**REGULAR MEETING OF THE
BCIT EDUCATION COUNCIL**

**Wednesday, June 5, 2013
SE 40 – Royal Oak Boardroom
2:30 to 4:30 p.m.**

Elected/Appointed Members	
Present:	**Absent:**
Richard Plett, Chair (Administration)	Rebecca Davidson (Student President, non-voting)
Craig Cowan, Vice Chair (Administration)	Chris Golding (A/President, non-voting)
Jennifer Figner, Vice Chair (Faculty)	Debra Williams (Faculty)
Paul Dangerfield (Administration)	Keith Van (Student Rep.)
Eric Fry (GEU Instructional)	Eirene Cloma (Student Rep.)
Patricia Bretschneider (GEU Support)	
Chris Wiebe (GEU Instructional)	
Sanjeev Sarwal (GEU Instructional)	
Joanne Atha (GEU Support)	
John Jenness (Faculty)	
Cory Langford (GEU Instructional)	
Jonathan Chiu (Faculty)	
Dean Hildebrand (Administration)	
Michael Currie (Faculty)	
Youdan Zhang (Faculty)	
Daniel Sumano (Student Rep.)	
Dominka Pilat (Student Rep.)	
Steve Eccles (Dean, non-voting)	
Recorder: Karen Cresswell	

1.	**CALL TO ORDER**	The meeting was called to order at 2:30 pm.
2.	**Welcome**	Karen welcomed members to the first meeting of the new Education Council for 2013-2014. Karen introduced Dawna Mackay, BCIT Registrar, to conduct the election of the Education Council Chair for 2013-2014.
3.	**Election of Chair 2013-1014**	Dawna requested and received confirmation that quorum has been met for the meeting, and then reviewed the procedure that would be followed for the election. Dawna advised that the nominating committee has put forward Richard Plett as nominee for the position of Education Council Chair. Richard confirmed his acceptance of the nomination. Dawna called twice for further nominations; hearing none,

		nominations were declared closed. Richard Plett is acclaimed as Chair of Education Council for 2013-2014.
4.	**Election of Vice Chairs 2013-2014**	Richard inquired whether the nominating committee had confirmed nominees for the two Vice Chair positions. Dawna reported that the following individuals have been nominated for the two Vice Chair positions:
		Jennifer Figner, Faculty, School of Business Craig Cowan, Administration
		Richard asked Jennifer and Craig whether they accept the nomination, and both confirmed acceptance.
		Richard called twice for further nominations; hearing none, Jennifer and Craig are acclaimed as Vice Chairs of Education Council for 2013-2014.
		Congratulations were offered to those elected to Council positions.
5.	**Roundtable**	As this is the first meeting of the new Council, several new members are attending Council for the first time. A roundtable was held and all members introduced themselves.
		Richard recognized past member Jeff Dewhurst. Jeff is a retiring member of Council who was unable to attend the Recognition Luncheon that took place in May. Richard asked Jeff to come forward to accept a certificate of appreciation. Richard thanked Jeff for his participation on Council.
		Richard also acknowledged John Brohman who has stepped down from Council this year. John served as a member on Council for ten years. Richard and Council members expressed their thanks to John in his absence, and commented on the valuable contributions John made to Council over the years. Richard advised that he will be presenting John with a certificate of appreciation at a later date.
6.	**Approval of Agenda**	The agenda was reviewed. **Moved:** Craig Cowan Agenda approved, as distributed.
7.	**Approval of Minutes**	The minutes were reviewed. **Moved:** Paul Dangerfield; **Seconded:** Jonathan Chiu Minutes approved, as distributed.
8.	**Business Arising from the Minutes**	There is no business arising from the minutes.
9.	**Reports**	
	EdCo Chair	*Richard Plett* Richard advised that all elections have been completed for Education Council, and two new member orientation sessions have been held to provide an overview of the role of Education Council.

		Richard reported that the Board of Governors met on May 28th and approved the Concept paper for a Bachelor of Engineering in Mining and Mineral Exploration. In addition to EDCO approval, Concept papers for degree programs require approval from the Board to enable further development of the program. Concept papers for programs at a level beneath a degree require only EDCO approval. Also approved at the Board meeting were revisions to Policy 5003 – Admissions.
		Richard provided a detailed report of work undertaken by Education Council over the past year, including activity and initiatives within the Programming and Policy Standing Committees.
Institutional Report **Vice President, Education, Research and International**		*Paul Dangerfield* Paul reported on the following items: • With new members joining the Board of Governors, it is important that the Board have a clear understanding of the role of Education Council, and the processes that are in place. As the final approving body, the Board must have confidence in the level of rigor and diligence associated with EDCO processes. To that end, an orientation session for the Board will be arranged in the fall. • Paul acknowledged the hard work that has been undertaken this year; there has been tremendous progress in areas that are vital to the institution. Paul thanked Council and Standing Committee members for their commitment and dedication. • The Leadership team is preparing for the 2014-15 planning cycle. Work is underway for a 5-year Capital plan as part of the Strategic plan. The overall planning system at BCIT is being reviewed to ensure that it is an efficient function at the institute. • The VP ERI office has been working on a 30-year plan for BCIT; considering what is important now, and where we want to go over the next 30 years. The Schools and BCIT community have been engaged, and Paul has delivered 18 presentations over the past two months to outline this initiative. Paul intends to deliver the presentation to the students in the fall. A draft 30-year plan will be complete by this time next year.
Students		*Richard Plett for Rebecca Davidson* Richard advised that Rebecca Davidson has provided a report on behalf of student reps. Rebecca has been elected as the student president for the next year, and will be attending EDCO meetings as a non-voting member.
		Rebecca reports that students are on summer break, some graduating and some preparing for what BCIT holds for them in the coming academic year. Some students are finding it difficult to find work for the three months of summer in their field; unfortunate, however thankfully BCIT is known for students' ability to find work in their field upon graduation. The Student Association is starting to plan for the upcoming year and is excited about the opening of the SE2 second

	floor, which will include additional study rooms for students. Some questions for students to ask themselves: How can I improve my academic standing? How can I adjust quickly to each instructor's structure? How can I improve my productivity in lectures and labs? Although most classes have ended, a student's education doesn't end, it just occurs more through reflection. Rebecca sends her welcome and congratulations to the EDCO student reps for 2013-14, and looks forward to starting again in the new year.
Dean	*Steve Eccles* Steve reported that the Deans' Council meets every Friday. It is a collaborative group, and the deans get together to share plans and ideas. Currently, the deans are thinking about programs, about planning, and how to best collaborate amongst the Schools. Steve represents the Dean's Council as a non-voting member on Education Council. Steve expressed his appreciation to the student reps for being part of Education Council, and its work to strengthen education quality.
10. Standing Committee Reports	
Programming Committee	*Jennifer Figner* Jennifer provided an overview of activities undertaken by the Programming committee, and provided a comprehensive overview of each submission coming forward from the committee with a recommendation for approval. Major Changes to Existing Programs: **Diploma in Computer Information Technology** School of Computing and Academic Studies, Program Champion: Bill Klug **Moved:** Jennifer Figner; **Seconded:** John Jenness **THAT** the Programming committee recommends to Education Council approval of a major curriculum change to the Diploma in Computer Information Technology. Discussion: Paul commented on the need and challenge to keep course curriculum current in this program. Associate dean Brian Pidcock agreed that it is a challenge, but assured Council that they are aware of the need and are confident in their ability to manage it. **Carried.** Concept Papers: **Bachelor of Applied Science in Software Engineering** School of Computing and Academic Studies, Program Champions: Mirela Gutica and Bruce Link **Moved:** Jennifer Figner; **Seconded:** Joanne Atha **THAT** the Programming committee recommends to Education

	Council approval of the Concept paper for a Bachelor of Applied Science in Software Engineering.
	Discussion: A suggestion was made to consult with the Registrar's office regarding the impact of changes to admissions processes related to the entrance requirements identified in the Concept paper.
	Carried.
	Master of Science in Ecological Restoration
	Moved: Jennifer Figner; **Seconded:** John Jenness
	THAT the Programming committee recommends to Education Council approval of the Concept paper for a Master of Science in Ecological Restoration.
	Discussion: A question was asked regarding collaboration between BCIT and SFU related to this program. Associate dean Rob Stevens indicated that administrative processes are not yet sorted out, but the program will be managed in a way that is similar to the Master in Digital Media, which is a 4-way institutional collaboration. Work is ongoing with SFU, and they are at a similar place in their approval process. Instead of a 'Concept paper', they submit a 'Notice of Intent'. Their documentation has gone to the Graduate committee at SFU Senate; however there has been no official word on the outcome. One Master degree proposal will be developed on behalf of both institutions for Ministry approval.
	Carried.
Policy Committee	*Craig Cowan*
	Craig provided an overview of the activities undertaken by the Policy committee. Craig advised that there are several recommendations for approval that he will present today at Education Council on behalf of the Policy committee.
	Policy 5601 – Faculty Qualifications:
	This recommendation is for approval of a new policy that has been in development for several years. Craig introduced Barry Hogan, Dean of Academic Planning and Quality Assurance, to provide an overview. Barry advised that under the College and Institute Act, BCIT is required to have a policy on faculty qualifications. We need this policy to ensure quality; it is a condition for application to the Ministry for DQAB exempt status, as well as membership with other accrediting bodies. Barry provided an overview of the development process undertaken for this policy, highlighting the inclusive circle of consultation that provided valuable input toward the final draft. Most recently, the document has been reviewed by the EDCO Policy committee.
	Moved: Craig Cowan; **Seconded:** Michael Currie
	THAT the Policy committee recommends to Education Council approval of the new policy 5601 – Faculty Qualifications.

Carried.

Procedure 5003-PR1 – Admission Procedure

Craig provided details regarding the recommended revision to the Procedure.

Moved: Craig Cowan; **Seconded:** Dean Hildebrand

THAT the Policy committee recommends to Education Council approval to add Section 3.3 – Multiple Credentials to Procedure 5003-PR1 – Admission Procedure.

Carried.

Procedure 5401-PR1 – Program Development and Change Processes

Craig provided details regarding the recommended revisions to the Procedure.

Moved: Craig Cowan; **Seconded:** Chris Wiebe

THAT the Policy committee recommends to Education Council approval of the following revisions to Procedure 5401-PR1 – Program Development and Change Processes:

- Updating of flowcharts 1a, 1b, 3a, 3b to reflect correct approval sequencing related to PSIPS posting for Degree, Diploma and Certificates that lead to Diploma programs
- Accompanying text within the procedure that supports the flowcharts related to approval sequencing for PSIPS posting
- Additional wording regarding Apprenticeships at BCIT
- Additional guidelines for the General Education requirements for Bachelor degree programs
- Additional section regarding Program Design
- Minor wording changes related to the development of a Concept paper, and revisions to reflect the correct name of the Ministry

Discussion: A question was asked regarding the use of previously earned credit toward multiple credentials, specifically related to the 25% new course requirement for Associate Certificates. A thorough discussion took place, including an explanation of the review process and rationale for the recommended requirements related to previously earned credit.

Carried.

Procedure 5103-PR1 – Grading

Craig provided details regarding the recommended revision to the Procedure.

Moved: Craig Cowan; **Seconded:** Cory Langford

THAT the Policy committee recommends to Education Council approval of a revision to the description of limitations for the use of previously earned credit toward multiple credentials.

Carried.

	Craig advised of a recent change from the Ministry of Advanced Education regarding the process of review for Master degree programs. Craig reviewed the change and advised that a revision is required to Procedure 5401-PR1.
	Moved: Craig Cowan; **Seconded:** John Jenness
	THAT the Policy committee recommends to Education Council approval of a revision to wording in Procedure 5401-PR1 – Program Development and Change Processes, to remove the requirement for submission of a New Mandate Review for Master degree programs.
	Carried.
11. New Business	Policy exemption request – Specialty Nursing
	The Specialty Nursing Department has requested exemption from the approved requirements identified in Policy 5003 – Admissions, Section 3.1 Academic Residency Requirements.
	Richard introduced Pauline O'Reilly from Specialty Nursing who is championing the request. Richard referred Council members to the supporting document within the meeting package and reviewed the details of the request.
	Moved: Richard Plett; **Seconded:** Jennifer Figner
	THAT Education Council approves a request from the Specialty Nursing programs for exemption to Policy 5003 – Admissions, Section 3.1 – Academic Residency.
	Discussion: A lengthy discussion took place regarding potential impact on students, and the ability to ensure quality of graduates from the Specialty Nursing programs should this request be approved. Some concern was expressed regarding lack of information provided in the submission, and that the assessment process that will be used by the program area is not clear. Council members also commented on the lack of guidelines or criteria in place for members to use as a reference when considering policy exemption requests.
	Carried, with one abstention.
	ACTION: Review of the PLAR process at BCIT, and establishment of criteria for examining exemption requests is forwarded to the EDCO Executive committee for review.
12. Any Other Business	Policy for Student Awards.
	Richard advised that a new draft policy regarding Student Awards has been completed and is open to the institute for review and feedback. A portion of the policy will have an impact on EDCO. Setting criteria for awards recognizing academic excellence is mandated as an EDCO responsibility in the College and Institute Act. Richard encouraged Council members to review the policy online. Once approved, the policy will reside within the Student Services jurisdiction.
	Report – Student Awards Sub-committee of EDCO
	Currently there is a Student Awards sub-committee of EDCO that

	meets on an 'as needed' basis. In June of each year, the sub-committee is required to submit a report to Council outlining activity over the past year. Richard advised that a report has been submitted by sub-committee chair Paul Morrison, indicating that there has been no proposals requiring review; therefore the committee did not meet.
13. Adjournment	**Moved:** John Jenness Meeting adjourned at 4:17 pm.
Next meeting	**Wednesday, October 2, 2013** **Royal Oak Boardroom. 2:30 – 4:30 pm**