



**REGULAR MEETING OF THE
BCIT EDUCATION COUNCIL**

**Wednesday, June 6, 2012
SE 40 – Royal Oak Boardroom
2:30 to 4:30 p.m.**

Elected/Appointed Members	
Present:	Absent:
Kathy Siedlaczek, EdCo Chair (Faculty)	Marwan Marwan (Student Rep.)
Kerri Macmillan, Vice Chair (GEU Support)	Don Wright (President, non-voting)
Richard Plett, Vice Chair (GEU Instructional)	Jay Notay (Dean, non-voting)
Robert Stevens (Administration)	
Paul Dangerfield (Administration)	
John Brohman (GEU Instructional)	
Craig Cowan (Administration)	
Jennifer Figner (Faculty)	
Debra Williams (Faculty)	
Joanne Atha (GEU Support)	
John Jenness (Faculty)	
Cory Langford (GEU Instructional)	
Rebecca Davidson (Student Rep.)	
Jim Hunter (Faculty)	
Jeff Dewhurst (GEU Instructional)	
Keith Van (Student Rep.)	
Mark Bullen (Administration)	
Daniel Huh (SA President, non-voting)	
Recorder: Karen Cresswell	

1. CALL TO ORDER	The meeting was called to order at 2:31 pm.
2. Introduction of Council members	<p>Rob welcomed all members to the first meeting of Education Council 2012-2013, and introduced the new members of Council:</p> <p>Joanne Atha, GEU Support Rebecca Davidson, Student representative Marwan Marwan, Student representative, and VP Student Affairs Dan Huh, Student president, and non-voting member of Council</p>
3. Election of Chair 2012-2013	<p>Rob introduced Deborah Crawford from the Registrar’s Office to conduct the election of the Chair of Education Council for 2012-2013.</p> <p>Deborah requested and received confirmation that quorum had been met for the meeting, and then reviewed the procedure that would be followed for the election.</p> <p>The nominating committee has put forward Kathy Siedlaczek as</p>

	<p>nominee for the position of Chair of Education Council. Kathy confirmed her acceptance of the nomination.</p> <p>Deborah called twice for further nominations; hearing none, nominations were declared closed. Kathy Siedlaczek is acclaimed as Chair of Education Council for 2012-2013.</p> <p>Paul Dangerfield, Vice President of Education, Research and International, offered his thanks to Rob Stevens for his work and dedication as Council Chair, and for his work in previous years as Chair of the Programming committee. Paul presented Rob with a framed certificate of appreciation.</p>
4. Election of Vice Chairs 2012-2013	<p>Kathy expressed her appreciation for the opportunity to serve as Chair of Education Council for 2012-2013. The first duty as Chair is to conduct the election of two Vice Chairs for 2012-2013. The same procedure used for the election of Chair will be followed for the Vice Chairs.</p> <p>The nominating committee has put forward incumbent Kerri Macmillan and member Richard Plett as nominees for the two Vice Chair positions. Kerri and Richard confirmed acceptance of their nominations.</p> <p>Kathy called twice for further nominations for the Vice Chair positions. Hearing none, the nominations were declared closed. Kerri Macmillan and Richard Plett are acclaimed as Vice Chairs of Education Council for 2012-2013.</p> <p>Kerri will continue in her role as Chair of the Policy Standing committee. Richard will assume his role as Chair of the Programming Standing committee.</p>
5. Approval of Agenda	<p>The agenda was reviewed.</p> <p>Moved: Kerri Macmillan; Seconded: Craig Cowan</p> <p>Agenda approved, as distributed.</p>
6. Approval of Minutes	<p>The minutes for the May 2, 2012 meeting were reviewed.</p> <p>Moved: Keith Van; Seconded: Richard Plett.</p> <p>Minutes approved, as distributed.</p> <p>The May 2, 2012 minutes will be posted to the Education Council website.</p>
7. Business Arising from the Minutes	<p>There is no business arising from the minutes.</p>
8. Reports	
EdCo Chair	<p><u>Kathy Siedlaczek</u></p> <p>Kathy reported on the major activities of the Programming and Policy Standing committees over the past year. Kathy thanked the Standing committee members for their time, and recognized the considerable</p>

	<p>amount of work and consultation involved in committee activities.</p> <p>Kathy provided an overview of the initiatives anticipated for each of the Standing committees in 2012-2013.</p> <p>Kathy advised that in addition to serving on Council, members are required to participate on at least one Standing Committee, as outlined in the Education Council Bylaws and Procedures document. An email will be sent requesting that members identify their committee choice for 2012-2013.</p> <p>Kathy indicated that there will be three vacancies on Council in the fall, and a by-election will be held in September. The positions are:</p> <p>1 seat – Faculty, School of Construction and the Environment 1 seat – Faculty, School of Transportation, and Professional Services 1 seat – Student Representative</p> <p>Notification regarding the by-election will be sent from the Registrar’s Office when it has been scheduled.</p>
BCIT President	<p><u>Don Wright</u></p> <p>Don was unavailable to attend the meeting.</p>
Vice President, Education, Research and International	<p><u>Paul Dangerfield</u></p> <p>Paul offered his congratulations to Kathy, Kerri and Richard on the election to their Council positions, and he looks forward to a productive and successful year.</p> <p>Paul reported on the following items:</p> <ul style="list-style-type: none"> • International Strategy. A draft has been presented to the Leadership team, and the team has given approval to move forward. The province has released an International Education Strategy. The government has committed to a more proactive role in supporting Canada and BC as a desired destination for international students to study; and for Canadian students to study abroad. • A discussion took place at the open session of the Board regarding the recognition of BCIT degrees at other post-secondary institutions, and how to best support BCIT degree program graduates to ensure that they are accepted into post-secondary programs offered in other provinces. • Paul reviewed the initiatives for the 2012-2013 year; and indicated that the operational planning process is underway for 2013-2014. • Paul provided an overview of the BCIT Quality Framework model he has been developing and discussing with the Leadership Team and Dean’s Council.
Students	<p>There is no report from the students.</p>
Dean	<p>The dean was unavailable to attend the meeting.</p>

<p>9. Standing Committee Reports</p>	
<p>Programming Committee</p>	<p><i>Kathy Siedlaczek</i></p> <p>Kathy reported that the Programming committee reviewed 4 Concept papers, and 1 Program proposal at the last meeting. Kathy provided an overview of each submission as it was presented to Education Council.</p> <p><u>Concept Papers:</u></p> <p>Certificate in Sustainable Event Management School of Business. Program Champion – David Tikkanen. Moved: Kathy Siedlaczek; Seconded: Jeff Dewhurst THAT the Programming committee recommends to Education Council approval of the Concept paper for a Certificate in Sustainable Event Management.</p> <p><u>Discussion:</u> A discussion took place regarding the ability for students to ladder into other programs. Another discussion took place regarding the delivery method of this program. A recommendation will be made to the program area to consider flexible delivery opportunities as they develop the proposal.</p> <p>Carried.</p> <p>Diploma in Auto Service Technician (International – China – Zhong De Technical Institute) School of Transportation. Program Champions – Steve Perry, Lawrence Gu. Moved: Kathy Siedlaczek; Seconded: Keith Van THAT the Programming committee recommends to Education Council approval of the Concept paper for a Diploma in Auto Service Technician (International – China – Zhong De Technical Institute).</p> <p><u>Discussion:</u> A discussion took place regarding the ability for domestic students to take this program abroad. This opportunity is not available at this time.</p> <p>Carried, with one abstention.</p> <p>Associate Certificate in Project Management School of Business. Program Champion – Richard Vurdela Moved: Kathy Siedlaczek; Seconded: John Jenness THAT the Programming committee recommends to Education Council approval of the Concept paper for an Associate Certificate in Project Management.</p> <p><u>Discussion:</u> A discussion took place regarding the ability for students to ladder into other programs, across all Schools.</p> <p>Carried.</p> <p>Associate Certificate in Lean/Six Sigma Principles</p>

	<p>School of Business. Program Champion – Dave Simpson Moved: Kathy Siedlaczek; Seconded: Richard Plett THAT the Programming committee recommends to Education Council approval of the Concept paper for an Associate Certificate in Lean/Six Sigma Principles. Carried.</p> <p><u>Program Proposal:</u> Bachelor of Interior Design School of Construction and the Environment. Program Champion – Tiia Manson Moved: Kathy Siedlaczek; Seconded: Jennifer Figner THAT the Programming committee recommends to Education Council approval of the Program proposal for a Bachelor of Interior Design. <u>Discussion:</u> A discussion took place regarding whether there will be adequate space to accommodate a high level of interest. This will be monitored by the program area. The program area was complimented on the quality of the Program proposal submission. Carried.</p>
<p>Policy Committee</p>	<p><u>Kerri Macmillan</u> Kerri extended her appreciation to Council for the opportunity to continue serving as Chair of the Policy committee for 2012-2013. Kerri advised that several requests for changes to existing Education policies and procedures have been submitted to the Policy committee over the past year. Kerri referred Council to the summary sheet, and to the accompanying policy and procedure documents included in the meeting package. The Policy committee has undertaken a comprehensive review of each of the changes and recommends approval of the following: Moved: Kerri Macmillan; Seconded: Richard Plett THAT the Policy committee recommends to Education Council approval of a new section in Policy 5003 – Admissions, Section 3.5, with wording that addresses outgoing student exchange approval. Carried. Moved: Kerri Macmillan; Seconded: Keith Van THAT the Policy committee recommends to Education Council approval for the removal of the word ‘Colleges’ from ‘Formal Transfer Arrangements: Colleges’ in Policy 5003 – Admissions, Section 3.6. Carried. Moved: Kerri Macmillan; Seconded: Debra Williams THAT the Policy committee recommends to Education Council approval of a revised applicant residency priority system in Policy</p>

	<p>5003 – Admissions, Section 1.2.</p> <p>Carried.</p> <p>Moved: Kerri Macmillan; Seconded: Richard Plett</p> <p>THAT the Policy committee recommends to Education Council approval of new wording to be added to Procedure 5003-PR1 – Admissions Procedure, Section 3.2 regarding the use of entrance requirements as transfer credit.</p> <p>Carried.</p> <p>Moved: Kerri Macmillan; Seconded: Kathy Siedlaczek</p> <p>THAT the Policy committee recommends to Education Council approval for changes to Procedure 5401-PR1 – Program Development and Change Processes. Reference the ‘detailed’ flow charts associated with Major Changes for all credential types. Under the heading ‘Phase 2’, a box titled ‘Stakeholder Consultation’ has been added, and an existing box titled ‘Op/Service Group Meeting’ has been moved further along in the phase 2 process. Additionally, accompanying text on subsequent pages has been updated with correct wording.</p> <p>Carried.</p> <p>Moved: Kerri Macmillan; Seconded: Craig Cowan</p> <p>THAT the Policy committee recommends to Education Council approval of a revision to Policy 5103 – Student Evaluation, Section 5, to add the words ‘or designate’ where it refers to the requirement for Vice President, Education, Research and International approval, and</p> <p>THAT a reference to retired Policy 5004 – Programming, on page 2 be revised to identify the current Policy 5403 – Course Outlines and Names.</p> <p>Carried.</p> <p>Moved: Kerri Macmillan; Seconded: John Brohman</p> <p>THAT the Policy committee recommends to Education Council approval for a wording change in Procedure 5103-PR1 – Grading, Section 2.2, to revise wording regarding the use of Exempt Credit (ECR) from ‘limitless’ to ‘a maximum of 50% of the credits toward a new credential may be awarded through exempt credits, transfer credits, or a combination of the two’.</p> <p>Carried.</p> <p>Moved: Kerri Macmillan; Seconded: Keith Van</p> <p>THAT the Policy committee recommends to Education Council approval of a revision to the definition of ‘Sustainability’ as described in Glossary 5100.</p> <p>Carried.</p>
<p>10. New Business</p>	<p>Request for Exemption to Policy – Railway Conductor Program – Kathy Siedlaczek</p>

	<p>Kathy reported that a request has been submitted from the Railway Conductor Program for an exemption to policy for one course within the program. Currently, Policy 5103 – Student Evaluation, stipulates that final exams cannot constitute more than 50% of the overall mark for a course. If approved, the exemption will enable the final exam to be worth 100% of the overall mark.</p> <p>Moved: Kathy Siedlaczek; Seconded: John Jenness</p> <p>THAT Education Council approves the request for exemption to Policy 5103 – Student Evaluation, for RWCD 1052 – Transportation of Dangerous Goods, in the Railway Conductor program, such that the final exam will be worth 100% of the overall course mark.</p> <p><u>Discussion:</u> The request for exemption is based on the requirements of the Railway Association of Canada.</p> <p>Carried.</p> <p>Report from the Awards Sub-Committee of Ed. Council – Kathy Siedlaczek</p> <p>The required year-end report from the Awards sub-committee of Education Council has been submitted by sub-committee chair, Paul Morrison. Kathy read the brief report to Council members. The report has been added as a meeting package document for the current meeting.</p>
<p>11. Any Other Business</p>	<p>No other business was brought forward.</p>
<p>12. Adjournment</p>	<p>Moved: John Brohman</p> <p>Meeting adjourned at 4:37 pm.</p>
<p>Next meeting</p>	<p>Wednesday, October 17, 2012 SE40 – Royal Oak Boardroom 2:30 – 4:30 pm</p>