

# Meeting Minutes

## Education Council

**Date:** May 11, 2022

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

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

**In attendance:** Figner, Chair; Cheryl Cahill, Vice Chair; Eric Fry, Vice Chair; Andre Caron; Andrea Matthews; Angie Chan; Gigi Machtaler; James Rout; Kirksal Icoz; Lyle Reid; Manpreet Grewal; Michael Currie; Scott Paterson; Shawna Waberi; Tanya Fuchs; Tom Roemer; Tyler Greenwood

**Official Guests:** Danielle Landeta-Gauthier; Erika Ram; Jan Smith; Laura Vail; Todd Odgers

**Minute taker:** Joanne Schaap

**Regrets:** Celeste Dunstan; Stephen McMillan;

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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 Eric Fry and carried that the agenda be approved. The motion was carried.
2. Approval of Education Council Meeting Minutes  
MOTION: It was moved by Andrea and seconded by Angie Chan and carried that the Minutes of March 9, 2022 be approved. The motion was carried.
3. Business Arising from the Minutes  
None
4. Reports  
4.1 Report from the Chair – Jennifer Figner  
At the March 29, 2022 meeting, the Board of Governors approved the request for the cancellation of the Bachelor of Science in Food Technology and Operations Management. The request for two new programs was approved: Advanced Certificate in Building Energy Modelling; and the Associate Certificate in Construction of Mass Timber Structures.

There will be an orientation session on May 13 for new Council members. The appreciation luncheon will be held on May 26, 2022 for members who have served on the past three years. Current members are asked to indicate which committee they would like to sit on next year.

Jennifer will be stepping down as Chair in June. Elections for chair and vice chairs will be done at the June meeting. Jan Smith, as registrar, will conduct the election. Jennifer will sit on Executive as past EdCo Chair.

Tom Roemer took the opportunity to thank Jennifer for doing an exceptional job as Chair, and he presented her with flowers.

#### 4.2 Institutional Report, VP Academic – Tom Roemer

- a. VP Academic Report  
The South African project has been completed. The microcredential framework was used as a model, and partnered with an emerging institute. There will be another pilot in September.

BCIT now has 25 micro-credentials available, with more coming forward. Some time ago, the provincial government added 3000 tech seats to the post-secondary system and BCIT received 300 of them. There are 2000 more seats being offered, and BCIT has confirmed that these can span

degree level programs in addition to certificates and diplomas.

It was noted that finding qualified faculty is a challenge.

- b. Program Cancellation in Graduate Certificate in Fraud and Financial Crime  
The program is being recommended for cancellation due to low enrollment.

**MOTION:**

It was moved by James Rout and seconded by Andre Caron that Education Council advises the Board of Governors that the recommendation to cancel Graduate Certificate in Fraud and Financial Crime was carried out in accordance with the requirements of Policy 5405.

The motion was carried.

- c. Program Cancellation in Network Administration and Security Professional  
The program is being recommended for cancellation because of operational challenges and a lack of qualified instructors.

**MOTION:**

It was moved by Eric Fry and seconded by Kirksal Icoz that Education Council advises the Board of Governors that the recommendation to cancel the Network Administration and Security Professional was carried out in accordance with the requirements of Policy 5405.

The motion was carried.

#### 4.3 Program Reviews

- a. Final Reports

- i. Bachelor of Electrical Engineering, SoE  
Rosamund Russell, Associate Dean Electrical and Computer Engineering, noted that recommendations included changes to the entrance requirements, resources related to safety, and revision to curriculum.

- b. One Year Status Reports

- i. Diploma in Digital Design and Development, SoB+M  
Kenton Low, Dean said that 8 of the 13 goals have been completed. The others are underway or under consideration.

#### 4.4 Report from Students – Tanya Fuchs

Elections are completed with candidates taking office on June 1, 2022. There have been many year-end events and two hiring fairs. A grocery delivery service was implemented for student housing residents.

#### 5. Report from Standing Committees

##### 5.1 Programming Committee – Cheryl Cahill

Cheryl reported that the Programming Committee met on March 30 and April 20, 2022 and reviewed several submissions.

- a. Major Changes

- i. Graduate Certificate in Business Analytics  
The changes for this program include adjusting credits and length of the program and some adjustments to the capstone project.

**MOTION:** It was moved by Cheryl Cahill and seconded by Tanya Fuchs that the proposal for a major change to the Graduate Certificate in Business Analytics be approved. Questions were taken from the floor.

The motion was carried.

- ii. Graduate Certificate in Business Administration  
The changes for the proposal include reducing the number of credits and the addition of a capstone course.

MOTION: It was moved by Cheryl Cahill and seconded by Shawna Waberi that the proposal for a major change to the Graduate Certificate in Business Administration be approved. Questions were taken from the floor, including comments on low requirements for English language entrance. The program champion noted that it is consistent with other programs across BCIT. They may revisit this requirement if this becomes a problem.

The motion was carried.

- iii. Bachelor of Technology in Environmental Health (Public Health Inspector)  
This request includes a credential change and curriculum change, with the passing grade in all ENVH courses being raised from 50% to 65%.

MOTION: It was moved by Cheryl Cahill and seconded by Andre Caron that the proposal for a curriculum change to the Bachelor of Technology in Environmental Health (Public Health Inspector) and a name change to Bachelor of Environmental Public Health be approved. Questions were taken from the floor.

The motion was carried.

- iv. Diploma in Airport Operations  
The program is proposing a name change to reflect new program aims and goals, and curricular changes.

MOTION: It was moved by Andre Caron and seconded by Michael Currie that the proposal for a curriculum change to Diploma in Airport Operations and a name change to Diploma in Aviation Management Operations be approved. Questions were taken from the floor.

The motion was carried with one abstention.

b. Program Proposals

Advanced Certificate in Sustainable Business

This proposal will provide a laddering opportunity for students to apply the 22.0 credits of existing courses in the Advanced Certificate into the Advanced Diploma in Sustainable Business Leadership. With one new 6-credit industry project course, students can graduate with an Advanced Certificate after 28 credits.

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

The motion was carried.

c. Program Requests for Exemptions from Policy

- i. Advanced Certificate in Sustainable Business  
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 sustainable business practices, the program is asking for a 4-year time limit to complete a credential.

**MOTION:**

It was moved by Jennifer Figner and seconded by Eric Fry that Education Council approve the request from the program Advanced Certificate in Sustainable Business for exemption from Policy 5103 – Student Evaluation.

The motion was carried.

ii. Bachelor of Science in Nursing

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. Nursing knowledge and evidence rapidly develops and changes, therefore the program is asking for a 5-year time limit.

**MOTION:**

It was moved by Jennifer Figner and seconded by Eric Fry that Education Council approve the request from the Bachelor of Science in Nursing program for exemption from Policy 5103 – Student Evaluation.

The motion was carried.

**5.2 Policy Committee – Eric Fry**

Eric reported that the Policy Committee met on April 13, 2022. Currently the Committee is working on these projects:

- 5101 Student Regulations, champion Laura Vail. A draft version will be reviewed at next policy meeting in preparation for a 30-day community consultation.
- 5012 Assigning of Credits to Courses, champion Bonnie Johnson. Since the current policy doesn't include credits for Work Integrated Learning or online/hybrid learning, it needs to be updated.
- 5102 & 5104 Student Code of Conducts, champions Laura Vail and Michael Currie. Drafts are being reviewed by working groups.
- 5103 Student Evaluation Michael Currie and John Mills are working on this.

The Committee discussed challenges with faculty and staff being made aware of updated policies. After Education Council has conducted a review and obtained approval from the Board of Governors, the community needs to be informed of the change. This responsibility does not lie with Education Council. Jennifer will approach the Policy Office and ask that they consider improving communication for all policy updates.

A memo from Laura Vail was approved by Education Council Executive for development of a new policy for Withdrawals, Leaves and Refunds. A working group will be struck at the May 18, 2022 Policy Committee meeting.

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

The Committee met on April 28, 2022. Nathan Devos did a presentation on language assessment and diagnostic project. A definition on collaborative learning was made with the help of the Learning and Teaching Centre. A workshop was done at Professional Development Day to identify some of the strategies and tools faculty across campus are using, as well as identifying some key features and support that faculty would like in the future. In the next year, the committee will continue work on collaborative tools, hybrid and blended learning quality standards and potential suggestions for updates to the Learning and Teaching Framework.

**6. New Business**

There was no new business.

**7. Any Other Business**

There was no other business.

**8. Next meeting Date:**

Wed. June 8, 2022

9. Adjournment  
The meeting adjourned at 4:07 p.m.