Meeting Minutes

Education Council

Date: May 9, 2018
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; Angie Chan; Chris Gresat; Eric Fry; Michael Currie; Sergey Bukharov; Tim Carson; Tom Roemer; Trudy Bruce; Wafaa Barakat
Official Guests: Dawna Mackay; Robyn Lougheed; Todd Odgers
Regrets: Anthony Chan; Andrea Matthews; Bob Gill; Cheryl Cahill; Dean Tamboline; James Rout; Jorden Holden; Kathy Kinloch; Chris Rogerson
Minute taker: Joanne Schaap

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

1. Approval of Agenda
   MOTION: It was moved by Tim Carson and seconded by Eric Fry and carried that the agenda be approved, with the following change: Item 4.2.a, Education Plan by Tom Roemer, will be moved to the end of the agenda before item 7, Any Other Business.

2. Approval of Education Council Meeting Minutes
   MOTION: It was moved by Chris Wiebe and seconded by Sergey Bukharov and carried that the Minutes of Feb. 28, 2018 be approved.

3. Business Arising from the Minutes – none

4. Reports
   4.1 Report from the Chair – Jennifer Figner
   Elections have been completed. Two incumbents, Angie Chan and Joanne Atha, were re-elected. Andrea Matthews and Michael Currie were acclaimed. Two new members were voted in, Morgan Westcott and Andre Caron. As well, three new students were voted in, Sajjad Askarzadeh, Matthew Funk, Adam Nguyen. The Student Association's VP Student Affairs, Eirylle Sanchez, will also sit on Council. Craig Cowan, who is appointed to Council as a representative for Administration, is retiring in July; a new representative is being sought.

   Jennifer brought forward one item from Education Council to the Board of Governors meeting on March 20, 2018, namely Policy 5601 Faculty Qualifications. The proposed revisions were approved.

   Craig Cowan, Chris Rogerson and Jennifer met with legal counsel to discuss the Student Code of Conduct. At BCIT's Professional Development day in September, Jennifer along with APQA (Academic Planning and Quality Assurance) Office will host a workshop on Program Development Change and Review. Jennifer attended the College and Institutes Canada (CICAN) conference last week in Victoria.

   4.2 Institutional Report, VP Academic – Tom Roemer
   BCIT hosted several international delegations last week. They were here as part of the CICAN conference. BCIT will play a key role in the BC Digital Technology Supercluster. The hiring process for the VP Student Services is underway. Tom has taken on this position in an interim role until someone is hired.

   a. Education Plan
      Tom presented the first draft of an Academic Plan 2019-2021 – Emerging Strategies. The Plan came

about from EdTalks which he started last year. Trends emerged, and the impact of these trends on BCIT was identified. The most prevalent response was that others are infringing on our polytechnic model, pushing us to stay relevant and unique. The core theme of differentiation will be sought through three key channels:

- Interdisciplinary programming
- Centres of competency
- Distinct polytechnic services

Council gave positive feedback to Tom and looks forward to further development of this Plan.

b. Program Review – Final Report
   i. Bachelor of Technology in Computer Systems, School of Computing and Academic Studies, Dean Steve Eccles
   There were six recommendations coming from the program review. Four of them are set to be completed in Sept. 2018 and two in Sept. 2019. Comments were taken from the floor.
   ii. Diploma in Computer Systems Technology, School of Computing and Academic Studies, Dean Steve Eccles
   From the program review, 23 recommendations were identified. Comments were taken from the floor.

c. Program Review – One Year Status Report
   i. Diploma in Technology Teacher Education (TTED), School of Energy, Dean Forrest Tittle
   The program area is reviewing seven recommendations. Forrest provided some further details on the update.

4.3 Report from Students – Wafaa Barakat
Elections are completed. The SA hosted an IxL Conference, and the Presentation Idol. BCIT gave $50,000 funding to the SA to participate in competitions. Students competed in the American Concrete Institute FRC Bowling Ball Competition.

5. Report from Standing Committees
5.1 Programming Committee – Chris Wiebe
Chris reported that the Programming Committee met on April 11 and April 25 and reviewed several submissions. Chris provided an overview of each of the following submissions:

a. Notice of Intent for Review
   i. Associate Certificate in Construction Drawings, School of Construction and the Environment
   This NOI was received for information only.

b. Major Curriculum Change:
   i. Diploma in Computer Systems Technology, School of Computing and Academic Studies
   The rationale for this change is to remain current and provide flexibility to ensure BCIT will keep up with future changes. Significant changes were made to the curriculum.

   MOTION: It was moved by Chris Wiebe and seconded by Craig Cowan that the proposal for a major curriculum change for the Diploma in Computer Systems Technology be approved. Questions were taken from the floor.

   The motion was carried.

   ii. Bachelor of Technology in Computer Systems Technology, School of Computing and Academic Studies
   This proposal will update the admissions requirements, update the curriculum, and change the course delivery.

   MOTION: It was moved by Chris Wiebe and seconded by Sergey Bukharov that the proposal

for a major curriculum change for the Bachelor of Technology in Computer Systems Technology be approved. Questions were taken from the floor.

The motion was carried.

    iii.   Diploma in Computer Information Systems Administration, School of Energy
Changes include program entry requirements, change in curriculum, and reducing the program duration from 80 weeks to 70 weeks over two academic years.

MOTION: It was moved by Chris Wiebe and seconded by Tim Carson that the proposal for a major curriculum change for the Diploma in Computer Systems Administration be approved. Questions were taken from the floor.

The motion was carried with one abstention.

    iv.   Diploma in Telecommunications Technician and Diploma in Wireless Communication Technician, School of Energy
This proposal is for three programs (Electronics Technician Common Core, Telecommunications Technician, and Wireless Communications Technician) to be amalgamated into a single, two-year diploma program to be known as Telecommunications Systems Technician. The new program would have two options, the curriculum will be updated, and term lengths will be restructured.

MOTION: It was moved by Chris Wiebe and seconded by Craig Cowan that the proposal for a major curriculum change for the Diploma in Telecommunications Technician and Diploma in Wireless Communication Technician be approved. Questions were taken from the floor.

The motion was carried.

  c.   Program Proposal

    i.   Associate Certificate in Industrial Wood Processing, School of Construction and the Environment, brought forward by Eric Fry
The initiative to create the Associate Certificate in Industrial Wood Processing is a combined effort between BCIT and a consortium of industrial wood processing companies. It is targeted towards people already working in the industry.

MOTION: It was moved by Eric Fry and seconded by Chris Wiebe that the proposal for a Notice of Intent for the Associate Certificate in Industrial Wood Processing be approved. Questions were taken from the floor.

The motion was carried.

5.2 Policy Committee – Craig Cowan
Craig brought forward a recommendation for changes to Procedure 5401—PR3 Revisions to Process for Requesting Exemption from Policy. With the revised process, the Academic Planning and Quality Assurance office will be involved, and internal stakeholders listed in the process will be requested to comment on and sign the policy exemption request. Approval will be needed only from the Chair of Education Council.

MOTION: It was moved by Craig Cowan and seconded by Michael Currie that the recommendation for changes to Procedure 5401—PR3 Revisions to Process for Requesting Exemption from Policy be approved. The motion was carried.

Regarding the Code of Conduct, Craig hopes that legal counsel will have revisions ready in time for next week's Policy meeting, and from there it will go to the community for feedback.

6. New Business
   Quality Assurance Process Audit (QAPA) Institutional Response – Barry Hogan
   Barry Hogan, Dean Academic Planning and Quality Assurance, brought forward BCIT's institutional response to the assessor's report for the Quality Assurance Process Audit conducted November 14-15, 2017. An action plan was prepared for the 8 recommendations which were made by the Panel. Items 3, 5, 6 and 8 are already being done. Item 7 is out of scope. Items 1, 2 and 4 are being addressed now.

   It was requested that students be included as stakeholders in Item 1, second bullet. Barry will add this to the Response Letter. He noted that under Item 4, Teaching Excellence, APQA is developing a Scholarly Qualifications policy.

   MOTION: It was moved by Eric Fry and seconded by Chris Wiebe that the Institutional Response to the assessor's report for the Quality Assurance Process Audit be endorsed with the addition of students as key stakeholders for Item 1.

7. Any Other Business
   There was no other business.

8. Next Meeting Date
   Wed. June 6, 2018, 2:30-4:30, Royal Oak Boardroom

9. Adjournment
   The meeting adjourned at 4:25 p.m.