

MEETING MINUTES

BCIT EDUCATION COUNCIL

Date: 20 Sep 2023 at 2:30-4:30pm

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

In attendance: Eric Fry, Chair; Michael Currie, Vice Chair; Shawna Waberi, Vice Chair; Angie Chan; Nathan Chapin; Bobby Davidson; Edward Fajardo; Jennifer Figner; Kirksal Icoz; Joshua Luu; Andrea Matthews; Andrea Ralph; Lyle Reid; Shan Satoglu; Morgan Westcott; Yuqi Yang; Alexander Yemane; Jeff Zabudsky.

Recorder: Kerri Macmillan

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

Regrets: Tania De Ridder; Tami Pierce; Tyrone Salto.

Eric called the meeting to order at 2:31pm.

1. Eric acknowledged that our campuses are located on the unceded traditional territories of the Coast Salish Nations of [xwmeθkwey'em](#) (Musqueam), [Skwxwú7mesh](#) (Squamish), and [selilwetaʔt](#) (Tseil-Waututh) and reminded everyone of the importance of the upcoming Sept 30 National Day for Truth and Reconciliation. On Sept 29 there is a drop-in “We will always remember” event at the BCIT Indigenous Gathering Place from 11:00am to 3:00pm.
 - 1.1. Protocol Welcome by Elder Carleen Thomas
Elder Carleen introduced herself in the traditional way, first in her language and next in English and thanked everyone in attendance for inviting her. She is impressed at the work BCIT is doing to include the Coast Salish Nations including her participation in many BCIT events. She is excited to share with her family and community about BCIT and encourage them to attend BCIT.
 - 1.2. Introduction of President Dr. Jeff Zabudsky
Dr. Zabudsky is looking forward to attend EdCo meetings as an active listener and to learn how Education Council contributes to the decisions around our educational mission.
2. Approval of Agenda
MOTION: It was moved by Andrea and seconded by Lyle that the agenda be approved. The motion was carried.
3. Approval of Education Council minutes 7 June 2023
MOTION: It was moved by Edward and seconded by Bobby that the Minutes of 7 June 2023 be approved. The motion was carried.
4. Business Arising from the minutes
Item 6.1 Eric reminded council of Jackie Gruber’s presentation on Accessibility Legislation asked members to consider what implications the new legislation will have on educational programming and policy.
5. Reports
 - 5.1. Report from the Chair – Eric Fry
Eric attended the BC Academic Governance Council which shares information between post-secondary education councils. Eric met with our incoming president to share EdCo’s mandate within the College and Institute Act and expressed how fully engaged our members are. A by-election for two faculty positions is now open for nominations (Sept 18-25). The EdCo Indigenous Reconciliation Action working group has drafted an action plan and is encouraging more EdCo member participation. The previous policy dashboard suggestion is supported by Executive who are looking into methods to implement.

Curriculum Change Review Panel Report

A program change to the Diploma in Residential Interiors in 2019 resulted in students completing the program with fewer credits than are required to be awarded the diploma which was preventing a small number of students from graduating in June. A policy exemption was requested and voted electronically to allow these students to graduate and attend convocation. The program has now resolved this oversight and Eric reminded the community that even small program changes can have larger effects so it is important to complete due diligence. To mitigate similar situations in the future the Academic Planning and Quality Assurance (APQA) team has updated the major change template to add a question focused on laddering structures and will discuss this topic at kick-off and Operations / Services group meetings. For minor changes, the Registrar's Office will review their process.

5.2 Institutional Report – Jennifer Figner

Events were held today celebrating BCIT Guichon Creek Day spearheaded by Caroline Depatie, Associate Dean, SoC&E. A donor event was held last night for the new Trades & Technology building. The Entry Skills for Architectural, Construction, and Engineering Fields (ACE) Microcredential program launched a pilot with 18 high school students who took courses in the summer and are now working in paid internships. This microcredential will create laddering opportunities into other Architecture, Construction, and Engineering programs. The TradeUp initiative which provides post red-seal upskilling and training website currently lists BCIT training opportunities and will include other post secondary institutions offerings after January 2024. An MOU has been signed with Philippine State College that will have many linkages including the four notice of intents later in the meeting. Last week, Hon. George Heyman, Minister of Environment and Climate Change Strategy toured BCIT and participated in round table discussions where our students contributed impressively. Jennifer is now permanent as Provost and VP Academic and will pursue a new Education Vision. Jennifer will bring information to council for input and contributions.

5.2. Program Review Reports

a. Final Recommendations and Action Plan

- i. Diploma in Computer Systems Technology (International - People's Republic of China - Dongguan Polytechnic), SoCAS Dean, Dean Hildebrand, provided background on the program that launched in 2017 jointly and was delivered face to face in China in English with some remote teaching from BCIT as a three-year full-time program that ladders into the Bachelor of Science in Applied Computer Science. The program review feedback expressed that of a high-quality program with five achievable recommendations.
- ii. Bachelor of Architectural Science, SoC&E Dean, Guido Wimmers, reported there were 13 recommendations resulting in a major change to implement new aims and goals, review all course numbers, outlines and descriptions, as well as investigation into developing a professional degree in Architecture, and more meaningful program marketing.
- iii. Bachelor of and Diploma in Interior Design and Certificate in Interior Design Fundamentals, SoC&E Dean, Guido Wimmers, reported there were 13 recommendations. Key items include entrance requirement adjustments, course updates and the possibility of offering full-time day school over the current flexible learning model as well as updating facilities.

b. One Year Status Report

- i. BTech and Advanced Certificate in Forensic Investigation, SoCAS Dean, Dean Hildebrand, reported on eight recommendations which resulted in a major change including many of the items including entrance requirement updates to meet breadth requirements, indigenous awareness modules added to course work, removal of the 200-hour work experience requirement although an optional co-op is being explored to formalise an internship option. Thanks went to the School of Energy for sharing a lab while infrastructure is explored to plan a dedicated forensics lab.

- ii. Diploma in Occupational Health & Safety, SoHS Dean, Lisa Chu, thanked the faculty and staff for the heavy lifting on implementing many changes. Key items include the addition preparation for a National exam to become certified safety professionals, combining two options into one, increased networking opportunities for students with increased industry partnerships. New regulations led to hosting speakers including from WorkSafe BC on asbestos. The program has added culturally relevant Indigenous materials and allocated a dedicated seat for an Indigenous student.
- iii. Diploma in Marketing Management, SoB+M Dean, Kenton Low, gave kudos for the team that did this program's first ever review including all options resulting in over 40 recommendations. Many items designed to bring the diploma up to date, enhance the learner experience, and align with industry are now complete. There has been a great improvement to the fill rate due to development of student recruitment strategies.
- iv. Diploma in Accounting, SoB+M Dean, Kenton Low, reported this program is in very high demand. Many of the 28 recommendations have been implemented while some are still in progress. A key item is exploring more experiential learning opportunities.

5.3. Report from Student Association – Joshua Luu reported on the many Kickstart events in September which were very successful at bringing more life to campus. The Student Association is focusing efforts on student programs such as student advocacy, set reps and the food pantry. The Interim Executive Director role will be filled by Roland Gagel, Director of Finance.

6. Standing Committee Reports:

6.1. Programming Committee – Shawna Waberi

The committee met 6 Sept with Shan welcomed as the new Vice Chair of Programming. The group reviewed credential types and discussed filling the current empty seats.

a. Notice of Intent

- i. Diploma in Aircraft Maintenance Engineer Category 'M' (Maintenance) (International – Philippines – the Philippine State College of Aeronautics), SoT
- ii. Diploma in Aircraft Maintenance Engineer Category 'E' (Electronics) (International – Philippines – the Philippine State College of Aeronautics), SoT
- iii. Diploma in Aircraft Maintenance Engineer Category 'M' (Maintenance) (International - Philippines – World Citi Colleges), SoT
- iv. Diploma in Aircraft Maintenance Engineer Category 'E' (Electronics) (International - Philippines – World Citi Colleges), SoT

The four proposed programs are partnerships between BCIT and two Philippine private higher education institutes. Approval of the collaborative international education partnership with BCIT has already been granted by the Government of the Philippines. Each credential will be two-years in length, taught at the local institutes, and ladder into other credentials.

These items are taken for information only.

b. Program Proposals

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

This program will replace the previous program that was taught in partnership with SFU. Current students will complete the existing joint program in May 2024. The DQAB determined that a new degree proposal will be required by BCIT to offer the credential independently. The new proposal will reduce the total

credits from 36 to 30, introduce two options (a course-base only and a thesis-base), transfer five courses from SFU to BCIT, add two new courses and separate the Indigenous and Social Perspectives on ER course into two 1.5 credit courses setting the stage for traditional ecological knowledge. The new program will be implemented fall 2024.

MOTION: It was moved by Shawna and seconded by Morgan that the proposal for a Master of Science in Ecological Restoration be recommended to the Board of Governors for approval.

The motion was carried.

6.2. Policy Committee – Michael Currie

At the 6 Sept meeting, the committee reviewed the list of policies/procedures to set the priorities for the coming academic year and review the work that has been completed to date:

5103 Evaluation has a draft policy and a procedure is being developed,

5012 Assigning of Credits to Courses has obtained institute feedback and will move to the next step soon,

5110 Attendance working group is drafting a new policy,

5104 Student Code of Academic Integrity is aligning with the non-academic policy, and

5401 Program Development and Credentials draft will be presented at the next Policy meeting.

6.3. Educational Technology and Learning Design Committee – Erika Ram

The committee met in June to review and close out projects for the year. A pilot began in August for Zoom Class with further testing and training throughout September. Zoom Class is expected to replace Bongo in Jan 2024 and will have overlap with Bongo until June. The committee is currently lacking an executive sponsor which Jennifer will address.

7. New Business

7.1. Annual Report on Academic Integrity – Laura Vail, Senior Director Student Services

Laura highlighted items from the circulated report on Academic Conduct topics comparing numbers with last year's initial report.

8. Any Other Business

None

9. Next meeting: 15 Nov 2023, 2:30-4:30 @ SE40 Royal Oak Boardroom, Burnaby.

10. Eric adjourned the meeting at 4:29pm.