37.