

Meeting Minutes

Education Council

Date: June 6, 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; Adam Nguyen; Andre Caron; Andrea Matthews; Angie Chan; Bob Gill; Cheryl Cahill; Eric Fry; James Rout; Joanne Atha; Matthew Funk; Michael Currie; Sajjad Askarzadeh; Tim Carson; Tom Roemer; Trudy Bruce

Minute taker: Teresa Szymborska

Official Guests: Dawna Mackay; Robyn Lougheed; Todd Odgers

Regrets: Joanne Schaap; Kathy Kinloch; Eiryll Sanchez; Chris Rogerson; Morgan Westcott

Chair Jennifer Figner called the meeting to order at 2:32. She asked the Registrar Dawna Mackay to conduct the election for the position of the Chair of Education Council.

1. Election of Education Council Chair for 2018-19 – Registrar Dawna Mackay
The Registrar's Office explained the process for conducting the election for the position of Chair of Council. Quorum was confirmed. Dawna noted that the Nominating Committee brought forward the name of Jennifer Figner for the position of EdCo Chair. Jennifer confirmed her acceptance of the nomination. Dawna called twice for any additional nominations. There were none, and nominations were declared closed. Jennifer was acclaimed as Chair of Education Council for 2018-2019.
2. Election of Education Council Vice-Chairs for 2018-19, EdCo Chair Jennifer Figner
As the newly elected Chair, Jennifer conducted the election for the two Vice Chair positions for 2018-19. Jennifer advised that the Nominating Committee has named Chris Wiebe and Eric Fry as nominees for the two positions of Vice Chairs. Chris Wiebe and Eric Fry confirmed their acceptances of the nominations. Jennifer called twice for further nominations for the Vice Chair positions; hearing none, nominations were declared closed. Chris Wiebe and Eric Fry were acclaimed as Vice Chairs of Education Council for 2018-19.

Chair assignments for the Standing Committees are as follows:

- Chair of Programming: Chris Wiebe, Faculty, School of Energy
- Chair of Policy: Eric Fry, Faculty, School of Transportation

Congratulations were offered to those elected to Council positions.

3. Roundtable of Introductions
A roundtable of introductions was held. New members were welcomed to their first EdCo meeting.
4. Approval of Agenda
MOTION: It was moved by Bob Gill and seconded by Tim Carson and carried that the agenda be approved.
5. Approval of Education Council Meeting Minutes
MOTION: It was moved by Eric Fry and seconded by Michael Currie and carried that the Minutes of May 9, 2018 be approved.
6. Business Arising from the Minutes
There was no business arising from the Minutes.

7. Reports

7.1 Report from the Chair – Jennifer Figner

- a. Board of Governors approved the proposal for the Associate Certificate in Industrial Wood Processing at their meeting on May 29, 2018
- b. The newly elected EdCo faculty members' orientation has been completed. The students' orientation will be conducted in the fall.
- c. These topics will be discussed at EdCo this year:
 - i. Education plan and activities arising from Tom's EdTalks
 - ii. Student success and wellbeing – additional funding available for wellness enhancing teaching conferences
 - iii. Learning and Teaching support committee to work more closely with the EdCo
 - iv. Internationalization and interculturalization – Todd Odgers to present at EdCo

7.2 Institutional Report, VP Academic – Tom Roemer

- i. EdTalks emerging strategies – a final draft document to be published next week
 - ii. EdTalks slide show was presented to the PTS group on Saturday
 - iii. The academic plan which is being completed will directly contribute to the Strategic Plan
 - iv. Tom attended the Supercluster founders meeting. BCIT is one of the founding members
 - v. Tom joined the Board of Innovate BC
- a. Program Review – One Year Status Report
 - i. Diploma in Telecommunications Technician & Diploma in Wireless Communications Technician, SOE
Paul Morrison presented a one year status update on behalf of the Dean, Forrest Tittle. Most of the recommendations are being addressed or have been completed.
 - ii. Diploma in Computer Information System Administrator, SOE
Paul Morrison presented a one year status update on behalf of the Dean, Forrest Tittle. Most of the recommendations have been completed, and a few issues are being addressed on an ongoing basis.
 - iii. Diploma in Marketing Management, Tourism Option, SOB
David Tikkanen presented a one year status update on behalf of the Dean, Leelah Dawson. Almost all the issues have been addressed or a plan is underway to meet the recommendations.
 - iv. Certificate in New Media Design and Web Development, SOB
Dean Leelah Dawson presented a one year status update. 20 recommendations had been made. Many of them have been completed, and others are being reviewed or plans are in place to fulfill them.
 - b. Annual Program Review Report – Tom Roemer
The report was submitted to EdCo to provide an annual reporting on the program reviews that were done during the year. This report will be submitted to EdCo on an annual basis at the June meeting.

7.3 Report from Student Association – Eiryll Sanchez

No Report at this time.

8. Report from Standing Committees

8.1 Programming Committee – Chris Wiebe

Chris reported that the Programming Committee met on May 23rd and reviewed submissions. Chris provided an overview of each of the following submissions:

- a. Notice of Intent for Review
 - i. Diploma in Industrial Network Security, SOCAS/SOE
The Notice was received for information only.

b. Major Curriculum Change

i. Associate Certificate in Business Management Studies, SOB

MOTION: It was moved by Chris Wiebe and seconded by Bob Gill that the proposal for a major curriculum change and a name change for the Associate Certificate in Business Management Studies to Business Fundamentals be approved. Questions were taken from the floor.

The motion was carried.

ii. Associate Certificate in Medical Office Assistant, SOB

MOTION: It was moved by Chris Wiebe and seconded by Tim Carson that the proposal for a major curriculum change for the Associate Certificate in Medical Office Assistant be approved. Questions were taken from the floor.

The motion was carried with one abstention.

c. Program Proposal

i. Diploma in New Media Design and Web Development, SOB

MOTION: It was moved by Chris Wiebe and seconded by Andre Caron that the proposal for a major curriculum change for the Diploma in New Media Design and Web Development be approved. Questions were taken from the floor.

The motion was carried.

8.2 Policy Committee

Jennifer provided the report on behalf of Eric Fry.

The Policy Committee reviewed a proposed current draft of the Academic Code of Conduct Policy. The policy will be rolled out for community consultations. Due to summer holidays there will be an extended period for the consultations.

9. New Business

There was no new business.

10. Any Other Business

There was no other business.

11. Next Meeting Date

Wed. Sept. 19, 2018, 2:30-4:30, Royal Oak Boardroom

12. Adjournment

The meeting adjourned at 3:30 pm.