



**REGULAR MEETING OF THE
BCIT EDUCATION COUNCIL**

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

Elected/Appointed Members	
Present:	Absent:
Richard Plett (Administration)	Eric Fry (GEU Instructional)
Craig Cowan, Vice Chair (Administration)	Chris Golding (A/President, non-voting)
Jennifer Figner, Vice Chair (Faculty)	
Paul Dangerfield (Administration)	
Patricia Bretschneider (GEU Support)	
Chris Wiebe (GEU Instructional)	
Sanjeev Sarwal (GEU Instructional)	
Debra Williams (Faculty)	
Joanne Atha (GEU Support)	
John Jenness (Faculty)	
Cory Langford (GEU Instructional)	
Jonathan Chiu (Faculty)	
Dean Hildebrand (Administration)	
Michael Currie (Faculty)	
Youdan Zhang (Faculty)	
Eirene Cloma (Student Rep.)	
Keith Van (Student Rep.)	
Daniel Sumano (Student Rep.)	
Dominka Pilat (Student Rep.)	
Steve Eccles (Dean, non-voting)	
Rebecca Davidson (Student President, non-voting)	
Recorder: Karen Cresswell	

1. CALL TO ORDER	<p>The meeting was called to order at 2:30 pm.</p> <p>Richard commented that the President’s Forum, scheduled to begin at 3:30 pm today, will be video streamed for individuals who are unable to attend. The forum will be available to be viewed from your computer at a later date/time.</p>
2. Approval of Agenda	<p>The agenda was reviewed.</p> <p>Moved: Cory Langford; Seconded: Jonathan Chiu</p> <p>Agenda approved, as distributed.</p>

<p>3. Approval of Minutes</p>	<p>The minutes were reviewed. Moved: Debra Williams; Seconded: Patricia Bretschneider Minutes approved, as distributed.</p>
<p>4. Business Arising from the Minutes</p>	<p>There is no business arising from the minutes. Richard referred to an Action Item in the June 5, 2013 minutes related to establishing criteria for review of Prior Learning Assessment and Recognition (PLAR). This item will be addressed at the next meeting of EDCO Executive.</p>
<p>5. Reports</p>	
<p>EdCo Chair</p>	<p><i>Richard Plett</i></p> <p>Richard reported on the following items:</p> <p><u>Succession Planning:</u> Richard referred to a document titled ‘Education Council Chair and Vice Chair Roles and Expectations’. This document has been distributed and reviewed with members through the Standing Committee Chairs. The document will serve as a reference for all members and for those who may wish to consider moving into a leadership role on Council. This document will now be added as an appendix in the EDCO Bylaws.</p> <p><u>Managing Meetings:</u> An orientation session for the Chair and Vice Chairs of Council was held in late August and was facilitated by Paul Harris. The session was useful to clarify the differences between the role of a Council member, and the roles of Chair and Vice Chair. EDCO Executive has recommended that an orientation session on managing meetings is held each year for newly elected Chair and Vice Chairs. The objective of holding a yearly orientation will be included in the ‘Duties’ section of the EDCO Executive committee terms of reference.</p> <p><u>Recruitment:</u> Richard advised that in order to ensure all seats are filled each year with individuals who are enthusiastic about participating on Council; we will solicit the assistance of the School Quality Committees (SQC). As we near election time in the spring, we will request recommendations for suitable candidates who may wish to run.</p> <p><u>Presentation to Board of Governors:</u> An orientation for the Board of Governors is being planned and will take place on October 9th at ATC. Richard will provide an overview of Council at the orientation and focus on review processes undertaken by the Standing committees; including inclusive consultation across the institute, and the level of rigor that goes into review and approval recommendations.</p> <p><u>Attendance:</u> Richard reminded members about the bylaw sections identifying member attendance requirements for Council and Standing committee meetings. Richard impressed upon members the importance of attendance at all meetings, including the Standing committee meetings where the lion’s share of work is undertaken.</p>

	<p>There is an expectation that members attend all of their scheduled meetings, and that prior notification/approval is needed if absences are necessary. Input at Standing committee meetings is needed and valued from all applicable constituencies. Achieving quorum is required for all of our meetings, making attendance an important factor.</p> <p><u>Conflict of Interest.</u> Richard read aloud the EDCO Bylaw that identifies Conflict of Interest guidelines. When a Council member is in a conflict of interest situation, he/she is encouraged to notify Council at the outset of a review or discussion, and to abstain from voting on any recommendations associated with the item.</p> <p><u>Planning for next Fiscal 2014-15:</u> Barry Hogan, dean of Academic Planning and Quality Assurance, has been meeting with the deans regarding planning for the next fiscal year. Preliminary findings indicate that program activity will increase significantly as we move forward into the next fiscal year. Major changes to existing programs will be predominant, resulting from outcomes of the program review cycle that is underway.</p> <p>Richard reported that the following items, approved at Council in June, were presented and approved by the Board:</p> <p><u>Concept papers approved for Proposal development:</u> Bachelor of Applied Science in Software Engineering Master of Science in Ecological Restoration</p> <p><u>New Policy:</u> Policy 5601 – Faculty Qualifications</p>
<p>Institutional Report Vice President, Education, Research and International</p>	<p><u>Paul Dangerfield</u></p> <p>Paul reported that the provincial Ministry of Advanced Education has slowed the advancement of the Quality Assurance Framework. One of the challenges faced by the Ministry has been to establish a framework that will be effective for all post-secondary in the province; a difficult undertaking considering the diverse range of post-secondary in BC. The structural differences between private and public institutions further complicate the development of an inclusive Quality Assurance Framework. The Ministry is currently focused on the Degree Quality Assessment Board (DQAB) with the intent to review its' structure, to streamline processes, and to implement a strategic and flexible approach to the way in which programs are approved through the system. The Ministry is considering a new direction that will link approval/funding of new programs with the provincial jobs plan, and they will look favorably upon program proposals that support jobs in the workplace.</p> <p>At BCIT we will continue to move forward with our application for exempt status; Barry Hogan and his team will work through the application process this year. We will also concentrate on obtaining AUCC membership; an important acquisition that will assist graduates achieve recognition for their BCIT credentials across Canada.</p>

	<p>The ITA, which is a body within the Ministry that sets standards and provides funding for Trades programming, is undergoing a complete review to assess its' effectiveness within the system. Minister Shirley Bond is accountable for the review and BCIT is working closely with the Minister throughout the review process. Linking programming to the jobs plan is a positive direction for BCIT, as our programs are well aligned with industry needs and graduate success.</p>
Students	<p><u>Eirene Cloma</u></p> <p>Eirene reported that the rush of activity associated with term start is settling, and the students are now entering week five of the fall term. There has been considerable activity within the Student Association. Council meetings have taken place, and counsellors have been appointed to all established positions. The student executive is working on finalizing objectives and is giving consideration to ways that the different Schools at BCIT can interact more; both socially and academically. The student chair at the Downtown Campus resigned last week, and a by-election will be initiated, hopefully next week.</p>
Dean	<p><u>Steve Eccles</u></p> <p>As a follow-up to the student's report, Steve impressed upon Council the importance of connecting with students within the first few weeks of school to provide them with the support that they need to become accustomed to BCIT.</p> <p>Steve indicated that planning is a key initiative at this time of year, and the deans are focussed on this year's budget; maintaining fiscal responsibility, and keeping performance on track. Revenue indicators are positive, especially in part-time studies, which is a reliable bell-weather of how well BCIT is perceived.</p> <p>Key to the Operating Plan will be incorporation of the institute's Strategic Plan, and then to ensure that the plan is implemented. A focus at the VP ERI Forum has been to improve the students' experience and a key part is to listen to the student voice. This focus is being explored as a strategic imperative with an objective to put the resulting plan into place.</p> <p>Program reviews are underway; these are vital to the institute's ability to deliver quality programming and to facilitate planning, innovation and relevance to the needs of students and industry.</p>
6. Standing Committee Reports	
Programming Committee	<p><u>Jennifer Figner</u></p> <p>Jennifer reported that the Programming committee met on September 18, 2013, and advised that Jonathan Chiu has been elected as Vice Chair of the Programming Committee for 2013/14.</p> <p>The Programming committee reviewed a large number of submissions, including one request for a major curriculum change; 1</p>

Program proposal, and 5 Concept papers.

Jennifer provided an overview of each submission and introduced the Program Champions who were in attendance at the EDCO meeting in support of their submissions.

Major Curriculum Change:

Cardiac Science – Cardiovascular Technology and Pacemaker Technology. School of Health Sciences. Program Champions: Cindy Mazerolle and Robin Wolfe

Moved: Jennifer Figner; **Seconded:** Jonathan Chiu

THAT the Programming committee recommends to Education Council approval of a major curriculum change for the Cardiovascular Technology and Pacemaker Technology programs.

Carried.

Concept Papers:

Diploma in Auto Service Technician – Non-Coop. School of Transportation. Program Champions: Steve Perry and Mark Deroche

Moved: Jennifer Figner; **Seconded:** Cory Langford

THAT the Programming committee recommends to Education Council approval of the Concept paper for a Diploma in Auto Service Technician – Non-Coop.

Discussion: A question was asked whether removing the coop component of the program will impair opportunities for graduates to ladder into degree programs. The learning outcomes of the program have not changed; therefore absence of coop will not have an impact on laddering to degree programs.

Carried, with one abstention.

Diploma in Auto Service Technician - International Partnership. Osan University – South Korea. School of Transportation. Program Champions: Steve Perry and Mark Deroche

Moved: Jennifer Figner; **Seconded:** Craig Cowan

THAT the Programming committee recommends to Education Council approval of the Concept paper for a Diploma in Auto Service Technician International Partnership. Osan University – South Korea.

Discussion: Paul complimented Steve and Mark for their work on this submission. This will provide a good model for other technician and trades programs that may wish to develop a similar opportunity. Korea is an advanced and sophisticated country, and this will provide an excellent opportunity for students.

Carried, with one abstention.

Master of Science in Prosthetics and Orthotics. School of Health Sciences. Program Champion: Jason Goodnough

Moved: Jennifer Figner; **Seconded:** Eirene Cloma

THAT the Programming committee recommends to Education Council approval of the Concept paper for a Master of Science in Prosthetics and Orthotics.

Carried.

Bachelor of Science Honours in Forensic Science and Biochemistry (UBC Collaboration). School of Health Science. Program Champion: Jason Moore

Moved: Jennifer Figner; **Seconded:** Jonathan Chiu

THAT the Programming committee recommends to Education Council approval of the Concept paper for a Bachelor of Science Honours in Forensic Science and Biochemistry (UBC Collaboration).

Carried, with two abstentions

Graduate Certificate in Applied Industrial Research. School of Computing and Academic Studies. Program Champion: Kim Dotto

Moved: Jennifer Figner; **Seconded:** Chris Wiebe

THAT the Programming committee recommends to Education Council approval of the Concept paper for a Graduate Certificate in Applied Industrial Research.

Discussion: Richard offered congratulations to Kim Dotto for the development of this program, and commented that this is an excellent cross-institutional opportunity for BCIT.

Carried.

Program Proposal:

Associate Certificate in Project Management. School of Business. Program Champion: Richard Vurdela

Moved: Jennifer Figner; **Seconded:** Patricia Bretschneider

THAT the Programming committee recommends approval of the Program proposal for an Associate Certificate in Project Management.

Discussion: Steve Eccles offered compliments on a good proposal, and is pleased to see BCIT developing in this field. Steve questioned the placement of COMP 2831 as an elective rather than a mandatory course. The program champion indicated that the objective of the program is to provide a core of basic information, and for students to then continue with specialized courses focussing on industry applications.

Carried.

Richard advised that the Concept papers for the Masters of Science in Prosthetics and Orthotics and the Bachelor of Science Honours in Forensic Science and Chemistry, as well as the Program proposal for an Associate Certificate in Project Management will be presented to the Board of Governors with a recommendation for approval at the Board meeting on October 15th.

<p>Policy Committee</p>	<p><u>Craig Cowan</u></p> <p>Craig reported that the Policy committee met on September 4th, and advised that Dean Hildebrand has been elected Vice Chair of the Policy committee for 2013-14.</p> <p>The committee reviewed an item originally initiated by Rob Stevens regarding the various experiences for work integrated learning at BCIT. These include coops, practicums, clinicals and preceptorships. Each has varying definitions, credit and evaluation methods. The Policy committee recommended to EDCO Executive that the information related to work integrated learning should be compiled into one policy; the recommendation was supported. Once a new policy has been developed, it will come forward to the Policy committee for review, consultation and recommendation.</p> <p>At the last meeting of Education Council, a request for exemption to policy was reviewed and approved. Further to the review, a recommendation was made to develop a procedure for considering such requests. The Policy committee has discussed the need for a procedure to review policy exemption requests prior to the request coming forward to Education Council. The committee recommends including a review process through the SQC of the School initiating the request, as well as approval from the dean. Policy exemption request that may impact the Registrar’s office will require additional review prior to coming forward to Education Council. This item will cycle back through the Policy committee, and a location for development of the procedure will be recommended.</p> <p>The Policy committee will be examining Education policies (and accompanying procedures) that are coming up for renewal, these are:</p> <p>Policy 5101 – Student Regulations Policy 5103 – Student Evaluation and Grading</p> <p>A comprehensive review and consultation with the community to seek input will be part of the process. Policy renewal will represent the majority of Policy committee work undertaken this year.</p> <p>Other policies that are up for review or will be coming due soon are:</p> <p>5003 – Admissions 5102 – Student Code of Conduct (non-academic) 5104 – Academic Integrity</p>
<p>7. New Business</p>	<p>There is no new business.</p>
<p>8. Any Other Business</p>	<p>There is no other business.</p>
<p>9. Adjournment</p>	<p>Moved: Craig Cowan. Meeting adjourned at 3:30 pm.</p>
<p>Next meeting</p>	<p>Wednesday, November 6, 2013 SE40 Royal Oak Campus Boardroom 2:30 – 4:30 pm</p>

