



**REGULAR MEETING OF THE
BCIT EDUCATION COUNCIL**

**Wednesday, October 17, 2012
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)	Paul Dangerfield (Administration)
Richard Plett, Vice Chair (GEU Instructional)	Debra Williams (Faculty)
John Brohman (GEU Instructional)	John Jenness (Faculty)
Craig Cowan (Administration)	
Jennifer Figner (Faculty)	
Joanne Atha (GEU Support)	
Cory Langford (GEU Instructional)	
Dean Hildebrand (Administration)	
Michael Currie (Faculty)	
Youdan Zhang (Faculty)	
Victor Lu (Student Rep.)	
Rebecca Davidson (Student Rep.)	
Jim Hunter (Faculty)	
Jeff Dewhurst (GEU Instructional)	
Keith Van (Student Rep.)	
Marwan Marwan (Student Rep.)	
Jay Notay (Dean, non-voting)	
Daniel Huh (SA President, non-voting)	
Recorder: Karen Cresswell	

1. CALL TO ORDER	The meeting was called to order at 2:30 pm.
2. Welcome to new members	<p>Kathy welcomed Council members to the first meeting of the fall term for Education Council 2012-13.</p> <p>Kathy introduced and welcomed the new members to Council:</p> <p><u>Appointed:</u></p> <p>Dean Hildebrand, Associate Dean of Science and Technology, School of Computing and Academic Studies. Dean is an Administration representative on Council.</p> <p><u>Elected (by-election):</u></p> <p>Michael Currie, Faculty, School of Construction and the Environment</p> <p>Youdan Zhang, Faculty, School of Transportation and Professional</p>

	<p>Services.</p> <p>Victor Lu, Student Representative</p> <p><u>Standing Committee Participation:</u></p> <p>Policy Committee: Michael, Dean and Victor</p> <p>Programming Committee: Youdan</p>
3. Approval of Agenda	<p>The agenda was reviewed.</p> <p>Moved: John Brohman; Seconded: Dean Hildebrand</p> <p>Agenda approved, as distributed.</p>
4. Approval of Minutes	<p>The minutes for the June 6, 2012 meeting were reviewed.</p> <p>Moved: Craig Cowan; Seconded: Jeff Dewhurst</p> <p>Minutes approved, as distributed.</p> <p>The June 6, 2012 minutes will be posted to the Education Council website.</p>
5. Business Arising from the Minutes	<p>There is no business arising from the minutes.</p>
6. Reports	
EdCo Chair	<p><u>Kathy Siedlaczek</u></p> <p>At the June 2012 meeting of Education Council, a series of policy recommendations were brought forward and approved at Education Council. When presented to the Board of Governors, the recommendation to limit the use of exempt credit in multiple credentials was proposed but not approved. Currently, the ability to obtain credit for courses already taken in a BCIT program and use them as credit toward applicable courses in subsequent BCIT programs is limitless. Following the Board's decision not to approve the recommended limitations, a discussion has taken place at EdCo Executive to examine BCIT's philosophy regarding the reuse of credits already earned at BCIT. Early discussions support a philosophy that enables opportunities for students to ladder amongst programs, and recognizes that students should not be required to retake courses already completed; however, integrity in BCIT programming must be maintained.</p> <p>One possible approach is to consider course overlap from a program design perspective. This would require program areas to provide a certain number of courses or percentage of overall credits as new courses within any new program proposed. Further discussion is required.</p> <p>A question was asked regarding the impact of limiting the use of exempt credits on program options. Discussion about new approaches to limiting reuse of exempt credits are just underway, so while the answer to how options may be affected is unknown at this time, this will be one of the considerations during the discussions.</p>

	<p>Kathy advised that a committee called the ‘Curriculum Change Review Panel’ (CCRP) is in place over the summer to consider major changes to existing programs where there is a need for approval prior to the first meeting in the fall. The committee is only struck on an ‘as needed’ basis. Kathy reported that no such submissions were made during the summer of 2012; therefore the CCRP was not required to convene.</p>
BCIT President	<p><u>Don Wright</u> Don was unavailable to attend the meeting.</p>
Vice President, Education, Research and International	<p><u>Paul Dangerfield</u> Paul was unavailable to attend the meeting. Jay Notay, dean, School of Transportation provided a report on Paul’s behalf.</p> <ul style="list-style-type: none"> • Many new initiatives are being proposed in terms of program development, review, and major changes for 2012-13, and 2013-14. These will be reviewed and prioritized. • A focus this year is the BCIT Quality Framework. Many initiatives are underway or planned following the guidelines of the Quality Framework which emphasizes: <ul style="list-style-type: none"> ○ our promise to students to ensure the best possible education to ensure job readiness in their chosen career immediately upon graduating ○ Our commitment to students to provide an exceptional experience and superior return on their investment in the most innovative and productive manner ○ Three pillars of quality: <ol style="list-style-type: none"> 1. Highest quality of programs and products 2. Excellence in delivery 3. Outstanding student support • Another key initiative is the Part-time Studies Review. Lead for the project is Bill Dow, dean, School of Health Sciences; working with the team is Ken Florkow, director, Learner Services. The project, team will look at quality; operations; and governance. The review will continue throughout the year.
Students	<p><u>Dan Huh and Marwan Marwan</u> Dan reported that the Student Association has moved into a new space on the third floor of the SE2 building. Dan thanked those at the institute who were involved in helping to make the move possible. The first meeting of the school year has taken place between the SA Executive and BCIT Executive. A key topic discussed was teacher evaluations, specifically how they are developed and where they go once completed. Further discussion on this topic will take place. The SA Chairs held their first tech rep meetings this month, and they</p>

	<p>went very well.</p> <p>Marwan reported that this year the Student Association will focus on improving representation for the students across campuses. Students at satellite campuses are not actively involved, nor is there enough feedback from students attending other campuses. The SA will initiate improvements in communication, including display of additional posters, flyers and pamphlet distribution, so that all BCIT students are aware of their rights and responsibilities.</p>
Dean	<p><u>Jay Notay</u></p> <p>Jay reported that the deans are currently working on School operating plans, and are in the process of finalizing which proposals for new programs will be brought to the table. The challenge will be to ensure that the needs of all of the Schools are met while recognizing that there are limited resources available.</p>
7. Standing Committee Reports	
Programming Committee	<p><u>Richard Plett</u></p> <p>Richard reported that the Programming committee reviewed one Proposal for a Certificate in Construction Estimating. No submissions for Concept papers or major changes to existing programs were received. Richard provided an overview of the proposed program, and introduced program champion James Iversen.</p> <p>Moved: Richard Plett; Seconded: Keith Van</p> <p>THAT the Programming committee recommends to Education Council approval of the Program proposal for a Certificate in Construction Estimating.</p> <p><u>Discussion:</u> A question was asked regarding the evaluation breakdown for a course within the program. The evaluation in question at 100% is related to a major project, and therefore falls within policy requirements.</p> <p>Carried.</p>
Policy Committee	<p><u>Kerri Macmillan</u></p> <p>Kerri reported that a number of policy and procedure items are in the queue for the Policy committee to review throughout 2012-2013. Kerri identified a list of prioritized policies and procedures that will be reviewed by the Policy committee:</p> <p>Policy 5402 – Program Review – full review</p> <p>Policy on Faculty Member Qualifications – new policy</p> <p>Policy 5012 – Assigning Credits to Policy – full review</p> <p>Policy 5401 – Program Development and Change – revision to specific sections</p> <p>Policy 5102 – Student Code of Conduct (non-academic) – full review</p>

	<p>Kerri referred to a document in the meeting package of Procedure 5403-PR1 – Course Outlines. Kerri advised that a request was submitted to the Policy committee last spring to clarify the approval responsibility for courses that are developed within one School, but are delivered into programs in other Schools. The Policy committee reviewed the Procedure and approved a recommendation for revision so that approval will be requested from both program heads or chief instructors, and one Associate Dean.</p> <p>Moved: Kerri Macmillan; Seconded: Joanne Atha</p> <p>THAT the Policy committee recommends to Education Council approval of revisions to Procedure 5403-PR1 – Course Outlines to clarify approval responsibility for courses. The following sections in the Procedure are impacted: Page 2; item 18. Page 3, item 28. Page 3, item 29.</p> <p>Carried.</p> <p>A member referred to the new Faculty Member Qualifications policy and requested that when the Policy committee reviews the policy, they ensure that the description of ‘Faculty’ is correctly defined.</p>
<p>8. New Business</p>	<p>Approved Exceptions to Policy – Kathy Siedlaczek</p> <p>Kathy advised that in June, a query was directed to the Education Council office from a program area that had previously received an approval for an exception to policy. Since the approval, the Policy number has changed, and the program area wanted to ensure that they would still be able to enforce their exception. Kathy assured the individual that unless changes to the actual policy were made to invalidate the exception, it would still be in place. Kathy advised the program that she would make a statement at Council regarding this matter, and would advise other program areas that have received approval for exceptions to policy of these circumstances.</p> <p>Policy exceptions that have been granted by Education Council are still valid if a policy number or name changes as long as the policy for which the exception was granted has not changed. Program areas referring to the previous policy and section numbers need only update their documentation to the current policy and section numbers.</p>
<p>9. Any Other Business</p>	<p>No other business was brought forward.</p>
<p>10. Adjournment</p>	<p>Moved: Keith Van Meeting adjourned at 3:05 pm.</p>
<p>Next meeting</p>	<p>Wednesday, November 7, 2012 SE40 Royal Oak Boardroom 2:30 – 4:30 pm.</p>