

Meeting Minutes

Education Council

Date: March 10, 2021

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; Bob Gill (until 3:00); Bryan Fair; Caroline Scott; Celeste Dunstan; Cheryl Cahill; Connor Hofler; James Rout; Kayla Arbez; Ken Zeleschuk; Matthew Miller; Michael Currie; Ramin Shadmehr; Steve Perry; Tanya Fuchs; Tom Roemer
Tim Carson

Official Guests: Laura Vail; Dawna Mackay; Danielle Landeta-Gauthier; Todd Odgers

Minute taker: Joanne Schaap

Regrets:

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

1. Approval of Agenda
MOTION: It was moved by Bryan Fair and seconded by James Rout and carried that the agenda be approved.
2. Approval of Education Council Meeting Minutes
MOTION: It was moved by Angie Chan and seconded by Michael Currie and carried that the Minutes of Jan. 27, 2021 be approved, with a note to change the location to Zoom.
3. Business Arising from the Minutes
None.
4. Reports
4.1 Report from the Chair – Jennifer Figner
Jennifer welcomed Laura Vail, Senior Director, who will be attending as the representative for Student Success.

At the Feb. 17, 2021 meeting, the Board of Governors approved the request for cancellation of the Automotive Technical Studies Diploma, and the proposals for an Associate Certificate in the Business of Sawmilling and Associate Certificate in Multidisciplinary Studies.

Jennifer gave an update on the elections. There was one seat without any nominations, the FSA School of Construction and the Environment. A by-election will be held later this year. Two seats were acclaimed: BCGEU Faculty, School of Energy; and BCGEU Faculty, School of Construction & the Environment.

4.2 Institutional Report, VP Academic – Tom Roemer
Tom noted that the return to campus will take place in the fall, as per the advice of the Provincial Health Officer.

When BCIT established the plan for microcredentials, 100-150 registrations were expected. Close to 550 people have registered. Because of this, the Ministry is providing additional funds for another cohort.

The proposal for a Master of Engineering in Smart Grid Systems and Technologies was reviewed at the Degree Quality Assurance Board in January. In the next month there will be a site visit with an expert panel appointed by the DQAB to review the proposed program.

4.3 Program Reviews

a. Final Reports

- i. Diploma in Aircraft Maintenance Engineer Category M, School of Transportation
Dean Guy Ellis
Eleven recommendations were made including developing pathways to higher-level credentials and changing the program terms, length and credit count. It was challenging to complete the self-study and external review during COVID.
- ii. Master of Engineering in Building Science; and Master of Applied Science in Building Engineering/Building Science, School of Construction and the Environment
Dean Wayne Hand
These were the first master's programs at BCIT and were established 10 years ago. Credits required have been reduced as part of the 20 recommendations. Most recommendations will be implemented for the fall term.
- iii. Bachelor of Business Administration, School of Business + Media
Dean Leelah Dawson
A major curriculum change will be conducted this spring with changes being implemented in the fall 2021, with new courses being created for three new options within the bachelor.
- iv. Diploma in Nuclear Medicine, School of Health Sciences
Dean Lisa Chu
A curriculum review will be performed, new program goals will be developed, and admission requirements will be evaluated.

4.3 Report from Students – Matthew Miller

For their elections, the Student Association has 18 candidates for 11 of the 12 positions. One will go to by-election. A number of events were hosted in late Feb. Online retail sales are doing well.

5. Report from Standing Committees

5.1 Programming Committee – Andre Caron

Andre reported that the Programming committee met on Feb. 24, 2021 and reviewed five submissions. Andre provided an overview of each of the following submissions:

a. Notice of Intent:

- i. Associate Certificate in Construction of Mass Timber Structures, School of Construction & Environment
Mass timber construction is gaining acceptance from regulators in BC, but the development of programs that teach the skills and knowledge for this area is very limited. BCIT has prioritized the training needed areas needed for this program.

It was noted that the first intake is Sept. 2021. The proposal was taken for information.

- ii. Associate Certificate in Building Energy Modelling, School of Construction & Environment
Building energy modelling is relatively new to the industry, and this program is being proposed to accommodate the potential shortage in qualified energy modelling practitioners in BC.

The proposal was taken for information.

b. Major Curriculum Change:

- i. Diploma in Food Technology, School of Health Sciences
The program review indicated that a curriculum review of the diploma was necessary for the program to better equip students with the evolving skills that food manufacturers require and to ensure success in their careers.

MOTION: It was moved by Andre Caron and seconded by Bryan Fair that the proposal for a major curriculum change for the Diploma in Food Technology be approved. Questions were taken from the floor.

The motion was carried.

- ii. Diploma in International Business Management, School of Business + Media
The current name of the program did not reflect the strength and focus of the program curriculum. There were two options in the program which have been amalgamated into one diploma.

MOTION: It was moved by Andre Caron and seconded by James Rout that the proposal for a name change from Diploma in International Business Management to Global Trade and Transportation Management, and a major curriculum change be approved. Questions were taken from the floor.

The motion was carried.

- iii. Advanced Certificates in Specialty Nursing and Bachelor of Science – Specialty Nursing, School of Health Sciences
The program is proposing a change to the Advanced Certificate in Specialty Nursing, and the Bachelor of Science – Specialty Nursing to set the grade required to pass the courses at 75%.

MOTION: It was moved by Andre Caron and seconded by Eric Fry that the proposal for a major curriculum change for the Advanced Certificates in Specialty Nursing (all specialty programs) and Bachelor of Science – Specialty Nursing be approved. Questions were taken from the floor.

The motion was carried.

Policy Committee – Eric Fry

Eric advised that the working groups are updating policies:

- 5100 Glossary of Educational Policy Terms
- 5103 Student Evaluation
- 5403 Course Outlines and Course Names

The Committee is assembling working groups for:

- 5102 Assigning of Credits to Courses
- 5101 Student Regulations
- 5401 Program Development and Credentials

They met on Feb. 17, 2021 and are bringing forward two submissions for recommendation for approval.

- a. Policy and Procedures 5900 Educational Technology
A community consultation was done for 5900 Educational Technology policy and procedures. The Educational Technology and Learning Design Committee considered all the feedback and incorporated the suggestions where appropriate and brought them to Policy Committee for review. It is anticipated that PR3 will be changed or removed pending the implementation of privacy procedures aligned with Policy 6700 Freedom of Information and Protection of Privacy.

MOTION:

It was moved by Eric Fry and seconded Chery Cahill by that the Policy Committee requests Education Council to recommend to the Board of Governors the approval of:

- Policy 5900 Educational Technology
- Procedure 5900-PR1-Educational Technology Selection and Implementation

- Procedure 5900-PR2-Educational Technology Selection Criteria
- Procedure 5900-PR3-Educational Technology Privacy Compliance

The motion was carried with one abstention.

b. 5401-PR2 Program Development and Change Processes

The document was updated to reflect current streamlined practice related to business forecasts for new programs as approved by the Audit and Finance Committee. Flowcharts were also revised.

MOTION: It was moved by Eric Fry and seconded by Bryan Fair that the Policy Committee requests Education Council to recommend to the Board of Governors the approval of draft PR2 Program Development and Change Processes.

This motion was revised to:

MOTION: It was moved by Eric Fry and seconded by Bryan Fair that the Policy Committee recommends to Education Council the approval of draft 5401-PR2 Program Development and Change Processes.

The motion was carried.

5.2 Educational Technology and Learning Design Committee – Tim Carson

a. Report on Turnitin

The report was provided for information. This learning and grading tool will be beneficial to students. There is also an initiative underway for a polytechnic academic for learning and teaching methodologies.

6. New Business

6.1 Notice of Motion to revise Education Council Bylaws and Standing Procedures

Jennifer gave notice that the bylaws and procedures will come forward to the next meeting for a vote. Proof reading needs to be done yet by an editor.

7. Any Other Business

There was no other business.

8. Next Meeting Date

Wed. May 12, 2021, 2:30-4:30, Zoom

9. Adjournment

The meeting adjourned at 4:03.