

Meeting Minutes

Education Council

Date: Mar. 6, 2019

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

Meeting location: SE40, Royal Oak Boardroom

In attendance: Jennifer Figner, Chair; Tim Carson, 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; Michael Currie; Sajjad Askarzadeh; Steve Perry; Tom Roemer; Trudy Bruce

Minute taker: Joanne Schaap

Official Guests: Chris Rogerson; Dawna Mackay; Robyn Lougheed; Todd Odgers

Regrets: Oleg Lungu; Morgan Westcott

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

1. Approval of Agenda
MOTION: It was moved by Cheryl Cahill and seconded by Steve Perry and carried that the agenda be approved.
2. Approval of Education Council Meeting Minutes
MOTION: It was moved by Tim Carson and seconded by James Rout and carried that the Minutes of Jan. 30, 2019 be approved.
3. Business Arising from the Minutes
There was no business arising.
4. Reports
4.1 Report from the Chair – Jennifer Figner

On Feb. 7, 2019 the Board of Governors had an orientation session for two new members which included a segment on Education Council. At the BoG meeting, the Notice of Intent – Master of Engineering in Smart Grids, and the New Program Proposal – Diploma in Full Stack Web Development was approved. Jennifer met with Oleg Lungu, the new chair of the Educational Technology and Learning Design Committee. Jennifer attended three convocation ceremonies last week.

The nomination period for elections closes on Friday March 8. To date there have been nominations for School of Transportation, GEU Support Staff and one student. Council members whose positions are up for election are encouraged to consider putting their name forward again.

4.2 Institutional Report, VP Academic – Tom Roemer

a. Education Plan

The Strategic Plan has now reached its final stage and is linked to the Education Plan. Tom presented the final concepts of the Education Plan which had started with EdTalks. Trends and challenges were identified. In order to stay unique, a transformative educational strategy is needed. The theme of the Plan is to preserve the distinctiveness of BCIT through differentiation. This can be done through a strategy of interdisciplinarity. Education Council gave their endorsement of the Education Plan for the directions proposed.

Tom has been invited to go to Bogota to introduce the BCIT model of education, in particular with respect to the Military Skills program. A challenge with having international credentials is ensuring the BCIT standards of academic integrity are upheld. Education Council will be updated on any new International partnerships and will have sole Institutional authority for approving new credentials.

- b. Program Review – One Year Status Report
 - i. Bachelor of Technology in Environmental Engineering, School of Construction and the Environment, Dean Wayne Hand

Of the 25 recommendations given on the Program Review, only four are not totally completed. Significant changes were made, including a reduction in the number of credits from 90 to 77. Better engagement and communication with the faculty was initiated. Enrolment has improved and the staff are happier with the changes that were undertaken.

- c. Program Cancellations:
 - i. Certificate in Electronics Technician Common Core
 - ii. Diploma in Telecommunications Technician
 - iii. Diploma in Wireless Communications Technician

Kathy Siedlaczek explained that these three programs have been consolidated into a single two year diploma program, and therefore the original three are being cancelled. The Duty of Education Council, as per Policy 5405, is to ensure the process for program cancellation has been followed and provide advice to the Board of Governors as required. The rationale for cancelling these programs is provided in the Recommendation for Cancellation document. Education Council will bring this forward to the Board of Governors for their approval.

MOTION:

It was moved by Bob Gill and seconded by Andre Caron that Education Council verifies that the process for program cancellation, according to Policy 5405, has been followed for the Certificate in Electronics Technician Common Core; the Diploma in Telecommunications Technician; and the Diploma in Wireless Communications Technician and recommends to Board of Governors that they be cancelled.

The motion was carried.

4.3 Report from Students – Eirylle Sanchez

The IxL Conference, a professional development event, will be held on March 9. The SA has organized the Stop, Drop and Swap event from March 20- 25 for the BCIT community to donate used clothing and keep any items they like. The Habitat xDine App is activated so online ordering is now available for take-out. Executive Elections are underway.

5. Report from Standing Committees

5.1 Programming Committee – Tim Carson

Tim reported that the Programming Committee did not meet on Feb. 20, 2019 as scheduled since there was only one submission and it was for a Notice of Intent, which does not require a vote. Committee members were requested to submit their comments electronically on the following submission:

- a. Notice of Intent:
 - i. Diploma in Heavy Duty Truck Technology, School of Transportation

This proposal for a diploma is coming forward in response to needs and concerns expressed by stakeholders, including employers and students. It will be delivered full-time over four semesters. The goal is to have the first intake of students in January 2020.

5.2 Policy Committee – Eric Fry

- a. Information Note
Eric advised that there are seven motions coming forward for decision. As they have key interrelations, they must be reviewed as a group. Chris Rogerson provided a summary of the changes for each of the policies and procedures.
- b. Policy 5102 Student Code of Conduct (Non-Academic)
MOTION: It was moved by Eric Fry and seconded by Michael Currie that Policy 5102 Student Code of Conduct (Non-Academic) be recommended to the Board of Governors for approval.
The motion was carried.
- c. Procedure 5102-PR1 Student Code of Conduct (Non-Academic)
MOTION: It was moved by Eric Fry and seconded by Bob Gill that Procedure 5102-PR1 Procedure for Violations of the Student Code of Conduct (Non-Academic) be recommended to the Board of Governors for approval. The motion was carried.
- d. Policy 5104 Student Code of Academic Integrity
MOTION: It was moved by Eric Fry and seconded by Tim Carson that Policy 5104 Student Code of Academic Integrity be recommended to the Board of Governors for approval.
The motion was carried.
- e. Procedure 5104-PR1 Violations of Code of Academic Integrity
MOTION: It was moved by Eric Fry and seconded by Sajjad Askarzadeh that Procedure 5104-PR1 Violations of Code of Academic Integrity be recommended to the Board of Governors for approval. The motion was carried.
- f. Procedure 5104-PR2 Decision Review Board
MOTION: It was moved by Eric Fry and seconded by Eiryll Sanchez that Procedure 5104-PR2 Decision Review Board be recommended to the Board of Governors for approval.
The motion was carried.
- g. Procedure 5104-PR3 Institutional Appeal Tribunal
MOTION: It was moved by Eric Fry and seconded by Steve Perry that Procedure 5104-PR3 Institutional Appeal Tribunal be recommended to the Board of Governors for approval.
The motion was carried.
Procedure 5103-PR2 Grades Reassessment
MOTION: It was moved by Eric Fry and seconded by Bob Gill that Procedure 5103-PR2 Grades Reassessment be recommended to the Board of Governors for approval.
The motion was carried.
The Committee was thanked for its work on moving these policies and procedures forward. It has taken several years of work by many people to get to this point.

5.3 Educational Technology and Learning Design Committee – James Rout

Oleg Lungu, who works in the Learning and Teaching Centre as an Instructional Development Consultant, has agreed to chair this committee. The bylaws were updated to include this committee and its terms of reference. Now they are in the process of getting people to sit on this committee. Anyone who is interested in being part of ETLDC is asked to contact James within two weeks.

6. New Business

6.1 Notice of Motion: Revised Education Council Bylaws

Jennifer brought forward a Notice of Motion to Education Council for Revised Bylaws. Initially the revisions were to capture changes needed to incorporate the new Educational Technology and Learning Design Committee and to update the Terms of Reference for standing committees, however it came to Jennifer's attention that a few years ago substantial work had been done by Richard Plett to update them but they had not come to Council for approval. The changes by Richard were to align with the College and Institute Act and with the Board of Governors bylaws. The Bylaws will come forward to the next meeting with a request for approval.

If there are any simple items that need to be changed, they can be brought to the attention of Joanne or Jennifer.

7. Any Other Business

Joanne Atha has accepted a FSA position as Part Time Studies Coordinator in Computing PTS for one year and will be leaving her constituency of GEU Support at large. She therefore resigned from Education Council. A by-election will be held in a few months.

8. Next Meeting Date

Wed. May 15, 2019, 2:30-4:30, Royal Oak Boardroom

9. Adjournment

The meeting adjourned at 4:30.