

# Meeting Minutes

## Education Council

**Date:** Jan. 30, 2019

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

**Meeting location:** SE40, Royal Oak Boardroom

**In attendance:** Jennifer Figner, Chair; Chris Wiebe, Vice Chair; Eric Fry, Vice Chair; Adam Nguyen; Andre Caron; Andrea Matthews; Angie Chan; Bob Gill; Cheryl Cahill; Eiryll Sanchez; James Rout; Joanne Atha; Matthew Funk; Morgan Westcott; Sajjad Askarzadeh; Steve Perry; Tim Carson; Tom Roemer; Trudy Bruce;

**Minute taker:** Joanne Schaap

**Official Guests:** Dawna Mackay; Robyn Lougheed;

**Regrets:** Michael Currie; Todd Odgers; Chris Rogerson

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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 Steve Perry and carried that the agenda be approved.
2. Approval of Education Council Meeting Minutes  
MOTION: It was moved by Chris Wiebe and seconded by Cheryl Cahill and carried that the Minutes of Nov. 21, 2018 be approved.
3. Business Arising from the Minutes  
3.1 Educational Technology and Learning Design Committee (ETLDC)  
A Notice of Motion was given at the meeting of Nov. 21, 2018 for the establishment of the ETLDC as a sub-committee which will operate under Education Council. This committee, however, will not be comprised of Council members only, but will include other representatives from across the institute. The elected Chair would have a position as an Official Guest on EdCo. As this will be an amendment to our Bylaws, a vote is needed with 2/3 majority to be approved. Questions were taken from the floor.

There were a number of questions and comments about how membership would be obtained on ETLDC. It was noted that support staff and PTS were not identified in the composition. "Resource members" should be changed to "subject matter experts." An interim committee will be established. Council agreed that a clearer Terms of Reference is needed, with a well-defined process as to how members are selected, and an indication as to whom has voting rights. Similar clarification regarding membership should be done to the Terms of Reference for other EdCo Committees.

MOTION: It was moved by Jennifer Figner and seconded and carried that Education Council amend its By-laws, Procedures and Standing Committees to incorporate a new Sub-committee: Educational Technology and Learning Design Committee ("ETLDC") and to amend the terminology in the other sub-committees regarding membership.

The motion was carried with one abstention. This item will come back to the next meeting for further clarification.

### 3.2 EdCo Chair, Change in Position

Jennifer Figner and Tom Roemer recused themselves from the meeting for this discussion, which was led by the Registrar Dawna Mackay. In January, Jennifer began a new position as Associate Vice President, Implementation and Integration, reporting directly to the VP Academic. She has been asked to continue in her role as Chair of Education Council. Council members were given an opportunity to voice any concerns about conflict of interest. As there was no concern from the Council members, it was agreed that she would continue as the Chair for remainder of this Education Council year.

## 4. Reports

### 4.1 Report from the Chair – Jennifer Figner

At the Dec. 5, 2018 meeting, the Board of Governors approved the proposal for an Associate Certificate in Construction Drawings. There has been a turnover in Board membership recently, resulting in many new members.

Dates for the spring elections have been established. Nomination period is Feb. 25-March 8, 2019, and voting will take place between March 29 and April 5, 2019. The available positions are: all GEU Instructional seats (3 schools and one at large); one GEU support staff; two FSA seats. The EdCo year begins in June.

### 4.2 Institutional Report, VP Academic – Tom Roemer

The work on the Strategic Plan will conclude at the end of March, and the Education Plan is being finalized at same time. At the next Education Council meeting, a significant amount of time will be allowed for a presentation on the Education Plan, and Council's endorsement will be sought.

#### a. Program Suspensions

Kathy Siedlaczek, Associate Dean of Academic Planning and Quality Assurance, spoke to the four programs which were being suspended:

- Graduate Certificate in Business Administration
- Graduate Certificate in Building Energy Modelling
- Certificate in Network Administration and Security Professional
- Bachelor of Science in Food Technology and Operations Management

This item was taken for information only and did not require approval from Education Council.

### 4.3 Report from Students – Eirylle Sanchez

- Following the resignation of VP Campus Life, Nikita Nayak was elected by Council as the Interim VP
- DTC councillor graduated, so a new councillor, Dawson Verboven, is in place
- Last week's Industry Days had a great turn-out
- A Special General Meeting is set for Feb. 11 to address structural changes and housekeeping bylaws. These changes include changing the DTC Councillor position to a DTC Chair position for more representation. There is also a motion to eliminate the VP Campus Life position and creating a VP Equity and Sustainability. VP Campus Life responsibilities will be distributed between the VP Equity and Sustainability and the VP Student Affairs whose title will change to VP Student Experience.
- On February 12, the SA is hosting a Federal By-Election debate on campus, with confirmed guests including Jagmeet Singh from the NDP. PPC and CPC candidates will be in attendance.
- A food pavilion in NE01 will open in March

## 5. Report from Standing Committees

### 5.1 Programming Committee – Chris Wiebe

Chris reported that the Programming Committee met on Jan. 16, 2019 and reviewed three submissions. Chris provided an overview of each of the following submissions:

#### a. Notice of Intent:

- i. Master of Engineering in Smart Grids, Applied Research Centre in collaboration with School of Energy

Areas of expertise required for the transition to a “smarter” infrastructure has created the need for a new interdisciplinary specialization. This new specialization fuses classical areas of power systems with information technology (IT) and communications. The proposed MEng in Smart Grids aims to provide this specialization to serve the needs identified by industry and the province.

MOTION: It was moved by Chris Wiebe and seconded by Bob Gill that the proposal for a Notice of Intent for the Master of Engineering in Smart Grids be approved. Questions and comments were taken from the floor.

The motion was carried.

b. Program Proposals:

- i. Diploma in Industrial Network Cybersecurity, School of Computing and Academic Studies and School of Energy

There is a significant need for, and shortage of, network security professionals that understand the unique computing and networking requirements of industrial, utility and critical infrastructure plants relying on automation, manufacturing and SCADA (Supervisory, Control, and Data Acquisition) systems. To address this skills shortage, the School of Computing and Academic Studies and School of Energy propose to partner in offering a new interdisciplinary Diploma in Industrial Network Cybersecurity (INC) that will prepare graduates for entry level positions in this emerging occupation.

MOTION: It was moved by Chris Wiebe and seconded by Morgan Westcott that the proposal for a Diploma in Industrial Network Cybersecurity be approved. Comments were taken from the floor.

The motion was carried.

- ii. Diploma in Full-Stack Web Development, School of Computing and Academic Studies

The program aims to create graduates who are employed as Full-Stack developers, creating, modifying, and maintaining full web applications, including server configuration, front-end development, back end development, data management, and web architecture design.

It was moved by Chris Wiebe and seconded by Bob Gill and carried that the proposal for a Diploma in Full Stack Web Development be approved. Questions were taken from the floor.

The motion was carried.

## 5.2 Policy Committee – Eric Fry

Eric advised that community consultations on the draft 5102 and 5104 Codes of Conduct policies and procedures were held for students and staff in November and December, hosted by Chris Rogerson. There was also 30 days to provide comments online. Eric met with Chris Rogerson and Jennifer to review the feedback and prioritize updates.

The Policy Committee met on Jan. 9, 2019 and reviewed 5403 Course Outlines and Course Names. As a significant number of changes were suggested, a sub-committee has been struck to do further work on this policy. The APQA office have indicated they are not able to provide the same level of support as in the past, so more sub-committee working groups will be formed to produce and update academic policies.

At the next Policy meeting, set for Feb. 13, 2019, it is hoped that the following policies and procedures will be finalized and presented in draft form at the next Education Council meeting:

- Policy 5102 Student Code of Conduct (Non-Academic)
- Procedure 5102-PR1 Student Code of Conduct (Non-Academic)
- Policy 5104 Student Code of Academic Integrity
- Procedure 5104-PR1 Violations of Code of Academic Integrity
- Procedure 5104-PR2 Decision Review Board
- Procedure 5104-PR3 Institutional Appeal Tribunal
- Procedure 5103-PR2 Grades Reassessment

The intent is to process all these as an associated group since the changes are interdependent of one another.

6. New Business

6.1 By-election, Vice-Chair Position

Since Chris Wiebe recently changed positions from the GEU Faculty in School of Energy to a position with FSA in SoCAS he has to vacate his seat on Council. He therefore notified Council that he is officially resigning. A by-election was held for the position of Vice-Chair of Education Council for the remainder of the academic year; this person will also serve as Chair of the Programming Committee. Per our Bylaws, this person must be a member of faculty (either FSA or GEU Instructional).

Jennifer conducted the by-election for the Vice Chair position. Quorum was confirmed. She advised that the Nominating Committee has named Tim Carson as nominee for the position of Vice Chair. He confirmed his acceptance of the nomination. Jennifer called twice for further nominations for the Vice Chair position; hearing none, nominations were declared closed and Tim Carson was acclaimed as Vice Chair of Education Council for the remainder of the academic year.

6.2 Exemption from Education Policy: New Media Design & Web Development

A request has come forward from the program area of Diploma in New Media Design & Web Development of the School of Business for an exemption of Policy 5003 Admissions (3.1 Academic Residency Requirements, and 3.3 Multiple Credentials) and Procedure 5003-PR1 (3.3 Multiple Credentials, A. General and B. Guidelines.) Under Procedure 5003 PR1, graduates of the previous Certificate in New Media Design and Web Development who wish to continue their studies to obtain the Diploma in New Media and Web Development, are prevented from applying all their 92 certificate credits toward the new 114-credit diploma. Procedure 5003-PR1 allows a maximum of only 57 credits to be applied.

MOTION: It was moved by Jennifer Figner and seconded that the request for an exemption from Policy 5003 and Procedure 5003-PR1 for the Diploma in New Media Design & Web Development be approved.

The motion was carried.

7. Any Other Business

Jonathan Chiu, newly appointed as Manager of APQA, was welcomed.

8. Next Meeting Date

Wed. Mar. 6, 2019, 2:30-4:30, Royal Oak Boardroom

9. Adjournment

The meeting adjourned at 3:55.