

MEETING MINUTES

BCIT EDUCATION COUNCIL

Date: 7 June 2023 at 2:30-4:30pm

Meeting Location: SE40 Royal Oak Boardroom (room 120) @ 4551 Wayburne Drive, Burnaby

In attendance: Eric Fry; Michael Currie; Shawna Waberi; James Rout; Morgan Westcott; Andrea Matthews; Shan Satoglu; Angie Chan; Edward Fajardo; Yuqi Yang; Andrea Ralph (Zoom); Kirksal Icoz; Lyle Reid; Bobby Davidson; Joshua Luu; Jennifer Figner.

Recorder: Kerri Macmillan

Official Guests: Erika Ram; Jan Smith; Laura Vail.

Guests: Jackie Gruber, Director, Respect, Diversity & Inclusion; Kathy Siedlaczek, Dean, APQA

Regrets: Nathan Chapin; Tyronne Salto; Alexander Yemane.

Eric called the meeting to order at 2:30pm.

1. Eric provided an Acknowledgement of Territories and led a roundtable of introductions as this is the first meeting of EdCo for the academic year.
2. Election of Education Council Chair for 2023-2024
Jan Smith, Registrar explained the process for conducting the election for the position of Chair of Education Council. Quorum was confirmed. Jan noted that the nominating committee brought forward the name of Eric Fry for the position of Education Council Chair. Eric confirmed his acceptance of the nomination. Jan called twice for any additional nominations. There were none and nominations were declared closed. Eric was acclaimed as Chair of Education Council for 2023-2024.
3. Election of Education Council Vice Chairs for 2023-2024
As newly elected Chair, Eric conducted the election for the two Vice Chair positions for 2023-2024. Eric advised that the nominating committee brought forward Shawna Waberi and Michael Currie as nominees for the two positions of Vice Chairs. Shawna and Michael confirmed their acceptance of the nominations. Eric called twice for further nominations for the Vice Chair positions; hearing none, nominations were declared closed. Shawna Waberi and Michael Currie were acclaimed as Vice Chairs of Education Council for 2023-2024.

Each Vice Chair is responsible for assuming the role of Chair for one of the two Standing Committees, Programming and Policy. Congratulations were offered to those elected to Council positions.

4. Approval of Agenda
MOTION: It was moved by Shawna Waberi and seconded by James Rout that the agenda be approved.
The motion carried.
5. Approval of Education Council minutes 3 May 2023
MOTION: It was moved by Kirksal Icoz and seconded by Angie Chan that the Minutes of 3 May 2023 be approved.
The motion carried.
6. Business Arising from the minutes
 - 6.1. Accessibility Legislation
Jackie Gruber presented an overview of the [Accessible British Columbia Act](#) which came into effect June 2021 to improve removing barriers and increasing inclusion. Items including student and employee accommodations, recruitment, and websites will need to comply. Jackie encouraged EdCo members to consider this question - What do you think the implications will be on educational programming [and policy]?

7. Reports

7.1. Report from the Chair – Eric Fry

Elections are now complete, there are two vacant faculty seats that will hold a byelection in September. New member orientation was held last week. A reminder to council members the value of the in-person townhall forum, with in-person discussions and presentations which is supported by Executive. Students on WIL or a member with a medical accommodation are the exception to participate on Zoom (if working, not on leave).

Eric presented the EdCo report to the Board last week, the Masters in Applied Computing was approved and is now moving to the DQAB process for ministry approval. Indigenous Working Group will add to the discussions on policy and programming, and encouraged EdCo members to join this group. The Glossary of Educational Terms is now posted on the Education Council website and are working with the BCIT Policy Office to link it in the Educational Policy section of the BCIT Policy webpage.

7.2. Institutional Report – Jennifer Figner

a. VP Academic Report

The StrongerBC Future Ready Action Plan funding program is now in underway; Jennifer will report back in September with utilization information. As previously mentioned, Dr. Jeff Zabudsky will join BCIT in July and has been invited to the September 20, 2023 EdCo meeting.

- i. The Industry Partnership Certificate in Advanced Gas Turbine, SoT has been approved by the VP Academic and was announced for information.

7.3. Program Review Reports

a. Final Recommendations and Action Plan

i. Master of Science in Ecological Restoration, SoC&E

Dean Wayne Hand stated that this program was previously a partnership with SFU and BCIT will move forward with a new Masters program proposal very soon. The proposal will take the final recommendations that came from the program review into consideration.

ii. Bachelor of Engineering in Civil Engineering and Diploma in Civil Engineering Technology, SoC&E

Dean Wayne Hand provided highlights including a review of the program credits; introducing a coop term as suggested by industry; revising course assessment methodologies; reviewing the attrition rate; and addressing some facility challenges.

b. One Year Status Report

i. Bachelor, Advanced Diploma, and Advanced Certificate in Geographic Information Systems, SoC&E

Dean Wayne Hand provided highlights on the ongoing activity on program goals and curriculum updates and the exploration of providing the training in other BCIT programs or post-secondary institutions.

ii. Diploma in Financial Planning and Diploma in Finance, SoB+M

Dean Kenton Low provided highlights of completed activities including revising course content and scheduling within the program; career development including guest talks and events; splitting the Program Advisory Committee into two groups; creation of a career prep course; faculty professional development; and student retention strategies.

7.4. Report from Student Association – Joshua Luu

Elections and byelections were recently conducted with all seats now filled. Recent SA events such as a Staff Wellness Day on June 8 coinciding with BCIT PD Day and encouraging SA members to volunteer at convocation. BCITSA will host an Open House on Aug. 30, more information will be shared soon. The SA are busy with initiative planning for the coming school year.

8. Standing Committee Reports

8.1. Programming Committee – Shawna Waberi

The committee met on 24 May with presentations from Kathy on the Credential Framework and Eric on the Microcredential Refresh projects.

a. Program Proposals

i. Associate Certificate in Polytechnic Teaching, LTC

The LTC has previously been supporting BCIT faculty through various workshops and this formalized program will provide skills and knowledge to be innovative in teaching excellence and utilizing polytechnic methodologies. The program will provide progression to the Vancouver Community College Provincial Instructor Diploma (PID). The program will later be open to all.

MOTION: It was moved by Shawna Waberi and seconded by Michael Currie that the proposal for an Associate Certificate in Polytechnic Teaching be recommended by EdCo to the Board of Governors for approval. Questions were taken from the floor.

The motion carried.

b. Program requests for Exemptions from Policy

i. Associate Certificate in Polytechnic Teaching, LTC

This request is for an exemption from Policy 5103 Student Evaluation section 5103.5 Time to Complete a Credential, which allows for seven years to complete a credential. To ensure that students have the skills that are based on current industry standards and practices, the program is asking for a five-year time limit to complete the credential.

MOTION: It was moved by Kirksal Icoz and seconded by Shawna Waberi that the proposal for an Associate Certificate in Polytechnic Teaching be exempt from Policy 5103.5.

The motion carried.

8.2. Policy Committee – Michael Currie

The committee met 17 May to review Policy 5012 Assigning Credits to Courses which was posted on the BCIT Policy website for 30-day institute feedback. Michael is combining the feedback to review with the working group and bring to discussion at the next Policy meeting in September. A working group is drafting revisions to Policy 5103 Student Evaluations. A new policy on withdrawals, leaves, and refund will be created in the coming year.

8.3. Educational Technology and Learning Design Committee – Erika Ram

The committee met in May and held several working group meetings discussing the creation of various Generative AI tools. Other discussions focused on Bongo replacement and ETS workshops. Fall projects will include reviewing the eLearning strategy for updates and discussing remote exam invigilation. Erika shared highlights from the Generative AI Tools report included in the meeting package.

9. New Business

9.1. Annual List of Program Reviews Report 2022-2023

Kathy Siedlaczek provided a brief outline of the report and brought awareness to the seven-year program review schedule which may assist each school in scheduling the resources needed for program reviews.

9.2. Credential Framework Review Project

Kathy Siedlaczek highlighted the proposed changes to the credential framework. The proposal will decrease the certificate and diploma minimum credits. Kathy provided rationale such as better alignment with peer institutions, retaining eligibility for international students; making credentials more achievable; and attracting and retaining more students. Implementation will require some policy changes. Program reviews will be the natural time for programs to consider reducing the credit load. Broad consultation has been done and feedback is supportive of the proposal although with known implementation challenges.

10. Any Other Business - None

11. Next meeting: 20 Sep 2023, 2:30-4:30pm @ SE40 Royal Oak Boardroom; 4551 Wayburne Drive, Burnaby

12. The meeting adjourned at 4:39pm.