

Meeting Minutes

Education Council

Date: Jan. 26, 2022

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; Andre Caron; Andrea Matthews; Angie Chan; Gigi Machtaler; James Rout; Kimberly Dann; Kirksal Icoz; Lyle Reid; Michael Currie; Ramin Shadmehr; Scott Paterson; Shawna Waberi; Stephen McMillan; Tom Roemer, VP Academic; Tanya Fuchs; Tyler Greenwood

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

Minute taker: Joanne Schaap

Regrets: Manpreet Grewal; Celeste Dunstan

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 Andre Caron and carried that the agenda be approved. The motion was carried.
2. Approval of Education Council Meeting Minutes
MOTION: It was moved by Shawna Waberi and seconded by Ramin Shadmehr and carried that the Minutes of Nov. 17, 2021 be approved. The motion was carried.
3. Business Arising from the Minutes
3.1 Thought Exchange Survey Findings – Kathy Siedlaczek
A summary of the recently hosted ThoughtExchange on credential structure was given by Kathy Siedlaczek, Dean Academic Planning and Quality Assurance. The purpose, timing and participation were explained. The question posed for comment was “What options should we consider to realign credits for our existing credential levels and what new credentials should we look at? What benefits or barriers might we face?”

There were major four themes which emerged under credential structure, and two related considerations. In moving this forward, there are principles which need to be kept in mind: quality of education; workload for student and faculty; credentials need to be recognized; apply changes to new programs and existing programs should consider these in their program reviews.

Questions and comments from Council:

- How long is this project? A: there is interest in pursuing this, so it will move ahead in a timely fashion
- Changes will be incremental as policies are reviewed
- Work Integrated Learning is a big desire for students
- Centre for Workplace Education is considering a ThoughtExchange on WIL across all programs
- Definitions need to be clarified for hands-on learning and WIL
- Program reviews are an opportunity to address the credential structure

Kathy was thanked for her presentation.

4. Reports
4.1 Report from the Chair – Jennifer Figner
At the Dec. 7, 2021 meeting, the Board of Governors approved the requests for:

- 5403 Course Outlines and Course Names, 5403-PR1 Course Outlines, 5403-PR2 Course Names
- 5505 Emeritus Policy
- 5401-PR2 Program Development and Change Processes
- Notice of Intent for Bachelor of Creative Industries
- Notice of Intent for Master of Management
- Cancellation of Certificate in Global Business Studies
- Cancellation of Associate Certificate Mobile App Tools
- Cancellation of Certificate in Auto Refinishing Technician Foundation

Elections will be starting again soon, with the following seats up for election:

- FSA Faculty SoB
- FSA Faculty SoHS
- FSA Faculty SoCAS
- FSA Faculty SoT/Specialty
- GEU Support Staff

Ramin Shadmehr has accepted a position elsewhere and is therefore leaving his seat on EdCo. Jennifer expressed her appreciation for all the work he has done on Council, Programming and ETLDC and presented him with a certificate.

4.2 Institutional Report, VP Academic – Tom Roemer

a. VP Academic Report

With the low enrolment of international students, especially in part-time studies, BCIT is exploring new avenues for revenue generation. One strategy is offering microcredentials. Ten microcredential applications from BCIT were accepted by the ministry of Advanced Education and Skills Training. Another item being explored is a pilot project overseas to work with external agencies who become a broker for course work, taught and owned by BCIT.

b. Reinstatement Graduate Certificate in Business Administration, SoB+M

This program was suspended in 2018, and then had an extension for 2 years. The program area is re-developing under a major change and they plan to reinstate the program for a September intake. This was taken for information.

c. International Program Cancellations

The contracts for several international programs have concluded and the programs will not be offered again. The schools conducted an internal 30-day consultation process as outlined in the Policy 5405 Program Suspension and Cancellation. There is no impact on students or faculty. The Duty of Education Council, as per Policy 5405, is to ensure the process for program cancellation has been followed and provide advice to the Board of Governors as required.

MOTION:

It was moved by Eric Fry and seconded by Cheryl Cahill that Education Council advises the Board of Governors that the recommendation to cancel the following programs was carried out in accordance with the requirements of Policy 5405:

Diploma in Mechanical Engineering Technology (Wenzhou Vocational and Technical College, China)

Diploma in Automotive Technical Studies (Osan University, South Korea)

Diplomas in Computer Systems Technology (International):

- Diploma in CST (Guangxi Vocational Technology College of Communications, China)
- Diploma in CST (Sichuan Vocational Technology College of Communications, China)
- Diploma in CST (Zhong De Vocational Technology Institute, China)

The motion was carried.

4.3 Program Reviews

a. Final Report

- i. Welding programs (Foundation, Level B and Level A), SOCE
Associate Dean James Cai indicated there were 20 recommendations which will take a few years to complete. Equipment and facilities need to be upgraded and instructors need support.
- ii. Bachelor of Science in Radiation Therapy, SoHS
Dean Lisa Chu noted that seven recommendations were made which included changes to competencies, curriculum and clinical experience.

b. One Year Status Report

- i. Advanced Diploma in Clinical Genetics, SoHS
Dean Lisa Chu said that most of the eight recommendations have been met. Themes were collaboration, more focus on the student learner, and becoming more innovative and creative.

4.4 Report from Students – Tanya Fuchs

The BCITSA had their annual general meeting in November which included an update to their bylaws. They recently had a strategic planning session. Food and retail services have reduced hours but all locations have stayed open. Student Services have been moved online. Executive succession planning is underway.

5. Report from Standing Committees

5.1 Programming Committee – Cheryl Cahill

Cheryl reported that the Programming Committee met on Jan. 12, 2022 and reviewed three submissions.

a. Notice of Intent:

- i. Associate Certificate in Health Care Unit Clerk, SoB+M
This proposed associate certificate will meet the need for clerks with skills to process patient requisitions and are an essential part of a healthcare team. It is similar to the Medical Office Assistant program except that the Health Care Unit Clerks will work in a hospital environment instead of medical clinics or doctor's offices.

The proposal was taken for information.

b. Program Proposals – Cheryl Cahill

- i. Certificate in Marine Mechanical Technician Foundation, SoT
The primary reason for this MMTF skills program is to supply the labour market with technicians who have the skills to fill the current vacant positions and those expected to open in the near future through retirement and industry growth. The program will be delivered over 26 weeks.

MOTION:

It was moved by Cheryl Cahill and seconded by Andre Caron that that the proposal for the Certificate in Marine Mechanical Technician Foundation be recommended to the Board of Governors for approval. Questions were taken from the floor.

The motion was carried.

- ii. Diploma in Magnetic Resonance Imaging, SoHS
The Ministry has requested a direct entry, first discipline program to be offered at BCIT. It will run in conjunction with the existing second discipline Magnetic Resonance Imaging Advanced Certificate Program.

MOTION:

It was moved by Cheryl Cahill and seconded by Lyle Reid that that the proposal for the Diploma in Magnetic Resonance Imaging be recommended to the Board of Governors for approval. Questions were taken from the floor. It was noted that the name of the school should be updated to School of Health Sciences on the cover page.

The motion was carried.

5.2 Policy Committee – Eric Fry

Eric reported that the Policy Committee met on Jan. 5, 2022. They reviewed Policy 5100 Glossary of Education Policy Terms and are now bringing it forward for a motion to cancel it as a policy which will need approval from the Board of Governors. It will be rewritten as a Glossary of Terms resource and updated annually.

MOTION:

It was moved by Eric Fry and seconded by Gigi Machtaler that Policy 5100 Glossary of Education Policy Terms and its associated procedure Student Contract be recommended to the Board of Governors for cancellation, and adoption of a resource glossary.

The motion was carried.

Work continues on:

- 5101 Student Regulations
- 5012 Assigning of Credits to Courses
- 5102 and 5104. While 5102 will be moved to Student Services, 5104 will stay under Education.
- 5103 Student Evaluation. An initial submission was reviewed by the committee and endorsed.

5.3 Educational Technology and Learning Design Committee – Erika Ram

The Committee met on Nov. 18, 2021. A presentation was done by Brian Hosier, Director of the Learning and Teaching Centre, on the SMART Classroom Strategy that his department is rolling out for a phased approach to upgrade the AV equipment over 7 years. It was endorsed by ETLDC.

There was a presentation on Slack rollout, headed by Derrick Underwood, Director Enterprise Technology. Their goal is to make it a primary enterprise collaboration tool at BCIT.

The need for two new policies are being considered, one on Course Deletion, and one on Classroom Access. A webpage for ETLDC is being created which should be released in the next month.

6. **New Business**
There was no new business.
7. **Any Other Business**
There was no other business.
8. **Next Meeting Date**
Wed. Mar. 9, 2022.
9. **Adjournment**
The meeting adjourned at 4:20 p.m.