

# Meeting Minutes

## Education Council

**Date:** Nov. 17, 2021

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

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

**In attendance:** Jennifer Figner, Chair; Cheryl Cahill, Vice Chair; Eric Fry, Vice Chair; Andrea Matthews; Angie Chan; Gigi Machtaler; James Rout; Kimberly Dann; Kirksal Icoz; Lyle Reid; Michael Currie; Ramin Shadmehr; Scott Paterson; Shawna Waberi; Stephen McMillan; Steve Perry; Tanya Fuchs; Tyler Greenwood

**Official Guests:** Danielle Landeta-Gauthier; Dawna Mackay; Erika Ram;

**Minute taker:** Joanne Schaap

**Regrets:** Andre Caron; Celeste Dunstan; Laura Vail; Manpreet Grewal; Todd Odgers; 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 Cheryl Cahill and seconded by Kirksal Icoz and carried that the agenda be approved. The motion was carried.
2. Approval of Education Council Meeting Minutes  
MOTION: It was moved by James Rout and seconded by Cheryl Cahill and carried that the Minutes of Sept. 22, 2021 be approved. The motion was carried.
3. Business Arising from the Minutes  
None
4. Reports  
4.1 Report from the Chair – Jennifer Figner  
New members were welcomed and introductions were done. An orientation session will be held for new members after today's meeting.

At the Oct. 5, 2021 meeting, the Board of Governors approved the cancellation of Associate Certificate in Construction Supervision; the proposal for Associate Certificate in Digital Marketing Foundations; the proposal for Associate Certificate in Digital Marketing Strategy; and the Proposal for Associate Certificate in Global Business Studies.

Next week the committees of the Board of Governors will meet. Policies reviewed at the previous Education Council meeting go to the Governance Committee for review and then to the full Board with a request for approval. Program proposals also are reviewed by the Board before being approved.

Yesterday the Board had an orientation session which Jennifer attended and shared information on the role of Education Council.

A Thought Exchange survey will be released at the end of this week for a review of BCIT's credential framework. An update will be provided at the next meeting in January.

Steve Perry is stepping down from Education Council, as he is taking on the position of interim Dean for School of Transportation. He was thanked for his years of service and given a Certificate of Appreciation.

#### 4.2 Institutional Report, VP Academic – Jennifer Figner for Tom Roemer

A search for a new president at BCIT is underway with the final decision to be done by the Board. An executive search firm has been hired and a search committee has been established with representation from across the Institute.

##### a. Program Cancellations

###### i. Certificate in Global Business Studies, SoB+M

The program has had low interest and low enrolment. It is being replaced by an Associate Certificate in Global Business Studies in the Winter 2022 term.

###### MOTION:

It was moved by Jennifer Figner and seconded by Eric Fry that Education Council advises the Board of Governors that the recommendation to cancel the Certificate in Global Business Studies was carried out in accordance with the requirements of Policy 5405. The motion was carried.

###### ii. Associate Certificate in Mobile App Tools, SoB+M

The program was proposed in 2014 but was never launched, due to insufficient interest and enrolment.

###### MOTION:

It was moved by Jennifer Figner and seconded by Michael Currie that Education Council advises the Board of Governors that the recommendation to cancel the Associate Certificate in Mobile App Tools was carried out in accordance with the requirements of Policy 5405. The motion was carried.

###### iii. Certificate in Automotive Refinishing Technician Foundation, SoT

The Automotive Refinishing Technician Program has been replaced with the new Certificate in Auto Body Repair and Refinishing Foundation program. The new ABRR program was approved by Education Council in May 2021 and the new program commenced in September 2021.

###### MOTION:

It was moved by Jennifer Figner and seconded by Kirksal Icoz that Education Council advises the Board of Governors that the recommendation to cancel the Certificate in Automotive Refinishing Technician Foundation was carried out in accordance with the requirements of Policy 5405. The motion was carried.

##### b. Program Suspension

###### i. Associate Certificate in Public Works Supervision, SoCE

The VP Academic is suspending this program due to low enrolment and uncertainty in ability of an external provider to offer core courses. This was taken for information.

#### 4.3 Program Reviews

##### a. Final Reports

###### i. Certificate in Software Systems Developer, SoCAS

Dean Dean Hildebrand noted there were seven recommendations brought forward which included course revisions, publishing program goals and developing a strategic student recruitment strategy.

##### b. One-Year Status Reports

###### i. Diploma in Marine Engineering, SoT

Associate Dean Philip McCarter shared that 25 recommendations were made, with the majority of them being initiated. An infographic was displayed as a visual aid highlighting the major themes and highlights. Philip, who is retiring soon, thanked his peers for their

assistance in completing this review. EdCo members also voiced their appreciation and congratulations for all he has done for the Marine Campus.

#### 4.4 Report from Students – Tanya Fuchs

By-elections are complete and all seats are filled. The SA is collaborating with BCIT to host one refugee student for the 2022/23 academic year. A Tech Career Fair was held in October. SA is transitioning to bring in-person services to the specialty campuses.

### 5. Report from Standing Committees

#### 5.1 Programming Committee – Cheryl Cahill

Cheryl reported that the Programming Committee met on Oct. 27, 2021 and reviewed two submissions.

##### a. Notice of Intent:

##### i. Bachelor of Creative Industries, SoB+M

This Notice of Intent was brought forward in response to the growth of the creative economy in the tech sector in BC and broader technology ecosystem.

##### MOTION:

It was moved by Cheryl Cahill and seconded by Eric Fry that the Notice of Intent for a Bachelor of Creative Industries be recommended to the Board of Governors for approval. Questions were taken from the floor.

The motion was carried with one abstention.

##### ii. Master of Management, SoB+M

This program will provide a pathway for business undergraduate alumni who aspire to more senior management and strategic roles in their organizations and allows them an opportunity to build on foundational business knowledge.

##### MOTION:

It was moved by Cheryl Cahill and seconded by Lyle Reid that the Notice of Intent for a Master of Management be recommended to the Board of Governors for approval. Questions were taken from the floor.

The motion was carried.

#### 5.2 Policy Committee – Eric Fry

Eric reported that the Policy Committee met on Oct. 20, 2021. Working groups continue to update several policies, namely 5100 Glossary of Education Policy Terms, 5101 Student Regulations, 5012 Assigning of Credits to Courses and 5103 Student Evaluation. They reviewed the list of policies to be updated this year. 5102 Student Code of Conduct and 5104 Student Code of Academic Integrity were updated a few years ago, but they need some further revisions. 5102, as non-academic policy, is now under student services and will not be the responsibility of Education Council.

#### 5.3 Educational Technology and Learning Design Committee – Erika Ram

At their meeting on Sept. 29, the Committee received an update on Kaltura, a lecture capture and storage software. The committee endorsed the plan for this software, which will be launched in summer 2022.

A Thought Exchange was done to help identify faculty needs and to shape the settings and implementation of Kaltura. The ELTDC continued work and discussions around hy-flex teaching, the Tech Collider initiative, free online learning, Polytechnic Academy, and understanding faculty and student needs around collaboration technologies and tools.

### 6. New Business

There was no new business.

7. Any Other Business  
There was no other business.

Next Meeting Date  
Wed. Jan. 26, 2022

8. Adjournment  
The meeting adjourned at 3:50 p.m.