Meeting Minutes

Education Council

Date: May 13, 2020
Time: 2:30-4:30 p.m.
Meeting location: Zoom
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; Celeste Dunstan; Cheryl Cahill; Connor Hofler; James Rout; Ken Zeleschuk; Michael Currie; Miranda Campbell; Morgan Westcott; Sajjad Askarzadeh; Steve Perry;
Minute taker: Joanne Schaap
Official Guests: Chris Rogerson; Oleg Lungu; Todd Odgers; Danielle Landeta-Gauthier (designate for Robyn Lougheed)
Regrets: Dawna Mackay; Robyn Lougheed; Tom Roemer

Chair Jennifer Figner called the meeting to order at 2:30. Due to the COVID-19 pandemic, this meeting is being held via Zoom.

1. Approval of Agenda
    MOTION: It was moved by Caroline Scott and seconded by Eric Fry and carried that the agenda be approved, with one change to Item 6.1, Request for Exemption from Education Policy for Advanced Certificate in Sustainable Business Leadership. The credential is for an Advanced Diploma, not an Advanced Certificate.

2. Approval of Education Council Meeting Minutes
    MOTION: It was moved by Cheryl Cahill and seconded by Bob Gill and carried that the Minutes of March 4, 2020 be approved.

3. Business Arising from the Minutes
    None.

4. Reports

    4.1 Report from the Chair – Jennifer Figner

    Due to the COVID-19 pandemic, three urgent requests came forward for Exemption to Policy with respect to Procedure 5103-PR1 (specifically the conditions under which an aegrotat grade can be awarded). Approval was requested outside the normal meeting cycle as it was required to facilitate some decisions in the transition of courses and programs to be online. Education Council approved requests for: Part-Time Studies courses in the Winter 2020 term; the trades courses/program underway as of March 18, 2020 or with a start date in March/April 2020 and with an expected completion date by July 2020; full-time Technology and technical studies courses in the Winter and Spring/Summer 2020 terms, and PTS courses for Spring/Summer 2020.

    At last week's EdCo Executive meeting the list of Official Guests was reviewed for the upcoming Council year. It was decided to have a "Designate" appointed for each Official Guest seat to ensure that each area is represented at the table. The following official guests and delegates will be in place for the June meeting:

    Registrar's Office – Dawna Mackay as primary with Deborah Crawford as designate
    Student Advocate – Robyn Lougheed as primary with Danielle Landeta-Gauthier as designate
    International – Todd Odgers as primary with Tracy Wang as designate
    Student Success – Chris Rogerson as primary with Michael Mandrusiak as designate

The results of the recent election were:
- FSA Faculty SoCAS – Andrea Matthews
- FSA Facutly SoHS – Andre Caron
- FSA Faculty SoT and Specialty Faculty – Angie Chan
- BCGEU Support Staff – Celeste Dunstan
- Student Representatives – Caroline Scott and Kayla Arbez

A by-election will be held for the representative for the SoB+M, and for one student seat. There will be elections for Chair and Vice Chair positions at the June meeting.

Jennifer will bring the Recording in the Classroom policy and procedure to the BoG Governance meeting tomorrow, and then to the Board meeting on May 26, 2020 with a recommendation for approval.

4.2 Institutional Report, VP Academic Office – Jonathan Chiu on behalf of Tom Roemer

a. Program Suspension for Graduate Certificate in Forensic Investigation of Fraud and Financial Crime
The Graduate Certificate in Forensic Investigation of Fraud and Financial Crime in the School of Computing and Academic Studies is being recommended for suspension for the January 2021 intake pending a review. Very low enrollment makes it unsustainable to continue offering the program in its current format. This request was approved by the VP Academic and this was presented to Education Council for information.

b. Program Re-Suspension for the Bachelor of Science in Food Technology and Operations Management – Kathy Siedlaczek on behalf of Tom Roemer
The BSc in Food Technology and Operations Management was suspended in December 2018 due primarily to low enrolments. After completing a program review and revising the curriculum, the program was re-instated in November 2019 and was opened for applications for a Fall 2020 intake. There have been very few applicants, therefore the program will be resuspended for a one-year period. The VP Academic approved this request and this was presented to Education Council for information.

4.3 Program Reviews
a. Program Review – Final Report

i. Certificate in Technical Web Designer, School of Computing and Academic Studies
Dean Hildebrand noted there were 13 recommendations identified by the program area. These include a review and alignment of course hours/credit, review of program goals, and change the program name to Certificate Front-End Web Developer.

ii. Diploma in Airport Operations, School of Transportation

Guy Ellis, Sanja Boskovic and Cheryl Cahill spoke to the program history and reported on the recommendations. A major change will come forward, consisting of a change in courses, and new name, purpose, aim and goals.

b. Program Review – One-Year Status Report

i. Bachelor of Technology, Environmental Health, School of Health Science
Lisa Chu reported that their goals included establishing new goals, conducting a curriculum review and amend the admissions model.

4.4 Report from Student Association – Miranda Campbell
Due to COVID-19, the childcare services closed down and the SA has temporarily laid off many employees. Student Services are still offered online. The SA is working to secure April and May U-Pass refunds. A Special General Meeting was held to update the Bylaws and harmonize the committees. The SA also updated their Strategic Objectives. Voter turnout for elections was down 40%.

5.   Report from Standing Committees

5.1 Programming Committee – Tim Carson
Tim reported that the Programming Committee had to cancel the April 8, 2020 meeting due to focus being given to switching courses to online. They met on April 29, 2020 and reviewed five submissions. Tim provided an overview of each of the following submissions:

a.   Notice of Intent

   i.   Associate Certificate in Multidisciplinary Studies

        The Notice of Intent was received for information. The rationale for the need for the program in part is due to dynamic and evolving industry sectors. It is being overseen by multiple schools.

b.   New Program Proposal

   i.   Associate Certificate in Music Business, School of Business + Media
        The changes in the industry have led to a demand in industry specific training and education in music business. To meet the demand, BCIT Broadcast and Media Communications developed courses specific to this need. The proposed program aligns with the criteria for an expedited process given that the program consists of all existing courses and an elective component of 3.0 credits.

        MOTION: It was moved by Tim Carson and seconded by Sajjad Askarzadeh that the proposal for a new program for Associate Certificate in Music Business be approved.

        The motion was carried.

c.   Major Curriculum Change:

   i.   Certificate in Operations Management (Quality Management Option), School of Business + Media

        This proposal is coming forward due to three main drivers: evolving quality management subject area, lack of subscription, time since creation/change to the program.

        MOTION: It was moved by Tim Carson and seconded by Cheryl Cahill that the proposal for a major curriculum change for the Certificate in Operations Management (Quality Management Option) and name change to Certificate in Quality and Process Management be approved.

        The motion was carried.

   ii.   Diploma in Business Information Technology Management, School of Business + Media
        To address the new developments in artificial intelligence, machine learning and automation in industry, a new Artificial Intelligence Management option will be offered in the second year of the BITMAN program and the current 2nd year content will become an Enterprise Systems Management option.

        MOTION: It was moved by Tim Carson and seconded by Sajjad Askarzadeh that the proposal for a major curriculum change for the Diploma in Business Information Technology Management and a name change to Diploma in Business Information Technology Management with 2 options (Artificial Intelligence Management; Enterprise Systems Management) be approved. Questions were taken from the floor.

        The motion was carried.

iii.   Bachelor of Technology in Environmental Health, School of Health Sciences
The program is expanding existing courses to align with changing workplace needs and new instructional objectives adopted by the accreditation agency.

MOTION: It was moved by Tim Carson and seconded by Miranda Scott that the proposal for a major curriculum change for the Bachelor Technology in Environmental Health be approved. Questions were taken from the floor.

The motion was carried.

iv.   Advanced Certificate in Sustainable Business Leadership, School of Business + Media
Changes to the Advanced Certificate in Sustainable Business Leadership include a different credential type, updated program goals, updated curriculum, and scheduling the courses over three terms rather than the existing two terms.

MOTION: It was moved by Tim Carson and seconded by Eric Fry that the proposal for a major curriculum change for the Advanced Certificate in Sustainable Business Leadership, and a name change to Advanced Diploma in Sustainable Business Leadership, be approved. Questions were taken from the floor.

The motion was carried with one abstention.

5.2 Policy Committee – Eric Fry
Eric advised that the meeting scheduled for April 15, 2020 was canceled however the committee reviewed and voted electronically to recommend 5404 Program Advisory Committee Policy and 5404 PR1 Program Advisory Committee Procedure to Education Council.

Working groups continue to develop and/or revise policies for:
- 4501 Accommodation for Students with Disabilities
- 5100 Glossary of BCIT Policy Terms
- 5103 Evaluation Policy
- 5403 Course Outlines
- Education Technology – new policy

The Program Advisory Committee Policy and Procedure were reviewed by the Policy Committee and were submitted for a 30-day community review.

MOTION: It was moved by Eric Fry and seconded by Bob Gill that Policy 5404 – Program Advisory Committee be recommended to the Board of Governors for approval.

The motion was carried.

MOTION: It was moved by Eric Fry and seconded by Bob Gill that Procedure 5404-PR1 Program Advisory Committee be recommended to the Board of Governors for approval.

The motion was carried.

5.3 Educational Technology and Learning Design Committee – Oleg Lungu
Oleg reported that ETLDC met in April and May. A working group is meeting every week. An e-learning strategy and Action Plan have been formed, and a policy on Educational Technology is being developed. James Route noted that the Learning and Teaching Centre has trained many staff now that all courses are being delivered online, with an increase of 1000% from 2019 to 2020. The key priority is to continue with faculty development.

Bryan Fair noted that one new technology which is being used is Proctorio, a software that monitors students while they are writing their exams. A Thought Exchange is being launched on the Learning Hub. Work is being done on the Massive Open Online Course project. There are three courses ready to launch, following the huge

success of the Nursing COVID-19 course which had over 9000 students.

6.   New Business
6.1 Request for Exemption from Education Policy for Advanced Diploma in Sustainable Business Leadership
This request is coming forward since the program area would like to change the time to complete a credential which is 7 years under Policy 5103 – Student Evaluation. The program area has requested that Education Council approve the request to limit it to four years.

MOTION: It was moved by Jennifer Figner and seconded by Cheryl Cahill that Education Council approve the request from the program Advanced Diploma in Sustainable Business Leadership for exemption from Education Policy 5103 – Student Evaluation.

The motion was carried. It was noted that similar requests have been made in the past few years and this will be addressed the next time this policy is updated.

7.   Any Other Business
Jennifer thanked all the outgoing Education Council members: Austin, Miranda, Sajjad and Morgan.

8.   Next Meeting Date
Wed. June 10, 2020, 2:30-4:30 on Zoom

9.   Adjournment
The meeting adjourned at 4:20.