

MEETING MINUTES

BCIT EDUCATION COUNCIL

Date: 7 Feb 2024 at 2:30-4:30pm

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

In attendance: Eric Fry, Chair; Shawna Waberi, Vice Chair; Nathan Chapin; Jennifer Figner; Bob Gill; Kirksal Icoz; Joshua Luu; Andrea Matthews; Andrea Ralph; Shan Satoglu; Dhaval Shah; Morgan Westcott; Alexander Yemane; Jeff Zabudsky; Edward Fajardo (via Zoom due to medical accommodation)

Recorder: Kerri Macmillan

Official Guests: Tania De Ridder; Erika Ram; Peter Warren; Laura Vail; Tami Pierce.

Regrets: Michael Currie, Vice Chair; Lyle Reid; Yuqi Yang; Angie Chan; Bobby Davidson; Brian Howard

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 [xwməθkwey'em](#) (Musqueam), [Skwxwú7mesh](#) (Squamish), and [selilwetaʔt](#) (Tsleil-Waututh). Eric welcomed new EdCo member Dhaval Shah and everyone introduced themselves.
2. Approval of Agenda
MOTION: It was moved by Morgan Westcott and seconded by Shan Satoglu that the agenda be approved. The motion was carried.
3. Approval of Education Council minutes 15 Nov 2023
MOTION: It was moved by Kirksal Icoz and seconded by Bob Gill that the Minutes of 15 November 2023 be approved. The motion was carried.
4. Business Arising from the minutes
 - 4.1. Action follow up: Item 5.1 written report suggestion to Executive Committee for discussion.
To address accessibility Eric suggested a variety of suggestions: written reports (Eric sent an email to EdCo invitees testing if this is helpful); everyone speak clearly and loudly; conversing with respect; and, adding 5-minute break after section 5.
 - 4.2. Action follow up: Item 5.2.a policy consultation process discussion at Executive Committee.
A fuller history of policy consultation and review topics would be helpful for EdCo members to better understand the changes to a policy when reviewing the draft. The policy management office audit may also have some action items for all policies to follow.
5. Reports
Report from the Chair – Eric Fry

Eric gave appreciation to Shawna for acting as EdCo Chair at the Dec 5 Board of Governors (BoG) Open Meeting during Eric's absence. Shawna successfully presented three cancellations, all approved by the BoG. Erika Ram, ETLDC Chair, attended the same meeting to present information on AI which was well received. One Student Rep resigned on Nov 15 and the seat will remain vacant until the next election period. Election preparations are being made by Peter and his team with a notice of the election process and dates now on the website. The EdCo Indigenous Reconciliation Working Group is making progress on the Reconciliation Action Plan. The Policy Committee is awaiting further information from the BCIT Policy Office audit with potential implementation of a dashboard for all policy review progress.

5.1. Institutional Report – Jennifer Figner

a. Provost and VP Academic Report

The announcement from Immigration, Refugees and Citizenship Canada with limits on international study permits is being reviewed to bring awareness to what impacts it will have on BCIT. We are now at just under 10% international enrolments where the government cap is to be under 30%. BCIT is embarking on the new Strategic Planning process, the first ThoughtExchange closed yesterday and more opportunities will be coming. The Education Vision is also under development. EdCo will be used as a communication and feedback group for both of these items. Eric Fry participated in a media event today for the official launch of the provincial TradeUp program.

b. Program Cancellation

i. Graduate Certificate in Forensic Health Sciences, SoCAS

This program has experienced low enrolment and a low completion rate. Similar forensic nursing programs in other levels are more successful. All students were offered to complete the program and a few students did finish. Faculty are teaching into other courses.

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 Bob Gill that Education Council advises the Board of Governors that the recommendation to cancel the Graduate Certificate in Forensic Health Sciences was carried out in accordance with the requirements of Policy 5405.

The motion was **carried**.

5.2. Program Review Reports

a. Final Recommendations and Action Plan

i. Electrical & Computer Engineering Technology Diploma, SoE

Dean Andrea Frisque provided highlights including a review of timetabling to balance the high workload. Improvements to student feedback on timely grades, etc. will be made. Another focus area is the entrance requirements.

ii. Television & Video Production Diploma, SoB+M

Associate Dean Dan Getz provided highlights breaking down into four general areas: program relevance and content currency; taking action on equity diversity and inclusion; student wellbeing; and, faculty growth and development.

b. One Year Status Report

i. Chemical & Environmental Technology Diploma, SoE

Dean Andrea Frisque provided highlights focusing on admission requirements and building clearer pathways for students. Graduates are currently going into industries where the pay is lower than other equivalent graduates, so marketing is being built to increase awareness of the skills of these graduates.

5.3. Report from Student Association – Joshua Luu

Joshua reviewed the report submitted within the meeting package.

6. Standing Committee Reports:

6.1. Programming Committee – Shawna Waberi

The committee reviewed the three-year planning information which helped to understand the workload across the schools and the Academic Planning and Quality Assurance team. Shawna recognised and shared appreciation for the hard work that goes into the various proposal documents by the program teams, IDC, and APQA team to produce quality proposals which often results in minimal feedback to the program areas.

a. Notices of Intent

i. Diploma in Radiation Therapy, SoHS

This NOI was brought forward in response to a critical shortage of radiation therapists in BC. It has reduced entrance requirements and a shorter program length compared to the Bachelor of Science in Radiation Therapy which is the only program in BC. Graduates will have a clear pathway into the BSc if desired. Implementation will be Fall 2025. This NOI was taken for information.

ii. Certificate in Essential Technical Skills for Architecture, Construction & Engineering, SoC&E

This new certificate will address a shortage of skilled workers and provide an entry point into the construction industry with a vast array of future career positions as the industry is extremely busy in BC. Graduates will be well positioned to continue into other construction related programs. Implementation will be Fall 2024. This NOI was taken for information.

b. Program Proposals

i. Bachelor of Creative Industries, SoB+M

This program will provide business acumen to a student's creative and technical knowledge base. The program will create a laddering pathway not currently available in BC. Graduates will have a variety of career opportunities. Implementation will have intakes January and September 2025 as full-time students and then transition to flexible learning in later years.

MOTION: It was moved by Shawna Waberi and seconded by Morgan Westcott that the proposal for a Bachelor of Creative Industries be recommended to the Board of Governors for approval.

The motion was **carried**.

c. Program request for Exemptions from Policy

i. Bachelor of Creative Industries, SoB+M

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. The program is asking for a five-year time limit to complete the credential.

MOTION: It was moved by Kirksal Icoz and seconded by Nathan Chapin that the proposal for a Bachelor of Creative Industries be exempt from Policy 5103.5.

Procedure 5401 provides process for the exemption

The motion was **carried**.

6.2. Policy Committee – Morgan Westcott

A number of Education Policies are progressing at various stages: P5102 Student Code of Conduct (now outside of Education) is now up for community consultation; P5401 Program Development and Credentials has just completed the consultation period; and, P6400 Authored Books will be going out for consultation soon.

- a. Policy 5003 Admissions and Recognition of Prior Learning and Procedures 5003-PR1 Admissions and Recognition of Prior Learning have gone through a working group review and community consultation with revisions aiming to streamline applications and add increased focus on supporting Indigenous students,

inclusion, equity, and accessibility to better align with current practices. The changes also address a Ministry mandate to integrate with EducationPlanner BC. There are also added definitions and relevant provincial and federal legislation.

MOTION: It was moved by Morgan Westcott and seconded Andrea Ralph by that Education Council recommends approval by the Board of Governors of revised Policy 5003 and Procedure 5003-PR1.

The motion was **carried**.

- b. Policy 5012 Course Credits and new Procedure 5012-PR1 Assigning of Credit to Courses was last reviewed in 2006 and lacked transparency in different modalities of course delivery. Framework and guidance are now added with clear expectations of full-time, flexible learning and Work Integrated Learning. A working group made up of a variety of members started the review in 2021 and included benchmarking across Canada. The resulting draft went through consultations with 11 focus groups, went out for consultation in April 2023, when further revisions were made. The Policy committee recently reviewed the final draft which does not substantially change the current practice of contact hours in full-time and flexible learning for the purposes of credit calculations.

MOTION: It was moved by Morgan Westcott and seconded by Shan Satoglu that Education Council recommends approval by the Board of Governors of revised Policy 5012 and new Procedure 5012-PR1.

Comments were taken from the floor around sharing the benchmarking information and including comments within the draft to help in understanding the changes/items under consideration.

The motion was **carried**.

6.3. Educational Technology and Learning Design Committee – Erika Ram

The committee has recently welcomed three new members. The ITS project team spoke on the Unified Communications Collaboration project. The Information Access Privacy Office is developing a new process for Privacy Impact Assessments which assesses the acceptable use of technology tools. The addition of a list of current applications/tools will be helpful to faculty.

- 7. New Business - none
- 8. Any Other Business - none
- 9. Next meeting: 20 Mar 2024, 2:30-4:30 @ SE40 Royal Oak Boardroom; 4551 Wayburne Drive, Burnaby
- 10. Eric adjourned the meeting at 4:22pm.