

# Meeting Minutes

## Education Council

**Date:** February 1, 2023

**Time:** 2:30–4:30 pm.

**Meeting location:** SE40; Royal Oak Boardroom

**In attendance:** Eric Fry, Chair; Cheryl Cahill, Vice Chair; Michael Currie, Vice Chair; Jennifer Figner, Interim VP Academic; Andrea Matthews; Andrea Ralph; Angie Chan; Bobby Davidson; Celine Loriot (Zoom); Cheryl Cahill, Edward Fajardo; Gigi Machtaler; James Rout; Kirksal Icoz; Lyle Reid; Margaret Dovgal (Zoom); Michael Currie, Morgan Westcott; Scott Paterson; Shan Satoglu; Shawna Waberi; Stephen McMillan; Tanya Fuchs;

**Official Guests:** Jan Smith; Giovanna Catussi; Erika Ram (Zoom); Laura Vail

**Minute taker:** Teresa Szymborska

**Regrets:** Todd Odgers; Tami Pierce

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Chair Eric Fry called the meeting to order at 2:30.

1. Indigenous Acknowledgement  
Andrea Matthews spoke about the Copper used at BCIT to symbolize the Indigenous Vision.
2. Approval of Agenda  
MOTION: It was moved by Shawna Waberi and seconded by Tanya Fuchs that the Agenda be approved. The motion was carried.
3. Approval of Education Council Meeting Minutes  
MOTION: It was moved by Kirksal Icoz and seconded by Michael Currie that the Minutes of November 16, 2022 be approved. The motion was carried.
4. Business Arising from the Minutes  
Chair updated EdCo on progress with Item 4.2 B Program Cancellations in the Minutes: on Dec 6th, BOG approved cancelation of the three Certificates in SOB&M (Certificates in Advanced Business Management, Advanced Human Resource Management, and Advanced Marketing Management.)
5. Reports
  - 5.1 Report from the Chair – Eric Fry

**Eric announced Joanne Schaap's retirement.** Eric, Jennifer Figner and Kathy Siedlaczek paid tribute to Joanne for her 15 years at BCIT and for administering EdCo since 2015. Eric also encouraged all to add a post to [Joanne's digital card](#) and said that donations to Joanne's retirement gift could be given to Teresa Szymborska. Eric thanked Teresa, Kathy and the APQA team for *keeping the wheels on the cart* in Joanne's absence. Kathy Siedlaczek welcomed Kerri Macmillan, who will assume the position of Administrative Coordinator of Academic Planning & Quality Assurance in February 2023.

**EdCo elections** - Eric spoke about EdCo's upcoming elections on May 31, 2023, and thanked Peter Warren for facilitating the elections.

**ACTION:** Education Council members who decided not to run for re-election are to notify Eric.

**Student wellbeing** - one of EdCo's 2022 goals was to look into how EdCo can support students' wellbeing. The Student Success and APQA teams reviewed program proposal templates to ensure that

student wellbeing is considered. In addition, EdCo is looking for opportunities to contribute further to student wellbeing.

## 5.2 Institutional Report, Interim VP Academic – Jennifer Figner

### **Current Government funded initiatives:**

**Tech Seat Expansion** – BCIT submitted a list of tech programs (primarily from the School of Business and Media and School of Computing and Academic Studies) that qualify for the proposed Government Seat Expansion program. The Tech Seat Expansion initiative may also provide funding to support master's and bachelor's degrees at BCIT.

**Canadian Colleges for Resilient Recover (C2R2)** – BCIT submitted proposals for microcredentials targeting a low-carbon economy. As a result, two microcredentials were approved (1) Applied Internet of Things from Applied Research and (2) Aircraft Quality Inspection from the School of Transportation

**Biomanufacturing** – the Government is supporting BCIT in the planning, developing and setting up of a National Biomanufacturing Training Centre at BCIT's Richmond campus

**TradeUp** – BCIT has initial support from the Provincial Government to provide a program for those who want to broaden their trades certifications after earning their Red Seal. The official Government announcement will come out shortly.

**BCIT's credential framework** is being reviewed in comparison to peer postsecondary institutions in BC and with a view to considering student workload issues. The community consultations will be initiated soon.

**BCIT's Accessibility Committee** - as of September 2023, postsecondary institutions must comply with the [Accessible British Columbia Act](#), which requires publicly funded organizations to have an accessibility plan. The BCIT's Accessibility Committee is to be co-chaired by Jennifer Figner and Jackie Gruber, Director of Respect Diversity and Inclusion.

**ACTION:** Eric to invite Jackie Gruber to EdCo.

## 5.3 Program Reviews

### a. Final Recommendation and Action Plan

#### i. **Diploma in Chemical and Environmental Technology, School of Energy**

Andrea Frisque, Dean of the School of Energy, noted there were several recommendations brought forward from the program review, including a program name change and identifying early pathways from technology programs into engineering degrees.

### b. One-Year Status Reports

#### ii. **Welding programs (Foundation, Level B and Level A), SoCE**

Wayne Hand, Dean of the School of Construction and Environment, shared that twenty recommendations were put forward in the program review, with the majority of them being initiated and underway, e.g. currently working with OHS to address air quality issues in working spaces.

#### iii. **B.Sc. in Radiation Therapy, SoHS**

Lisa Chu, Dean of School of Health Sciences, discussed four recommendations from the program review, and noted that most of the recommendations have been completed.

## 5.4 Report from Student Association – Tanya Fuchs

**Strategic Planning Session 2023** - Student Executives and a few SA staff meet on January 14 to review SA Strategic Plan for 2023, which focuses on four main areas: Specialty Campuses, Student Services, People and Association, and Engagement.

**Retail Services** – Tanya thanked everyone who donated to the food pantry before the winter break. The Food Pantry remains open from 1:00 - 3:00 pm on Wednesdays and Thursdays.

**Hackathon 2023** - Nolan Nordwall, VP External and Mo Baydoun, Chair of Computing, successfully ran QDS Hacks, a coding competition in the Great Hall. The event took place over three days (January 6-8) and hosted over 100 students and four sponsors.

## 6. Report from Standing Committees

### 6.1 Programming Committee – Cheryl Cahill

Cheryl reported that the Programming Committee met on January 18, 2023, and reviewed two notices of intent and two major changes for existing programs. Shawna Waberi (EdCo Programming Committee Vice-Chair) presented the notices of intent to Education Council for information.

#### a. Notice of Intent:

##### i. **Associate Certificate in Polytechnic Teaching, LTC**

This program will provide the BCIT faculty with the skills that will enhance the Institute's capacity for innovation and teaching excellence.

##### ii. **Advanced Diploma in Visual Effects, SoB&M**

This program will provide students with the skills and knowledge to support the rapidly growing visual effects industry.

#### b. Major Curriculum Change

##### i. **Diploma in Graphic Communications Technology Management, SoB&M**

This request for a major change is to change the name of Diploma in Graphic Communications Technology Management to Diploma in Graphic Communications and curricular and program structure changes based on input from stakeholders and benchmarking with peer institutions.

MOTION: It was moved by Cheryl Cahill and seconded by Michael Currie that the proposal for a major change to the Diploma in Graphic Communications Technology Management program be approved.

The motion was carried.

##### ii. **Bachelor of Technology in Computer Systems, SoCAS**

This request for a major change is to change the name of Bachelor of Technology in Computer Systems to the Bachelor of Science in Applied Computer Science and update the curriculum. This change is based on extensive benchmarking and consultation with stakeholders. The motivation behind the credential and program name change is to ensure better recognition of the degree by other post-secondary institutions and within industry.

MOTION: It was moved by Cheryl Cahill and seconded by Lyle Reid that the proposal for a major change to the Bachelor of Technology in Computer Systems be approved.

The motion was carried.

### 6.2 Policy Committee – Michael Currie

**The Policy Committee** met on January 11, 2023. The Committee is currently reviewing the following policies: 5101 Attendance (formerly Student Regulations), 5012 Assigning of Credits to Courses, 5102 Student Code of Conduct, 5103 Student Evaluation, 5104 Student Code of Academic Integrity, and is preparing a draft policy on student Withdrawals, Leaves and Refunds policy.

### 6.2 Educational Technology and Learning Design Committee (ETLDC) – Eric Fry for Erika Ram

ETLDC group met on November 23, 2022.

**The Collaboration Tools Working Group** obtained community insights with a ThoughtExchange conducted in November 2022. Two common themes identified were (1) people's lack of awareness of what tools and resources are available at BCIT and how to access them, (2) some tools used at BCIT have lapsed licenses or are missing key features. ETLDC is working with ETS and ITS to address each identified issue and plans to present an update at the next EdCo.

**Kaltura 1-Year Update** - Lecture Capture and video storage are up and running; 1840 videos have been produced with 186 users over the last year. ITS expects to resolve some privacy issues within this term.  
**Terms of Reference Vote** - the ETLDC has reviewed their Terms of Reference which are a part of EdCo general bylaws, and put together some proposed changes. ETLDC will put forward the proposed changes for a vote as part of EdCo bylaw changes.  
**ETLDC** has continued to work on process and procedure development and documentation, and unified communication tools.

7. New Business  
There was no new business.
8. Any Other Business  
There was no other business.
9. Next Meeting Date  
Wednesday, March 8, 2023, 2:30-4:30, Royal Oak Boardroom.
10. Adjournment  
The meeting adjourned at 4:00 pm.