Meeting Minutes

Education Council

Date: June 8, 2022
Time: 2:30-4:30 p.m.
Meeting location: SE40, Royal Oak Boardroom
In attendance: Jennifer Figner, Outgoing Chair; Eric Fry, Incoming Chair; Cheryl Cahill, Vice Chair; Michael Currie Vice Chair; Andrea Matthews; Angie Chan; Bobby Davidson; Celine Loriot; Gigi Machtaler; James Rout; Kirksal Icoz; Lyle Reid; Margareta Dovgal; Shan Satoglu; Shawna Waberi; Stephen McMillan; Tanya Fuchs;
Official Guests: Danielle Landeta-Gauthier; Erika Ram; Jan Smith; Laura Vail;
Minute taker: Joanne Schaap
Regrets: Edward Fajardo; Scott Paterson; Todd Odgers**;** Tom Roemer;

Chair Jennifer Figner called the meeting to order at 2:30. She asked Jan Smith, Registrar, to conduct the election for the position of the Chair of Education Council.

1. Election of Education Council Chair for 2022-2023 – Registrar Jan Smith
   The Registrar explained the process for conducting the election for the position of Chair of Council. Quorum was confirmed. Jan noted that the nominating committee brought forward the name of Eric Fry for the position of Education Council Chair. Eric confirmed his acceptance of the nomination. Jan called twice for any additional nominations. There were none, and nominations were declared closed. Eric was acclaimed as Chair of Education Council for 2022-2023.

2. Election of Education Vice-Chairs for 2022-2023, EdCo Chair Eric Fry

   As the newly elected Chair, Eric conducted the election for the two Vice Chair positions for 2022-2023. Eric advised that the nominating committee has named Cheryl Cahill and Michael Currie as nominees for the two positions of Vice Chairs. Cheryl and Michael confirmed their acceptance of the nominations. Eric called twice for further nominations for the Vice Chair positions; hearing none, nominations were declared closed. Cheryl Cahill and Michael Currie were acclaimed as Vice Chairs of Education Council for 2022-2023.

   Each Vice Chair is responsible for assuming the role of Chair for one of the two Standing Committees, Programming and Policy. Congratulations were offered to those elected to Council positions.

3. Roundtable of Introductions
   A roundtable of introductions was held. New members were welcomed to their first EdCo meeting.

4. Approval of Agenda
   MOTION: It was moved by Andrea Matthews and seconded by Angie Chan and carried that the agenda be approved. The motion was carried.

5. Approval of Education Council Meeting Minutes
   MOTION: It was moved by Shawna Waberi and seconded by Cheryl Cahill and carried that the Minutes of May 11, 2022 be approved. The motion was carried.

6. Business Arising from the Minutes
   None

7. Reports
   7.1 Report from the Chair – Eric Fry
   Eric acknowledged that it is National Indigenous History Month and encouraged Council to expand their

understanding of Indigenous history and to share it with others. Eric then shared an example of Indigenous history he recently learned with the committee and participants.

At the June 1, 2022 meeting, the Board of Governors approved the requests for the cancellation of the Graduate Certificate in Forensic Investigation of Fraud and Financial Crime; and Network Administration and Security Professional. The request for a new program for Advanced Certificate in Sustainable Business was approved.

An EdCo orientation session was held on May 13th for new members. There will be an election for the seat of GEU Support Staff in the fall. A representative from Indigenous Initiatives and Partners will be joining EdCo in the fall as an Official Guest.

New Council members have been paired up with experienced members to be their 'EdCo buddies'. Appreciation was expressed to the experienced members who agreed to provide mentorship.

In addition to supporting/maintaining high educational programming and policy standards, Eric has three goals for Education Council for this year:
- provide a voice for reconciliation
- support student well-being
- develop Education Council leadership skills and succession planning

7.2 Program Reviews

    a.   Final Recommendation and Action Plan
        i.   Geographic Information Systems, School of Construction and Environment
           Wayne Hand, Dean for the SoCE, highlighted some of the recommendations. They will ask for a shortening of time allowed to complete the credential for the Advanced Certificate to four years. He expects the recommendations will all be completed in one year.

        ii.   Diploma in Financial Planning; Diploma in Finance
           Dean Kenton Low, Dean of School of Business + Media, spoke to both the program reviews. Both programs will revise their intent and learning goals to distinguish them from other programs. There will be some curriculum changes. They will establish separate Programs Advisory Committees for these programs.

7.3 Report from Student Association – Tanya Fuchs
The new executive board is in place. The SA established a food pantry and is planning for a community fridge to help students who are facing food insecurity. They have plans to remodel the student accessible patio on the 3rd floor of the SA building with a budget of $55,000. There are three Laurie Jack Awards of $500 each given to students who are in their graduating year and have contributed to life at BCIT. A student has been selected to come to Canada and study at BCIT as part of the BCIT/BCITSA Student Refugee Program.

8.   Report from Standing Committees
8.1 Programming Committee – Cheryl Cahill
Cheryl reported that the Programming Committee met on May 25, 2022 and reviewed several submissions.

    a.   Program Proposals
        i.   Advanced Certificate in Digital Health, School of Health Sciences
           With the increase in electronics health records, this program will help prepare clinicians in practice to understand the technology of healthcare.

           MOTION: It was moved by Cheryl Cahill and seconded by James Rout that the proposal for the Advanced Certificate in Digital Health be approved.

           The motion was carried with two abstentions.

ii. Request for Exemption from Policy, Certificate in Graphic Design
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. Given the rapidly developing nature of digital health practices, the program is asking for a 5-year time limit to complete a credential.

MOTION:
It was moved by Eric Fry and seconded by Kirksal Icoz that Education Council approve the request from the program Certificate in Graphic Design from Policy 5103 – Student Evaluation.

The motion was carried.

iii. Associate Certificate in Health Care Unit Clerk, School of Business + Media
This program is geared towards staff who will work in a hospital environment and will provide them with strong communication skills, software and client service skills.

MOTION: It was moved by Cheryl Cahill and seconded by Tanya Fuchs that the proposal for a major change to the Associate Certificate in Health Care Unit Clerk be approved.

The motion was carried.

iv. Request for Exemption from Policy, Associate Certificate in Health Care Unit Clerk

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. To ensure that students have the skills that are based on current industry standards and practices, the program is asking for a 5-year time limit to complete the credential.

MOTION:
It was moved by Eric Fry and seconded by Lyle Reid that Education Council approve the request from the program Associate Certificate in Health Care Unit Clerk from Policy 5103 – Student Evaluation.

The motion was carried.

b. Major Curriculum Change

i. Associate Certificate in Graphic Design, School of Business + Media
The change will include restructuring the program to better address student needs and create a clearer learner pathway. Renaming the program will accurately reflect the knowledge, skills and competencies acquired by graduates of the program and to reduce enrolment competition (and confusion) between the Associate Certificate in Graphic Design (Proposed new name: Associate Certificate in Graphic Design Foundations) and the Certificate in Communication Design Essentials (Proposed new name: Certificate in Graphic Design). It was noted that this program is not available to international students due to the number of credits; reference to this should be removed from page 14.

MOTION:
It was moved by Cheryl Cahill and seconded by Michael Currie that the proposal for a major change to the Associate Certificate in Graphic Design and name change to Associate Certificate in Graphic Design Foundations be approved, subject to removing the reference on page 14 indicating that the program is available to international students.

The motion was carried.

ii.   Request for Exemption from Policy, Associate Certificate in Graphic Design Foundations 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. To ensure students finish the program in a reasonable time frame so that their knowledge and technical skills upon graduation are based on current industry standards and practice, the program is asking for a 5-year time limit to complete the credential.
MOTION:
It was moved by Eric Fry and seconded by Celine Loriot that Education Council approve the request from the program Associate Certificate in Graphic Design Foundations from Policy 5103 – Student Evaluation.
The motion was carried.

iii.   Certificate in Communication Design Essentials, School of Business + Media
The change will include restructuring the program to better address student needs and create a clearer learner pathway. Renaming the program will accurately reflect the knowledge, skills and competencies acquired by graduates of the program and to reduce enrolment competition (and confusion) between the Associate Certificate in Graphic Design (Proposed new name: Associate Certificate in Graphic Design Foundations) and the Certificate in Communication Design Essentials (Proposed new name: Certificate in Graphic Design). MOTION:
It was moved by Cheryl Cahill and seconded by Kirksal Icoz that the proposal for a major change to the Certificate in Communication Design Essentials and name change to Certificate in Graphic Design be approved.
The motion was carried.

iv.   Request for Exemption from Policy, Certificate in Communication Design Essentials
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. To ensure students finish the program in a reasonable time frame so that their knowledge and technical skills upon graduation are based on current industry standards and practice, the program is asking for a 5-year time limit to complete the credential.
MOTION:
It was moved by Eric Fry and seconded by Gigi Machtaler that Education Council approve the request from the program Certificate in Communication Design Essentials be approved. The motion was carried.

v.   Certificate in Motorcycle Foundation, School of Transportation
This change is being brought forward to reflect the new trade name in conjunction with changes from ITA and national partners.
MOTION:
It was moved by Cheryl Cahill and seconded by Michael Currie that the proposal for a major change to the Certificate in Motorcycle and Power Equipment Technician Foundation and a name change to Certificate in Motorcycle Technician Foundation be approved.
The motion was carried.

8.2 Policy Committee – Michael Currie
Michael Currie reported that the Policy Committee met on May 18, 2022. The committee voted to bring Policy 5101 Student Regulations to community consultation, which will take place in the fall.

Work continues on Policy 5012 Assigning of Credits to Courses; Policy 5102 Student Code of Conduct; 5103 Student Evaluation; and Policy 5104 Student Code of Academic Integrity. There is a new proposed policy for Withdrawals, Leaves and Refunds. Policy 5201 Recording in the Classroom was approved by the Board of Governors on May 26, 2020 with the requirement that a review be done in two years. A working group will be formed to champion this. Peter Warren who was recently hired on a one-year temporary basis as an Associate Registrar will join the Policy Committee.

8.3 Educational Technology and Learning Design Committee – Erika Ram
The Committee met on May 26, 2022. Edward Fajardo has joined this committee, and there are a few other seats to be filled yet. Erika provided an overview of what the committee accomplished over the past year, and what they are planning to undertake in the new year.

A working group has been established with ITS and AV to discuss technologies that enable livestreams for Hybrid and Hyflex model classes.

Significant interest and discussion occurred on council supporting the ETLDC achievements and regarding data/feedback from remote/hyflex learning that occurred as a result of the pandemic.

9. New Business
    9.1 2021-2022 Program Review Annual List – Kathy Siedlaczek
    Kathy, as Dean of the Academic Planning and Quality Assurance, provided a brief outline of the team's role. The list outlines the programs which have submitted reports over the past year. A list is published annually for accountability to Education Council.

10. Any Other Business
    There was no other business.

11. Next meeting Date:
    Wed. Sept. 21, 2022

12. Adjournment
    The meeting adjourned at 4:38 p.m.