



**REGULAR MEETING OF THE
BCIT EDUCATION COUNCIL**

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

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

1. CALL TO ORDER	The meeting was called to order at 2:32 p.m.
2. Approval of Agenda	The agenda was reviewed. Moved: Craig Cowan; Seconded: John Jenness Agenda approved, as distributed.
3. Approval of Minutes	The minutes for the Nov. 7, 2012 meeting were reviewed. Moved: Rebecca Davidson; Seconded: Richard Plett Minutes approved, as distributed. The Nov. 7, 2012 minutes will be posted to the Education Council website.
4. Business Arising from the Minutes	There is no business arising from the minutes.

5. Reports	
EdCo Chair	<p><u>Kathy Siedlaczek</u></p> <p>Kathy reported on the following items:</p> <ul style="list-style-type: none"> • BCIT All Staff message went out today regarding the by-election for the vacant faculty seat in the School of Health Sciences. Elections will be finalized by Feb 18th. The newly elected member will be asked to join the Programming Standing committee, and attend their next meeting on February 20th. • Academic Governance Council in BC is comprised of individuals who are chairs and vice-chairs from various Education Councils across BC. Their meetings are held twice per year. Kathy attended the meeting in October 2012 at Camosun College and found it interesting to learn about practices and issues at other institutions' Councils. The next meeting will take place on April 27th, and will be hosted by BCIT. • There are a number of policy discussions ongoing: <ul style="list-style-type: none"> ○ Exempt credit policy – credential quality and availability of exempt credit is under review, and a program design approach has been discussed at EdCo Executive. Wording that addresses program design will be drafted, and consultation across the institute will take place. ○ Student Awards – BCIT does not currently have an Awards policy. A new policy is under development; once approved, it will be maintained within the Student Services area. Education Council will continue play a role related to academic awards as mandated by the College and Institute Act. The structure for reviewing awards is under review and will be incorporated into the new policy. ○ Dawna Mackay advised that the implementation plan to assign students to the new credentials is on schedule. ○ Two Concept papers included in the EdCo meeting package will be presented as information later in the agenda under the VP ERI report. EdCo approval is not required for these programs, as per our policy.
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 reported on the following items:</p> <ul style="list-style-type: none"> • The Leadership team and the Board have been focussed on reviewing the operating plans that were presented last November for the budget. • Education quality is included in all operating plans for next year, and is being embraced as high priority in all of the Schools.

- 2013 is the last year of the 2009-2014 BCIT Strategic Plan. Strategic plan development is underway for 2014 to 2019.
- Long term planning is underway at BCIT, and this topic will be presented at an upcoming VP ERI forum. This will incorporate a long-term view of BCIT and what education might be like in 2043.
- From an overall budget perspective, things are on track as we approach the end of the fiscal year. Industry Services activity has increased substantially from last year, based on a conscious decision made by the institute. More than one thousand businesses have interacted with BCIT over this past year.
- Last week, the Premier announced that Emily Carr University will move from Granville Island to the Great Northern Way site. Some of our programs that are delivered on the Finning site will relocate back to BCIT.
- Two new programs are being brought forward to Education Council as information. It is important to stress that common practices are implemented across the board for review and approval, and to ensure that quality expectations are consistent. The first is an apprenticeship program; the second is an industry partnership certificate program, where specific training is designed for an industry partner. To ensure that quality remains high, both programs have been required to undergo development and approval processes, as do other programs that go through Education Council.

Railway Car Technician Apprenticeship program – The School of Transportation proposes an apprenticeship as a joint program in response to an industry needs analysis. The program will be delivered in conjunction with industry, unions, and training authorities. BCIT will ensure the program is consistent with other training across Canada. Prince George was chosen as the most suitable location. Employers include CN, CP, VIA. The program follows National Occupation Certification for the field, and fits ideally into BCIT. Graduates have the potential to ladder into some of our other programs.

A discussion took place, and information was provided. BCIT will be the only public provider for this apprenticeship in western Canada. Students will be attending from all over the province.

Industry Partnership Certificate in Fire Executive Management – Proposed by the School of Business. The fire department community has traditionally worked with the Justice Institute. This program incorporates an important business component. Working with the cities of Burnaby, Delta, New Westminster, and Vancouver, fire departments have approached BCIT requesting a program that addresses gaps in learning & includes organizational development for their junior and senior managers. Trained managers will enable departments to focus on their core business.

	<p>The program will provide instruction on the business side of running a fire department. Currently there are 3600 British Columbians working in the firefighting field, and with increasing retirements there will be a need to fill gaps with job ready graduates who understand the business component. Students in the program will study business administration and be involved in practicum experience as well. Delivery will be part-time, over approximately 3 to 4 years.</p>
Students	<p><u>Marwan Marwan</u></p> <p>Marwan reported that it has been busy at the Student Association. The child care centre is open and doing very well. The next project coming up is the ‘Stand Up Speak Up’ campaign to raise awareness around mental health. The SA is hoping to encourage participation across BCIT, from faculty, students and staff. They are looking for funding support to increase counsellors and psychiatrists to coincide with the campaign. The SA is considering ways to better represent students at the DTC and the other satellite campuses.</p>
Dean	<p><u>Steve Eccles</u></p> <p>Steve reported that the School of Computing and Academic Studies plans to support the ‘Stand Up Speak Up’ campaign, and indicated that several Schools are also behind this great initiative.</p> <p>The Deans Council is focussing on financial aspects; trying to be prudent with numbers. Initiatives for next year include revenue generation and considering alternative ways of doing things. There will be some capacity constraints, as well as focus on providing highly effective programs that students will want to pursue.</p> <p>International strategy is a priority. The deans recognize the value and are looking at ways to support the strategy. Part-time studies is a focus for the Deans Council, and Steve referred to the upcoming Forum that will examine part-time studies and educational quality.</p> <p>Future initiatives will be highly collaborative. There will be a need to leverage existing capacities across Schools and departments. Collaboration is a significant part of the Deans Council focus.</p>
6. Standing Committee Reports	
Programming Committee	<p><u>Richard Plett</u></p> <p>Richard reported on the submissions that were reviewed at Programming committee meetings on Dec.12, 2012, and Jan. 9, 2013.</p> <p><u>Concept Papers:</u></p> <p>Associate Certificate in Publishing Mobile Apps</p>

	<p>School of Business. Program Champion – Paul Sawyer Moved: Richard Plett; Seconded: Craig Cowan THAT the Programming committee recommends to Education Council approval of the Concept paper for an Associate Certificate in Publishing Mobile Apps. A discussion took place. Questions were asked and answered regarding entrance requirements, program name, and ownership of published content. Carried.</p> <p>Associate Certificate in Payroll Management School of Business. Program Champion – Tim Edwards Moved: Richard Plett; Seconded: Keith Van THAT the Programming committee recommends to Education Council approval of the Concept paper for an Associate Certificate in Payroll Management. A question was asked and answered regarding faculty qualifications. Carried.</p> <p><u>Program Proposal:</u> Graduate Certificate in Business Administration School of Business. Program Champion – Ron Kessler Moved: Richard Plett; Seconded: Debra Williams THAT the Programming committee recommends to Education Council approval of the Program proposal for a Graduate Certificate in Business Administration. A discussion took place. Questions were asked and answered regarding the program, including the level and credential proposed. School of Business dean Robin Hemmingsen provided an overview of the program, and highlighted its unique structure that will enable students to study in different parts of the world, and ladder into a variety of programs internationally. Paul Dangerfield commended the School of Business for exploring this new avenue, and thanked everyone involved in the development and approval process for this proposal. Carried. The proposal will be recommended for approval at the Board of Governors meeting on February 12, 2013.</p>
<p>Policy Committee</p>	<p><u>Kerri Macmillan</u> Kerri reported that the Policy committee met on Nov. 29, 2012. There is nothing to bring forward to EdCo at this time. The committee reviewed Procedure 5401-PR1 Program Development and Change Processes. Some changes were approved and a</p>

	<p>subsection on apprenticeship was added. Additional changes to this procedure will be reviewed at Policy, and will be brought forward to the next meeting of Education Council.</p> <p>Following consultation with institute groups, Barry Hogan has developed wording regarding general education for bachelor degrees at BCIT. This will be reviewed at the next Policy committee meeting on Feb. 6, 2013.</p> <p>Also submitted for review at the Feb. 6th meeting is the new policy and procedure on Program Review. Wide consultation across the institute will be arranged for this policy and procedure.</p> <p>Rob Stevens is currently leading a working group to consider various components related to assigning credits to courses. Outcomes of the review may result in policy and procedural changes that will be submitted to the Policy committee.</p> <p>The new policy on Faculty Member Qualifications will be submitted to Policy for discussion and review at the March 13, 2013 meeting.</p>
7. New Business	<p>Request for Exemption from Procedure 5103-PR1 Grading, Regarding Late Withdrawal – Interior Design Program – Kathy Siedlaczek</p> <p>Kathy referred to the document included in the meeting package and provided an overview of the request.</p> <p>Moved: Kathy Siedlaczek; Seconded: Michael Currie</p> <p>THAT Education Council approves the request for exemption to Procedure 5103-PR1 Grading for the Interior Design program such that all applications from interior design students for late withdrawals from part-time studies courses will require approval of the Interior Design PTS Program Head.</p> <p>A discussion took place regarding the need for consistency between full and part-time studies related to withdrawal and late withdrawal deadlines and processes. A recommendation to review the policy was made, and to undertake institute consultation regarding the requirements related to withdrawal. It was commented that program areas have the ability to request exemption from policy.</p> <p>Carried, with 2 opposed.</p>
8. Any Other Business	No other business was brought forward.
9. Adjournment	Moved: Kerri Macmillan Meeting adjourned at 4:01 p.m.
Next meeting	Wednesday, March 27, 2013 SE40 – Royal Oak Boardroom 2:30 – 4:30 pm