MEETING MINUTES

BCIT EDUCATION COUNCIL

Date: 6 May 2026 at 2:30-4:30pm

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

In Attendance: Shawna Waberi, Chair; Morgan Westcott, Vice Chair; Michelle House-Kokan, Vice Chair; Bobby Davidson; Maninder Dhesi: Eugene Eng; Jennifer Figner; Eric Fry; Bob Gill; Amy Goldlist; Linh Hoang; Amanda Koehler; Trevor Lord; Rick Phelan; Judy Phipps; Robert Preston; Reza Assadi Sami.

Recorder: Kerri Macmillan

Official Guests: Tania De Ridder; Erika Ram; Michelle Carter, Ashley Bentley.

Regrets: Tami Pierce; Laura Vail; Jeff Zabudsk; Michael Currie; Andrew Maxwell.

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

1. Shawna provided an Acknowledgement of Territories.

2. Approval of Agenda
   MOTION: It was moved by Bobby Davidson and seconded by Morgan Westcott that the agenda be approved. The motion was carried.

3. Approval of Education Council minutes 18 Mar 2026
   Discussion: There was a typo on page 3, the policy in section 6.2 should be "5012 Course Credits".

   MOTION: It was moved by Reza Assadi Sami and seconded by Amy Goldlist that the minutes of 18 Mar 2026 be approved as corrected. The motion was carried.

4. Business Arising from the minutes - included in chair report under #49in#49 EdCo Challenge

5. Reports
   5.1. Report from the Chair – Shawna Waberi
   - Thanks were given to Morgan who attended the last Board meeting on Shawna's behalf.
   - The next community of practice meeting for the Academic Governance Committee is June 1.
   - The Spring 2026 Board and EdCo elections were successfully completed. Thanks were given to the outgoing members Bobby, Linh, Andrew, Maninder and Eric. Today's meeting includes new members through by-elections Rick Phelan and Robert Preston and new official guests Ashley Bentley, Student Success and Michelle Carter, Registrar's Office.
   - Shawna, Tami, Trevor and Eric met to discuss next steps for advancing reconciliation. A suggestion brought forward is to ask interested EdCo members to step forward to provide the Land Acknowledgement at an upcoming EdCo or committee meeting. Reference documents are being developed to guide faculty to indigenize and decolonize curriculum and advance reconciliation in their classrooms. Discussions will continue on the best path forward as a working group or possible sub committee of EdCo.
     - Eric shared the intention of the Indigenous Culture Learning Survey Tree (on the Education Council SharePoint landing page) is to encourage members to complete additional indigenous cultural training of some kind, then share what that was by completing the survey, which leads to the addition of your name

to a leaf on the tree. To show the continuous growth each year, a different colour of leaves will be used. There are resources linked in the EdCo Reconciliation SharePoint library.

- A discussion was held on Shawna's #49in49 Challenge where members shared their connections and personal actions on specific Truth and Reconciliation Calls to Actions. A variety of experiences were shared followed by encouragement to continue our personal actions towards reconciliation.

Five-minute break taken

5.2. Institutional Report

a. Provost and VP Academic Report – Jennifer Figner

Enterprise Risk Planning (ERP) Transformation Update – The business case is under development to move this project to update and modernize our systems. Recommendations include standardization of terms and dates, rules-based tuitions, automated systems and reduction of operational complexities. Jennifer will continue to update council as the project progresses.

b. Program Cancellation

i. Certificate in Software Systems Developer, SoCAS

The enrolment does not support continuing the program. There is one group of students graduating and a review of faculty will allocate them to teach in other areas or other options while following the collective agreements.

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 Shawna Waberi and seconded by Bob Gill that Education Council advises the Board of Governors that the recommendation to cancel the Certificate in Software Systems Developer was carried out in accordance with the requirements of Policy 5405.

The motion was **carried** with one abstention.

5.3. Program Review Reports

a. One Year Status Report

i. Bachelor of Science Combined Honours in Biochemistry and Forensic Science, SoCAS

Dean Hildebrand, Dean School of Computing and Academic Studies, reported the learning outcomes and content have been reviewed and feedback incorporated into the courses. The program is adding another applied elective which is pending approval from UBC Senate. Open discussions were held with current students on overall quality and provided recommendations to faculty. Faculty attended a workshop on respect, diversity and inclusion.

ii. Diploma in Biomedical Engineering Technology, SoHS

Lisa Chu, Dean School of Health Sciences, reported most actions are complete with a few remaining in progress. A standing committee will review curriculum after every term. Information shared with students on what to expect in the workforce will launch in the fall. Adjustments to marketing to address the declining enrolment has improved enrolments. There is ongoing review of potential laddering opportunities.

iii. Certificate in Operations Management (Management Engineering Option), SoB+M

Kenton Low, Dean School of Business + Media, reported progress on all recommendations. Through a review of curriculum alignment and program structure a future proposal will be submitted for a name change and course changes. Academic integrity concerns have been reduced using in-person exams.

5.4. Report from Student Association (Andrew Maxwell supplied a written report)
Recent events included a spring carnival and career services such as resume clinics and hiring fairs.

6. Standing Committee Reports:

6.1. Programming Committee – Michelle House-Kokan
The committee met twice and reviewed two major change proposals.

a. Major Change Proposals

i. Advanced Diploma in Sonography (General Option) and (Cardiac Option), SoHS
This request for a major change will discontinue the Sonography (General) option while continuing the Cardiac option under the new name Advanced Diploma in Diagnostic Medical Sonography - Cardiac. The original program was created at the request of the Health Authority to resolve staffing shortages until longer term model could be implemented which is now met. The Advanced Diploma has not been offered since 2018 as the needs are met in another diploma program. The name change will align with other offered programs and the program structure.

MOTION: It was moved by Michelle House-Kokan and seconded by Maninder Dhesi that the proposal for major change and name change of the Advanced Diploma in Sonography with a General Sonography Option and a Cardiac Option to the Advanced Diploma in Diagnostic Medical Sonography – Cardiac, be approved.

The motion was **carried**.

ii. Industry Partnership Certificate in Fire Executive Management, SoB+M
This request for major changes follows extensive consultation with industry to meet their needs will change curriculum and includes a name and credential change to Certificate in Fire Service Industry Leadership. This includes the reorganization of curriculum into four microcredentials and the change to using a cohort model offered on industry demand.

MOTION: It was moved by Michelle House-Kokan and seconded by Bob Gill that the proposal for major change and name change of the Industry Partnership in Fire Executive Management Industry to Certificate in Fire Service Industry Leadership, be approved.

The motion was **carried**.

6.2. Policy Committee – Morgan Westcott
The policy committee continues working on 5103 Student Evaluation, 5104 Student Code of Academic Integrity, 5401 Program Development and Credentials, 5405 Program Suspension and Cancellation.

a. Policy 5012 Course Credits and 5012-PR1 Assigning Credit to Courses Procedure
This administrative update brought together the implementation team, school and Registrar's Office representatives to propose revisions and clarifications based on the operational use after policy approval. As well the implementation phrasing is removed as it is now complete. The Executive Sponsor agreed to proceed with these non-substantial changes without the need for 30-day consultation process.

MOTION: It was moved by Morgan Westcott and seconded by Reza Assadi Sami that Education Council recommends approval by the Board of Governors of the minor updates to Policy 5012 Course Credits and 5012-PR1 Assigning Credit to Courses Procedure.

The motion was **carried**.

b. Retirement of Policy 5101 Student Regulations and 5101-PR1 Implementation of Student Regulations and associated forms
Morgan confirmed that due diligence has been done to ensure all items within Policy 5101 are confirmed to be covered in other policies so that Policy 5101 can be retired. The previously approved Policy 5110 Student Attendance and Academic Considerations will be implemented in fall 2026.

MOTION: It was moved by Morgan Westcott and seconded by Michelle House-Kokan that Education Council recommend Board of Governors approval of the retirement of Policy 5101 Student Regulations and 5101-PR1 Implementation of Student Regulations and associated forms, effective fall 2026, when Policy 5110 Student Attendance & Academic Concessions and procedure 5110-PR1 are implemented.

The motion was **carried**.

6.3. Educational Technology and Learning Design Committee – Erika Ram
The committee has recently focused on many AI topics.

i. Members are reviewing and providing feedback on the BC Ministry of Post-Secondary Education's draft model principles and guidelines for use of AI particularly with a lens of what's similar, different and how we may adopt them to our own approach at BCIT. A report has been prepared for the institute's AI Taskforce.
ii. The BCIT AI Taskforce has four ETLDC members participating as well as members on the sub-working groups with the aim of helping to ensure teaching and learning perspectives are reflected in the work they are undertaking.
iii. The committee continues as a contributor to review updates that the IAPO's office is making to the Privacy Impact Assessment process to include questions relating to algorithmic impact ensuring that the impact any tool using algorithmic decision-making (not just EdTech's) is properly reviewed and brings the human back into the loop using appropriate mitigations.

7. New Business

7.1. Revisions to Bylaws and Standing Procedures – Shawna Waberi
The Notice of Motion was provided at the last meeting on 18 Mar 2026 with updates to the bylaws and standing procedures.

MOTION: It was moved by Shawna Waberi and seconded by Reza Assadi Sami that council approves the changes as included in the package to the BCIT Education Council Bylaws and Standing Procedures.

The motion was **carried**.

7.2. Micro-Credential Framework Refresh - Final Recommendations & Action Plan – Eric Fry
Will be discussed at the next meeting.

8. Any Other Business - none

9. Next meeting: 10 June 2026, 2:30-4:30 @ SE40 Royal Oak Boardroom

10. Shawna adjourned the meeting at 4:42pm.