

# Meeting Minutes

## Education Council

**Date:** March 4, 2020

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

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

**In attendance:** Jennifer Figner, Chair; Eric Fry, Vice Chair; Tim Carson, Vice Chair; Andre Caron; Andrea Matthews; Angie Chan; Austin Tallentire; Bob Gill; Bryan Fair; Caroline Scott; Cheryl Cahill; Connor Hofler; James Rout; Ken Zeleschuk; Michael Currie; Miranda Campbell; Sajjad Askarzadeh; Steve Perry;

**Minute taker:** Joanne Schaap

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

**Regrets:** Celeste Dunstan; Morgan Westcott; Tom Roemer

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Chair Jennifer Figner called the meeting to order at 2:30. She welcomed the audience, many of whom came to hear guest speaker Ben Pare. She noted that nominations are open now for elections if anyone is interested in being a member of Education Council.

1. Approval of Agenda  
MOTION: It was moved by Eric Fry and seconded by Steve Perry and carried that the agenda be approved.
2. Approval of Education Council Meeting Minutes  
MOTION: It was moved by Andre Caron and seconded by Angie Chan and carried that the Minutes of Jan. 29, 2020 be approved.
3. Guest Speaker Ben Pare  
Ben Pare, Vice Principal, Ecole Alpha Secondary, Burnaby spoke on the topic of K-12 Curriculum – What's Changed and Why? He focused on four areas: curriculum; assessment; inclusion; Indigenous approach. Questions were taken from Council. Ben was thanked for his presentation.
4. Business Arising from the Minutes  
4.1 Open Multi-Disciplinary Credential – Naveen Jit  
As Chair of the task force set up to bring forward an open multi-disciplinary credential, Naveen said that in preparation for a new generation of learners, the Task Force is recommending credits for prior learning or work integrated learning. They will present to the School Quality Committee Chairs at an upcoming meeting and again in May at the EdCo meeting. James McCartney spoke to the industry component for this credential.
5. Reports  
5.1 Report from the Chair  
Jennifer Figner reported that at the BoG meeting on Feb. 19, 2020, she presented the request for a program cancellation for the Bachelor of Technology in Manufacturing. The Board approved this as well as the request for a change to Procedure 5401-PR2 Program Development and Change Processes. Three new members were sworn in as governors. On June 23<sup>rd</sup> the Board meeting will be held on the Burnaby campus, and Council members are encouraged to attend the Open Session. Jennifer participated in the convocation ceremonies last week. The School of Business has been renamed to the School of Business + Media.

In light of the recent outbreak of the covid-19 virus, an Advanced Planning Committee has been formed. They are actively working on a plan for business continuity.

Bryan noted that he is working on a project with the Learning and Teaching Centre to produce a tool to facilitate on-line learning which could be sent out to faculty in case of disruption in the ability to hold face-to-face classes. Council provided endorsement for the implementation of this process that uses the Learning Hub to ensure continuity of learning during institute emergency closures.

Questions arose regarding a policy for students who miss class due to extenuating circumstances. Every program and department can set attendance criteria on their own since there is no policy in place. There is financial aid and awards available. The Student Success Office has formed a group to work on medical withdrawal and leave process.

#### 5.2 Report from Students – Miranda Campbell

The SA recently had an Industry Days Career Fair and a LAN party. Soon they will host the IxL Conference. They have formed a team for the Sun Run. Nomination period is now open for 2020 Elections.

### 6. Report from Standing Committees

#### 6.1 Programming Committee – Tim Carson

Tim reported that the Programming Committee met on Feb. 12, 2020 and reviewed two submissions. Tim provided an overview of them:

##### a. Program Proposal

- i. Associate Certificate in User Interface (UI) and User Experience (UX) Design, School of Business + Media  
This program will be delivered through part-time studies with curriculum from the diploma in the New Media Design and Web Development, and offered as an Associate Certificate through an expedited process.

MOTION: It was moved by Tim Carson and seconded by Bob Gill that the proposal for an Associate Certificate in User Interface (UI) and User Experience (UX) Design be approved. There were no questions.

The motion was carried.

##### b. Major Curriculum Change:

- i. Diploma in Medical Laboratory Science, School of Health Science  
The primary goal of the change to the Medical Laboratory Science Diploma program is to develop a program structure to address major concerns about high student workload and stress.

MOTION: It was moved by Tim Carson and seconded by Steve Perry that the proposal for a major curriculum change for the Diploma in Medical Laboratory Science be approved. Questions were taken from the floor.

The motion was carried with one abstention.

#### 6.2 Policy Committee – Eric Fry

Eric advised that the Policy Committee continues to develop or update policies for: 4501 Accommodation for Students with Disabilities; 5100 Glossary of BCIT Policy Terms; 5103 Evaluation Policy; 5403 Course Outlines. Public consultation is being done until March 22 on the Program Advisory Committee policy.

The Recording in the Classroom policy was brought forward for Education Council's review. This policy was conceived as a tool to assist students in navigating the Intellectual Property requirements included in the BCGEU and FSA collective agreements. Currently, beyond standard note taking, recording lectures, demonstrations and associated learning activities through audio, video or photography is prohibited without

seeking instructor permission. This policy and associated procedure formalises the process to request permission from instructors to record for the benefit of the personal knowledge development of students. This policy draft has been rigorously reviewed and updated based on consultation and feedback from all community stakeholders and best practices from other post secondary institutions.

MOTION: It was moved by Eric Fry and seconded by Bryan Fair that the policy 5201 Recording in the Classroom be recommended to the Board of Governors for approval.

The motion was carried.

MOTION: It was moved by Eric Fry and seconded by Bryan Fair that Procedure 5201-PR1 Recording in the Classroom be recommended to the Board of Governors for approval.

The motion was carried.

Educational Technology and Learning Design Committee – Oleg Lungu

Oleg reported that ETLDC is working with the schools to develop action plans for the E-Learning Strategy. The Learning and Teaching Centre is working on a pilot for video platform for open learning named Kaltura. Bryan spoke about the privacy issues that are breached when using American text books and sites. To address this problem, the LTC has subscribed to Willow Labs, which acts as an interpreter and stops private information from going to the publisher.

7. New Business  
None.
8. Any Other Business  
None.
9. Next Meeting Date  
Wed. May 13, 2020, 2:30-4:30, Royal Oak Boardroom
10. Adjournment  
The meeting adjourned at 4:00 p.m.