

MEETING MINUTES

BCIT EDUCATION COUNCIL

Date: 15 Nov 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; Bob Gill; Brian Howard; Kirksal Icoz; Joshua Luu; Andrea Matthews; Andrea Ralph; Lyle Reid; Shan Satoglu; Morgan Westcott; Alexander Yemane.

Recorder: Kerri Macmillan

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

Regrets: Kory Wilson; Tania DeRidder; Yuqi Yang; Tyronne 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 [selilwetaʔ](#) (Tsleil-Waututh). Eric reflected on the recent National Truth and Reconciliation Day and inspired by both Indigenous and non-Indigenous people's curiosity about the lands we are on and the cultures of those here before.
2. Approval of Agenda
MOTION: It was moved by Morgan and seconded by Kirksal that the agenda be approved with the correction of item 5.2.b. to 'Decision'. The motion was carried.
3. Approval of Education Council minutes 20 Sept 2023
MOTION: It was moved by Nathan and seconded by Shawna that the Minutes of 20 Sept 2023 be approved. The motion was carried.
4. Business Arising from the minutes - none
5. Reports
 - 5.1. Report from the Chair – Eric Fry
Eric welcomed new faculty members Bob Gill and Brian Howard and there was a round of introductions. The Master of Science in Ecological Restoration was approved by the Board of Governors and it is now open for peer review on the Ministry site ([Post-Secondary Institute Proposal System](#)). The Academic Governance Council met on Nov 6 at the Burnaby campus. The Council is made up of education council representatives from colleges and institutes in BC that also follow the BC [College and Institute Act](#). The Enterprise Risk and Internal Audit office completed the full institute policy audit including education policies. A final report with recommendations will be shared in January. The draft policy and procedures for Policy 5401 Program Development and Credentials is open for BCIT community consultation until 31 Jan 2024. Erika Ram has been extended as the ETLDC Chair for another two years.

ACTION: Add to Executive meeting for discussion - there was a request for all reports to be shared prior to the meeting.
 - 5.2. Institutional Report – Jennifer Figner
 - a. Provost and VP Academic Report
Today's Canada-wide Emergency Alert Testing coincided with a BC Post Secondary Sector-wide tabletop emergency planning exercise. Last week BCIT hosted a delegation from Ireland with a range of areas of

interest from trades to PhDs. The Policy 5401 working group has been conducting wide consultation over the past two years, however the FSA has requested more time to be able to discuss the draft within their departments. The new extended end date is 31 January 2024. Jennifer will participate in some meetings to help answer any questions and others are also available to respond (Kathy Siedlaczek is the lead).

ACTION: Add to Executive meeting for discussion – as part of the general policy consultation process, there was a request to include historical information of the consultation highlighting key discussion points to refresh memories as to what has happened so far. Key to identify who is impacted and hold facilitated consultation directly with those areas. This may be considered as part of the policy dashboard.

b. Program Cancellation

i. Associate Certificate in Kitchen & Bath Design, SoC&E

Cancellation will take effect 1 January 2024. This niche program provided graduates the requirements to write a national certification exam which is now providing badges that can be obtained in our other programs. No impact to faculty or students as all courses will continue to be offered through the Residential Interiors Diploma.

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 Morgan and seconded by Shawna that Education Council advises the Board of Governors that the recommendation to cancel the Associate Certificate in Kitchen & Bath Design was carried out in accordance with the requirements of Policy 5405.

The motion was carried with one abstention.

ii. Associate Certificate in Public Works Supervision, SoC&E

Overall enrolment in these courses has been low. For the suspension, a plan was made for all declared students to complete the core courses in 2021. The cancellation will take effect 1 January 2024.

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 Michael and seconded by Bob that Education Council advises the Board of Governors that the recommendation to cancel the Associate Certificate in Public Works Supervision was carried out in accordance with the requirements of Policy 5405.

The motion was carried.

iii. Certificate in Electricity & Industry Electronics Foundation (Kelowna), SoC&E

This program will be ending 26 January 2024. The Industry Training Authority changed the program leaving Surrey and Kelowna continuing with the longer dual credit program until Surrey switched to the shorter program in 2019. Since Okanagan College began offering electrical foundation training there has been a decline in Kelowna enrolments. One faculty will be offered to relocate to the Burnaby campus.

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 Bobby and seconded by Kirksal that Education Council advises the Board of Governors that the recommendation to cancel the Certificate in Electricity & Industry Electronics Foundation (Kelowna) 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. Bachelor of Science in Geomatics, SoC&E Dean, Guido Wimmers, provided highlights including program strengths identified a curriculum review and a major change proposal resulting from the program review process. Considerations will be made to revise course outlines and reduce the number of course credits due to eliminating redundancies. Faculty are encouraged to work with LTC to improve assessments and evaluation methods. Goal of full accreditation from the Canadian Board of Examiners for Professional Surveyors in their modernized syllabus for September 2024.

b. One Year Status Report

- i. Diploma in Nautical Sciences, SoT Dean, Steve Perry, provided highlights on the progress from the 24 recommendations. There was a focus on term structure and program goals resulting in a pending major change proposal moving from five years down to a 3-year diploma. Other items in the major change are increasing the math entrance requirements and removing the 'at sea' hours to reduce the total program credits. Faculty have worked with LTC staff to review assessment methodologies and reduce redundancies. Work is in progress to update and advance simulation as well as increasing marine representation on the PAC. Faculty are updating their professional development as well as hiring temporary specialized faculty from industry.

5.4. Report from Student Association – Joshua Luu

There have been many recent student events including a DTC Food Panty Pop-up event alongside the De-Stress event, a Tech Career Fair, and a Geomatics and Construction Career Fair. In general, club membership and activities are increasing as well as applications and approvals for new clubs.

Other events include the WinterFest shopping event today in the Great Hall and an Aerospace campus food pop-up event soon. An ad hoc Set Rep working group met to investigate standardizations and communications to improve the program. Recent positions have been filled for the Funds Developer and Food Panty Coordinator and a search is underway for an Executive Director. There is an effort to lobby the government for more student funding. The SA VP of Equity and Sustainability is championing Indigenization in the association's processes. There will be a student townhall event with President Zabudsky next week.

Discussion involved support for the food pantry and other ideas to [address student food insecurity](#). A new initiative at the SA Pavilion and Stand is a \$5 soup and bun. Important to create more low barrier opportunities and include all campuses.

6. Standing Committee Reports:

6.1. Programming Committee – Shawna Waberi

Met Nov 8 and had no items to review which provided opportunity to discuss two initiatives:

1. Jan Smith and Blake Edwards, Registrar's Office, shared the proposed changes to Policy 5003 Admissions.
2. Lin Brander shared the initiative of how to identify which courses/programs have 'Zero Textbook Costs'.

6.2. Policy Committee – Michael Currie

Policy 5103 Student Evaluations – the procedure is currently being drafted.

Policy 5012 Assigning of Credits to Courses – the working group is incorporating the feedback and will bring forward the revised documents to the next Policy meeting.

Policy 5003 Admissions – A special meeting will be held 20 Nov to move this through our process in order to have it ready to get BCIT onto the Ministry Education Planner for April 2024.

New 5110 Attendance – will go back out for community consultation after clarifications are made from the first consultation feedback.

5401 Program Development and Credentials – out for community consultation now, responses are coming in.

6.3. Educational Technology and Learning Design Committee – Erika Ram

An electronic vote completed on 3 Nov to remove the AI Detection Tool from TurnItIn. An Institute position on AI is being created and will be communicated soon. The Bongo replacement pilot is underway and will move to Class through Microsoft Teams in early 2024 as part of the Microsoft 365 license. Training and resources will be shared to assist the changeover. There was a request for clear communication to faculty and include the flexible learning faculty.

7. New Business - none

8. Any Other Business - none

9. Next meeting: 7 Feb 2024, 2:30-4:30 @ SE40 Royal Oak Boardroom; 4551 Wayburne Drive, Burnaby

10. Eric adjourned the meeting at 3:56pm.