



**REGULAR MEETING OF THE
BCIT EDUCATION COUNCIL**

**Wednesday, November 7, 2012
SE 40 – Royal Oak Boardroom
2:30 to 4:30 p.m.**

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

1. CALL TO ORDER	The meeting was called to order at 2:32 pm.
2. Approval of Agenda	The agenda was reviewed. Moved: John Brohman; Seconded: Kerri Macmillan Agenda approved, as distributed.
3. Approval of Minutes	The October 17, 2012 minutes were approved. Moved: Jim Hunter; Seconded: Rebecca Davidson Minutes approved, as distributed.
4. Business Arising from the Minutes	There is no business arising from the minutes.
5. Reports	
EdCo Chair	<u>Kathy Siedlaczek</u> Kathy reported on the following items: <ul style="list-style-type: none"> The Share Space feature has been activated for BCIT, and the

	<p>Education Council link is listed under ‘Committees’ on the Share Space home page. This feature will serve as our document library, and will contain the current meeting packages and other documentation, as well as maintain archived meeting packages that were migrated from Lotus Notes. The data tables have also been uploaded to this site and can be viewed as needed, these are:</p> <ul style="list-style-type: none"> ○ Approvals of concept papers and program proposals for new programs ○ Approvals of for major changes to existing programs ○ Approved exceptions to policy <ul style="list-style-type: none"> ● Changes to credential types were approved in 2011. A table titled ‘Credential Types and Credits’ that identifies the current credential types can be found in Policy 5401 – Program Development and Change. The revised credential types are applied to all new programs that are approved. A process is now needed to implement the new credential names for existing programs, and an implementation plan is being development. The Registrar’s office is considering possible complications that may occur as part of the transition. A list of issues will be provided to EdCo Executive in January 2013 for review. The goal is to have all incoming students assigned to their new credential types by the fall intake of 2014.
<p>BCIT President</p>	<p><i>Don Wright</i> Don was unable to attend the meeting.</p>
<p>Vice President, Education, Research and International</p>	<p><i>Kathy Siedlaczek for Paul Dangerfield</i></p> <p>Kathy indicated that Paul sends his regrets for being unable to attend the Council meeting, and he has provided a written report to share with members.</p> <p>In 2012-2013, the focus will be on development of BCIT’s Education Quality Framework. The details of the framework can be found on the VP ERI Forum website. Much of the framework is a continuance of last year’s initiatives such as the implementation of the new development and review systems, the PAC revitalization and Admissions Business Review.</p> <p>New activities include the re-launch of the PDS for FSA faculty and the development of programs to support teaching excellence for all instructors. This year we will take the deliberate step to engage our current students to seek their feedback on our quality. A process will be developed in collaboration with the SA to develop a formal process to seek feedback through the set rep model.</p> <p>A review of the Part-time Studies system has been launched to improve quality, governance and operations. This is a long-term project (up to 2 years). We have identified a number of activities that can be easily implemented to improve support to faculty and the system. The December VP ERI forum will be used to discuss this in</p>

	<p>more detail. This forum will be co-presented with the project leader and members of the project team.</p> <p>An initiative this year will be to work with the support areas to develop service level expectations; for example, we will work with Facilities to determine an improved way of working and collaborating. This will be the subject of the first VP ERI Forum in the New Year, and will be co-presented with the Senior Director in Facilities.</p> <p>In his report, Paul acknowledged the hard work and commitment of Education Council, the Learning and Teaching Centre, and the Schools, in terms of the number of new programs under development, and the number of program reviews and related changes underway for 2012-2013.</p>
Students	<p><u><i>Dan Huh and Rebecca Davidson</i></u></p> <p>Dan reported that the Student Association met with representatives from the FSA regarding potential strike action that may take place at BCIT. The FSA provided the SA with an understanding of what students might expect in the event of a strike. The SA requested that they be kept apprised of any developments, which will give them the ability to advise students of any anticipated disruption to their studies.</p> <p>In keeping with the Quality Framework that was presented at a meeting between the SA and BCIT Executives, the SA VP Finance has developed and distributed a questionnaire to the set reps. The intention will be to obtain feedback and suggestions from students for possible improvements to instruction in BCIT courses. The intention will be to incorporate student recommendations into the Instructional Skills Workshop program.</p> <p>Rebecca reported on the Learning Commons at BCIT. Peer tutoring is a program underway within the Learning Commons. At their first meeting in the fall, the turn-out of students intending to join the peer tutoring program broke all records since the program began. The Learning Commons has many valuable programs to assist students with their studies. In addition to peer tutoring, the Writing Centre offers free one-to-one writing support services to BCIT students. There is also a new program called 'English Conversation Groups' for students who feel that their English isn't strong, and would like to practice and improve their English skills. Currently 5 or 6 students show up for each English Conversation session.</p> <p>Rebecca advised that the Scholarship and Awards ceremony has been announced, and will take place on Wednesday, November 14, 2012.</p>
Dean	<p><u><i>Jay Notay</i></u></p> <p>Jay was unavailable to attend the meeting.</p> <p>Kathy took the opportunity to introduce Steve Eccles, the new dean of Computing and Academic Studies. Kathy welcomed Steve to BCIT and to the Education Council meeting.</p>

<p>6. Standing Committee Reports</p>	
<p>Programming Committee</p>	<p><u>Richard Plett</u></p> <p>Richard reported that the Programming committee met on October 24th, and reviewed one Proposal for a Bachelor of Science in Food Technology and Operations Management, and one submission for a major curriculum change to the Bachelor of Science in Nursing.</p> <p><u>Program Proposal:</u></p> <p>Richard provided an overview of the Proposal, identifying that it is a collaborative program between the School of Health Sciences and the School of Business, with the program being offered out of SOHS.</p> <p>Moved: Richard Plett; Seconded: John Brohman</p> <p>THAT the Programming committee recommends to Education Council approval of the Program proposal for a Bachelor of Science in Food Technology and Operations Management.</p> <p>Carried.</p> <p>Congratulations were offered to the program area on the quality of the Proposal, and for developing a program that enables positive collaboration between two Schools. Also mentioned was the potential opportunity for graduates of this program to ladder into university MBA programs.</p> <p><u>Major Change to Existing Program:</u></p> <p>Richard provided an overview of the major curriculum change.</p> <p>Moved: Richard Plett; Seconded: John Brohman</p> <p>THAT the Programming committee recommends to Education Council approval of a major curriculum change to the Bachelor of Science in Nursing.</p> <p><u>Discussion:</u> A question was asked regarding the entrance requirement courses, and whether they would be offered through part-time studies at BCIT. It was confirmed that the courses will be offered at BCIT, with the exception of two courses. The program area is currently working to have the two courses offered through PTS as well.</p> <p>Carried, with one abstention.</p>
<p>Policy Committee</p>	<p><u>Kerri Macmillan</u></p> <p>Kerri advised that the Policy committee hasn't met since the last meeting of Education Council. The next Policy meeting is scheduled for November 28th. A number of small groups are being organized to consider policies and procedures that have been given priority for review. These include: Program Review; Student Code of Conduct (non-academic); Assigning Credits to Courses; Faculty Member Qualifications. A more detailed report will be provided following the next meeting of the Policy committee.</p>

7. New Business	There is no new business.
8. Any Other Business	No other business was brought forward.
9. Adjournment	Moved: John Brohman Meeting adjourned at 3:00 pm.
Next meeting	Wednesday, January 30, 2013 SE40 Royal Oak Boardroom 2:30 – 4:30 pm