

MEETING MINUTES

BCIT EDUCATION COUNCIL

Date: 19 Mar 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; Andrea Ralph; Lyle Reid; Dhaval Shah; Yuqi Yang; Jeff Zabudsky.

Recorder: Kerri Macmillan

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

Regrets: Morgan Westcott; Jan Smith; Kory Wilson; Michelle House-Kokan; Jennifer Figner; Bob Gill; Lawrence Potyondi.

Eric called the meeting to order at 2:32pm.

1. Eric acknowledged that our campuses are located on the unceded traditional territories of the Coast Salish Nations of Sk̓wx̓wú7mesh (Squamish), səliwətaʔt̓ (Tsleil-Waututh), and xwməθkwəy̓əm (Musqueam).
2. Approval of Agenda
MOTION: It was moved by Kirksal Icoz and seconded by Michael Currie that the agenda be approved. The motion was carried.
3. Approval of Education Council minutes 5 Feb 2025
MOTION: It was moved by Xavier Delaney and seconded by Amy Goldlist that the minutes of 5 Feb 2025 be approved. The motion was carried.
4. Business Arising from the minutes:
Eric brought forward the three program cancellations to the Board on Feb 26 and they were approved.
5. Reports
 - 5.1. Report from the Chair – Eric Fry
 - The draft Policy 5110 Student Attendance & Academic Concessions is open for BCIT feedback online until April 6. Eric encouraged members to share this with their constituencies.
 - Voting will begin tomorrow in the EdCo election. There will be a by-election for SoE FSA faculty and GEU Support Staff.
 - Congratulations were offered to Andrea Ralph who is moving to the Manager of International Admissions role and therefore vacating her GEU Support Staff seat.
 - Congratulations to Laura Vail who is moving to the role of Associate Vice President Students. Her delegate will attend the next EdCo meeting and in June the new official guests will be appointed.
 - May 29 will be the appreciation luncheon, further details to follow.
 - 5.2. Institutional Report
 - a. Provost and VP Academic Report
Janet Zlotnik (in Jennifer's absence) introduced the information on the Education Plan in the meeting package and invited feedback and discussion from council. Janet took notes on the various discussion points.

b. Program Cancellation

i. Associate Certificate in Computer Systems Foundation, SoCAS

This program was suspended in 2023 due to low enrolment. The department assessed options to ensure there are appropriate alternative pathways within the flexible learning offerings for students. No teach out plan is required and courses will be retired.

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 Bobby Davidson that Education Council advises the Board of Governors that the recommendation to cancel the Associate Certificate in Computer Systems Foundation was carried out in accordance with the requirements of Policy 5405.

The motion was **carried**.

5.3. Program Review Reports

a. Final Recommendations and Action Plan

i. BEng in Mining & Mineral Resources and Diploma in Mineral Exploration & Mining Technologies, SoC&E
Dean, Guido Wimmers, provided highlights from the 36 recommendations. There are items required by the accreditation body, housekeeping items, and focus will be placed on curriculum changes and attracting full time faculty. Improvements to public outreach with first nations relationships and development of a marketing plan in the mining sector has begun.

ii. Diploma in Architecture & Building Technology, SoC&E
Dean, Guido Wimmers, highlighted the recommendations focusing on addressing student workload in part by reducing the overall credit count. The department faculty are working with the Learning and Teaching Centre to enhance student success and wellbeing. Work integrated learning will increase to pre-pandemic levels.

5.4. Report from Student Association – Xavier Delaney

Recent events included “Recharge” hosted at the downtown and Burnaby campuses to encourage student relaxation and socializing as well as “Thrive” event to learn more about SA services. The pub will hold a 6-week trivia night on Thursdays and will extend the evening hours. Student elections begin voting next week with a record high number of nominees.

6. Standing Committee Reports:

6.1. Programming Committee – Shawna Waberi

a. Notice of Intent:

i. Diploma in Aircraft Maintenance Engineer – Structures, SoT

This Notice of Intent is brought forward in response to a request from Transport Canada to reestablish this program. The only competing program is Okanagan College targeting their local industry. The intention is to begin in the fall of 2025 with 16 students per intake. This was taken for information.

b. Program Proposals

i. Diploma in Graphic Design and Interactive Media, SoB+M

This program will create a laddering step from the Certificate in Graphic Design as there is an evolving trend in the industry for a need for a diploma program. This will ladder up into the Bachelor of Creative Design and potentially the BBA with assessment and bridging courses. It will run at the downtown campus with two intakes per year starting in Sept 2025.

MOTION: It was moved by Shawna Waberi and seconded by Xavier Delaney that the proposal for the Diploma in Graphic Design and Interactive Media be recommended to the Board of Governors for approval.

The motion was **carried**.

c. Program requests for Exemptions from Policy

i. Diploma in Graphic Design and Interactive Media, 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 completion. The program is asking for a five-year time limit to complete the credential to keep current with the rapidly evolving industry needs. This will be implemented as the new program receives approval and is launched.

MOTION: It was moved by Andrea Ralph and seconded by Xavier Delaney that the proposal for a Diploma in Graphic Design and Interactive Media be exempt from Policy 5103.5.

The motion was **carried**.

Five-minute break taken

d. Major Change Proposals

i. Diploma in Food Technology, SoHS

This request is for a name change only with no curriculum changes. The new name "Diploma in Food Processing Safety & Quality" more clearly reflects the program goals and curriculum content.

MOTION: It was moved by Shawna Waberi and seconded by Michael Currie that the proposal for a name change to the Diploma in Food Technology be approved.

The motion was **carried**.

ii. Diploma in Global Trade and Transportation Management, SoT

This request for a name change to "Diploma in Global Supply Chain Management" will better align with the program focus and increase industry recognition.

MOTION: It was moved by Shawna Waberi and seconded by Bobby Davidson that the proposal for a name change to the Diploma in Global Trade and Transportation Management be approved.

The motion was **carried** with one abstention (Amy Goldlist).

6.2. Policy Committee – Michael Currie

The policy committee is hoping to review policies 5402, 5405 and 5201 in the upcoming meetings and then have them go out for 30-day community review.

- Policy 5110 Student Attendance and Academic Concessions is out for community review and closes April 6.
- Policy 5201 Recording in the Classroom has received feedback from stakeholder groups.
- The working groups for P5402 Program Review and P5404 Program Suspension and Cancellation have met and are progressing.
- Policy 5012 Assigning Credits to Courses is working through the implementation phase working to align courses that had calculations outside of the policy with the goal of implementation for Fall 2025.

Communication has been shared with Associate Deans, Program/Department Heads and Flexible Learning faculty with a feedback process in place.

There was a request for direct consultation on P5110 Student Attendance and Academic Concessions at the next Student Association meeting. Policy Lead, Laura Vail is working directly with the Student Association for their feedback.

6.3. Educational Technology and Learning Design Committee – Erika Ram

a. Recommendation for a Centralized EdTech Information Tool

Erika explained the recommendation provided in the meeting package. Currently there are a variety of platforms to search for approved tools and guidance, resulting in a fragmented system to find what BCIT has approved or not as compliant. The recommendation includes benchmarking information with other institutions and examples of systems that would be desirable to mirror. There have been discussions with IT, ETS and IPAO on creating such a resource. It is intended to include links to job aids, training and resources with tools remaining in their existing jurisdictions. This will eliminate effort, reduce risks, identify gaps, improvement resources available with a consistent approach. A system will require dedicated oversight and continuous updating.

MOTION: It was moved by Amy Goldlist and seconded by Xavier Delaney for endorsement from Education Council to support the recommendation for a Centralized EdTech Information Tool.

The **motion** was carried.

7. New Business – none

8. Any Other Business

8.1. Bylaw review update – Shawna Waberi

A draft with proposed changes was presented to the EdCo Executive however there was not enough time for their review. There was a decision to revisit at the next Executive meeting and bring to the May EdCo as notice followed by discussion and voting at the following meeting in June.

9. Next meeting: 7 May 2025, 2:30-4:30 @ SE40 Royal Oak Boardroom

10. Eric adjourned the meeting at 3:58pm.