BCIT

**REGULAR MEETING OF THE
BCIT EDUCATION COUNCIL**

**Wednesday, March 27, 2013
SE 40 – Royal Oak Boardroom
2:30 to 4:30 p.m.**

Elected/Appointed Members	
Present:	**Absent:**
Kathy Siedlaczek, EdCo Chair (Administration)	Jennifer Figner (Faculty)
Kerri Macmillan, Vice Chair (GEU Support)	Cory Langford (GEU Instructional)
Richard Plett, Vice Chair (GEU Instructional)	Chris Golding (A/President, non-voting)
Paul Dangerfield (Administration)	Jeff Dewhurst (GEU Instructional)
John Brohman (GEU Instructional)	Youdan Zhang (Faculty)
Craig Cowan (Administration)	
Debra Williams (Faculty)	
Joanne Atha (GEU Support)	
John Jenness (Faculty)	
Dean Hildebrand (Administration)	
Michael Currie (Faculty)	
Rebecca Davidson (Student Rep.)	
Jonathan Chiu (Faculty)	
Keith Van (Student Rep.)	
Victor Lu (Student Rep.)	
Marwan Marwan (Student Rep.)	
Steve Eccles (Dean, non-voting)	
Daniel Huh (SA President, non-voting)	
Recorder: Karen Cresswell	

1.	**CALL TO ORDER**	The meeting was called to order at 2:31 pm.
2.	**Approval of Agenda**	The agenda was reviewed. **Moved:** Kerri Macmillan; **Seconded:** John Jenness Agenda approved, as distributed.
3.	**Approval of Minutes: Jan. 30, 2013**	The minutes were reviewed. **Moved:** Craig Cowan; **Seconded:** Jonathan Chiu Minutes approved, as distributed.
4.	**Business Arising from the Minutes**	There is no business arising from the minutes.
5.	**Reports**	

EdCo Chair	*Kathy Siedlaczek*
	Kathy welcomed new member Jonathan Chiu, who was the successful candidate in the by-election for the FSA Faculty seat for the School of Health Sciences. Jonathan will also participate as a member of the Programming Standing committee.
	Kathy reported on the following items:
	• Elections are currently underway for the Student representative seats on Education Council for the 2013-14 year. Several non-student seats will also become vacant as of May 31, 2013. Elections for those seats will take place between April 17 – 24 (nominations), and May 1 – 7 (voting). Kathy identified the constituency seats that will become vacant. Email notification with election instructions will be sent from the Registrar's office. Kathy advised current members whose terms are ending and who may wish to run again to watch for the email notification.
	• Kathy advised she will not seek re-election of the Chair position, and as of May 31st, she will be stepping down from Council. With her departure, an Admin seat on Council will become vacant, and Paul Dangerfield will appoint an individual to fill the seat.
	• Vice Chair, Kerri Macmillan will not seek re-election of her seat on Council once her term is up on May 31st. Vice Chair, Richard Plett has accepted a new position at BCIT. Richard will work in an Administrative role and will no longer represent the GEU Instructional constituency to which he was elected; therefore, he will step down from Council as of April 5th. Once the election to fill constituency seats has concluded and the 2013-14 Council has been established, an election for the Chair and two Vice Chair positions will take place. The election for the Chair and Vice Chair positions will be held at the June 5th meeting of Council. The June meeting is the first EdCo meeting of the 2013-14 year. Kathy encouraged members who may be interested in running for any of these positions to advise the EdCo office.
	• The Ed. Council year-end luncheon will take place on Thursday, May 16, 2013. Karen will send invitations to members of Council and Standing Committees within the next week.
	• Meeting dates for Education Council and Standing Committees for 2013-14 are being finalized, and will be ready for distribution at the next meeting of Council on May 1, 2013.
BCIT President	*Chris Golding (A/President)* Chris was unavailable to attend the meeting. No report was given.
Vice President, Education, Research and International	*Paul Dangerfield* Paul Reported on the following items: • With Don Wright's departure and Chris Golding taking the role of

acting president, there will be some portfolio shifts in the Executive offices. A detailed report from Paul's office will be distributed in the near future regarding the structure of the VP ERI's office. A new reporting structure is in place for the following departments:
- o The CFO of Information Technology Services will report directly to the president.
- o Institutional Planning and Analysis Office will report to Justin Kohlman, VP, Student Services.
- o Learning and Teaching Centre will report to Paul Dangerfield, VP, ERI.
- Previously announced budget cuts to education have recently been softened across the system, from $20 million to $5 million. This will significantly reduce the funding cut to BCIT's budget over the next year. In the Trades area, BCIT has experienced a short fall in ITA funding. To offset this, the Ministry of Advanced Education, Innovation and Technology has approved $1.2 million funding under the Jobs Plan initiative.
- A/president Chris Golding is holding the final Open Forum session today on the 2014 – 2019 Strategic Plan. Feedback from previous sessions has been useful, resulting in constructive modifications. The Strategic Plan will be presented to the Board of Governors at their meeting on April 9, 2013.
- Open Forum sessions will continue at BCIT. One Forum topic will examine whether or not it would be beneficial for BCIT to become a university.
- Discussion regarding Operating plans for 2014-15 will be introduced at the next Deans' Council meeting.

Program Review Report – CNC Machinist Technician Diploma:

Paul referred to the report included in the meeting package, and advised that the CNC Machinist Technician program has participated in a project to pilot the new program review process. The pilot project has involved two programs – one in Trades; one in Technology. Program review is a 9-step process, beginning with a self-study exercise, and includes an external panel site visit. The review for the CNC program is now at Step 8; reporting out to Education Council. Paul introduced program champions James Cai and Guy Ellis. James spoke about the review experience for his program, and estimated that it took approximately 8 months to complete. James indicated that he found the review to be a worthwhile project.

Paul commented that the program review process will enable programs to establish short and longer term recommendations around education and curriculum, as well as capital support and infrastructure.

In the next year, it is anticipated that 21 program reviews will go through the 9-step process. Some program reviews will result in

		requests for major changes to programs.
	Students	*Marwan Marwan* Marwan reported that the Student Association recently held its AGM. Several changes were recommended, resulting in modifications to 17 by-laws. It was a rigorous process, but a positive step forward. Elections are underway for the 2013-14 Student Council. The election includes filling the seats for the Student reps on Council and the Board. To date, 15 students have been nominated for the various positions. The nomination period closes on Thursday, March 28th. The Student Association Fund Run is taking place today. This is an event to raise money for the SA emergency fund. This fund is used throughout the school year, as necessary, and is intended to help with unforeseen emergencies that might crop up for students where there is a need for financial assistance. Rebecca indicated that students are very busy at this time of year; many are out on practicums, and most are preparing for final exams.
	Dean	*Steve Eccles* Steve reported that over the past few weeks the deans have been reviewing operational plans for 2013-2014, and are beginning to look ahead to planning for 2014-15. The deans have been working with Barry to finalize programming lists, which has been very beneficial. A mentorship project is being developed, and there is a focus on bringing recognition to those things that we do well at BCIT. We have outstanding faculty at BCIT, and they are engaged in valuable research. The deans want to highlight what is being accomplished; to share it with students, and to ensure that we are developing the reputation that we deserve. The deans met with Simon Priest, dean of the Learning and Teaching Centre. Simon has made an impact, impressing the importance of the LTC in the process of program development and review. The deans look forward to enhancing their relationship with the LTC. Steve advised that he has received training in 'the loop', which is described as a type of social media for BCIT.
6.	**Standing Committee Reports**	
	Programming Committee	*Richard Plett* Richard reported on the submissions that were reviewed at the Programming committee meeting on February 20, 2013. Major Changes to Existing Programs: **Bachelor of Technology in Radiation Therapy** School of Health Sciences. Program Champion – Lorraine Clarke Roe **Moved:** Richard Plett; **Seconded:** Debra Williams

THAT the Programming committee recommends to Education Council approval of a major curriculum change to the Bachelor of Technology in Radiation Therapy, and a credential change:

From: Bachelor of Technology in Radiation Therapy

To: Bachelor of Science in Radiation Therapy

Carried.

Note: As this is a credential change to a degree program, Ministry approval is required. A recommendation for approval will be taken forward to the Ministry.

Bachelor of Technology in Computer Systems Technology

School of Computing and Academic Studies. Program Champion – Elsie Au.

Moved: Richard Plett; **Seconded**: Marwan Marwan

THAT the Programming committee recommends to Education Council approval of a major curriculum change to the Bachelor of Technology in Computer Systems Technology

Carried.

Richard commented that this proposal was very clear and well-presented. The proposal has been used as an example for others to follow when preparing their submissions. Richard expressed his congratulations to the program champion.

Concept Paper:

Associate Certificate in Supply Chain Management

School of Business. Program Champion – James Cook.

Moved: Richard Plett; **Seconded:** Jonathan Chiu

THAT the Programming committee recommends to Education Council approval of the Concept paper for an Associate Certificate in Supply Chain Management.

Discussion: A question was asked regarding whether graduates of this program will be prepared to write PMAC certification. The program champion provided an explanation regarding the process and requirements for PMAC certification. Paul Dangerfield commented that this program is a good addition to BCIT, and needed in industry. James indicated that the Associate Certificate may be developed into a full Certificate in the future, depending on demand for the program.

Carried.

Program Proposal:

Associate Certificate in Lean Six Sigma Principles

School of Business. Program Champion – Ron Wlock.

Moved: Richard Plett; **Seconded:** Rebecca Davidson

THAT the Programming committee recommends to Education Council approval of the Program proposal for an Associate Certificate

	in Lean Six Sigma Principles.
	<u>Discussion:</u> Discussion took place regarding areas at BCIT where leans six sigma processes have been implemented.
	Carried.
	Richard advised that this will be the final report that he will deliver as Programming Chair. Richard will be stepping down from Council as of April 5th in order to begin a new position in Administration, and will no longer represent the constituency to which he was elected. John Brohman, vice Chair of the Programming committee, will provide the Programming report at the May 1st meeting of Council.
Policy Committee	<u>*Kerri Macmillan*</u>
	Kerri reported that there are three items coming forward to Education Council from the Policy committee.
	<u>Procedure 5401-PR1 – Program Development and Change Processes</u>
	Kerri provided an overview of changes to the Procedure:
	• New guidelines have been added regarding the development of new programs for apprenticeship. • Some flowchart boxes have been repositioned so that approval steps for the Post-Secondary Institution Proposal System (PSIPS) posting are in line with Ministry requirements. As well, revisions to related supporting text within the document have been made. • New guidelines related to General Education have been added to the Bachelor degree description in the Credential Standards section of the Procedure.
	Moved: Kerri Macmillan; **Seconded:** John Brohman
	THAT the Policy committee recommends to Education Council approval of the revisions to Procedure 5401-PR1 – Program Development and Change Processes.
	Carried.
	<u>Policy 5402 – Program Review</u>
	Kerri provided an overview of changes to the Policy, indicating that the document has undergone a major rewrite. The revised Policy and accompanying Procedure was developed from the new Program Review manual developed by Barry Hogan. There has been widespread consultation across the institute regarding the revised Policy, including a Town Hall meeting held earlier in the month.
	Moved: Kerri Macmillan; **Seconded:** Jonathan Chiu
	THAT the Policy committee recommends to Education Council approval of the revisions to Policy 5402 – Program Review.
	<u>Discussion:</u> Kathy advised that the two programs that are piloting the new process have been following the Program Review manual, which is reflected in the Policy. The pilot has been representative of a

	review process that works well.
	A question was asked regarding the review process for programs that are affiliated with external accrediting bodies, and already undergo a fairly rigorous review process. Kathy indicated that the work undertaken as part of an accrediting body review will be incorporated into the BCIT review process. The intention is to use the information from the accrediting body review, and not duplicate work that has already been completed.
	Carried.
	Note: The Policy will go forward to the Board of Governors with a recommendation for approval.
	Procedure 5402-PR1 – Program Review Processes
	Kerri indicated that this is the accompanying Procedure to the Program Review Policy. Like the Policy, the Procedure has undergone a major rewrite, and widespread consultation has taken place across the institute. A general outline of the Program Review process is described in the Procedure, and refers readers to the Program Review manual.
	Moved: Kerri Macmillan; **Seconded**: Richard Plett
	THAT the Policy committee recommends to Education approval of the revisions to Procedure 5402-PR1 – Program Review Processes.
	Carried.
	Paul Dangerfield commented that approval of this Policy and Procedure will move BCIT into a good position to meet the standards for future accreditation. If the government moves forward with the proposed Quality Assurance Framework, having this policy in place will be beneficial for BCIT.
7. New Business	**Concept Paper template – Richard Plett**
	Richard referred to a meeting in the fall with the School Quality Committee chairs, where a recommendation was made to add an element to the Concept paper template regarding risk. It was recommended that Concept papers include a risk assessment statement that addresses risk factors if the program were to be offered, and conversely, considerations for risk if the program is not offered.
	The template was revised to add the recommended element, and at the same time further updates to the template were made. A request for a brief competitive scan was included, and rationale for the credential chosen for the program. Some items in the template have been reorganized, and some wording refinements have been made.
	This item comes to Council as information. The revised template will be posted on the LTC website and will be available within the next short while. The other templates will be reviewed and revised, as required. These will also be brought to Council as information.

8. Any Other Business	No other business was brought forward.
9. Adjournment	**Moved:** John Brohman Meeting adjourned at 3:55 pm.
Next meeting	**Wednesday, May 1, 2013** **Royal Oak Boardroom SE 40** **2:30 – 4:30 pm.**