

# Meeting Minutes

## Education Council

**Date:** May 12, 2021

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

**Meeting location:** Zoom

**In attendance:** Jennifer Figner, Chair; Eric Fry, Vice Chair; Tim Carson, Vice Chair; Andrea Matthews (until 3:30); Angie Chan; Bob Gill; Bryan Fair; Caroline Scott; Celeste Dunstan; Cheryl Cahill; Connor Hofler; James Rout; Kayla Arbez; Matthew Miller (at 3:15); Michael Currie; Ramin Shadmehr; Steve Perry; Tanya Fuchs

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

**Minute taker:** Joanne Schaap

**Regrets:** Andre Caron; Ken Zeleschuk; Tom Roemer

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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 Celeste Dunstan and carried that the agenda be approved.
2. Approval of Education Council Meeting Minutes  
MOTION: It was moved by Michael Currie and seconded by Bob Gill and carried that the Minutes of March 10, 2021 be approved.
3. Business Arising from the Minutes
  - a. Revised Bylaws and Standing Procedures  
A Notice of Change for the Education Bylaws and Standing Procedures was given at the March 10, 2021 meeting. They came forward for approval from Council.  
  
MOTION:  
It was moved by Jennifer Figner and seconded by Eric Fry that the Education Council Bylaws and Standing Procedures be approved, with further editing to be done by an editor.  
  
The motion was carried.
4. Reports
  - 4.1 Report from the Chair – Jennifer Figner  
At the April Board of Governors meeting, Policy 5900 Educational Technology and its associated procedures were approved. The BoG Governance Committee met yesterday and reviewed Policy 6700 Freedom of Information and Protection of Privacy. At the BoG Human Resources Committee, Jennifer shared plans around return of academic activity for a safe return to on-campus learning in the fall.  
  
Jennifer was also involved in the VP Academic Town Hall where agile learning and the polytechnic academy were discussed.
  - 4.2 Institutional Report, VP Academic – Jennifer Figner on behalf of Tom Roemer
    - a. Program Suspension – Graduate Certificate in Forensic Health Sciences  
The School of Computing and Academic Studies recommended the Graduate Certificate in Forensic Health Sciences be suspended effective April 2021 pending a review. There has been low enrollment and low completion rate since the program started in fall 2018.

- b. Program Suspension – Advanced Diploma in Professional Real Estate  
This program was launched by the School of Business + Media as a pilot in January 2020 with a capacity of 26 students per year. There has been less than half capacity both years since then. The VP Academic approves suspending this program, with a plan to undergo a major program change beginning in March 2021.

Council does not need to vote on these suspensions; they were received for information.

#### 4.3 Program Reviews

- a. Final Report
  - i. Diploma in Digital Design and Development, School of Business + Media  
Dean Leelah Dawson noted there will be significant changes to the program to make the curriculum more relevant.
- b. One Year Status Report
  - i. Certificate in Technical Web Design (formerly Technical Web Designer), School of Computing and Academic Studies  
Dean Dean Hildebrand notified Council that most of the 13 recommendations have been completed as part of a major change process, including a change to the program name to Certificate Front-End Web Developer.
  - ii. Diploma in Airport Operations, School of Transportation  
Dean Guy Ellis noted this program has been in place for 20 years. Good enrolment continues despite the downturn in air transportation. Many of the 16 recommendations were aggressive so the major change proposal, which was planned, has been delayed.

#### 4.4 Report from Students – Matthew Miller

Submitting his final report on behalf of the Student Association as the VP Student Experience, Matthew noted it has been a pleasure to sit on EdCo for the year. Following the recent election, the incoming board will take office on June 1<sup>st</sup>. Retail services were consistent with the previous month and are gearing up for the fall. Student services provided numerous events over the past several months. A new executive director for the SA has been selected; she will begin on July 5, 2021.

#### 5. Report from Standing Committees

##### 5.1 Programming Committee – Tim Carson

Tim reported that the Programming Committee met on April 7 to review six new programs, and on April 28 to review six major changes.

##### a. Program Proposals:

- i. Associate Certificate Railway Conductors and Operations, SoT  
This program consists of existing courses, and is intended to replace the suspended Industry Partnership Certificate.

MOTION: It was moved by Tim Carson and seconded by Eric Fry that the proposal for the Associate Certificate in Railway Conductors and Operations be approved. Questions were taken from the floor.

The motion was carried with one abstention.

- ii. Associate Certificate in Payroll and Human Resources, SoB+M  
Consisting entirely of existing courses, this program is designed for people seeking a career in small business office management.

MOTION:

It was moved by Tim Carson and seconded by Celeste Dunstan that the proposal for an Associate Certificate in Payroll and Human Resources be approved. Questions were taken

from the floor.

The motion was carried.

- iii. Associate Certificate in the Fundamentals of Water and Wastewater Operations, SoCE  
This program consists of five new courses, scheduled in sequence in a cohort model. It is being offered in response to sector needs for new operators.

MOTION:

It was moved by Tim Carson and seconded by Cheryl Cahill that the proposal for the Associate Certificate in the Fundamentals of Water and Wastewater Operations be approved. Questions were taken from the floor.

The motion was carried.

- iv. Graduate Certificate in Global Leadership, SoB+M  
This program targets international students and working professionals. All new courses are being offered.

MOTION:

It was moved by Tim Carson and seconded by Bob Gill that the proposal for the Graduate Certificate in Global Leadership be approved. Questions were taken from the floor.

The motion was carried.

- v. Associate Certificate for Occupational Health and Safety Practitioners, SoHS  
This program consists of existing Occupational Health and Safety courses and School of Business + Media courses, and aligns with the Certified Registered Safety Professional designation.

MOTION:

It was moved by Tim Carson and seconded by Celeste Dunstan that the proposal for the Associate Certificate for Occupational Health and Safety Practitioners be approved. Questions were taken from the floor.

The motion was carried.

- vi. Associate Certificate in Foundations in Occupational Health and Safety, SoHS  
This program consists of seven existing courses in the current OHS Certificate program (20 credits) to prepare students without any OHS background for entry positions.

MOTION:

It was moved by Tim Carson and seconded by Michael Currie that the proposal for the Associate Certificate in Foundations in Occupational Health and Safety be approved. Questions were taken from the floor.

The motion was carried.

- b. Exemption Request: Associate Certificate in Foundations in Occupational Health and Safety  
This request is coming forward for an exemption from Policy 5103 Student Evaluation section 5103.5 Time to Complete a Credential, which allows for seven years to complete a credential. Since this associate certificate is just seven courses and 20 credits, the default limit of seven years is too long. The program is asking for a 3-year time limit.

**MOTION:**

It was moved by Jennifer Figner and seconded by Cheryl Cahill that Education Council approve the request from the program Associate Certificate in Foundations in Occupational Health and Safety for exemption from Policy 5103 – Student Evaluation.

The motion was carried.

c. Major Curriculum Change:

i. Associate Certificate in Construction Supervision, SoCE

The Construction Operations and Construction Supervision Part Time Studies Program is made up of two Associate Certificates that are taken sequentially. The proposal is to change the Construction Supervision program to a certificate level credential, while still maintaining the requirement to complete the Construction Operations Associate Certificate prior to starting the Construction Supervision program portion.

**MOTION:**

It was moved by Cheryl Cahill and seconded by Eric Fry that the proposal for a major curriculum change for the Associate Certificate in Construction Supervision and a credential change to a certificate, be approved. Questions were taken from the floor.

The motion was carried with one abstention.

ii. Certificate in Motor Vehicle Body Repair Technician Foundation; and Certificate in Automotive Refinishing Technician Foundation, SoT

This change is being requested to combine two programs into one, impacted by harmonization, with an additional work practicum component of four weeks.

**MOTION:**

It was moved by Tim Carson and seconded by Steve Perry that the proposal for a major curriculum change for the Certificate in Motor Vehicle Body Repair Technician Foundation and Certificate in Automotive Refinishing Technician Foundation, and a name change to Certificate in Auto Body Repair and Refinishing Technician Foundation be approved. Questions were taken from the floor.

The motion was carried with one abstention.

iii. Diploma in Marketing Management (Marketing Communications Option) SoB+M

This proposal includes changes to the curriculum in the second year, retirement of 10 courses, and rebuilding of new courses.

**MOTION:**

It was moved by Tim Carson and seconded by Celeste Dunstan that the proposal for a major curriculum change for the Diploma in Marketing Management (Marketing Communications Option) be approved. Questions were taken from the floor.

The motion was carried.

iv. Diploma in Marine Engineering (Co-op) SoT

The proposal includes a shortened duration for co-op and the program, reduced credits and a goal to improve student success for retention and graduation.

**MOTION:**

It was moved by Cheryl Cahill and seconded by Bob Gill that the proposal for a major curriculum change for the Diploma in Marine Engineering be approved. Questions were taken from the floor.

The motion was carried.

v. Bachelor of Business Administration, SoB+M

The proposed revision includes three new options, curriculum revision and the addition of optional work-integrated experience.

**MOTION:**

It was moved by Tim Carson and seconded by Angie Chan that the proposal for a major curriculum change for the Bachelor of Business Administration be approved. Questions were taken from the floor.

The motion was carried.

vi. Master of Engineering in Building Science; and Master of Applied Science in Building Engineering/Building Science, SoCE

The program seeks to open up admission to grads from a wider selection of undergrad programs, and is building new course-based pathways for Master of Engineering students.

**MOTION:** It was moved by Cheryl Cahill and seconded by Eric Fry that the proposal for a major curriculum change for the Master of Engineering in Building Science; and Master of Applied Science in Building Engineering/Building Science be approved. Questions were taken from the floor.

The motion was carried.

**5.2 Policy Committee – Eric Fry**

Eric advised that Policy 5403 Course Outlines and Course Names is undergoing a 30-day community consultation until May 19, 2021. Currently the Policy Committee has working groups updating the following:

- Emeritus Faculty Policy – in development
- 5103 Student Evaluation – in progress
- 5012 Assigning of Credits to Courses – in progress
- Glossary of Education Policy Terms – in progress

**5.3 Educational Technology and Learning Design Committee – Tim Carson**

Tim Carson noted that the Committee met on May 5. They reviewed their mandate, and received reports on Slack, Kaltura and Learning Glass.

**New Business**

**6.1 Microcredentials Debrief – Jennifer Figner**

With the provincial funding provided for a pilot project, BCIT offered three microcredentials: Essentials of Natural Resource and Environmental Protection, Digital Transformation, and Industry Studies in Mass Timber Construction. Students had to complete the courses by March 31, 2021. There were 571 registrations, which surpassed expectations. Discussions continue on how to develop and operationalize them.

**6.2 Polytechnic Academy – James Rout**

This proposal for the Polytechnic Academy is focused on developing a comprehensive suite of faculty development initiatives, including an enhanced polytechnic teaching credential, open education, scholarship of learning and teaching initiatives, the e-learning fellowship program, and expanded professional development events.

**MOTION:**

It was moved by James Rout and seconded by Bryan Fair that Education Council provide endorsement approval and support for the Polytechnic Academy proposal as presented. Questions were taken from the floor.

The motion was carried.

6. Any Other Business

Recognizing that this is the final meeting for this academic year, Jennifer thanked those who are at their last meeting: Matthew Miller, Caroline Scott, Kayla Arbez, Connor Hofler, Bob Gill, Ken Zeleschuk and Tim Carson.

7. Next Meeting Date

Wed. June 9, 2021, 2:30-4:30, Zoom

8. Adjournment

The meeting adjourned at 4:30.