



**REGULAR MEETING OF THE
BCIT EDUCATION COUNCIL**

**Wednesday, January 29, 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)	Dominka Pilat (Student Rep.)
Jennifer Figner, Vice Chair (Faculty)	Michael Currie (Faculty)
Paul Dangerfield (Administration)	Keith Van (Student Rep.)
Eric Fry (GEU Instructional)	
Patricia Bretschneider (GEU Support)	
Chris Wiebe (GEU Instructional)	
Sanjeev Sarwal (GEU Instructional)	
Joanne Atha (GEU Support)	
John Jenness (Faculty)	
Cory Langford (GEU Instructional)	
Jonathan Chiu (Faculty)	
Dean Hildebrand (Administration)	
Eirene Cloma (Student Rep.)	
Debra Williams (Faculty)	
Youdan Zhang (Faculty)	
Daniel Sumano (Student Rep.)	
Robin Hemmingsen (Dean, non-voting)	
Recorder: Karen Cresswell	

1. CALL TO ORDER	The meeting was called to order at 3:00 pm.
2. Approval of Agenda	The agenda was reviewed and approved, as distributed.
3. Approval of Minutes	The minutes from the November 6, 2013 meeting were reviewed and 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> There is an expectation identified in the College and Institute Act for

Education Council and the Board of Governors to develop and maintain their own Bylaws. Guidelines are provided for making revisions to the Bylaws, and a procedure for recommending amendments to the Bylaws through a 'Notice of Motion' process. A Notice of Motion for amendments to the EDCO Bylaws was presented at the last Council meeting. A Motion for approval of the amendments will be presented later in the agenda.

The terms of office for several EDCO constituency seats will expire in the Spring 2014. Nomination and election details are as follows:

Nomination Dates: April 16 through 23

Voting: April 30 through May 7

1 seat – FSA Faculty – School of Health Sciences

1 seat – FSA Faculty – School of Business

1 seat – FSA Faculty – School of Computing and Academic Studies

1 seat – FSA Faculty – School of Transportation and Prof. Service

1 seat – FSA Faculty – School of Construction and the Environment

1 seat – BCGEU Support Staff

Student Elections:

Nomination Dates: March 17 through 28

Voting: March 31 through April 4

3 seats – EDCO Student Representatives

(The fourth Student Rep seat on Council will be assigned to the elected Vice President of Student Affairs).

Review of BCIT joint partnership agreements is currently underway. BCIT has a template in place for International joint partnership proposals, but not for Domestic agreements. A section is being developed, which will be included within the existing template, and will address both educational and non-educational considerations for domestic joint partnerships.

Consideration to include majors, minors and specializations within BCIT programs is under review. Credential standards at other institutions are being examined at this time.

The Registrar's Office has requested a review of current PLAR processes at the institute. An ad hoc committee will be established to consider best PLAR practices currently embedded within the Schools.

A new Procedure is being developed to address requests for exemption to education policy. Richard and the EDCO vice chairs met with the Registrar to flesh out a draft Procedure, along with a form that will be completed by program areas initiating such a request. BCIT's policy editor Gary Lund will review the draft documentation; once complete, it will be submitted to the Policy committee for consideration.

A question was asked regarding a timeline for outcomes regarding majors and minors within BCIT programs. Richard indicated that benchmarking and further discussion is needed. He anticipates that a

	<p>recommendation will be presented sometime in the next academic year.</p>
<p>Institutional Report Vice President, Education, Research and International</p>	<p><u>Paul Dangerfield</u></p> <p>Paul advised Council that BCIT president Kathy Kinloch sends her regrets and will not be able to attend today’s EDCO meeting. Kathy hopes to attend the next Council meeting, if her schedule will allow. In Kathy’s short time as BCIT president, she has accomplished a great deal; working quickly and diligently on behalf of the institute. Paul anticipates that we will see a lot of progress over the next several months. As the previous dean of the School of Health Sciences at BCIT, Kathy values educational quality, and she understands and supports the work of Education Council.</p>
<p>Students</p>	<p><u>Eirene Cloma</u></p> <p>Eirene provided the following report to Council:</p> <p><u>Referendum</u></p> <ul style="list-style-type: none"> • BCITSA holding referendum Jan 24-31 • Referendum is to approve increases to SA activity fees in order to increase current services establish new career services • Will include a career centre offering services and programs for students by students <p><u>Expansion of services to Part-time Students</u></p> <ul style="list-style-type: none"> • One of the SA’s objectives this year was to better understand the needs of PTS and how to support them • Survey of PTS was conducted in the fall • Proposal put forth in December to adjust PTS fee formula to reflect FTS so that we would be able to provide the same services to PTS. For example, hiring more staff to keep the UConnect open until late. <p><u>Alliance of British Columbia Students</u></p> <ul style="list-style-type: none"> • Council passed motion for the BCITSA join the ABCS • ABCS comprised of several BC post-secondary institutions, representing 160,000 students • Activities revolve around lobbying and campaign-based initiatives, and members are not expected to pay fees or make commitment • ABCS is non-partisan, focusing on issues affecting BC students the most (ie. grants and affordable childcare) • VP External Mike Hanson will be the BCITSA rep on ABCS <p><u>Women Transforming Cities</u></p> <p>On Wed Mar 19, the SA will be collaborating with Women Transforming Cities to facilitate a panel and discussion for female students. WTC recently collaborated with the UBC AMS to bring a</p>

	<p>discussion addressing an issue affecting students, namely sexual assault and safety on public transit.</p> <p>The topic presented at BCIT will be different: The main topic will revolve around putting an equity lens on building green cities – in other words, how do we ensure that we are building cities that are not only sustainable but meet the needs of all members of the community. It is a topic that students from all schools can connect with, because it applies to all industries.</p> <p>The event is not exclusively for female BCIT students, but is open for all students, faculty, and staff to attend. The aim is to intentionally create space for women’s perspectives on the particular topic, to encourage extra-curricular learning, and to encourage dialogue between students from different schools and programs.</p> <p><u>BCIT president Kathy Kinloch</u></p> <p>The student executives met with Kathy Kinloch on 29 Jan to introduce themselves and talk about the SA. We are very excited about Kathy’s enthusiasm for students and commitment to open communication.</p> <p><u>Speak Up Speak Out Campaign</u></p> <p>In collaboration with the BCIT counselling department, the BCITSA will be hosting its annual Speak Up Speak Out Campaign from Feb 17th – 21st. The intention is to raising awareness around mental health, and reducing the stigma associated with mental illness. The event will involve workshops and a fair, creating a space where it’s okay to talk about mental health. It is a great campaign that will hopefully empower students to be more aware of mental health among classmates and within themselves. It is needed because BCIT students face large amounts of stress, and the cohort model is used.</p>
<p>Dean</p>	<p><u>Robin Hemmingsen</u></p> <p>Richard welcomed Robin to her first Education Council meeting as the deans’ representative.</p> <p>Robin indicated that she is pleased to be participating on Council, and asked members to provide her with questions or topics that they may be interested in hearing about in the report from the dean. Robin wants to ensure that her report addresses the needs of Ed. Council.</p> <p>The Deans’ Council (DC) meets weekly. A predominate topic is the Admissions Business Review, which is discussed at each DC meeting, and at individual School meetings as well. An indicator of success for the project is that the number of ‘complete applications’ is up over last year. The Registrar’s office and Enrolment planning have worked hard to introduce new processes and to measure success. These are big changes which are often hard for the community to cope with; the Schools are doing their best to work within the parameters of the project.</p>

	<p>The provincial Core Review is also a major topic of discussion. The deans have provided differentiating factors to highlight ways that we are contributing to the prosperity of the province. Barry Hogan is developing a report that will demonstrate the important role that BCIT plays in the growth and prosperity of the province. The ‘Jobs Plan’ focusses on the growth of jobs in BC. Trades deans at BCIT play a key role in demonstrating how their programs are aligned with the jobs plan strategy. LNG is a major provincial initiative, and we are prepared to demonstrate how BCIT programs align with and support the initiative.</p> <p>Other significant topics include strategy around internationalization, the budget, and the work of the Part-time Studies committee. The IPAO department has developed a dashboard that will help Schools to manage PTS enrolment and financials; this is a ‘trend report’ that will be rolled out next week.</p> <p>The Deans’ Council is working hard to foster communication and initiatives across the Schools, and is developing policies and procedures that will enable collaboration.</p>
<p>6. Standing Committee Reports</p>	
<p>Programming Committee</p>	<p><u>Jennifer Figner</u></p> <p>The Programming committee met on December 4, 2013, and reviewed one proposal for a major curriculum and name change, and two new program proposals. Jennifer provided a detailed description of each submission before recommending it to Education Council for approval. The recommendations are as follows:</p> <p>Moved: Jennifer Figner Seconded: John Jenness</p> <p>THAT the Programming committee recommends to Education Council approval of a major curriculum change to the Heavy Duty Mechanic Foundation Program (School of Transportation), and approval of a program name change:</p> <p><u>From:</u> Heavy Duty Mechanic Foundation</p> <p><u>To:</u> Heavy Mechanical Trades Foundation</p> <p><u>Discussion:</u> A question was asked whether students who are currently in the program, or have graduated from the program will be affected by the changes. It was confirmed that the changes will be applied to future students who enrol in the program and that past graduates of the program will not be affected.</p> <p>Carried.</p> <p>Moved: Jennifer Figner Seconded: Chris Wiebe</p> <p>THAT the Programming committee recommends to Education Council approval of a Diploma in Automotive Technical Studies (School of Transportation).</p> <p><u>Discussion:</u> An explanation was requested regarding the choice of</p>

	<p>term structure for the program; specifically, why was a 3-term structure chosen over a 4-term structure. Considering that the courses within the program have been enhanced to include additional shop curriculum, is it reasonable to expect students to successfully complete the program in 3 terms, as opposed to 4? The program champion was not available to provide clarification; however, an EDCO faculty member who teaches in the Automotive trades was able to provide a comparison to his program, and address the concerns that were raised.</p> <p>Carried, with one abstention.</p> <p>Moved: Jennifer Figner Seconded: Debra Williams</p> <p>THAT the Programming committee recommends to Education Council approval of a Diploma in Automotive Technical Studies – International – Republic of Korea – OSAN University (School of Transportation).</p> <p>Carried, with one abstention.</p> <p>Paul Dangerfield extended his thanks to the Programming committee for the diligent work on behalf of the program proposals.</p>
<p>Policy Committee</p>	<p><u>Craig Cowan</u></p> <p>The Policy committee met on November 20, 2013. The committee has nothing to bring forward to EDCO at this time. Craig provided an overview of current activity that the Policy committee is reviewing.</p> <p>A review to renew Policies 5101 Student Regulations and 5103 Student Evaluation is underway. An ad hoc committee has met and reviewed the policies and supporting procedures in detail. A request for feedback has been sent to the program heads, chief instructors and associate deans. The recommended revisions will be reviewed and finalized by the Policy committee at the March 19th Policy meeting. A Town Hall meeting has been scheduled in April, where consultation and feedback from the community will be solicited. The intention is to present the renewed policies to Education Council with a recommendation for approval in May or June. Craig commented that there is reference to PLAR in Policy 5103 as well as in Policy 5003 (Admissions). Any changes to PLAR as a result of the upcoming review will be handled separately from the current renewal review.</p> <p>A new Procedure is being developed that will provide a process for program areas to follow when they wish to request an exemption to education policy. The Policy committee will review the draft; once finalized, the Procedure will be recommended to EDCO for approval and will reside with Policy 5401 – Program Development and Change.</p> <p>Progress on the Work Integrated Learning policy has been slow due to staffing changes in the Centre for Workplace Education. It is not likely that a proposal will come forward to Council until the next academic year.</p> <p>The Policy committee has reviewed the wording in Policy 6400 –</p>

	<p>Authored Books. There are only 3 lines of text and the subject matter is not a good fit for education policy. The recommendation is to relocate the text into Policy 1504 – Standards of Conduct, which is an HR Policy. Craig will meet with an appropriate individual in HR to discuss the relocation. Once the text appears in the HR policy, a recommendation to retire Policy 6400 will be brought forward to Education Council.</p>
<p>7. New Business</p>	<p><u>Motion: Revisions to EDCO Bylaws</u></p> <p>Richard reviewed the Notice of Motion process that took place at the last EDCO meeting (November 6, 2013) to recommend revisions to the EDCO Bylaws. At the November meeting, a constructive discussion took place. Following the meeting, additional revisions recommended by Council members were incorporated into the document and redistributed electronically. The latest revised Bylaws document is included in the meeting package for today’s meeting. The next step is for a Motion to approve the revisions to the Bylaws.</p> <p>Moved: Richard Plett Seconded: Jonathan Chiu</p> <p>THAT Education Council approve the revisions to the EDCO Bylaws as they appear in the current document included in the January 29, 2014 Education Council meeting package and,</p> <p>further to the motion following discussion on the motion,</p> <p>THAT additional wording will be incorporated into Appendix Three clarifying that all BCGEU Vocational Faculty will have the ability to vote for one candidate from all three Schools containing Vocational programs.</p> <p><u>Discussion:</u></p> <p>A Council member distributed a document to all members which contained alternate wording to Appendix Three – Faculty Distribution on Education Council for discussion purposes. The first discussion point included removal of one paragraph located below the section outlining the breakdown of the four BCGEU Vocational Instructors. In its place a new paragraph was added: “The at large seat(s), which will be open to all Vocational Faculty within the BCGEU constituencies, and will be elected via a separate by-election conducted after the three School constituency seats have been declared.”</p> <p>A discussion took place regarding the alternate wording and its implications.</p> <p>The Registrar provided a detailed explanation of the EDCO election process for which her office is responsible. Based on a review of the results from the past two elections for Vocational Faculty seats, a separate by-election for the at-large seat would not have altered the outcome; however, implementing a separate by-election would place a burden on resources within the Registrar’s office, and would extend the election period, delaying the appointment of constituency seats.</p>

	<p>The Registrar clarified that the vote for all three constituency seats will be open to all Vocational Faculty, and the fourth at-large seat will be awarded to the individual with the next highest vote count among the remaining candidates. The ability for all Vocational Faculty to vote for all School seats is not clearly articulated in the revised Bylaws. An addition to the original motion was proposed to include wording that would clarify the voting structure.</p> <p>Another discussion point in the distributed document was the addition of a paragraph at the end of Appendix Three titled ‘Administrators Distribution on Education Council’.</p> <p>A discussion took place regarding the additional paragraph. It was recognized by Council that ensuring equitable distribution of Administrators on Council is the desired objective. The Act clearly indicates that the Institute president is responsible for appointing four administrators to EDCO; therefore, EDCO does not have the authority to stipulate distribution requirements. Ensuring that the appointments are carefully considered to provide equitable representation is a matter that can be addressed between the VP ERI and the BCIT president, and does not need to appear in the EDCO Bylaws.</p> <p>Following solicitation of more discussion, and hearing none, the vote was called.</p> <p>Carried, with no objections and three abstentions.</p> <p><u>Note:</u> The Act indicates that changes to the Bylaws must be passed by 2/3 vote. There were 17 voting members in attendance; 14 members voted in favor of the motion. Minimum 2/3 vote is 11 members. Motion passed.</p> <p>In addition to approving changes to the By-laws, the discussion brought out several points to consider in moving forward:</p> <ul style="list-style-type: none"> • The Registrar is requested to clearly document and make available established election processes • Workload and scheduling for all elected members will reflect the Institute’s encouragement for all members to attend and participate in all Council meetings, and that if issues arise in the future, that these issues will be dealt with on a case-by-case basis, without prejudice. • Further discussion is requested regarding appointment of Trades Associate Deans to Administrator seats on Council
<p>8. Any Other Business</p>	<p>Notice of Motion: EDCO Bylaws – Student Awards Subcommittee</p> <p>Richard distributed a document advising of a Notice of Motion to amend the EDCO Bylaws to remove the section pertaining to the Student Awards Sub-committee, and to dissolve the subcommittee.</p> <p>Richard provided rationale for the recommendation. Implementation of Policy 4600 – Student Financial Awards, outlines the various awards, bursaries and scholarships in place at BCIT, including</p>

	<p>established criteria for each. Approving criteria for Academic awards is identified as an Education Council responsibility in the College and Institute Act.</p> <p>In compliance with the Act, the Student Awards Subcommittee has been a long established component of EDCO, mandated to review proposed academic awards that do not meet established criteria. The subcommittee has not met for several years since all new proposals have met established criteria. Policy 4600 identifies establishment of a ‘BCIT Student Awards Advisory Committee’, which acts in an advisory capacity to the vice president of Student Services. The policy also stipulates that ‘Where new awards or new award categories are established based on academic excellence, the committee will consult with Education Council to set criteria for these awards.’ Establishment of the new Advisory Committee renders the EDCO sub-committee redundant; therefore the recommendation is to dissolve the EDCO Student Awards Subcommittee and remove the terms of reference from the Bylaws. Following a call for discussion, no comments were brought forward. A motion will be proposed at the next Council meeting.</p>
9. Adjournment	<p>Moved: John Jenness</p> <p>Meeting adjourned at 4:20 pm.</p>
Next meeting	<p>Wednesday, March 12, 2014 Royal Oak Boardroom SE40 2:30 – 4:30 pm</p>