



**REGULAR MEETING OF THE
BCIT EDUCATION COUNCIL**

**Wednesday, October 1, 2014
SE 40 – Royal Oak Boardroom
2:30 to 4:30 p.m.**

Elected/Appointed Members	
Present:	Absent:
Richard Plett, Chair (Administration)	Evan Findlay, (Student Rep - VPSA)
Craig Cowan, Vice Chair (Administration)	Eric Fry (GEU Instructional)
Jennifer Figner, Vice Chair (Faculty)	Sanjeev Sarwal (GEU Instructional)
(Administration)	John Jenness (Faculty)
Patricia Bretschneider (GEU Support)	Youdan Zhang (Faculty)
Chris Wiebe (GEU Instructional)	
Mark Overgaard (GEU Instructional)	
Joanne Atha (GEU Support)	
Harj Dhaliwal (Administration)	
Jonathan Chiu (Faculty)	
Debra Williams (Faculty)	
Michael Currie (Faculty)	
Dylan Smith (Student President, non-voting)	
Kathy Kinloch (BCIT President, non-voting)	
Jenny Chen (Student Rep)	
Andrew Reid (Student Rep)	
Spencer Oppal (Student Rep)	
Robin Hemmingsen (Dean, non-voting)	
Recorder: Karen Cresswell	

1. CALL TO ORDER	The meeting was called to order at 2:30 pm. Richard welcomed all members to the first EDCO meeting following the summer break.
2. Approval of Agenda	The agenda was reviewed and approved as distributed.
3. Approval of Minutes	The minutes were reviewed and approved as distributed.

4. Business Arising from the Minutes	<p>There is no business arising from the minutes.</p>
5. Reports	
EdCo Chair	<p><u>Richard Plett</u></p> <p>Richard reported on the following items:</p> <ul style="list-style-type: none"> • The 2014-15 Education Council Contact List is included in the meeting package. Please review the document and report any required changes to Karen • Referring to the EDCO bylaws with respect to attendance at Council meetings, Richard reinforced the importance of active participation and consistent attendance to ensure that EDCO is fully functional. EDCO bylaws stipulate that ‘the seat of any member who fails to attend three meetings of Council within a year, without approval of Council through the chair, shall deemed to be vacant’ • In the interests of succession planning, vice chairs are encouraged to take the opportunity to step into the role of chair for one (or more) committee meeting(s) <p>BCIT President Kathy Kinloch joined the EDCO meeting in progress. Richard welcomed Kathy and invited her to address the Council.</p>
BCIT President	<p><u>Kathy Kinloch</u></p> <p>Kathy thanked Richard for his introduction and explained to Council that she chose to offer her comments to EDCO post-reorganization. Kathy spoke about the important role that EDCO plays as BCIT moves forward, and she is proud of the quality of education at BCIT. Kathy offered her thanks to EDCO and its committees for their diligence and commitment, and as BCIT grows and matures, Kathy committed her support to Education Council. Kathy complimented Richard Plett in his role as chair and for providing good representation on behalf of EDCO at Board meetings.</p> <p>Moving forward we will be determining how to best support education through the Learning and Teaching Center (LTC). Steve Eccles, in his interim role as Associate VP, will help to reshape resources that will support educational delivery. As this unfolds, Kathy encouraged EDCO to evaluate whether the strategy fits the principles of applied education and supports quality of teaching. Student Services is the other important component supporting quality. Kathy encouraged EDCO to gauge the interface between service and education to ensure that quality is optimized in all aspects of our operation.</p> <p>Kathy referred to opportunities for growth at BCIT in international education, and stressed that we must ensure we maintain a strong focus on quality, principles, and the applied nature of our education.</p>

	<p>The role of Education Council at BCIT reaches beyond what is stipulated in the Act. Kathy supports an active role from Council and is open to feedback and questions.</p> <p>Richard thanked Kathy for coming to EDCO and speaking to Council members. Kathy excused herself to attend to another commitment.</p>
<p>EDCO Chair (continued)</p>	<p>Richard resumed the report from the Chair.</p> <ul style="list-style-type: none"> • Richard represented EDCO at the Board meeting on June 16th which was held at Aerospace Technology Campus (ATC). The following items were approved at EDCO in June and were presented, and approved, at the Board: <ul style="list-style-type: none"> ○ Program proposal – Bachelor of Engineering in Mining and Mineral Resource Engineering ○ Program proposal – Master of Science in Ecological Restoration ○ Renewal of Policy 5101 – Student Regulations ○ Renewal of Policy 5103 – Student Evaluation ○ Policy 5405 – Program Suspension and Cancellation <p>The Master of Science in Ecological Restoration is a joint proposal between BCIT and SFU. Work continues on the approval process for this program</p> • Richard attended the Board Orientation meeting this week, and made a brief presentation to identify the role and function of Education Council • Richard offered his thanks to Kathy Siedlaczek for the considerable amount of work that she completed over the summer to revise the various templates used in program development and program change, as well as revisions to the Program Review manual, and School Quality Committee (SQC) role and responsibilities • Application for Degree Quality Assessment Board (DQAB) exemption is in the works. To be eligible for exemption, institutions must have a Policy approved and in place regarding Academic Freedom. At this time BCIT does not have such a Policy; however, a draft has been created and the process of consultation and approval is underway. The intention will be to bring forward a recommendation for approval of this Policy at the EDCO meeting on November 5th • A 3-year business plan is currently being developed. The VP Academic office is compiling programming activities that have been forecast by the Deans for 2015-16 • Richard will attend the Academic Governance Council (AGC) meeting on October 18th which will take place at Camosun College on Vancouver Island. The AGC is comprised of EDCO chairs

	<p>from post-secondary institutions in BC. Richard reviewed agenda items with Council members</p>
<p>Institutional Report Vice President, Education, Research and International</p>	<p><u>Bill Dow, VP Academic, Interim</u></p> <p>Bill expressed his sincere appreciation to Paul Dangerfield, former VP Education, Research and International, for his accomplishment in bringing BCIT together to focus on education quality. The foundation has been built, and the work of EDCO will continue to help sustain those efforts going forward.</p> <p>Bill provided the following as important themes for EDCO and Standing committees to be aware of. The themes will arise through the 3-year business plan at BCIT and/or through various planning and review activities of government.</p> <ol style="list-style-type: none"> a) Government Core Services review is complete. BCIT has done a good job of positioning its strengths and opportunities. The submission provides a platform for continued dialogue with the Ministry of Advanced Education related to activities where BCIT can support the Job Plan and Skills Development b) DQAB exempt status activity will move as quickly as possible to capitalize on government support for BCIT to achieve this status c) Revenue generation will be a significant focus in upcoming years. Activities that will be explored include industry partnerships; unique education delivery packages; and increased international enrolments d) Program alignment with industry needs will remain a critical focus <p>As the above translates into action, Bill suggests that EDCO will play a significant role. It will be important for EDCO and its Standing committees to continue to balance the goals of educational quality with responsiveness, so that BCIT can leverage its strengths and take advantage of time-sensitive opportunities. Through times of change it is important that educational integrity is strongly maintained</p> <p>Education Programming:</p> <p><u>Concept paper: Apprenticeship in Marine Mechanical Technician</u></p> <ul style="list-style-type: none"> • School of Transportation, Annacis Island Campus. Program start: January 2015 • ITA approved the new apprenticeship in December 2013 • Apprentices will become shore-based technicians capable of servicing mechanical components/systems on recreational and light commercial marine vessels • Recreation marine industry is very active in BC and needs technicians to fill impending skills gap • BC Marine community wants BCIT as the training provider; and will be providing donations to support the new program • Program structure is outlined in the attached submission <p>Program Review:</p>

	<p><u>Diploma in Architectural and Building Technology (ABT)</u></p> <p>Bill reviewed details of the Program Review, highlighting final recommendations as validated by their external panel in the areas of curriculum; connections with degree programs; and facilities items.</p>
Students	<p><u>Dylan Smith, SA President</u></p> <p>Dylan reported that the school year is beginning to ramp up. The SA is busy sorting out priorities and is beginning to move ahead. There is nothing to report at this time.</p> <p>A question was asked regarding the potential for feedback from the Set Reps with respect to the quality of their educational experience. A project was initiated this year that will enable feedback to flow up through the Set Reps to the deans and to the VP Academic's office. Feedback from students and industry will assist with the development of Operating Plans. Dylan indicated that he will advise the SA of this initiative.</p>
Dean	<p><u>Robin Hemmingsen</u></p> <p>Robin made reference to the topic of revenue generation at BCIT, and commented that without quality in our programming, we won't generate revenue. EDCO plays an important role in ensuring quality in our programming. Robin stated that a change in culture is needed at the institute; we need to be more innovative and develop relevant, high quality curriculum. There is a need for Schools to be aligned with academic policy, with BCIT's direction, and with the marketplace.</p> <p>A closer working relationship is needed between the Schools, and joint programming initiatives should be explored. There will be some challenges with interdisciplinary programming, such as revenue sharing, course ownership, and issuance of credentials. There is also a need to look at credential types and program design with the needs of industry in mind. Robin referred to Associate degrees that are offered at other institutions and encouraged BCIT to consider offering a similar credential with programming that is relevant to industry. Robin also referred to hybrid online curriculum as an important consideration for BCIT.</p>
6. Standing Committee Reports	
Programming Committee	<p><u>Jennifer Figner</u></p> <p>Jennifer reported that the Programming committee met on September 17th. All members from last year have returned, with the addition of Youdan Zhang, who has returned to Programming after serving on the Policy committee last year. Jonathan Chiu has been re-elected as vice chair for the 2014-15 academic year.</p> <p>The Programming committee reviewed 4 submissions; 1 Major Change proposal, and 3 Concept papers. Jennifer provided a comprehensive overview of each submission reviewed by the</p>

Programming committee. These will be presented to EDCO with a recommendation for approval. Program champions are present in the gallery to answer questions regarding their submissions.

Major Change and Name Change:

**Civil Technology – Part-time studies programs
School of Construction and the Environment**

Moved: Jennifer Figner; **Seconded:** Chris Wiebe

THAT the Programming committee recommends to Education Council approval of a major curriculum change and credential name changes to the Civil Technology part-time studies programs:

From: Civil Engineering Technology Certificate of Technology and Intermediate Certificate of Technology

To: Civil Technology Certificate and Associate Certificate

Carried.

Concept Papers:

**Graduate Certificate in Professional Coaching
School of Business**

Moved: Jennifer Figner; **Seconded:** Harj Dhaliwal

THAT the Programming committee recommends to Education Council approval of the Concept paper for a Graduate Certificate in Professional Coaching.

Carried.

**Bachelor of Applied Science in Building Science
School of Construction and the Environment**

Moved: Jennifer Figner; **Seconded:** Jonathan Chiu

THAT the Programming committee recommends to Education Council approval of the Concept paper for a Bachelor of Applied Science in Building Science.

Discussion: A question was asked regarding why a Master's degree was developed before a Bachelor's degree for this program? The program champion indicated that at the time the Master's degree was developed there was a pathway through a Bachelor's degree at another institution for Diploma graduates. Since then it has become apparent that a gap exists and there is a need for a Bachelor's degree at BCIT.

Carried, with one abstention.

Richard indicated that this Concept paper will be presented to the Board with a request of approval to develop the Program proposal.

**Graduate Certificate in Energy Modelling
School of Construction and the Environment**

Moved: Jennifer Figner; **Seconded:** Harj Dhaliwal

	<p>THAT the Programming committee recommends to Education Council approval of the Concept paper for a Graduate Certificate in Energy Modelling.</p> <p><u>Discussion:</u> Clarification was requested regarding potential interest in the program, and whether it has been designed for BC Hydro employees or whether there is a broader audience. The program champion explained that the core of the program will be applicable to a broad spectrum of individuals from various sectors. The courses are already offered in the Master’s program through full and part-time studies. This program will not only serve the needs of industry, it will also attract applicants to the Master’s program.</p> <p>A question was asked regarding the name of the program. Referring to the word ‘Energy’ in the title, should this program belong to the School of Energy? The program champion indicated that ‘Energy Modelling’ is a term recognized in the industries associated with the School of Construction and the Environment.</p> <p>Carried.</p>
<p>Policy Committee</p>	<p><u>Craig Cowan</u></p> <p>Craig reported that the Policy committee met on September 3rd. Michael Currie has been elected as vice chair for the 2014-15 academic year.</p> <p>Policy 5003-PR1 – Admission Procedure, Section 3.3 – Multiple Credentials. Craig referred to the briefing note included in the meeting package and provided rationale for the proposed revisions. The recommended language will enable programs that are option based to approve unlimited credit for students who wish to complete additional option(s) within the same program. Students who complete additional options within the same program will be required to forfeit their original credential. The replacement credential will identify all options completed within the program.</p> <p>Moved: Craig Cowan; Seconded: Joanne Atha</p> <p>THAT the Policy committee recommends to Education Council approval of the wording presented in the briefing note regarding completion of subsequent options within a program to be added to Procedure 5003-PR1, Section 3.3 – Multiple Credentials.</p> <p><u>Discussion:</u> A question was asked about the date of completion identified on the original credential issued, and the date that would be identified on the new credential. Will there be a time limit on credit that will be granted for courses taken several years ago? An explanation indicated that approval to grant credit will be at the discretion of the program area, and that completion dates for all courses taken are identified on the student’s transcript.</p> <p>Carried, with one abstention.</p> <p>Craig advised a policy on Academic Freedom will be reviewed at an extraordinary meeting of the Policy committee on October 8th. BCIT does not currently have such a policy and one is needed for BCIT to</p>

	<p>proceed with an application for DQAB exempt status. Once appropriate consultations have taken place, the new policy will be brought forward to EDCO with a recommendation for approval. The review process will be thorough but expeditious, and the goal will be to recommend the new policy at the November 5th EDCO meeting and then take it forward for approval at the November 25th Board of Governors (BOG) meeting.</p> <p>The Policy committee discussed priorities for Policy and Procedure review for the 2014-15 academic year. The following priorities were identified and will be reviewed this year:</p> <ul style="list-style-type: none"> • Policy 5102 – Student Code of Conduct • Policy 5104 – Academic Integrity and Appeals <p>Policy 5102 has one Procedure that will also be reviewed. Chris Rogerson, Associate Director, Student Retention, has been working with a committee to review the policy and will be making recommendation for revisions.</p> <p>Policy 5104 has three Procedures that will also be reviewed.</p> <p>The two Policies are affiliated and have some common items; therefore reviewing them concurrently will be advantageous.</p> <p>To ensure diligence with respect to consultation, a Town Hall meeting has been scheduled for Wednesday, October 29th. This will give the BCIT community opportunity to comment on Policies 5102 and 5104. Having obtained feedback from the community early in the review process will help the Policy committee determine where focus is needed. Notification of the Town Hall meeting will be announced in ‘The Loop’ weekly newsletter.</p>
7. New Business	There is no new business.
8. Any Other Business	Bill commented on an item related to the quality of submissions brought forward to the Board for approval. In addition to the assurance of educational quality, there is also a financial piece that must meet expected standards. Quality assurance for both the educational and financial component of all submissions going to the Board is expected. There can be no doubt or uncertainty related to submissions that are presented to the Board.
9. Adjournment	Moved: Jonathan Chiu Meeting adjourned at 3:50 pm.
Next meeting	Wednesday, November 5, 2014 Royal Oak Boardroom SE 40 2:30 – 4:30 pm