



**REGULAR MEETING OF THE
BCIT EDUCATION COUNCIL**

**Wednesday, March 12, 2014
SE 40 – Royal Oak Boardroom
2:30 to 4:30 p.m.**

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

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| 1. CALL TO ORDER | The meeting was called to order at 2:30 pm. |
| 2. Approval of Agenda | The agenda was reviewed. Moved: Eirene Cloma; Seconded: Debra Williams Agenda approved, as distributed. |
| 3. Approval of Minutes | The minutes were reviewed. Moved: Jonathan Chiu; Seconded: Chris Wiebe Minutes approved, as distributed. |
| 4. Business Arising from the Minutes | There is no business arising from the minutes. |
| 5. Reports | |
| EdCo Chair | <u>Richard Plett</u> At the January 29, 2014 meeting of Council, Richard reported that inclusion of majors, minors and specializations within BCIT programs |

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| | <p>is being considered. Richard advised that other institutional initiatives have since been given priority and no further work on this project has taken place. One such initiative underway is a review of PLAR guidelines and practices within BCIT programs. An ad hoc committee with representation from each School has been established to review PLAR and examine best practices currently in place.</p> <p>Richard referred to the January 29th meeting minutes where the EDCO Bylaw revisions were presented and approved. The discussion that took place highlighted some valid points and recommendations, including a recommendation for the Registrar to establish and make available clear documentation regarding election processes; to ensure that workload and scheduling is taken into consideration for all elected Council members; and for Trades representation to be considered when appointing individuals to administration seats on Council. These items have been raised at EDCO Executive for further consideration.</p> |
| <p>Institutional Report Vice President, Education, Research and International</p> | <p><u><i>Paul Dangerfield</i></u></p> <p>Paul provided an overview of activities related the development and creation of the Educational Quality Framework. One of the foundations was to develop comprehensive policies and procedures to support the Framework. The first policy (and accompanying procedure) developed associated with this process was Policy 5401 – Program Development and Change. Another was to revise processes and procedures for the PACs. Other new policies that were developed include Program Review, and Faculty Qualifications. When the new Program Review Policy and Procedure were approved and in place, two programs stepped forward as the first to pilot the new program review process. Good support was provided and a collaborative approach enabled us to work through the kinks and make some constructive adjustments. As more program reviews are initiated, we will continue to improve and refine the process, and the outcomes and comments from program areas are encouraging.</p> <p>Paul introduced a short video that was presented to Council members showcasing the CNC Machinist program review experience.</p> <p>Part of the program review process is to have the School dean present a status report to Education Council one year following completion of a program review. Today EDCO will receive two one-year status reports from the first two programs that piloted the program review process last year. Paul introduced Trevor Williams, dean, School of Energy to present a one-year status report for the CNC Machinist program.</p> <p>Trevor provided an overview of the program and referred to the report included in the meeting package. Many recommendations from the program review are now implemented or underway, as follows:</p> <ul style="list-style-type: none"> • A capstone project incorporating team collaboration was recommended. The capstone project has been designed and |

piloted and will be implemented into curriculum in 2015.

- Incorporating LEAN manufacturing concepts into the program was recommended. An industry forum on LEAN manufacturing has been held, and a new textbook incorporating LEAN concepts is being integrated into curriculum.
- Aligning CNC MT curriculum with machinist apprentice levels 1-3 was recommended. Curriculum is being rearranged to align with the changes within the apprenticeship program.
- Ensuring student success in math was recommended. Work is underway with the Trades Learning Centre to discuss implementation of math pre-testing and upgrading options.
- The need for new chairs in classrooms has been addressed, as well as improvements to tool room service efficiency. The need for new/upgraded equipment has been identified.
- Renovation to building NW6-206 was recommended and is now underway, having received approval from the Facilities Governance Team.

Paul thanked Trevor for his report and indicated that initiatives recommended through the program review process are given priority for resource funding.

Paul introduced Robin Hemmingsen, dean, School of Business to present a one-year status report for the Graphic Communications Technology program.

Robin extended her thanks to the program review team for their willing support throughout the process. The program review experience is a consultative process that uses a clear format, which is an improvement over the curriculum review process. It also enabled the program to engage people outside of the School; to have conversations, and to showcase what we do. External stakeholders were engaged, which may have led to the donation of equipment.

Robin reviewed the report in detail with Council members; some highlights are as follows:

- Expansion of the Graphics shop to house large format equipment was recommended. Discussion with the Facilities Management committee took place, and an opportunity for additional space in collaboration with another School has been provided.
- Assessment of learning outcomes and activities were recommended to ensure efficient laddering from one credential to another. Utilizing the assistance of the LTC and program faculty, curriculum has been revised. A major curriculum change proposal is under development for submission to Education Council.

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| | <ul style="list-style-type: none"> • A PAC marketing sub-committee has been created to enhance recruitment efforts, and has been very successful. • Providing instructors with teaching skills training was recommended. Instructors have been encouraged and many are completing the PID program. Helpful support has been provided from the LTC. • Additional learning space is needed and through various innovative means, additional lab space has been acquired. • Exploration of a new name for the program is underway. <p>Paul thanked Robin for her report and asked committee members to support the program review process in the community. If there are concerns raised, encourage individuals to speak with those who have been through a program review. Benefits of the process should be communicated and viewed in a positive way, with the understanding that we will continue to make improvements along the way.</p> |
| <p>Students</p> | <p><u><i>Eirene Cloma</i></u></p> <p>Referendum Results:</p> <p>From Jan 24-31, the SA held a referendum to approve increases to SA activity fees in support of expanding services to students. The referendum passed and an HR consultant was hired to establish new positions and help re-organize the UConnect to align with the expansion.</p> <p>Mobile App Development Club Sanctioned:</p> <p>On Feb 11th, Student Council sanctioned a new SA club, the Mobile App Development Club. The club intends to help students develop their own apps and help aspiring developers find a sense of community. The club will do this through training programs, projects for internal ideas (schools, faculty, students), and industry and networking opportunities.</p> <p>BCITSA Elections:</p> <p>The SA is holding its student elections to elect new student executives who will lead the SA in the upcoming year. Nominations are open from March 17 - 21, and the voting period will be from March 31- April 4.</p> <p>A Council member commented that increases to student activity fees may be a concern for part-time studies students, and asked whether a breakdown of the increases is available. Eirene confirmed that the referendum proposal is available on the SA website and it identifies the breakdown of fee increases. Student president Rebecca Davidson commented that part of the increase will enable expansion of Career Services to be open in the evenings and on the weekends, which will be a benefit to part-time studies students.</p> <p>A suggestion was made to encourage the organizer of the Mobile App club to speak with Dave Tanchak in IT Services.</p> |

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| <p>Dean</p> | <p><u>Robin Hemmingsen</u></p> <p>Robin reported that the institute is involved in a Core Review; a government initiative required for all public institutions. There are 4 broad categories identified as core competencies for BCIT:</p> <ul style="list-style-type: none"> • assume a leadership role in the development of LNG • become a Trades Centre of Excellence • engage closely with the K to 12 systems • engage closely with industry and adult learners <p>Recently, David Bing, Minister of Jobs, toured the BCIT campus. Robin recently attended a presentation of Aga Khan, and indicated that there is an interest and advantage in developing a partnership. Aga Khan is an outreach organization that assists developing countries in the areas of health, construction (school in a container) and business. They are providing outreach to 2 universities and several high schools in developing countries. They are affiliated with many prestigious institutions, such as Harvard, Johns Hopkins, and MIT. Their relationships are outstanding and developing an association with them will provide BCIT with an avenue to the world.</p> <p>Paul Dangerfield and Steve Eccles will be hosting a Teaching Excellence Forum at the Marine campus this week.</p> <p>An initiative is underway in the School of Business. Kevin Wainwright is conducting an evaluation of first and second level supervisors at MacDonald’s restaurants. Measuring their experience, skills and abilities against learning outcomes of certain business courses, SOB will be able to offer course credit within its programs. This is a unique approach to integrate BCIT programming with industry, and it will provide a good model to consider as BCIT undertakes a review of PLAR best practices.</p> |
| <p>6. Standing Committee Reports</p> | |
| <p>Programming Committee</p> | <p><u>Jennifer Figner</u></p> <p>Jennifer reported that the Programming committee met on February 19th. There were no submissions to review; however, the meeting was productive and provided a good learning opportunity for committee members. To align with the new strategic plan, and several recently approved education policies, revisions to the templates for new programs and major changes to existing programs were necessary. Kathy Siedlaczek undertook the process of revising all of the templates and presented each template to the committee for discussion and feedback. Kathy also provided a summary of template revisions document that is included in the meeting package. The revised templates will be implemented for use following the June 2014 Board of Governors meeting.</p> <p>The committee also reviewed a proposed new template designed by</p> |

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| | <p>Richard Plett. The template will be used as a supplement to existing proposal templates for programs intended as domestic joint partnerships. Currently, there is a template for international partnerships; however, as domestic partnerships are being pursued there is a need to address criteria specific to domestic partners.</p> <p>Moved: Jennifer Figner; Seconded: John Jenness</p> <p>THAT the Programming committee recommends to Education Council approval of the supplement template for Domestic Joint Partnership program proposals.</p> <p>Carried, with one abstention.</p> <p>Jennifer advised that the upcoming approval cycle for new programs and major changes to existing programs is likely to be heavy. For this reason, two Programming committee meetings have been scheduled in the month of April.</p> |
| <p>Policy Committee</p> | <p><i>Dean Hildebrand for Craig Cowan</i></p> <p>In Craig Cowan’s absence, Policy committee vice chair Dean Hildebrand provided the committee report.</p> <p>Dean reported that the Policy committee met on February 5th. The committee is currently reviewing a number of policies, including renewal of two existing policies and associated procedures; these are Policy 5101 – Student Regulations (and Procedure), and Policy 5103 – Student Evaluation (and Procedure). A final review will take place at the March 19th Policy committee meeting in preparation for presentation at a Town Hall meeting scheduled for April 16th.</p> <p>The committee reviewed Policy 6400 – Authored Books, and has recommended that the text within the policy be relocated to HR Policy 1504 – Standards of Conduct. Once the relocation is complete, a recommendation will come forward to Education Council to retire Policy 6400 – Authored Books.</p> <p>At the March 19th meeting, the Policy committee will be reviewing new Policy 5405 - Program Suspension and Cancellation.</p> |
| <p>7. New Business</p> | <p>Motion: EDCO Bylaws – Removal of Student Awards Subcommittee</p> <p>At the January 29th meeting of Education Council, Richard presented a Notice of Motion to remove the Student Awards Subcommittee from the EDCO Bylaws. With the approval and implementation of Policy 4600 – Student Financial Awards, the need for a Student Awards Subcommittee that reports to EDCO is no longer required.</p> <p>Moved: Richard Plett; Seconded: Michael Currie</p> <p>THAT the Student Awards Subcommittee of EDCO will be dissolved, and the terms of reference removed from the EDCO Bylaws.</p> <p>Carried, by 2/3 vote.</p> |

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| | <p>Nomination period – EDCO Elections</p> <p>Richard referred members to a document in the meeting package that outlines nomination and voting periods for the Spring 2014 EDCO elections. After the dates were established, it was discovered that the Easter break falls within the nomination period. Because of the two stat. holidays over Easter, the nomination period would have been reduced by two days; therefore, the dates have been extended and nominations period will open on April 14th instead of April 16th.</p> <p>EDCO Year-end Luncheon – May 16, 2014</p> <p>Karen advised that each year in May an EDCO luncheon is held as an opportunity to show appreciation to all members and participants of Council. This year’s event will take place on May 16th in SE2 – Town Square A from 11:30 – 1:30 pm. An invitation will go out within the next few weeks, as well as a request for guests to choose a menu item.</p> |
| 8. Any Other Business | No other business was brought forward. |
| 9. Adjournment | <p>Moved: John Jenness</p> <p>Meeting adjourned at 3:45 pm.</p> |
| Next meeting | <p>Wednesday, May 14, 2014</p> <p>SE40 – Royal Oak Boardroom</p> <p>230 – 4:30 pm</p> |