



**REGULAR MEETING OF THE
BCIT EDUCATION COUNCIL**

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

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

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| 1. CALL TO ORDER | <p>The meeting was called to order at 2:31 pm.</p> <p>Richard welcomed members to the first meeting of the new Education Council for 2014-15. Richard introduced Paul Dangerfield, VP Education, Research and International. Paul advised that there are four seats on Council assigned to Administration. One seat has been vacated by Dean Hildebrand who resigned to manage other duties at the institute. Richard and Paul canvassed the institute to consider a good replacement, with an eye to bringing in someone who is new to the institute. Paul announced that he is pleased to introduce Harj Dhaliwal from the School of Business, Associate Dean of Marketing Management, as the successful candidate. Paul indicated that Harj has come to BCIT from Kwantlen University with lots of experience, both at the program level and with University Senate. Paul welcomed Harj to Education Council.</p> |
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| <p>2. Election of Chair for 2014-15</p> | <p>Richard introduced Dawna Mackay, Registrar, to conduct the election of the Chair of Education Council for 2014-15. At Dawna’s request, Karen confirmed that quorum has been met for the meeting. Dawna reviewed the procedure that will be followed for the election.</p> <p>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.</p> <p>Dawna called twice for further nominations from Council members; hearing none, nominations were declared closed. Richard Plett is acclaimed as Chair of Education Council for 2014-15.</p> |
| <p>3. Election of Vice Chairs 2014-15</p> | <p>As the newly elected Chair, Richard conducted the election for the two Vice Chair positions. Richard indicated that the following individuals have been nominated for the two Vice Chair positions:</p> <p>Jennifer Figner, Faculty, School of Business (Programming)</p> <p>Craig Cowan, Administration (Policy)</p> <p>Richard asked Jennifer and Craig whether they accept the nomination, and both confirmed acceptance.</p> <p>Richard called twice for further nominations from Council members; hearing none, nominations were declared closed. Jennifer Figner and Craig Cowan are acclaimed as Vice Chairs for Education Council for 2014-15.</p> <p>Congratulations were offered to those elected to Council positions.</p> |
| <p>4. Roundtable introductions</p> | <p>As this is the first meeting of the new Council, several new members are attending EDCO for the first time. A roundtable was held where all members introduced themselves and identified the constituency they represent on Council.</p> |
| <p>5. Approval of Agenda</p> | <p>The agenda was reviewed.</p> <p>Moved: Richard Plett; Seconded: Craig Cowan</p> <p>Agenda approved, as distributed.</p> |
| <p>6. Approval of Minutes</p> | <p>The minutes were reviewed.</p> <p>Moved: Richard Plett; Seconded: Michael Currie</p> <p>Minutes approved, as distributed.</p> |
| <p>7. Business Arising from the Minutes</p> | <p>There is no business arising from the minutes.</p> |
| <p>8. Reports</p> | |
| <p>EdCo Chair</p> | <p><i>Richard Plett</i></p> <p>Richard reported that the following submissions approved at the May 14th meeting of Education Council, were presented to the Board at their May 27th meeting, and were approved:</p> <p>Concept Paper – Master of Professional Accounting</p> |

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| | <p>Program Proposal – Associate Certificate in Mobile App Tools</p> <p>Program Proposal – Sustainable Event Management</p> <p>Policy 5405 – Program Suspension and Cancellation that was approved at the May 14th EDCO meeting will be presented at the June 16th Board meeting with a recommendation for approval.</p> |
| <p>Institutional Report Vice President, Education, Research and International</p> | <p><u>Paul Dangerfield</u></p> <p><u>Provincial Government Project – Core Review:</u></p> <p>A Core Review was initiated in September 2013 to review all publically funded government sectors and organizations for improvements to the system. Paul, Barry Hogan and others have been working on the Core Review for BCIT. Initial and mid-term reports have been submitted, and work is underway on a final report.</p> <p>The provincial government has recently announced a BC Skills for Jobs Blueprint. The objectives include promoting hands-on applied learning, and to align education/training to better match jobs with demand. Also, to foster stronger participation with industry and labour, and to deliver training and apprenticeships according to industry needs.</p> <p>The blueprint brings together Ministries from across government to work toward common objectives. A Council will be established to oversee activities and operations for this initiative.</p> <p>An appendix to the blueprint focusses on a review of the Industry Training Authority (ITA), housed within the Ministry of Jobs. The ITA allocates resources and oversees training programs for foundation and apprenticeship programs. The outcome of the review specified 29 recommendations, along with a recommendation to overhaul the ITA Board. The review process included soliciting feedback from various institutions offering foundation and apprenticeship programs, and the report reflects feedback from BCIT deans, associate deans and chief instructors.</p> <p>The Core Review is now being retooled to better line up with the Jobs Plan. BCIT president Kathy Kinloch will be presenting the BCIT Core Review report to the government in September 2014.</p> <p><u>Accreditation:</u> Paul acknowledged two BCIT programs – Electrical Engineering and Mechanical Engineering. Electrical has completed their accreditation review for the second time and received the highest standard - a six-year approval. Mechanical Engineering completed their first accreditation review and received the highest standard – a three-year approval.</p> <p><u>Program Reviews:</u></p> <p>Final reports for three program reviews are being presented at Education Council today. Reports for the following programs are included in the meeting package:</p> <ol style="list-style-type: none"> 1. Bachelor of Technology in Medical Imaging 2. Bachelor of Science in Nursing (coordinated with CASN) |

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| | <p>accreditation)</p> <p>3. Bachelor of Engineering in Civil Engineering (coordinated with CEAB accreditation)</p> <p>Paul commented that there have been great strides made over the past year with the program review process going into full operation. The process is being well managed and yields productive outcomes for programs.</p> <p>Including today's reports, there is a total of five degree program reviews now completed; with more that are currently underway or in the queue. Two of the degree reviews have been coordinated with accreditation processes.</p> <p>The Medical Imaging program has developed a major change proposal as one of the outcomes of the program review, and it is being presented for approval at today's EDCO meeting.</p> <p>The Civil Engineering program review has identified some large issues that the program area believes need attention, including: clarity on research expectations; recruiting/retention challenges in engineering programs; and a structure to connect engineering programs on campus.</p> <p>The program review champion from the Bachelor of Science in Nursing indicated that in addition to the program review; two additional accreditation reviews were going on at the same time. It was a lot of work, but the benefits to the degree program are evident. Kathy Siedlaczek was acknowledged and thanked for her valuable assistance.</p> <p>The Associate Dean of the Civil Engineering program spoke in agreement with the amount of work that the review entailed, but also agreed that the benefits and outcomes were positive, and he expressed support for the process at BCIT. Kathy Siedlaczek was thanked for her support and assistance throughout the program review.</p> <p>Paul advised that BCIT is proceeding with its application for DQAB exemption.</p> |
| <p>Students</p> | <p><u>Spencer Oppal</u></p> <p>Spencer reported that the Student Association has completed the election process for the 2014-15 Executive. The new Executive is currently working on Orientation Day activities for the beginning of the fall term. Richard thanked Spencer for his report and looks forward to hearing from the students throughout the year.</p> |
| <p>Dean</p> | <p><u>Robin Hemmingsen</u></p> <p>Robin reported that the deans have become increasingly involved with the community and with external outreach. Recently, the deans attended an LNG conference; as projects come on board at BCIT the Schools will demonstrate how they align with the LNG strategy. The deans and Schools are working together to engage with various initiatives in a cross-disciplinary approach. Initiatives for industry</p> |

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| | <p>sectors such as shipbuilding, marine, forestry, mining, etc. will be managed by bringing all Schools together to work on the project; to gather input and expertise from each School; and to look at offering cross-disciplinary courses.</p> <p>Externally, the deans have been reaching out to School districts, various ethnic and aboriginal communities. Recently, BCIT representatives attended an event with the Ismaili community and will engage in interacting with the Italian community.</p> <p>BCIT has recently had a visit from Colleges and Institutes Canada (previously AUCC).</p> <p>The deans and leadership team have been reviewing the strategic plan with intention to focus on 3 key initiatives. In an effort to better communicate with the BCIT community, a new blog will be introduced in the LOOP. A mentorship program will be introduced at Deans Council. A study abroad program is underway with Germany, and is a good model for future study abroad initiatives to help internationalize the campus. The Schools are working hard to support international students. Lawrence Gu is currently working with the Student Association and various service departments to develop an Orientation session specifically designed for international students.</p> |
| <p>9. Standing Committee Reports</p> | |
| <p>Programming Committee</p> | <p><u>Jennifer Figner</u></p> <p>Jennifer advised that the Programming committee met on May 21st and reviewed six submissions; one Major Change proposal; two Concept papers; and three Program proposals. All submissions were recommended by Programming and will be presented to Education Council. Jennifer provided a comprehensive overview of each submission recommended by the Programming committee.</p> <p><u>Major Change:</u></p> <p>Bachelor of Technology in Medical Imaging School of Health Sciences. Program Champion: Meena Amlani; Associate Dean: Fiona Mitchell</p> <p>Moved: Jennifer Figner; Seconded: Craig Cowan</p> <p>THAT the Programming committee recommends to Education Council approval of a major curriculum change and a credential name change:</p> <p><u>From:</u> Bachelor of Technology in Medical Imaging <u>To:</u> Bachelor of Health Sciences</p> <p>Carried.</p> <p><u>Concept Papers:</u></p> <p>Associate Certificate in Kitchen and Bath Design School of Construction and the Environment. Program Champion: Lori Burns; Associate Dean: Wayne Hand</p> |

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| | <p>Moved: Jennifer Figner; Seconded: Patricia Bretschneider THAT the Programming committee recommends to Education Council approval of the Concept paper for an Associate Certificate in Kitchen and Bath Design. Carried.</p> <p>Diploma in Industrial Instrumentation and Process Technician School of Energy. Program Champion: Jim Armstrong; Associate Dean: Alex Rosenthal Moved: Jennifer Figner; Seconded: Debra Williams THAT the Programming committee recommends to Education Council approval of the Concept paper for a Diploma in Industrial Instrumentation and Process Technician. Carried.</p> <p><u>Program Proposals:</u></p> <p>Associate Certificate in Computerized Accounting Moved: Jennifer Figner; Seconded: Harj Dhaliwal THAT the Programming committee recommends to Education Council approval of the Program proposal for an Associate Certificate in Computerized Accounting. Carried.</p> <p>Bachelor of Engineering in Mining and Mineral Resource Engineering Moved: Jennifer Figner; Seconded: John Jenness THAT the Programming committee recommends to Education Council approval of the Program proposal for a Bachelor of Engineering in Mining and Mineral Resource Engineering. Carried.</p> <p>Master of Science in Ecological Restoration Moved: Jennifer Figner; Seconded: Michael Currie THAT the Programming committee recommends to Education Council approval of the Program proposal for a Master of Science in Ecological Restoration. <u>Discussion:</u> A question was asked regarding which institution would award the credential. Jennifer indicated that as this is a joint degree between BCIT and SFU, both institutions will be identified on the credential. Approval of the credential must be obtained from all required governance bodies at both institutions. As this is a degree program, Ministry approval is also required. Carried, with one abstention.</p> |
| <p>Policy Committee</p> | <p><u>Craig Cowan</u> Craig advised that the Policy committee is tasked with scheduling reviews of existing Education policy and procedures. The process is consultative and involves interaction with associate deans, deans and</p> |

chief instructors to obtain feedback and clarification regarding recommended revisions to the policies and procedures under review. Further consultation involves community outreach to review recommendations and receive community feedback at a Town Hall meeting. The marked up versions with recommended renewal revisions to Policy 5101 – Student Regulations and 5103 – Student Evaluation (and their affiliated Procedures) have been included in the meeting package.

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

THAT the Policy committee recommends to Education Council approval of revisions for the renewal of Policy 5101 - Student Regulations.

Discussion: It was questioned why the word ‘illness’ was removed and replaced with ‘medical reasons’. The Policy committee recommended a broader perspective for allowable student absences, and to focus on ‘unavoidable’ absences.

Carried.

Moved: Craig Cowan; **Seconded:** Spencer Opal

THAT the Policy committee recommends to Education Council approval of revisions for the renewal of Procedure 5101-PR1 – Implementation of Student Regulations.

Carried.

Moved: Craig Cowan; **Seconded:** Michael Currie

THAT the Policy committee recommends to Education Council approval of revisions for the renewal of Policy 5103 – Student Evaluation.

Discussion: Ref. page 3, point 3. A question was asked regarding the number of attempts to complete a course, and why withdrawal from a course does not count as an attempt. It was confirmed that as long as a student withdraws by the deadline, it will not count as an attempt. The Policy committee discussed language regarding late withdrawals, and revisions have been made to tighten up requirements for approving late withdrawals.

Carried.

Moved: Craig Cowan; **Seconded:** Debra Williams

THAT the Policy committee recommends to Education Council approval of revisions for the renewal of Procedure 5103-PR1 – Grading.

Carried.

Procedure 5401-PR2 – Requesting Exemption from Education Policies

Craig provided an overview of the new Procedure. The need for this Procedure was in response to a request for exemption to policy that came to Education Council a year ago. The champions were available for questions, but there were no review guidelines, nor was there

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| | <p>documentation for program areas when preparing such a request. This Procedure has now been developed and vetted through the Policy committee. Consultation with various institute stakeholders has also taken place.</p> <p>Moved: Craig Cowan; Seconded: John Jenness</p> <p>THAT the Policy committee recommends to Education Council approval of the new Procedure 5401-PR2 – Requesting Exemption from Education Policies.</p> <p><u>Discussion:</u> A comment was made that the process was well thought out in the Procedure, and requiring ‘sign off’ approval from the Registrar’s Office and SQC prior to submission to EDCO will give Council members confidence knowing that the request has been appropriately scrutinized prior to submission.</p> <p>Carried.</p> <p>Procedure 5401-PR1 – Program Development and Change Processes</p> <p>With the development of new Procedure 5401-PR2, wording has been added to 5401-PR1 referencing the new Procedure and providing an overview of the process for requesting exemption from Education policy. Proposals for new programs that are also requesting exemption from Policy will be required to follow the processes identified in the new Procedure. The additional wording in PR1 that refers to new Procedure PR2 is included in the meeting package.</p> <p>Moved: Craig Cowan; Seconded: Jonathan Chiu</p> <p>THAT the Policy committee recommends to Education Council approval of the additional wording in 5401-PR1 – Program Development and Change Processes, identifying the new Procedure 5401-PR2 – Requesting Exemption from Education Policy.</p> <p>Carried.</p> |
| 10. New Business | There is no new business. |
| 11. Any Other Business | No other business was brought forward. |
| 12. Adjournment | Moved: John Jenness Meeting adjourned at 3:40 pm. |
| Next meeting | Wednesday, October 1, 2014 SE40 – Royal Oak Boardroom 2:30 – 4:30 pm |