

**Education Council Meeting Minutes**  
**Nov. 4, 2015, 2:30 – 4:30 pm**  
**SE40 – Royal Oak Campus Boardroom**



<b>Elected/Appointed Members</b>	
<b>Present:</b>	<b>Absent:</b>
Richard Plett, Chair (Administration)	Kathy Kinloch (BCIT President, non-voting)
Craig Cowan, Vice Chair (Administration), 3 p.m.	Bill Dow (Administration)
Harj Dhaliwal (Administration)	Debra Williams (Faculty)
Jennifer Figner, Vice Chair (Faculty)	Heyden Vargas (SA Student Rep)
Anthony Chan (Faculty)	Spencer Oppal (Student Rep)
Michael Currie (Faculty)	
Ron Stewart (Faculty)	
Youdan Zhang (Faculty)	
Eric Fry (GEU Instructional)	
Mark Overgaard (GEU Instructional)	
Chris Wiebe (GEU Instructional)	
Sanjeev Sarwal (GEU Instructional)	
Joanne Atha (GEU Support)	
Vinay Punwani (GEU Support)	
Sanesh Iyer (Student Rep)	
Parco Lai (Student Rep)	
Dylan Smith (SA President, non-voting) until 3:40	
Joanne Schaap, Recorder	

Chair Richard Plett called the meeting to order at 2:30. Jennifer Figner’s son Alex, who was in the gallery, was welcomed. Newly elected student representative Parco Lai was welcomed. A roundtable of introductions was done.

	<b>Agenda Items and Discussion</b>	<b>Action</b>
<b>1.</b>	<b>Approval of Agenda</b> MOTION: It was moved by Eric Fry and seconded by Ron Stewart and carried that the agenda be approved.	
<b>2.</b>	<b>Approval of Education Council Meeting Minutes</b> MOTION: It was moved by Richard Plett and seconded by Chris Wiebe and carried that the minutes of Sept. 30, 2015 be approved as presented.	
<b>3.</b>	<b>Business Arising from the Minutes</b> 3.1 Amendment to EdCo Bylaws – Official Guests of EdCo At the Sept. 30, 2015 Education Council meeting, Chair Richard Plett had brought forward	

	<p>a Notice of Motion for Official Guests of Education Council to be entrenched into Council Bylaws. No feedback or discussion came forward since that time. This motion is now coming forward for a vote.</p> <p>MOTION: It was moved by Richard Plett and seconded by Anthony Chan that the request for Official Guests of Education Council be included in the Education Council bylaws, be approved.</p> <p>Questions and comments were taken from the floor. There were two editing suggestions which will be incorporated. Discussion followed on whether there should be a maximum number of guests. Since they will be appointed annually, this should not become an issue. A question was raised as to when the terms of Official Guests would start. The terms fall in line with other voted members, so they would start in June.</p> <p>The motion was carried unanimously.</p>	<p>Bylaws to be updated with the addition of Official Guests of Education Council</p>
<p><b>4.</b></p>	<p><b>Reports</b></p> <p><b>4.1 Report from the Chair</b>  Richard Plett reported that he attended the Board of Governors meeting on Oct. 6, 2015. At that meeting the Board approved the proposal for a Certificate in Applied Data Analytics. They also approved minor changes in the program development flow chart. Richard attended BCIT's 50<sup>th</sup> anniversary gala held at Aerospace campus. Several awards were given that evening.</p> <p>Earlier today Richard attended the Entrance Awards and Fall Scholarships ceremonies. Heyden Vargas was the recipient of one of the awards.</p> <p><b>4.2 Report from the VP Academic</b>  Richard Plett reported on behalf of Bill Dow, who was at the Entrance Awards and Fall Scholarships ceremonies. The VPA continues with discussions on BCIT's education DNA. Business forecasts will now be reviewed by the Board of Governors early in the program development process. He continues to stress the importance of educational quality to the deans and associate deans. An announcement should be coming out shortly regarding the VPA selection.</p> <p><b>4.3 Report from the Students</b>  Dylan Smith reported on behalf of Heyden Vargas, who was not able to attend today's meeting. There were a number of students at the 50<sup>th</sup> anniversary gala last week. The Student Association is dealing with the provincial government on amendments to the College and Institute Act, specifically with fee collections. They are also preparing for their Annual General Meeting on Nov. 16, 2015.</p>	
<p><b>5.</b></p>	<p><b>Report from the Standing Committees</b></p> <p><b>5.1 Programming Committee – Jennifer Figner</b>  Jennifer Figner reported that the Programming committee met on Oct. 14, 2015 and reviewed five submissions. All were of good quality. Jennifer provided an overview of each of the following submissions:</p> <p><u>Concept Papers:</u></p> <p>5.1.1 Graduate Certificate in Global Leadership, School of Business</p>	

MOTION: It was moved by Jennifer Figner and seconded by Harj Dhaliwal that the Concept Paper for a Graduate Certificate in Global Leadership, School of Business, be approved. A question were taken from the floor regarding the cost for additional staffing. As this is still in the concept paper phase, that level of detail is not yet included.

The motion was carried.

#### 5.1.2 Advanced Certificate in Building Controls and Energy Management, SOCE

MOTION: It was moved by Jennifer Figner and seconded by Vinay Punwani that the Concept Paper for an Advanced Certificate in Building Controls and Energy Management, SOCE, be approved. A question was raised as to why one of the options for the minimum proposed general entry qualifications is 20 years' experience, which seems rather high. Jennifer responded that this can be reevaluated in the future since it is only in the concept stage.

The motion was carried.

#### 5.1.3 Diploma in Automotive Technical Studies – International China-Chongqing, School of Transportation and BCIT International

MOTION: It was moved by Jennifer Figner and seconded by Anthony Chan that the Concept Paper for a Diploma in Automotive Technical Studies – International China-Chongqing, School of Transportation and BCIT International, be approved. A question was raised as to how quality is maintained when dealing with an institution overseas. Staff from BCIT go to China annually to ensure quality is consistent with BCIT standards.

The motion was carried with two abstentions.

#### Program Proposals:

#### 5.1.4 Graduate Certificate in Business Analytics, School of Business

MOTION: It was moved by Jennifer Figner and seconded by Eric Fry that the Proposal for a Graduate Certificate in Business Analytics, School of Business, be approved. There were no questions from the floor.

The motion was carried with one abstention.

#### 5.1.5 Associate Certificate in Human Resources Management, School of Business

MOTION: It was moved by Jennifer Figner and seconded by Michael Currie that the Proposal for an Associate Certificate in Human Resources Management, School of Business, be approved. There were no questions from the floor.

The motion was carried with one abstention.

### **5.2 Policy Committee – Craig Cowan**

	<p>Craig Cowan advised that the Policy Committee met two weeks ago. Michael Currie was named as Vice Chair. An ad hoc committee has been working on the Student Code of Conduct Policy with goal of bringing forward a draft policy to their next meeting on Nov. 25, 2015. They will begin a review of 5003 Admissions policy and procedures in the near future.</p> <p>5.2.1 5501 Policy and Procedure – Honorary Awards  Craig introduced Marie-Claire Concannon who sits on the Tributes Committee, which is a sub-committee of the Board of Governors. He outlined the major changes which have been proposed on the policy and the procedure.</p> <p>MOTION: It was moved by Craig Cowan and seconded by Jennifer Figner that he revised Policy 5501 Honorary Awards and the Procedure 5501-PR1 Honorary Awards be approved. A question was raised regarding rescinding awards. Marie-Claire indicated that each case will be handled individually. The process for finding information on candidates is done by a researcher who works within the Foundation, and obtains information that is publicly accessible.</p> <p>The motion was carried. It will now go to the Board of Governors.</p> <p>5.2.2 5101 Policy and Procedure – Student Regulations  Craig Cowan noted that this policy is coming forward due to some minor change in wording to describe how the institutional repository for student works is carried out. Liz Padilla, Librarian, was introduced. The provincial government has a project underway to create an open access digital repository for BCIT.</p> <p>MOTION: It was moved by Craig Cowan and seconded by Chris Wiebe that the revised 5101 Student Regulations – Policy and Procedure be approved.</p> <p>A question was raised as to the definition of a thesis and a dissertation at BCIT. This needs clarification. The list of “works” is not meant to be an exhaustive list. Students need to sign off on proper digital rights and the process is initiated by the instructor. This new form gives permission for this and only addresses how the library obtains consent from students. It was noted that on page 4 of 7, the title of <i>Vice President, Education, Research and International</i> should be changed to <i>Vice President Academic</i>. It was also noted that this policy is not under a full review at this time, but is being reviewed just for the portion dealing with retention. Once the policy is up for a full review, it will receive greater scrutiny.</p> <p>The motion was carried.</p>	<p>Library Form to be updated with new title “Vice President Academic”</p>
<p>6.</p>	<p><b>New Business</b></p> <p>6.1 Request for Exemption from Education Policy 5103, Section 5 – Timeline to Complete a Credential</p> <p>On behalf of the School of Business for the Graduate Certificate in Business Analytics, Susan Burgess has requested an exemption from Policy 5103, which says specifies the credential can be completed in 7 years. The School would like a restriction of three years to complete this certificate.</p>	

	<p>MOTION: It was moved by Richard Plett and seconded by Ron Stewart that an exemption be made from Policy 5103 for the Graduate Certificate in Business Analytics, implementing a three-year time limit for this credential.</p> <p>A question was raised as to why this time restriction should be made. The credential is only a 5-course, 15-credit graduate certificate that will be run in a cohort model and is not suitable to spread over 7 years.</p> <p>The motion was carried with one abstention.</p> <p>6.2 Updated Contact List This was received for information.</p>	
<b>7.</b>	<p><b>Any Other Business</b> There was no other business.</p>	
<b>8.</b>	<p><b>Adjournment</b> Meeting adjourned at 3:55.</p>	
<b>9.</b>	<p><b>Next Meeting Date</b> Feb. 3, 2016, 2:30 – 4:30 pm SE40 – Royal Oak Boardroom</p>	