

# Meeting Minutes

## Education Council

**Date:** Sep. 20, 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; Andrea Matthews; Anthony Chan; Angie Chan; Bob Gill; Dean Tamboline; James Rout; Joanne Atha; Michael Currie; Sergey Bukharov; Tim Carson; Tom Roemer

**Minute taker:** Joanne Schaap

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

**Regrets:** Dawna Mackay; Eric Fry; Kathy Kinloch; Trudy Bruce

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

1. Approval of Agenda  
MOTION: It was moved by Craig Cowan and seconded by Michael Currie and carried that the agenda be approved.
2. Approval of Education Council Meeting Minutes  
MOTION: It was moved by Tim Carson and seconded by Andrea Matthews and carried that the Minutes of June 1, 2017 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 noted that June 7, 2017 was the first meeting of the EdCo year. However there have been some changes in membership since then. As outlined by the College and Institute Act, EdCo has four positions for Administration. Tom Roemer and Craig Cowan fill two of those positions. Jennifer moved to Administration from Faculty and Staff Association. The other new representative is James Rout, Associate VP Education Support and Innovation. Thanks were extended to Richard Plett who is the outgoing Administrative representative. He continues to sit on the Executive and Policy committees. Harj Dhaliwal was also thanked for serving as an Administration representative. Official guests have changed as well. Todd Odgers and Chris Rogerson were welcomed, along with Robyn Lougheed and Dawna Mackay who continue in their current roles.

There are four vacant seats on Education Council now and an election is underway for each of these positions: FSA Faculty School of Business; GEU Faculty at large; and two student positions.

The Board of Governors will meet in early October. Jennifer attended a Governance committee meeting earlier today.

#### 4.2 Institutional Report, VP Academic

Tom Roemer recently met the new Minister of Advanced Education, Skills and Training, Honourable Melanie Mark. The VP Academic Office is preparing for a two-day site visit from the Degree Quality Assessment Board in November.

BCIT has signed an MOU with Lake Washington Institute of Technology and Oregon Institute of Technology to provide industry-aligned, high-skill talent for the Cascadia Corridor's workforce needs. The alliance was

announced by Microsoft president Brad Smith at the Cascadia Corridor Innovation Conference in Seattle. Microsoft has indicated they will support initiatives from this alliance.

Tom will be using ThoughtExchange software to help collate ideas for the 2017 Ed Talks. There will be a town hall meeting on Oct. 4 to ask questions about the process, and in November there will be opportunity to exchange and discuss ideas, both on-line and in person. The report will be completed in January 2018 and presented to the BCIT community and the Board of Governors.

a. Program Review – One-Year Status

- i. Diploma in Fish, Wildlife and Recreation, School of Construction and the Environment  
Dean Wayne Hand noted that most of the recommendations from the Self-study Report have been implemented and completed, with a few still ongoing, in particular those which have a five-year timeline.
- ii. Diploma and Bachelor of Technology in Geomatics, School of Construction and the Environment  
Dave Rutherford noted that after a credential change, courses were renumbered and realigned. Most of the recommendations from the Self-study Report have been completed.
- iii. Industry Partnership Certificate in Office Administrator with Technology, School of Computing and Technology  
On behalf of Dean Steve Eccles, Dean Hildebrand spoke to this report. This is a highly professional program and very successful. There were no major finding from the Program Review. A major change of credential will be presented later in the meeting.

4.3 Report from Students

Sergey reported that the Student Association elections are underway. The SA was involved in welcoming new students at the start of the academic year. A new Daycare centre for infant-toddlers will be opening soon, once construction is completed. BCIT's Student Association were pleased to attend the Concordia conference.

5. Report from Standing Committees

5.1 Programming Committee – Chris Wiebe

Chris reported that the Programming Committee met on Sept. 6, 2017 and reviewed two submissions. Chris provided an overview of the following submissions:

a. Major Curriculum Change:

- i. Diploma in Office Administrator with Technology Program, School of Computing and Academic Studies

The proposal for a change in credential from Industry Partnership Certificate to Certificate is coming forward as the result of a program review.

MOTION: It was moved by Chris Wiebe and seconded by Dean Tamboline that a credential change from Industry Partnership Certificate to Certificate in Office Administrator with Technology Program be approved. Questions were taken from the floor.

The motion was carried.

- ii. Bachelor of Technology in Forensic Investigation, School of Computing and Academic Studies

The proposal came forward for an option name change, as well as changes to the program goals, for Computer Crime option in both Bachelor of Technology and Advanced Certificate.

MOTION: It was moved by Chris Wiebe and seconded by Bob Gill that the proposal for a major curriculum change and option title change from Bachelor of Technology and Advanced Certificate in Forensic Investigation, Computer Crime Option, to Bachelor of Technology and Advanced Certificate in Forensic Investigation, Digital Forensics and Cybersecurity Option, be approved. Questions were taken from the floor.

The motion was carried with no abstentions.

#### 5.2 Policy Committee – Craig Cowan

Craig advised that the first meeting of the Policy Committee will be held next week. The review by legal counsel on the draft Student Code of Conduct policy has not been completed yet. Over the summer a sub-committee worked on Policy 5403 Course Outlines and Course Names. Policy 1000 Policy Development, is being reviewed by the Board of Governors and until that review is completed, any revised policies from Education Council cannot be posted on the website Policy page for consultation. In particular, Policy 5601 Faculty Qualifications, and Policy 5405 Program Suspension and Qualifications were reviewed by the Committee last year and are awaiting community consultation, therefore, Craig is looking for additional ways to achieve the consultation in order to move them forward. Next week the Committee will review changes to Policy 5402 Program Review which came about as a result of the LEAN process undertaken on the program review area.

### 6. New Business

#### 6.1 International Partnership Documentation

Tom Roemer brought forward this item since BCIT enters a significant number of MOUs with other post secondaries. As Education Council is the guardian of the education product, he sought input from EdCo to see if these MOU's should come to Council. There are approximately five per year. Council is in favour of receiving them as an information item, and going forward, they will be included as part of his report.

#### 6.2 APQA Website

Barry Hogan, Dean Academic Planning and Quality Assurance, gave an overview of the APQA website which was set up as a result of a LEAN review. Faculty indicated they would like one site for resources for program developments, reviews and changes. There is also a section on program suspension and cancelations. The website provides useful resources such as common themes from completed program reviews and guidelines to assist in the process. There is also a link to Quality Assurance Process Audit, which is an external review of public post-secondary institutions' quality process. BCIT will be participating in a QAPA site visit in November.

#### 6.3 QAPA Report

The Institution Report is a self-study report required by the Ministry in preparation for the Quality Assurance Process Audit which will take place in November. Feedback from Education Council is welcomed. The report will be sent to the Ministry at the end of the month. At the site visit, there will be an expert panel consisting of three people, who will examine three programs which have undergone full reviews at BCIT: the Bachelor of Business Administration; Bachelor of Technology in Technology Management; and Diploma in Electrical and Computing Engineering Technology. A site visit is scheduled for Nov. 28 and 29, 2017. This visit will test the rigor of BCIT's program qualities and policies, and will demonstrate to external stakeholders the Institute's strength; it could impact the ability to continue to grant degrees. Comments on the Institute Report should be sent to Joanne in one week. Questions were taken from the floor.

#### 6.4 Education Council Contact List

This Education Council contact list was provided for information, and will be updated again once elections are completed.

### 7. Any Other Business

There was no other business.

### 8. Next Meeting Date

Wed. Nov. 22, 2017, 2:30-4:30, Royal Oak Boardroom

### 9. Adjournment

The meeting adjourned at 4:00.