

# MEETING MINUTES

## BCIT EDUCATION COUNCIL

**Date:** 1 May 2024 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; Angie Chan; Nathan Chapin; Bobby Davidson; Edward Fajardo; Bob Gill; Kirksal Icoz; Andrea Matthews; Andrea Ralph; Lyle Reid; Dhaval Shah; Alexander Yemane; Shawna Waberi; Morgan Westcott; Yuqi Yang; Jeff Zabudsky.

**Recorder:** Kerri Macmillan

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

**Regrets:** Kory Wilson; Jennifer Figner; Joshua Luu; Brian Howard; Shan Satoglu;

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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 [xwmeθkwəy̓əm](#) (Musqueam), [Skwxwú7mesh](#) (Squamish), and [selilwetaʔ](#) (Tsleil-Waututh).
2. Approval of Agenda  
**MOTION:** It was moved by Edward Fajardo and seconded by Andrea Matthews that the agenda be approved. The motion was carried.
3. Approval of Education Council minutes 20 March 2024  
Two amendments were requested:  
Item 5.1 should read 'acclamation' not 'acclimation'  
Item 6.2.a. add, as requested, "an FSA union representative requested to speak from the gallery. The Chair felt there was sufficient union representation on council and for community to provide feedback in the extended community consultation phase. For this reason, EdCo does not address questions or comments from non-EdCo members attending council from the gallery."  
  
**MOTION:** It was moved by Nathan Chapin and seconded by Kirksal Icoz that the minutes of 20 March 2024 be approved as amended. The motion was carried.
4. Business Arising from the minutes  
Joe Boyd is presenting on BCIT Research projects later in the meeting.
5. Reports  
5.1. Report from the Chair – Eric Fry
  - On Apr 3 the Board approved the new Certificate in Payroll Administration, the cancellation of Marketing Management-Retail Marketing and the revised P5401 Program Development and Credentials policy and procedures.
  - On Mar 27 the Education Council Indigenous Working Group held a Kairos Blanket exercise which was organized and led by Indigenous Initiatives and Partnerships. Three elders and approximately 30 attendees participated in the impactful event.
  - Spring elections are now completed. Eric thanked the outgoing members and looks forward to everyone attending the appreciation lunch on May 23. Further by-elections are happening now and in the fall to fill the final two faculty and one student seat.
  - The Executive committee will bring forward nominees for election for the Chair and two Vice Chair roles to the June EdCo meeting. Nominations will also be open during that meeting.

## 5.2. Institutional Report

- a. Provost and VP Academic Report - Jennifer did not attend to provide a report.
- b. Program Re-instatement (Eric announced in Jennifer's place)
  - i. Graduate Certificate in Building Energy Modelling, SoC&E  
The program was suspended due to low enrolment in December 2018 for one year and then extended in 2021 to 2022. Industry has been consulted and program revisions will come forward to open applications in the Fall of 2024 for Fall 2025 intake.
  - ii. Master of Science in Ecological Restoration, SoC&E  
This program was suspended in March 2023 due to the dissolution of the partnership with SFU. BCIT will refresh the program and run it independently. It is now with the DQAB awaiting Ministry approval.

## 5.3. Program Review Reports

- a. One Year Status Report
  - i. Diploma in Forest and Natural Areas Management, SoC&E  
Dean, Guido Wimmers, presented highlights including items related to student wellness and succession planning within the department. A council member commended the changes to student assessments. Faculty are registered members with Forest Professionals of BC. TAC accreditation has been received, and Guido extended appreciation to the APQA and IDC staff for supporting the program through this process.
- b. Final Recommendations & Action Plan
  - i. Diploma in Broadcast and Online Journalism, SoB+M  
Dean, Kenton Low, reported on adjustments made to learning outcomes, program structure, combining of courses, curriculum incorporating basic writing skills and video shooting. Delivery mode changes will be made to increase flexible learning modes. There will be targeted enrolment marketing to fill seats.
  - ii. Certificate in Medical Office Assistant Associate, SoB+M  
Dean, Kenton Low, reported on goals of better relevance through aligning with industry needs and attracting international students. The course content will update the medical billing practices and practicum improvements to align with the Health Care Unit Clerk Associate Certificate (HCUC). Improved instructor support and exploring creating a joint program advisory committee with HCUC to benefit both programs.

## 5.4. Report from Student Association – Joshua did not attend, see his written report.

## 6. Standing Committee Reports:

### 6.1. Programming Committee – Shawna Waberi

Thanked the IWG for participation in the Kairos Blanket exercise. An appointed member from the Library retired and the vacancy has been filled by Alison Griffin. Shawna recognized the hard work that goes in the documents and the resulting quality is noted.

#### a. Major Curriculum Change

- i. Nuclear Medicine Diploma, SoHS  
This request for a major change includes updates made to the National Competency profile. Changes include course assessments, earlier introduction to clinical experience, a focus on student well-being, and reduction in course credits. There are high employment opportunities in this field. One course is added to

the admission requirements for the fall 2025 application cycle. There is no impact to current students.

**MOTION:** It was moved by Shawna Waberi and seconded by Bob Gill that the proposal for major change to the Nuclear Medicine Diploma be approved.

Discussion included compliments on the thorough consultation and well thought out support for student wellness initiatives. With recent higher numbers of academic accommodations requests, discussions around the cause and affect of student workload and well-being are appearing. The reduction of credits, good curriculum alignment to reduce redundancies, and mapping out the timing and load of assessments are effective ways to reduce this.

The motion was **carried**.

ii. Office Administration with Technology Certificate, SoCAS

This request follows a forced pivot during the pandemic to create a capstone in lieu of workplace education. This change adds this operational change permanently. Current students will have the choice between the capstone or the workplace education and will be formalized for the October intake.

**MOTION:** It was moved by Shawna Waberi and seconded by Morgan Westcott that the major change proposal for the Office Administration with Technology Certificate be approved.

The motion was **carried**.

iii. Nautical Sciences Diploma, SoT

This request for a major change follows a comprehensive program review. The original program of 49-months with co-op over seven terms with 330.5 credits and aligning with Transport Canada (TC) requirements will reduce five terms over three years. The program will continue to meet TC requirements as well as prepare students to write the Watchkeeping Mate exam. There will be intakes in January and September with 12 students in each. The new program will be front loaded with academic courses in preparation of the first co-op term. The original term seven courses may be developed into a bachelor level degree creating a laddering option. The industry has a large shortage of marine officers. The January 2025 intake will add the requirement of Physics 11 and remove Workplace Math 11. Implementation is set for September 2024 as TC approval has been received.

An addendum will be submitted to delay the retirement of two courses so current students can complete them. NAUT 1201 Terrestrial Navigation and NAUG 2203 Celestial Navigation will be discontinued after the fall of 2026. Also, a correction to the spelling of Andrea Matthews (not Mathews).

**MOTION:** It was moved by Shawna Waberi and seconded by Edward Fajardo that the major change proposal for the Diploma in Nautical Sciences be approved.

Discussion including the need to communicate the change to entrance requirements; the program recently invited high school counsellors to campus to pilot an information session highlighting this change. The new requirements will be on the website and EPBC however EPBC would need a specific request to highlight this change.

There was a desire to ensure clear communication of other options for high school students who don't take the higher math and physics. The BCIT Technology Entry program is a good option for this program, is free to BC residents as well as qualifies for financial funding so we should highlight this option.

The motion was **carried**.

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*Five-minute break taken*

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6.2. Policy Committee – Michael Currie

The working groups are progressing for P5110 Attendance who are meeting with different stakeholder groups for feedback now and into the fall, and P5103 Student Evaluation is working on creating the procedures.

Discussions focused on the committee effectiveness and updating the Terms of Reference (TOR), mandate of the committee, role clarity, adding implementation processes and representation diversity. There was desire to start each academic year with a discussion on inclusiveness, as well as collecting individual skills. As well as the desire to set up a debrief group to review the policy development process.

Suggestions from the EdCo discussion included also reviewing the Programming Committee membership since it can only have faculty members. While Policy has breadth outlined in its membership, Programming does not so there is potential to add resource members. A holistic review of the by-laws was discussed at the Executive Committee to be done in 2024-2025 with the creation of a working group including past EdCo members and representation from specific areas of interest. A resource could be Douglas College's report of by-law recommendations.

There was also a question on the revised P5012 Course Credits implementation. There have been discussions on the implementation to create a system to put in place. The Independent Learning hours and updating course outlines are causing challenges. More consultation and system discussions are happening. In the future, policy effective dates will be important to include as well as a policy implementation plan. The identified tax implication for students is manageable, the challenging piece is that Banner and Course Outlines do not communicate.

6.3. Educational Technology and Learning Design Committee – Erika Ram

The committee had some membership changes as well as discussed increasing GEU faculty representation. There were Class and Teams launch discussions which provided feedback to ITS and ETS. Both groups will provide workshops during non-teaching weeks and add training options for staff and students. There are challenges with assigning teams and channels due to the auto-population from human resources organization charts, there may be a change coming to provide managers the ability to make changes. Ian Linkletter in the Library is experimenting with an open Team which anyone can join. CoPilot (MS flagship AI platform) has many versions which is causing confusion. Many of the embedded items are not available currently to BCIT but are being assessed in case departments want to license specific items. The Chat client in our MS Edge browser is available and functions similar to ChatGPT but is less robust. IAPO is assessing this. There are also discussions on who can request IAPO assessments and brainstorming to update procedures.

7. New Business

7.1. Applied Research Projects at BCIT – Joe Boyd

See presentation provided in the meeting package.

8. Any Other Business

Eric introduced Dr. Justin Williams, Associate Vice President, Academic (on day eight of his time at BCIT).

9. Next meeting: 5 June 2024, 2:30-4:30 @ SE40 Royal Oak Boardroom

10. Eric adjourned the meeting at 4:21pm.