

# MEETING MINUTES

## BCIT EDUCATION COUNCIL

**Date:** 7 May 2025 at 2:30-4:30pm

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

**In Attendance:** Eric Fry; Shawna Waberi; Cora Bell; Nathan Chapin; Michael Currie; Bobby Davidson; Xavier Delaney; Maninder Dhesi; Amy Goldlist; Linh Hoang; Kirksal Icoz; Trevor Lord; Lyle Reid; Jeff Zabudsky.

**Recorder:** Kerri Macmillan

**Official Guests:** Tania De Ridder; Erika Ram; Jan Smith; Joanna Angelidis.

**Regrets:** Yuqi Yang; Tami Pierce

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

1. Eric acknowledged that our campuses are located on the unceded traditional territories of the Coast Salish Nations of Sk̓wx̓wú7mesh (Squamish), səliłwətaʔt̓ (Tsleil-Waututh), and xwməθkwəyəm (Musqueam).

Eric shared his thoughts on recent discussions about the United States President questioning Canada's sovereignty and reflected on the historical experiences of Indigenous communities during colonization. He acknowledged that Canadians are now experiencing a small glimpse of the invoked pride for one's nation and the resulting feelings of betrayal and injustice that must have been felt by Indigenous peoples during colonization.

2. Approval of Agenda

**MOTION:** It was moved by Michael Currie and seconded by Morgan Westcott that the agenda be approved. The motion was carried.

3. Approval of Education Council minutes 19 Mar 2025

**MOTION:** It was moved by Kirksal Icoz and seconded by Nathan Chapin that the minutes of 19 Mar 2025 be approved. The motion was carried.

4. Business Arising from the minutes - none

5. Reports

### 5.1. Report from the Chair – Eric Fry

- On April 1 Eric updated the Board on the Education Plan discussions at the last EdCo meeting, the program name change proposal, progress on policy reviews, ETLDC work and EdCo Bylaw working group. The Board approved the cancellation and the new program presented.
- With the elections completed, an orientation session for new members is being organized. There will be a by-election announced soon for two vacant seats. As well, one vacant administrative position will be filled for September.
- The Appreciation Luncheon will be held on May 29 at the Habitat Pub.
- A reminder that Policy 5201 Recording in the Classroom is open for 30-day Communication consultation until May 26.
- The Indigenous Reconciliation working group will meet in May to review the action plan progress such as updating the orientation to reflect IDEAS guidelines.

## 5.2. Institutional Report

### a. Provost and VP Academic Report – Jennifer Figner

- Jennifer thanked Janet for facilitating the Education Plan discussion at the last council meeting. Each week the plan will be updated from feedback received on [Academic Initiatives - Home](#) until May 26. The revised draft is planned to come to June 4 EdCo for endorsement.
- Jennifer announced the approval of a new apprenticeship in Aircraft Structural Technician which requires Office of the Provost & VP Academic approval.

### b. Program Cancellation

#### i. Associate Certificate in Advanced Java Development, SoCAS

These two programs were well attended for many years until around 2020 due to technological changes. As there are no current courses running there is no effect on faculty or students.

The duty of Education Council, as per Policy 5405, is to ensure the process for program cancellation has been followed and provide advice to the Board of Governors as required.

**MOTION:** It was moved by Eric Fry and seconded by Shawna Waberi that Education Council advises the Board of Governors that the recommendation to cancel the Associate Certificate in Advanced Java Development and the Associate Certificate in Advanced .NET Development programs, were both carried out in accordance with the requirements of Policy 5405.

The motion was **carried**.

#### ii. Associate Certificate in Advanced .NET Development, SoCAS – included above

## 5.3. Program Review Reports

### a. Final Recommendations and Action Plan

#### i. Bachelor of Science in Biochemistry and Forensic Science, SoCAS

Dean, Dean Hildebrand, highlighted this joint program with UBC brings together the expertise of two institutions. This was the first review of this program resulting in eight main recommendations focusing on course content, curriculum matters and quality related items. Work will be done to redesign RDI efforts, update learning outcomes, content updates, research methods and changes to electives providing more hands-on choices for students.

#### ii. Diploma in Biomedical Engineering Technology, SoHS

Dean, Lisa Chu, recognized Anthony Chan on his leadership and hard work as well as Carol Friedrich Fong for supporting this review. Program graduates working in patient care and diagnosis are key to our health care system and there are many opportunities for these grads. Eleven action items focus on retention of students and attracting better prepared students as well as addressing workload to add flexibility of program timing and adding an introduction to industry professional topics to the first term to get students excited about the program.

#### iii. Certificate in Operations Management – all options, SoB+M

Dean, Kenton Low, reported that this review confirmed the program is meeting expectations and found 13 recommendations for continued improvement. The program will take action on the alignment of electives, credential clarity of options, online delivery, services and facilities available to faculty to deliver program. There are assigned leads with clear timelines, and Kenton is confident this action plan will improve the quality of this program.

### b. One Year Status Report

#### i. Diploma in Broadcast and Online Journalism, SoB+M

Dean, Kenton Low, reported many of the 24 recommendations have completed by Jan 2025 or are well underway. There has been a reduction of credits to balance workload, updated terminology, as well as

added diversity, equity and inclusion content. Investments in facility and technology upgrades will be in place this fall. The department is doing further work to investigate merging into one diploma with options and a name change.

ii. Associate Certificate in Medical Office Assistant, SoB+M

Dean, Kenton Low, reported progress on the 21 recommendations. There have been curriculum updates to be current with industry, documentation and transcription courses were decided not to merge. The program is working with the Learning & Teaching Centre (LTC) to address concerns raised by faculty as well as encourage faculty to utilize the LTC learning opportunities.

5.4. Report from Student Association – Xavier Delaney

Recent events included a Health Science Expo engaging students with industry and employers. Events in the Pub included a Trivia night series and Jack of All Trades. Two new awards have been introduced and provided for students. The recent election was the most competitive in history with record number of votes.

6. Standing Committee Reports:

6.1. Programming Committee – Shawna Waberi

Shawna presented three change proposals that were reviewed by the committee.

a. Major Change Proposals

i. Diploma in Business Operations Management, SoB+M

This request is for a name change to Diploma in Operations and Management Engineering. The change will better reflect the program and provide a new CIP code which will allow international students to apply for work permits. Additional external consultation was requested from EGBC and engineer professionals to support the name change and it was added to the proposal. A minor change to add curriculum on ethics will be submitted through the Program/Course Information Change Form for the second year of the program.

**MOTION:** It was moved by Shawna Waberi and seconded by Xavier Delaney that the change proposal for the Diploma in Business Operations Management be approved.

The motion was **carried**, one abstained and one opposed.

ii. Diploma in Human Resources Management, SoB+M

This request for curriculum changes and a name change to Diploma in Strategic Human Resources Management. The name change will better align with the advanced career path existing graduates and the CIP code. Program changes will reduce credits and re-align the program goals.

**MOTION:** It was moved by Shawna Waberi and seconded by Nathan Chapin that the change proposal for the Diploma in Human Resources Management be approved.

The motion was **carried**.

iii. Diploma in Forest and Natural Areas Management, SoC&E

This change proposal will adjust term lengths, change the admission model and entrance requirements in order to support student success and reduce attrition.

**MOTION:** It was moved by Shawna Waberi and seconded by Amy Goldlist that the change proposal for the Diploma in Forest and Natural Areas Management be approved.

The motion was **carried**.

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*Five-minute break taken*

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6.2. Policy Committee – Michael presented Morgan's report

A project is underway to create guidelines for the committee including IDEAS guidelines, Student Wellbeing framework, as well as suggestions from the EdCo Reconciliation working group. There will be templates and examples for working group champions to clarify expectations for reports, community briefing notes and other resources. Drafts will go to the next Policy meeting, with the goal of continually improving guidance for the standing committee and working groups.

The policy committee is reviewing:

- P5103 and P5104 are on hold
- P5110 Student Attendance & Academic Concessions - championed by Laura Vail, will be presented at the next policy meeting to review the outcomes of the community consultation with the goal to bring to EdCo for approval in June.
- P5201 Recording in the Classroom is now out for community consultation until May 26 and will be presented to Policy and EdCo shortly after.
- P5402 Program Review – led by Carol Friedrich Fong, the draft will be presented at the next policy meeting for approval to go out for 30-day Community review.
- P5405 Program Suspension and Cancellation – led by Carol Friedrich Fong, is in the early stages of review.

6.3. Educational Technology and Learning Design Committee – Erika Ram

- Following support from Education Council, the centralized online resource to consolidate educational technology (EdTech) project is underway with an intended target pilot phase this fall.
- There have been two meetings and several working group meetings since the last EdCo meeting.
- Algorithmic Impact Assessments – applications of AI in education tools explored, test of gov of Canada for process. Uncovered opportunities for AI use in future. Next step is further consultation with specific departments. Plan to discuss GenAI in teaching and learning, benchmarking and policies.

7. New Business

7.1. Notice of Motion to amend Education Council Bylaws & Standing Procedures – Shawna Waberi

Shawna presented the working group findings which were reviewed by the Executive. The working group was diverse to mirror council and included both current and past council members. The proposed changes include themes of editing, formatting, language changes to remove C&I Act verbatim to instead refer to sections from the Act to maintain currency.

Review of the composition of committee members investigated the current limitation on Programming to faculty only which reduces perspective of other valuable interested parties and reduces EdCo faculty availability to serve on the Policy committee. The proposal includes a change to the Programming Committee to a 'majority' of faculty. The Programming Chair will remain a faculty member to ensure faculty representation on the Executive.

Past practice has been to bring items to EdCo as they arose to change the bylaws. This was the first time to encompass a full review which was more intensive and inclusive. Phase two of this review will continue next year with further discussions to balance committee portfolios and review other identified items. There will be a call out for new members to join this working group.

The proposed documents will be added to this meeting package and will be discussed and voted on at next Education Council meeting. Bylaw changes require a two-thirds vote to pass.

8. Any Other Business –

- 8.1. Eric reminded council that the Executive will bring forward nominees for Chair and Vice Chairs positions to the June 4 meeting. Please reach out to the current executive members if you have interest in these roles as it is

helpful for succession planning to incorporate interested people early in the process.

9. Next meeting: 4 June 2025, 2:30-4:30 @ SE40 Royal Oak Boardroom

10. Eric adjourned the meeting at 3:56pm.