

Meeting Minutes

Education Council

Date: Feb. 3, 2016

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

Meeting location: SE40, Royal Oak Boardroom

In attendance: Richard Plett, Chair; Craig Cowan, Vice Chair; Jennifer Figner, Vice Chair; Anthony Chan; Bill Dow; Chris Wiebe; Eric Fry; Harj Dhaliwal; Heyden Vargas; Joanne Atha; Mark Overgaard; Ron Stewart; Sanesh Iyer; Sanjeev Sarwal; Spencer Oppal; Tom Roemer; Vinay Punwani; Youdan Zhang

Minute taker: Joanne Schaap

Regrets: Dylan Smith; Kathy Kinloch; Michael Currie

Chair Richard Plett called the meeting to order at 2:30. He welcome everyone and in particular Tom Roemer, the new VP Academic. Tom gave a brief introduction of himself and there was a roundtable of introductions.

Action Items / Discussions:

1. Approval of Agenda
MOTION: It was moved by Craig Cowan and seconded by Heyden Vargas and carried that the agenda be approved.
2. Approval of Education Council Meeting Minutes
MOTION: It was moved by Heyden Vargas and seconded by Eric Fry and carried that the Minutes of Nov. 4, 2015 be approved with a change from "Proposal" to "Concept paper" in the three motions for the concept paper submissions.
3. Reports
3.1 Report from the Chair – Richard Plett
At the Board of Governors meeting of Dec. 1, 2015 Richard Plett brought forward two requests for program approvals on behalf of Education Council. The Board approved proposals for the Graduate Certificate in Business Analytics and the Associate Certificate in Human Resources Management. Honorary Awards Policy 5501 was presented and approved.

There has been a change in the AVED degree approval process, with a Stage 1 Review which will assess the proposed program's consistency with the mandate and strategic plan of the institution, and the consultation and coordination with other PSI's. As BCIT is close to compliance already with these steps, the transition should not be difficult.

In the fall, the Chair had solicited members to update Council Bylaws and to develop Education Council's mandate. As only one volunteer stepped forward, this will be tabled until next academic year. At the November 2015 meeting, the Bylaws were amended to include Official guests of Council. At the next Executive Committee meeting, they will consider who should fill these positions.

The election process will be commencing soon. Debra Williams has tendered her resignation of the SoCAS FSA faculty seat. Andrea Matthew has agreed to fill the position on Programming until elections are held; she will not sit on Education Council though. Richard's office is working with the Registrar's Office to set the dates for a spring election.

As this will be Bill Dow's final meeting representing the VPA office, appreciation was expressed for his vibrant and engaged work over the past year and a half. He was given a Certificate of Appreciation. Bill responded by saying it has been a great learning experience and a great group with which to work.

3.2 Institutional Report, VP Academic – Bill Dow and Tom Roemer

Bill Dow welcomed Tom Roemer to the role of VP Academic. He noted that the Leadership Team has been focusing on operational planning and budget development. He acknowledged the work of Barry Hogan and his team for hosting programming orientation sessions at all the schools.

a. Program Review – Final Report

i. Bachelor of Technology in Accounting

The Bachelor of Technology in Accounting has completed their program review, and has submitted their final recommendations to Education Council as per Policy 5402. Work is underway to address the ten recommendations.

b. Program Review – One Year Status Report

Bachelor of Technology in Technology Management

Guy Ellis, Dean, School of Transportation, spoke to the 19 recommendations which had been presented to Education Council in January 2015. Some of them have been fulfilled and others are ongoing or pending.

i. Diploma in Aviation Maintenance Technician – Avionics

Guy Ellis noted there had been seven recommendations for this program. Faculty have managed the recommendations in a timely fashion with some significant changes.

Bachelor of Technology in Forensic Investigation

Steve Eccles, Dean, School of Computing and Academic Studies, noted that 13 recommendations were made for this program. He gave a status update and action plan.

c. Program Cancellation of Advanced Certificate in Health Care Quality Management

The School of Health Sciences recommends cancellation of the Advanced Certificate in Health Care Quality Management. The original program, which has since been redesigned, has not been offered since 2013. Bill Dow explained that all the steps taken to close down this program comply with the requirements in Policy 5405.

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. The rationale for cancelling this program are provided in the Recommendation for Cancellation document. Education Council will bring this forward to the Board of Governors for their approval at the March 1, 2016 Board meeting.

MOTION:

It was moved by Richard Plett and seconded by Jennifer Figner that Education Council verifies that the process for program cancellation, according to Policy 5405, has been followed for the Advanced Certificate in Health Care Quality Management. The motion was

carried with two abstentions.

3.3 Report from Students

Heyden Vargas reported that the Student Association have been working on their Strategic Plan. A referendum was recently held on the U-pass and 80% of the votes were in favour. Elections will be held in March.

4. Report from Standing Committees

4.1 Programming Committee – Jennifer Figner

With the resignation of Debra Williams, the Programming Committee has been looking for another member until elections are held. Andrea Matthews from SoCAS came forward and expressed her interest in sitting on this committee for the remainder of the year. The Committee is in the process of voting electronically on this. On Dec. 2, 2015 the Committee reviewed three submissions which are now being brought forward for a decision:

a. Major Change

- i. Curriculum Change in 3D Modeling, Art and Animation, and Credential Change from Certificate to Diploma

The School of Business is bringing this request forward in response to PAC and industry input to enhance graduates ability to obtain entry level jobs.

MOTION:

It was moved by Jennifer Figner and seconded by Chris Wiebe that the curriculum change in 3D Modeling, Art and Animation, and Credential Change from Certificate to Diploma be approved. Questions were taken from the floor. The page numbers on the Table of Contents need to be adjusted. The motion was carried with one abstention.

- ii. Credential Name Change from Bachelor of Technology in Architectural Science to Bachelor of Architectural Science

The School of Construction and the Environment are proposing to change the credential type since it was misunderstood and was not perceived to match the capabilities of the program's graduates. There will be no curriculum change. They are also requesting an exemption from Education Council which will be addressed later in the meeting.

MOTION:

It was moved by Jennifer Figner and seconded by Heyden Vargas that the credential name change from Bachelor of Technology in Architectural Science to Bachelor of Architectural Science be approved. There were no questions. The motion was carried.

b. New Programs

- i. Concept Paper Advanced Certificate in Geographic Information Systems
This concept paper comes from the School of Construction and the Environment who propose to develop this program and offer it on a fully on-line basis.

MOTION:

It was moved by Jennifer Figner and seconded by Eric Fry that the Concept Paper for Advanced Certificate in Geographic Information Systems be approved. The motion was carried.

4.2 Policy Committee – Craig Cowan

Craig Cowan advised that Policy Committee met on Jan. 20, 2016. They reviewed the policy and procedure for the Student Code of Conduct. Gary Lund has done editorial work on it and feedback will be elicited from the community. The two main changes are:

- The revised policy will address both Academic and Non-Academic codes of conduct, rather than the previously separate policies. There will be two procedures; one for each of Academic and Non-Academic codes.
- Changes also include sanction types, authority levels for various sanctions, and appeal/review procedures and levels. Under the new policy students will have to provide reasonable grounds for appeal/review.

He was asked to distribute a draft version of this policy to the rest of Education Council, and encouraged to actively seek community consultation.

The Registrar, Dawna Mackay, brought forward a request to Policy Committee to change 5103-PR1 Late Withdrawal. This request came forward since students who were failing a course would apply for a late withdrawal and course instructors, who might not understand the intent of late withdrawals, were allowed to sign the request. The change stipulates that a chief instructor, coordinator, program head or delegate be given signing authority. The Policy Committee supports this and put the recommendation forward to Education Council.

MOTION:

It was moved by Craig Cowan and seconded by Youdan Zhang that 5103-PR1 be changed to give signing authority to chief instructors, coordinators, program heads or delegates. Questions were taken from the floor. The motion was carried.

5. New Business – Richard Plett

Exemption from Education Policy, Bachelor of Technology in Architectural Science

Richard explained that an exemption from Education Council was being sought in the Bachelor of Technology in Architectural Science program, which had a major credential change from Bachelor of Technology in Architectural Science to the Bachelor of Architectural Science. An exemption is being sought for Procedure 5401-PR, Procedure 2: Program and Credential Changes, (B) Credential Changes – Effects on Graduating Students (2) When the Curriculum Does not Change. This change will allow past graduates to exchange their old credential for the new one. DQAB approval will also be sought.

MOTION:

It was moved by Richard Plett and seconded by Vinay Punwani that the exemption from Education Policy for the Bachelor of Architectural Science be granted for Procedure 5401-PR, Procedure 2: Program and Credential Changes, (B) Credential Changes – Effects on Graduating Students (2) When the Curriculum Does not Change. The motion was passed.

6. Any Other Business

There was no other business.

7. Next Meeting Date

Wed. March 18, 2016, 2:30-4:30, location to be announced (Royal Oak is undergoing AV updates at that time.)

8. Adjournment

The meeting adjourned at 4:05.