



**REGULAR MEETING OF THE  
BCIT EDUCATION COUNCIL**

**Wednesday, May 1, 2013  
SE 40 – Royal Oak Boardroom  
2:30 to 4:30 p.m.**

<b>Elected/Appointed Members</b>	
<b>Present:</b>	<b>Absent:</b>
Kathy Siedlaczek, EdCo Chair (Administration)	Rebecca Davidson (Student Rep.)
Kerri Macmillan, Vice Chair (GEU Support)	Chris Golding (A/President, non-voting)
Paul Dangerfield (Administration)	Daniel Huh (SA President, non-voting)
John Brohman A/Vice Chair (GEU Instructional)	Jeff Dewhurst (GEU Instructional)
Craig Cowan (Administration)	
Jennifer Figner (Faculty)	
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)	
Keith Van (Student Rep.)	
Victor Lu (Student Rep.)	
Marwan Marwan (Student Rep.)	
Steve Eccles (Dean, non-voting)	
Recorder: Karen Cresswell	

<b>1. CALL TO ORDER</b>	The meeting was called to order at 2:32 pm.
<b>2. Approval of Agenda</b>	The agenda was reviewed. <b>Moved:</b> Keith Van; <b>Seconded:</b> Dean Hildebrand Agenda approved, as distributed.
<b>3. Approval of Minutes: March 27, 2013</b>	The minutes were reviewed. <b>Moved:</b> Craig Cowan; <b>Seconded:</b> Jonathan Chiu Minutes approved, as distributed.
<b>4. Business Arising from the Minutes</b>	There is no business arising from the minutes.
<b>5. Reports</b>	

**EdCo Chair**

Kathy Siedlaczek

Kathy reported on the following items:

**Elections:** Student elections have concluded. Three out of four student seats have been filled for 2013-2014; with one of the three now filled by the newly elected VP of Student Affairs (Student Executive). The fourth seat is open in the EdCo election cycle currently underway. Other constituency seats open in the current election are:

GEU Support – 1 seat;

GEU Instructional – 4 seats

Voting is now underway and will conclude on May 7<sup>th</sup>.

The FSA Faculty seat for the School of Energy has been filled by nominee John Jenness who was acclaimed.

Kathy also advised that Rebecca Davidson, one of our current Student Reps on Council, has been elected as Student President for 2013-14. Rebecca will continue on Council as a non-voting member.

**Meeting Dates and Approval Timeline for 2013-14:** Kathy referred to the document included in the meeting package and reviewed the information. The timeline document has been enhanced to provide greater detail regarding submissions; an additional Programming meeting has been added to accommodate the deadline for Major changes requiring September implementation, and Policy committee meeting dates have also been provided. This document will be made available to the BCIT community.

**Last meeting for 2012-13 Council:** Kathy reminded members that today is the final meeting for the 2012-13 Council. The new Council for 2013-14 will begin with their first meeting on June 5<sup>th</sup>. Kathy advised that she will be stepping down from Council, and election of the new Chair and Vice Chairs of Council will take place at the June meeting.

The EdCo Executive acts as the nominating committee for the Chair and Vice Chair positions on Council. Members who will be continuing on Council, and who are interested in any of positions, are encouraged to advise Kathy or Karen as soon as possible.

**EdCo Luncheon:** Kathy reminded members that the EdCo Luncheon will take place on Thursday, May 16<sup>th</sup>. This is an appreciation event for those members and resource individuals who have participated in the work of Council over the past year.

**Templates on LTC Website:** Kathy advised that the templates for Concept papers and other Proposals have been refreshed and revised, and are now available on the LTC website for use. As well, all resource documents for Program Review are now available on the LTC website.

**Associate Certificates:** Kathy provided an overview of the pilot project for major changes to Associate Certificates. One criterion that

	<p>determines whether a change is major is to assess whether a minimum of 10% of the overall credit value of the program has been changed. In the instance of an Associate Certificate, 10% of the program's credit value could equate to a change to one course within the program. Associate Certificates are meant to be current and refreshed often; it was therefore recommended to raise the limit to 25% for major changes to Associate Certificate programs. This modification will be piloted for a period of time to consider whether it is a viable process. If so, then a permanent change to the procedure will be recommended.</p> <p><b>Academic Governance Committee (AGC):</b> Kathy explained that the AGC is comprised of chairs and vice chairs of Education Councils in BC. The committee meets twice per year, and BCIT hosted the most recent meeting on Saturday, April 27<sup>th</sup>. Representatives from twelve institutions participated, and several useful discussions took place. BCIT is in an enviable position with respect to constituency participation. It was noted that BCIT has and clear structures and processes in place.</p>
<p><b>A/BCIT President</b></p>	<p><u>Chris Golding</u> Chris was unable to attend the meeting.</p>
<p><b>Vice President, Education, Research and International</b></p>	<p><u>Paul Dangerfield</u> Paul advised that with the departure of Kathy Siedlaczek, one Administration seat on Council will become vacant. To fill the position, Paul has appointed Richard Plett as an Administration representative on Council.</p> <p>Discussion with the Ministry is underway regarding the upcoming budget, job plans and apprenticeship; however, with the election underway, some Ministry activity is in a holding pattern. We are waiting to receive final approval for the Bachelor of Interior Design, and we continue to wait for the DQAB decision that will enable us to proceed with the Bachelor of Science in Food Technology and Operations Management.</p> <p>In May/June, Chris Golding, A/president, will be releasing a president's scan for the 2014-15 year, along with a financial forecast.</p> <p>Internationalization is an area under review at BCIT, and a strategic plan for our International department is being considered. Various departments at BCIT are reviewing activities and processes to find ways to improve business. Further initiatives include implementation of the LOOP, and a commitment to upgrade to Lean Six Sigma.</p> <p>Over the past six months Paul has been working with a number of colleges and universities in the province to engage in collaborative endeavors and to develop partnership agreements. An example of such an agreement is with Camosun college in the area of shipbuilding.</p> <p><b>Program Review – Diploma in Graphic Communications Technology</b></p>

	<p>Paul referred to the Program Review document included in the meeting package, and reviewed it with Council members. Paul complimented the program area for stepping forward as one of the first programs to engage in the new review process. Paul introduced Randy Singer, Associate Dean for this program. Randy indicated that the new process has ‘upped the game’ for program reviews. It has been hard work and he expressed his appreciation for the leadership and support from the Program Development and Review team. The process provides program areas with a good opportunity to look at their programs on a holistic basis, as well as at the course level. Randy’s overall impression is that the process is a significant improvement over previous activity, and that there is a learning curve involved. The new review process will benefit programs at BCIT.</p>
<p><b>Students</b></p>	<p><u>Kathy Siedlaczek for Rebecca Davidson</u></p> <p>Kathy advised that Rebecca is attending a reception hosted by the Student Association for the outgoing and incoming Student Executive, but she has provided a report to be shared with Council.</p> <p>“Students are wrapping up school, with projects and essays due, and finals around the corner. The BCIT Learning Common’s peer tutoring is coming to an end, having had their most successful turn out for students (tutees) in one year. The Student Association held elections in this last month. I am pleased to tell you I have been elected BCITSA president, and therefore will be returning as a non-voting member. As well, Eirene Cloma will be joining us as the new VP of Student Affairs. All of the executives will be taking office as of June 1<sup>st</sup>, all eager to be part of enhancing student life.”</p> <p><u>Marwan Marwan</u></p> <p>Marwan reiterated that the Student Association executive is undergoing transition, and that Rebecca will be the new student president for 2013-14. Students are completely focussed on final exams and projects at this time.</p> <p>Paul offered his thanks to the students for their participation and leadership at BCIT.</p>
<p><b>Dean</b></p>	<p><u>Steve Eccles</u></p> <p>Steve reported that the deans are focussing on the 2014-15 planning cycle, and commented that he is impressed with the way BCIT focusses on the road ahead and anticipates possibilities. The deans will soon be gathering off campus to review their charter; this is a valuable process and an opportunity for the deans to reconnect.</p> <p>Steve referred to the Loop as ‘a game-changer for BCIT’. The Loop is a visionary tool that is student focussed and will assist with making improvements to our programs. Steve credited Stephen Lamb, CIO, with the foresight to bring this resource to BCIT.</p> <p>Steve recognized the participation of the student representatives on Council, and wished them well.</p>

<p><b>6. Standing Committee Reports</b></p>	
<p><b>Programming Committee</b></p>	<p><i>John Brohman</i></p> <p><u>Major Changes to Existing Programs:</u></p> <p><b>Bachelor of Engineering in Mechanical Engineering</b>  School of Energy, Program Champion: Paul Morrison  <b>Moved:</b> John Brohman; <b>Seconded:</b> John Jenness  <b>THAT</b> the Programming committee recommends to Education Council approval of a major curriculum change to the Bachelor of Engineering in Mechanical Engineering.  <b>Carried.</b></p> <p><b>Post Diploma to Advanced Diploma in Clinical Genetics Technology</b>  School of Health Sciences, Program Champion: Irene Dorocicz for Fred Bauder  <b>Moved:</b> John Brohman; <b>Seconded:</b> Marwan Marwan  <b>THAT</b> the Programming committee recommends to Education Council approval of a credential change for the Clinical Genetics Technology program:  <u>From:</u> Post Diploma  <u>To:</u> Advanced Diploma  <u>Discussion:</u> A question was asked regarding entrance requirements to the program. Satisfactory clarification was provided by the program representative.  <b>Carried.</b></p> <p><b>Diploma in Geomatics Engineering Technology</b>  School of Construction and the Environment, Program Champion: Bob Harrower  <b>Moved:</b> John Brohman; <b>Seconded:</b> Debra Williams  <b>THAT</b> the Programming committee recommends to Education Council approval of a major curriculum change to the Diploma in Geomatics Engineering Technology.  <b>Carried.</b></p> <p><b>Diploma in Architectural and Building Engineering Technology</b>  School of Construction and the Environment, Program Champion: Michael Currie  <b>Moved:</b> John Brohman; <b>Seconded:</b> Jonathan Chiu  <b>THAT</b> the Programming committee recommends to Education Council approval of a program name change,  <u>From:</u> Architectural and Building Engineering Technology  <u>To:</u> Architectural and Building Technology</p>

**Carried, with one abstention.**

**Diploma in Marine Engineering (Cooperative Education)**

School of Transportation, Program Champion: Sanjeev Sarwal

**Moved:** John Brohman; **Seconded:** Craig Cowan

**THAT** the Programming committee recommends to Education Council approval of a major curriculum change to the Diploma in Marine Engineering Cooperative Education program.

Discussion: The program champion was asked to comment about the relationship with Transport Canada regarding the development or renewal of BCIT programs. Sanjeev advised that program changes are pursued in collaboration with other colleges, and with Transport Canada. We are not forced to do anything, and we do have a say. Transport Canada provides latitude in how we teach curriculum, as long as the required outcomes and competencies are achieved.

**Carried.**

**Bachelor of Technology in Ecological Restoration**

**Moved:** John Brohman; **Seconded:** Marwan Marwan

**THAT** the Programming committee recommends to Education Council approval of a major curriculum change to the Bachelor of Technology in Ecological Restoration.

Discussion: A lengthy discussion took place regarding the changes proposed to the program related to the new general education requirements for degree programs, and whether the Programming committee considered this aspect of the curriculum change. The Programming committee did address the general education component in reference to the changes proposed. The requirements are new, and discussion will be ongoing; however, the committee agreed that the proposed changes align with the new requirements. A separate question was asked and answered with respect to one elective course within the program being delivered by UVIC.

**Carried.**

Concept Papers

**Certificate in Investigative Science and Technology**

School of Computing and Academic Studies, Program Champion, David McKay

**Moved:** John Brohman; **Seconded:** Marwan Marwan

**THAT** the Programming committee recommends to Education Council approval of the Concept paper for a Certificate in Investigative Science and Technology.

Discussion: A question was asked regarding the ability for students to provide proof of security clearance for this program, considering it is part-time studies delivery. Will students be registered as a cohort, or will the program be offered via course by course registration? The program champion advised that the program is designed as a cohort

	<p>system; however course by course registration will be permitted to individuals working within the industry who are seeking professional development opportunities. All students will be required to submit to a criminal records check.</p> <p><b>Carried, with one abstention.</b></p> <p><b>Bachelor of Engineering in Mining and Mineral Exploration</b> School of Construction and the Environment, Program Champion, James Leader</p> <p><b>Moved:</b> John Brohman; <b>Seconded:</b> Michael Currie</p> <p><b>THAT</b> the Programming committee recommends to Education Council approval of the Concept paper for a Bachelor of Engineering in Mining and Mineral Exploration</p> <p><b>Carried.</b></p>
<p><b>Policy Committee</b></p>	<p><i>Kerri Macmillan</i></p> <p>Kerri referred Council members to the Policy 5003 – Admissions document in the meeting package. An additional section to the policy is being proposed regarding the use of previously earned credit toward multiple credentials. Kerri provided some rationale for the proposed wording, and indicated that the description aligns with the current practice that is in place. The term ‘Multiple Credentials’ is consistent with the wording used at other institutions in the province.</p> <p><b>Moved:</b> Kerri Macmillan; <b>Seconded:</b> Marwan Marwan</p> <p><b>THAT</b> the Policy committee recommends to Education Council approval of the addition of Section 3.3 Multiple Credentials, to Policy 5003 – Admissions.</p> <p><b>Carried.</b></p> <p>Kerri advised that the accompanying Admissions Procedure will be reviewed at the Policy committee meeting scheduled for May 8<sup>th</sup>. The Policy and Procedure will be released together, following completion of the required approvals.</p> <p>Kerri advised that this is the last Education Council meeting that she will attend as she will be stepping down from Council. Kerri was thanked for her hard work and contribution; she will be missed.</p>
<p><b>7. New Business</b></p>	<p>There is no new business.</p>
<p><b>8. Any Other Business</b></p>	<p>Kathy extended her good wishes to Council and expressed her appreciation for the dedication and hard work of all members. Kathy will remain in her role on Council until the end of May, and then will be stepping down. On behalf of Council, Craig Cowan thanked Kathy for her contributions as Chair of Council and for her valued participation on the Standing Committees. Many thanks were offered to Kathy; she will be missed.</p>

<b>9. Adjournment</b>	<b>Moved:</b> Marwan Marwan Meeting adjourned at 3:45 pm
<b>Next meeting</b>	<b>Wednesday, June 5, 2013</b> <b>Royal Oak Boardroom SE 40</b> <b>2:30 – 4:30 pm</b>