



**REGULAR MEETING OF THE  
BCIT EDUCATION COUNCIL**

**Wednesday, November 6, 2013  
SE 40 – Royal Oak Boardroom  
2:30 to 4:30 p.m.**

<b>Elected/Appointed Members</b>	
<b>Present:</b>	<b>Absent:</b>
Richard Plett (Administration)	Rebecca Davidson (Student President, non-voting)
Craig Cowan, Vice Chair (Administration)	Chris Golding (A/President, non-voting)
Jennifer Figner, Vice Chair (Faculty)	Debra Williams (Faculty)
Paul Dangerfield (Administration)	Keith Van (Student Rep.)
Eric Fry (GEU Instructional)	Daniel Sumano (Student Rep.)
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)	
Michael Currie (Faculty)	
Eirene Cloma (Student Rep.)	
Youdan Zhang (Faculty)	
Dominka Pilat (Student Rep.)	
Steve Eccles (Dean, non-voting)	
Recorder: Karen Cresswell	

<b>1. CALL TO ORDER</b>	The meeting was called to order at 2:30 pm.
<b>2. Approval of Agenda</b>	The agenda was reviewed. <b>Moved:</b> Craig Cowan; <b>Seconded:</b> Eric Fry Agenda approved, as distributed.
<b>3. Approval of Minutes</b>	The minutes were reviewed. <b>Moved:</b> Jonathan Chiu; <b>Seconded:</b> Michael Currie Minutes approved, as distributed.
<b>4. Business Arising from the Minutes</b>	There is no business arising from the minutes.

<b>5. Reports</b>	
<b>EdCo Chair</b>	<p><u>Richard Plett</u></p> <p>An orientation for the Board was held on October 9<sup>th</sup>. Various presentations were provided to familiarize Board members with operations at BCIT. Richard presented an overview of Education Council, explaining the role of Council, as well as the roles of the Programming and Policy committees. Richard reviewed the process map flowchart from Policy 5401, demonstrating the steps involved in the approval process for both a diploma proposal and a degree proposal. The Board was impressed with our thorough review processes and recognized that items brought to the Board with a recommendation for approval will have undergone significant institutional review. The Board also expressed surprise at the length of time it can take to complete the approval process for Degree programs, which require Ministry approval.</p> <p>Richard indicated that the items presented to the Board at their October 15<sup>th</sup> meeting were approved, these are:</p> <p>Concept Paper – Master of Science in Prosthetics and Orthotics  Concept Paper – Bachelor of Science Honours in Forensic Science and Biochemistry (UBC Collaboration)  Program Proposal – Associate Certificate in Project Management</p> <p>The EDCO Executive met on October 23<sup>rd</sup>. An item was discussed regarding the ability for members to ‘phone in’ attendance at meetings. The EDCO Bylaws state that members are required to attend scheduled meetings, and that alternates to committee members will not be allowed. Following a discussion, EDCO Executive voted against permitting members to phone in attendance.</p> <p>Recently some attention has been focussed on succession planning for Education Council. The importance of EDCO is supported at BCIT, and Richard expressed his appreciation for the dedication and hard work of our members. EDCO leadership is committed to ensuring that new members, or members who are stepping into leadership roles on Council, are brought up to speed quickly, and that adequate training is provided. To that end, we will endeavor to set aside time at Council and Standing Committee meetings to provide an educational element related to Council operations. Today’s educational element will be related to EDCO Bylaws, which will be brought forward later in the agenda.</p>
<b>Institutional Report Vice President, Education, Research and International</b>	<p><u>Paul Dangerfield</u></p> <p>Paul reported that departments and Schools are busy developing their operating plans and budgets for 2014-15. A challenging year lies ahead as the institute is faced with a budget gap. Options are being considered to address the situation. Government is proceeding with a one percent cut across the post-secondary system; for BCIT that will represent a decrease of approximately one million dollars. The</p>

institute will have to contend with negotiated salary increases without an increase in our operating grant. It will be an estimated two years before we see additional capital funding for infrastructure and equipment. As a result, we may not see as many new initiatives come forward in 2014-15.

A significant number of accreditations are taking place this fall, including accreditation at the Marine Campus; and accreditation in the Geomatics, Medical Laboratory, Mechanical and Electrical Engineering programs. The new program review process is geared to align with the accreditation process so that programs areas are not expected to engage in overlapping or duplicate review processes.

Highest on the institutional priority list at this time is the Great Northern Way project. BCIT has received official notice that our programs must be off-site in nine months. Both presidents are dealing with this issue on a daily basis, and while things are looking OK, there is still a great deal of work to do.

A number of reviews are underway at the provincial level. The Industry Training Authority (ITA); the body that sets standards and funding for trades programs, is under review. BCIT, along with several trade consortium groups and trades deans across the provincial system, are providing input into the review with recommendations for improvements. Release of a preliminary report is targeted for the end of November.

The province is currently focussed on two key items related to budget; the BC Jobs Plan and budget efficiencies. Various ministries are working together and interacting with Education to ensure that resources are properly distributed, and are focussed on the Jobs Plan. The LNG project is a provincial priority; until LNG is well underway, we do not anticipate increases to our budget from the province.

All ministries and public sector organizations in the province will be undergoing a 'Core Review'. The objective will be to ensure that priorities and projects are correctly focussed, and to discover efficiencies. The education system will be reviewed to determine whether schools are delivering programming that supports the Jobs Plan.

Barry Hogan will lead the Core Review for BCIT on behalf of the VP ERI office. Barry advised Council that he has received documentation from the government outlining key components of the Core review. BCIT is in a good position related to programming and the expectation that training will lead to jobs. BCIT is taking the Core Review seriously, and we will demonstrate that our training and program review processes contribute to student career success. Barry explained that there are 6 objectives outlined in the expectations of the review, and he described each objective to Council. Timing for our response to the ministry is tight. A report identifying how we plan to approach the review is required by the end of November; an interim report is due in February, and a final report is due in the Spring of

	<p>2014. Implementation will be targeted for the fall of 2014.</p> <p>A question was asked regarding how the provincial focus on job-related training fits into recent discussions regarding the potential for BCIT to obtain University status. Paul indicated that more time is needed to determine the direction for BCIT; the future of AUCC will also play a role.</p>
<b>Students</b>	<p><u>Eirene Cloma</u></p> <p>Eirene reported that midterms concluded last week for students, and the SA is interested in receiving feedback from students to indicate whether their midterms were relevant / meaningful. Eirene recently met with the Set rep Chair for Health Sciences. Awareness of governance processes is considered a priority, and it is important that students clearly understand the steps that they need to take to deal with issues, or where to go if they have questions or concerns. The objective is to foster open communication between students and instructors; and to deal with problems quickly, before they escalate.</p> <p>A grand opening for the new student space in SE2 took place on October 22<sup>nd</sup>, and Eirene was pleased to see many people come out to the event, especially those who took part in the development process.</p> <p>The Student Association AGM is scheduled for November 18<sup>th</sup>. A recent change in process will enable all members of the Student Association to vote; previously, only members of the SA Executive were eligible to vote.</p> <p>An announcement will be made this evening to name the successful candidate for the SA representative for the Downtown Campus. The SA is very pleased to have a representative for the DTC, as the needs of their students are different from students at the Burnaby campus.</p>
<b>Dean</b>	<p><u>Steve Eccles</u></p> <p>Steve commented on the integrity of planning at BCIT, and indicated that the process is solid. Presentation of plans is a rigorous undertaking. Plan details are diligently scrutinized, and allocation of finances carefully considered. Due diligence is well exercised in the development and presentation of each plan.</p> <p>Steve indicated that he recently visited China for two weeks, and discovered that BCIT has eight programs running within Chinese Universities. The power of the BCIT brand is very strong and present globally. Five of the Chinese institutions have pinning ceremonies where BCIT pins are awarded to students for being selected into their program; selection into a program is a big honor for these students. One student from an incoming class is given the opportunity to address his new classmates at the pinning ceremony. Steve read aloud the speech that was delivered by one such student. It is clear that that the student was very grateful for being given the opportunity to learn.</p>
<b>6. Standing Committee Reports</b>	

<p><b>Programming Committee</b></p>	<p><u>Jennifer Figner</u></p> <p>Jennifer reported that the Programming committee met on October 16<sup>th</sup>. Two newly appointed members were welcomed to the committee:</p> <p>Mark Overgaard, Faculty, Piping, School of Construction and the Environment</p> <p>Tiia Manson, Faculty, Building Design and Construction, School of Construction and the Environment</p> <p>The Programming committee is comprised of a minimum of 10 faculty members, and additional resource members may be appointed as required. Two elected EDCO faculty members have chosen to serve on the EDCO Policy Standing Committee; leaving the Programming committee with only 8 faculty members; 2 members short of the mandated 10. As well, constituency representation from the School of Construction and the Environment was missing from the committee. The SQC for SOCE was contacted and asked to recommend faculty who would be considered good participants for the Programming committee. The SQC recommended Tiia and Mark, and they have both agreed to participate on the committee for this academic year.</p> <p>The Programming committee reviewed two program proposals, and the two programs are interrelated. After careful review, it was apparent that significant revisions were needed. The proposals were returned to the program area, and they have now revised and resubmitted them for another review. The Programming committee will review the revised submissions at the next Programming meeting on December 4<sup>th</sup>.</p>
<p><b>Policy Committee</b></p>	<p><u>Craig Cowan</u></p> <p>Craig advised that the Policy committee has not met since the last meeting of Education Council; therefore, there is no report, The next meeting of Policy will take place on November 20<sup>th</sup>.</p>
<p><b>7. New Business</b></p>	<p><b>EDCO Bylaws and Standing Procedures – Richard Plett</b></p> <p>Richard referred to the Bylaws document included the meeting package. The College and Institute Act (section 24), provides Education Council with the power to create its own bylaws that govern how it operates. Making changes requires a ‘Notice of Motion’ to Council. Several sections of our current Bylaws have been revised to reflect current processes and to propose recommended changes. At today’s meeting, each revised section will be discussed individually. Rationale will be provided and a discussion will take place after each item is presented. At the next Council meeting in January 2014, the final document will be presented to Council as a ‘Motion’ to recommend approval of the revisions. Once the motion has been proposed, a final discussion will be opened, and then a vote will be called.</p> <p>Richard reviewed the revisions for each applicable section, and</p>

	<p>provided rationale for the proposed changes. A discussion took place amongst Council members after each section had been presented. Additional revisions were suggested, as follows:</p> <p>EDCO Bylaw and Standing Procedures (page 5): Section 1.2 A. Add a statement to indicate that this Bylaw is in accordance with the Act, and add a phrase that references this section to appendix 3.</p> <p>Appendix One – EDCO Standing Committees – Membership (page 10): Membership; item 3. Include a process whereby recommendation for additional members to Standing Committees will be put forward to committee members as motion for vote. Committee members will be asked to vote for those additional members who have been nominated.</p> <p>Page 11 – ensure that numbering of section references is correct.</p> <p>Policy Standing Committee (page 14): Specific Duties. Bullet 5 – add the word ‘creation’ at the end of the sentence. Bullet 7 – revise sentence to read ‘Present new and revised policies...’</p> <p>Appendix Three (page 19). Repeat a paragraph at the end of the section that describes faculty distribution for the BCGEU Vocational Instructors. The paragraph to be repeated is the one that refers to the process should a nomination not be forthcoming for a second time. The wording will change toward the end of the paragraph to read, ‘an at large seat open to BCGEU Vocational Instructors’.</p>
<b>8. Any Other Business</b>	No other business was brought forward.
<b>9. Adjournment</b>	<b>Moved:</b> Jonathan Chiu Meeting adjourned at 3:45 pm.
<b>Next meeting</b>	<b>Wednesday, January 29, 2014</b> <b>Royal Oak Boardroom SE 40</b> <b>2:30 – 4:30 pm</b>