**REGULAR MEETING OF THE
BCIT EDUCATION COUNCIL**

**Wednesday, May 14, 2014
SE 40 – Royal Oak Boardroom
2:30 to 4:30 p.m.**

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

1.	**CALL TO ORDER**	The meeting was called to order at 2:30 pm.
2.	**Approval of Agenda**	The agenda was reviewed. **Moved:** Jonathan Chiu Agenda approved, as distributed.
3.	**Approval of Minutes**	The minutes were reviewed. **Moved:** Patricia Bretschneider Minutes approved, as distributed.
4.	**Business Arising from the Minutes**	There is no business arising from the minutes.
5.	**Reports**	
	EdCo Chair	*Richard Plett* Richard welcomed members to the last meeting of Council for 2013-14.

	The EDCO year runs from June 1 through May 31 each year, and the next EDCO meeting on June 4th will be the first meeting of the new Council before the summer break.
	Richard thanked those members who will be leaving Council at the end of May and congratulated those who have been acclaimed or elected to their constituency seats for the upcoming year. All constituency seats have been filled, and Richard listed the individuals who will serve on Council for the 2014-15 year.
	Richard provided a summary of Programming activity that took place over the past year. EDCO approved 15 Major changes; 12 Concept papers, and 5 Program Proposals. Although Council does not approve course changes, BCIT has processed close to1500 individual course changes this past year.
	Richard advised that he recently attended the Academic Governance Council (AGC) which is comprised of the Chairs of Education Councils and Senates from BC Colleges, Institutions and Universities. Many institutions grapple with maintaining a full Council and often run with several constituency seats empty. In comparison, BCIT has a solid and active Council that is well supported. Richard extended his appreciation to Council members for their dedication and commitment to ensuring quality in BCIT programming and education policy.
	BCIT has received a letter from the Ministry regarding expectations for the next year. All institutions receive such a letter on an annual basis; letters are available on the Ministry website for public view. Richard highlighted some of the expectations listed:
	- Increased focus on aboriginal learners and programming - Expand and advance international education strategy - Participate in a core review
	Richard reminded Council members of the EDCO luncheon taking place on Friday, May 16th.
Institutional Report **Vice President, Education, Research and International**	*Paul Dangerfield* Paul is unable to attend the EDCO meeting, and sends his regrets. Paul has provided a report to Council in his absence. Richard shared the following report with Council members:
	1. On April 29th the Government presented a Blue Paper on High Skills Jobs and the re-engineering of the education sector to support the plan. As an appendix to the plan, 29 action items were approved from the ITA review, which took place over the past 6-9 months. The plan is to improve the responsiveness of the education sector to meet labour market demand. Improvements will be made to the structure of the system, including a new ITA Board; the process of resource allocation, as well as the development of a 10-year skills plan. BCIT is firmly aligned with the jobs plan and it is expected that BCIT will be well positioned once the details are worked out.
	2. Annacis Island: Construction of the facility is going well and is ahead

	of schedule. BCIT and VCC will be moved in and ready to deliver programming as of September 2014 with no impact on students or the schedule of training.
	3. Developing 3-year business case: The leadership team has begun the process of developing a 3-year business plan that will set priorities for how we will implement the 2014-2019 strategic plan. The current annual operating plan will be moved out to three years to assist with planning, and will also consider the current environment in BC and various factors that are now in play including such drivers as the Blue Print. The intent is to have the framework together by the end of June, at which time the Schools will begin their own work and a plan will be in place early in the 2014 fall term.
	4. DQAB Exempt status application: We will continue as planned to make our submission in the next month or two so that we will have exempt status in place for 2015.
	5. Association of Canadian Community Colleges (ACCC): This month BCIT made the decision to join ACCC. In the past BCIT was only a member of Polytechnics Canada (PC) which is an advocacy and policy association. However, we continue to struggle with not having a national association that can represent BCIT. The two options were Association of Universities and Colleges of Canada (AUCC) and ACCC. ACCC has made progress in how they support members in terms of degree recognition, international, and applied research. Furthermore, BCIT could join without any audit or site visit. Joining ACCC does not preclude us from AUCC in the future.
	Program Review Reports:
	Richard advised that the Program Review process that we have in place is a requirement for DQAB exempt status. The following programs have recently completed their program reviews:
	Geographical Information Systems (GIS). Richard referred to the report in the meeting package. This program has conducted their program review over the past year. Resulting from the review, 10 recommendations were made resulting from the review. Richard highlighted some of the recommendations with Council.
	Bachelor of Business Administration (BBA). Richard referred to the report in the meeting package. This program recently completed their review, and from the review 7 recommendations were made. Richard highlighted some of the recommendations with Council.
	Richard indicated that one year following submission of a program review, the Dean of the program is asked to report to Council regarding the outcomes of the recommendations that were made.
Students	*Eirene Cloma*
	Eirene provided a comprehensive report on behalf of the students, and delivered a power point presentation to Council showcasing the recently established Aboriginal Student Council.

Strategic Plan

The intention of the Strategic Plan is to identify how to better serve the needs of all students in the years to come. Given exponential growth of the student population, the SA hopes to expand services and programs, especially for part-time students, (for example, advocacy and career development). Alongside these changes and improvements, the SA hopes to maintain its strong, interdependent relationship with BCIT.

Staircase in SE2

In May, student council approved the Student Space Development Proposal to build a staircase in SE2 from the Great Hall to the third floor and remove the current staircase connecting the third floor to the main floor. The SA will gain approximately 1700 square feet of space that will be needed for future expansion.

Incoming Student Executives

The end of May is approaching, and the new Student Executives will be taking over in June. The SA is looking forward to welcoming the new Executives and feel that they have the energy to continue the work of the current Student Executives.

Aboriginal Student Circle

The Aboriginal Student Circle (ASC) is a recently established student group with the intention of creating more representation for Aboriginal Students at BCIT and to ensure that their voice is heard. In celebration of the strong relationship between the BCITSA and Aboriginal Services, both groups wanted to take governance and representation a step further.

The ASC will reflect diverse cultural approaches and a shared common vision. The values of ASC are based on the identity, culture, family history, role modeling, and work ethic of the Aboriginal Student population at BCIT. Meetings, leadership, and facilitation is based on a traditional, consensus-based decision making model. Membership is voluntary and students are guided by staff and elders. Two key student roles have been identified: the BCITSA Aboriginal Student Councillor and Council Co-Lead.

The ASC has an interdependent relationship with Aboriginal Services, the Aboriginal Advisory Committee, and BCITSA. As the group representing Aboriginal Students with a unified voice, the ASC hopes to engage with the BCIT Community through these channels. The ASC can assist BCIT in aligning itself with the needs of industry and goals of the province, and provide the student energy to spearhead or support changes.

Core activities of the ASC revolve around creating a unified Aboriginal student voice to speak to the BCITSA and Aboriginal Advisory Council. The ASC will host events and support the well-being of Aboriginal Students at BCIT. For example, the Honoring Our Leaders Celebration in June and an Aboriginal Student Orientation in September.

Looking forward, the ASC hopes to assist BCIT in enhancing student life for Aboriginal Students and increase Aboriginal Student participation in Aboriginal Services and the BCITSA. In addition, the ASC could

		potentially make recommendations for changes to curriculum. For example, the introduction of more First Nations-focused courses. Overall, the ASC wants to encourage allyship amongst Non-Aboriginal Students towards Aboriginal Students in the classroom and in industry.
	Dean	*Robin Hemmingsen* Robin was unavailable to attend the EDCO meeting; no report was given.
6.	**Standing Committee Reports**	
	Programming Committee	*Jennifer Figner* Jennifer reported that the Programming committee held two meetings in April to manage the large number of submissions that were anticipated. On April 2nd, the committee reviewed 5 new program submissions (Concept papers and Program proposals); on April 16th, the committee reviewed 6 submissions for major changes to existing programs. The committee felt that the submissions were of high quality, and the 11 submissions will be presented today with a recommendation for approval. Jennifer provided a detailed overview for each submission presented. New Programs Concept Papers: **Graduate Certificate – Financial Fraud and Securities Investigation** Collaboration School of Business and School of Computing and Academic Studies. Program Champion: Joe Ilsever **Moved:** Jennifer Figner; **Seconded:** Craig Cowan **THAT** the Programming committee recommends to Education Council approval of the Concept paper for a Graduate Certificate in Financial Fraud and Securities Investigation **Carried, with one abstention.** **Master of Professional Accounting** School of Business. Program Champion: Tim Edwards **Moved:** Jennifer Figner; **Seconded:** Eric Fry **THAT** the Programming committee recommends to Education Council approval of the Concept paper for a Master of Professional Accounting. Discussion: A question was asked regarding the risk associated with attracting appropriate post-graduate instructors, and a strategy that will mitigate the risk. SOB Associate Dean David Horspool indicated that the Associate Dean for the program has been focussing on hiring PhD instructors on a contract basis for supervision of the thesis component within the program. Instructors with professional and Master's designations will teach the other courses within the program. A comment was made that this submission is a Concept paper. With

submission of the Program proposal, detail on teaching and faculty qualifications will be expected.

Carried.

Graduate Certificate – Business Analytics
Collaboration School of Business and School of Computing and Academic Studies. Program Champions: Susan Burgess and Cynthia Van Ginkel

Moved: Jennifer Figner; **Seconded:** Eirene Cloma
THAT the Programming committee recommends to Education Council approval of the Concept paper for a Graduate Certificate in Business Analytics.

Discussion: A question was asked about the entrance requirement of a bachelor degree, and whether a degree in any field will be acceptable. Program Champion Susan Burgess confirmed that a degree from any field will be acceptable; however, it is anticipated that the majority of interested applicants will be those with a bachelor degree in the business or computing fields. A discussion took place regarding what constitutes 'good computer skills'. Council was assured that detailed information regarding computer skills will be included in the Program proposal.

Carried.

Program Proposals:

Associate Certificate in Mobile App Tools
Collaboration School of Business and School of Computing and Academic Studies. Program Champion: Paul Sawyer

Moved: Jennifer Figner; **Seconded:** Eric Fry

THAT the Programming Committee recommends to Education Council approval of the Program proposal for an Associate Certificate in Mobile App Tools.

Discussion: A question was asked about the inclusion of a capstone project within the program. It was confirmed that COMP 1953 within the program serves as the capstone project course for the program.

Carried.

Certificate in Sustainable Event Management
School of Business. Program Champion: David Tikkanen

Moved: Jennifer Figner; **Seconded:** Patricia Bretschneider

THAT the Programming committee recommends to Education Council approval of the Program proposal for a Certificate in Sustainable Event Management.

Discussion: A question was asked whether implementation of the program is intended for September or January. It was suggested that intended implementation is September 2014.

Carried, with one abstention.

Major Changes to Existing Programs:

Diploma in Computer Systems Technology
School of Computing and Academic Studies. Program Champion: Rob Neilson

Moved: Jennifer Figner; **Seconded:** Chris Wiebe
THAT the Programming committee recommends to Education Council approval to add a combined (Web and Mobile) option to the Diploma in Computer Systems Technology.

Discussion: A comment was made that the courses are currently being successfully offered through part-time studies. A question was asked regarding the inclusion of a capstone project within the program. The Program Champion advised that several industry-sponsored projects are implement throughout the program and are designed to link with the program option and the student's chosen field.

Carried, with one abstention.

Diploma in Broadcast and Media Communications – Television
School of Business. Program Champion: John Mills

Moved: Jennifer Figner; **Seconded:** Craig Cowan

THAT the Programming committee recommends to Education Council approval of a major curriculum change, and a name change:

From: Broadcast and Media Communications – Television
To: Television and Video Production

Carried.

Certificate in Design Essentials
School of Business. Program Champion: Jeannie Patterson

Moved: Jennifer Figner; **Seconded:** Dominika Pilat

THAT the Programming committee recommends to Education Council approval of a major curriculum change, and a name change:

From: Design Essentials
To: Communication Design Essentials

Discussion: It was questioned whether the word 'Communication' in the title might be confusing considering there is a Communications department at BCIT, and Communications is taught as service courses within BCIT programs. It was also questioned whether the Communications department was consulted regarding the recommended name change. The Program Champion indicated that the title aligns with the Emily Carr Bachelor degree program, and that designers in the field are identifying themselves as 'Communication Designers'. The Communications department was not consulted regarding the name change. A recommendation was made for the Program Champion to pursue consultation with the Communications department at this stage.

A recommendation was made to EDCO that review of future program submissions should include consideration for potential overlap or duplication in naming; specifically as they are related to services courses taught into BCIT programs.

Carried.

Mining and Mineral Exploration
School of Construction and the Environment. Program Champion: Russell Hartlaub

Moved: Jennifer Figner; **Seconded:** Eric Fry

THAT the Programming committee recommends to Education Council approval of a major curriculum change, and a name change:

From: Mining and Mineral Exploration
To: Mineral Exploration and Mining Technology

Carried.

Bachelor of Engineering in Civil Engineering
School of Construction and the Environment. Program Champion: Thomas Abbuhl

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

THAT the Programming committee recommends to Education Council approval of a major curriculum change to the Bachelor of Engineering in Civil Engineering.

Carried.

Diploma in Business Management
School of Business. Program Champion: David Horspool

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

THAT the Programming committee recommends to Education Council approval of a credential change:

From: Diploma (referred to as post-Diploma)
To: Advanced Diploma

Discussion: A comment was made that a useful component in the proposal would have been a table that compared the old course matrix to the proposed course matrix. A recommendation was made to EDCO that inclusion of a comparison matrix should be requested for future submissions when there are learning outcome changes. A question was asked regarding how the name change will affect current students who are attending the program. Current students will receive a Diploma, which is the credential that graduates of this program have always received. Future graduates will receive an Advanced Diploma.

Carried.

Policy Committee	*Craig Cowan* Craig provided Council with an overview of the development of a new policy and procedure on Program Suspension and Cancellation that will be presented to Council on behalf of the Policy committee. This policy is required to be compliant with the College and Institute Act. Development of the policy and procedure has been a clear and transparent process. Craig introduced Barry Hogan, leader of the development process, to provide an overview of the work and consultation that took place prior to moving the documents forward to the Policy committee. Barry advised Council that his initial work involved benchmarking similar policies at 14 other post-secondary institutions (1 in Alberta, 1 in Ontario, 12 in BC), discovering best practices, consistency and fairness against which programs are evaluated, the level of detail provided, and to what extent an institution's EDCO or Senate is involved. Through his research Barry found that some policies included significant detail while others did not. In consultation with the Leadership Team, it was determined that the BCIT policy would take a more detailed approach, and include utilization of the EDCO expertise. The BCIT policy contains the most detail and has the greatest clarity with respect to describing process and the sequence of steps that are needed. Internal consultation included: The Leadership Team; Dean's Council; Associate Deans forum; SQC Chairs, Bargaining unit executives (who were supportive), EDCO Policy Committee, Town Hall presentation to the BCIT community. Craig thanked Barry and advised Council that once the policy and procedure documents were submitted to the EDCO Policy committee they were reviewed (March 19th meeting), and the committee voted to move the documents forward to Town Hall for community consultation. The Town Hall took place on April 16th where some minor revisions were recommended to provide greater clarity to some sections. Following the Town Hall, the Policy committee approved the revisions and voted to move the policy and procedure forward to EDCO with a recommendation for approval. Following distribution of the EDCO meeting package, Richard met with legal counsel to ensure that the policy meets all requirements of the Act. Legal counsel confirmed that we are compliant; however, they had a few recommendations for minor changes that would further enhance clarity. These changes have been incorporated into the documents, and are in 'marked up' form to distinguish the recent revisions. **Moved:** Craig Cowan; **Seconded:** Jennifer Figner **THAT** the Policy committee recommends to Education Council approval of new Policy 5405 – Program Suspension and Cancellation, and affiliated Procedure 5405-PR1 – Program Suspension and Cancellation. **Carried, with one abstention.** Craig advised that at the May 7th Policy meeting, the committee reviewed and approved revisions recommended at the Town Hall meeting to

	Policy (and Procedure) 5101 – Student Regulations, and Policy (and Procedure) 5103 – Student Evaluation. The documents have been updated and will be presented to EDCO at the June 4th meeting.
7. New Business	**2014-15 Meeting dates and Approval Timelines** Richard referred committee members to the final document in the meeting package. The timeline and meeting dates have been confirmed and finalized. Karen will be confirming Standing Committee assignments for 2014-15 with Council members, after which meeting invitations to EDCO and Standing committee meetings will be sent.
8. Any Other Business	No other business was brought forward.
9. Adjournment	**Moved:** Jonathan Chiu Meeting adjourned at 4:05 pm.
Next meeting	**Wednesday, June 4, 2014** **SE40 – Royal Oak Boardroom** **2:30 – 4:30 pm**