

# MEETING MINUTES

## BCIT EDUCATION COUNCIL

**Date:** 19 Nov 2025 at 2:30-4:30pm

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

**In Attendance:** Shawna Waberi, Chair; Michelle House-Kokan, Vice Chair; Nathan Chapin; Michael Currie; Maninder Dhesi; Bob Gill; Eugene Eng; Eric Fry; Amy Goldlist; Linh Hoang; Amanda Koehler; Trevor Lord; Pratham Pannu; Travis Penner; Reza Assadi Sami; Laura Vail; Claire Zhang.

**Recorder:** Kerri Macmillan

**Official Guests:** Erika Ram; Peter Warren; Krista Lambie; Tania De Ridder.

**Regrets:** Jeff Zabudsky; Jennifer Figner; Judy Phipps; Morgan Westcott, Vice Chair; Kory Wilson; Bobby Davidson.

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

1. Shawna recognized the honour and privilege we have to gather on the unceded and traditional territories of the Coast Salish Nations of the xʷməθkʷəʔəm (Musqueam), Səlilwətaʔ/Selilwitulh (Tseil-Waututh) and Skwxwú7mesh (Squamish) people.
2. Approval of Agenda  
**MOTION:** It was moved by Michael Currie and seconded by Eric Fry that the agenda be approved. The motion was **carried**.
3. Approval of Education Council minutes 24 Sep 2025  
**MOTION:** It was moved by Maninder Dhesi and seconded by Michelle House-Kokan that the minutes of 24 Sept 2025 be approved. The motion was **carried**.
4. Business Arising from the minutes - none
5. Reports
  - 5.1. EdCo Chair – Shawna Waberi
    - Two members were elected in the by-election – Judy Phipps representing GEU Support Staff and Bob Gill representing SoE FSA.
    - As part of reconciliation efforts, Shawna highlighted actions from the Truth and Reconciliation Commission including action 57 which refers to professional development and training for public servants. The EdCo Reconciliation Action Group will be meeting Nov 26 at 2:30.
    - The Board met Sep 25 and approved program proposals for the Advanced Certificate in Bridging Medical Radiography, Associate Certificate in Artificial Intelligence Management, Associate Certificate in Business Data Management and Associate Certificate in Business Intelligence. The Board also approved Program Review policy 5402 and accompanying procedure 5402-PR1.
    - The Academic Governance Committee, which is a collection of EdCo chairs and vice chairs from around the province, met in October to discuss topics affecting education like generative AI, academic integrity and education quality.
    - A Bylaw and standing procedures working group will be established for this year to complete the two-year review started last year. Please let Shawna and Kerri know if you are interested in joining this group.

5.2. Institutional Report – none provided.

5.3. Program Review Reports

a. One Year Status Report

i. Certificate in Security Systems Technician, SoC&E

Guido Wimmers, Dean School of Construction & the Environment, highlighted three items. Item #2 marketing to increase enrolment, a video was created and is online. Item #5 upgrades to the classroom were completed but ongoing modernization is necessary. Item #8 the Heating, Ventilation & Air Conditioning (HVAC) system was improved by adding two portable AC units as the building system was not working properly.

5.4. Report from Student Association (SA) – Pratham Pannu

Pratham highlighted items from the written report such as various career panels and recreational events like pumpkin carving, movie night, games night, as well a group of students hosted their own successful hackathon. Pratham's revised report format includes information on the Student Association services, operations as well as governance and executive updates.

6. Standing Committee Reports:

6.1. Programming Committee – Michelle House-Kokan

Eric chaired the meeting on Nov 5 when the committee reviewed the following program proposals.

a. Program Proposals

i. Certificate in Professional Remotely Piloted Aircraft Systems, SoT

This follows the Notice of Intent council reviewed in September. The certificate will provide training in drone operation, safety in compliance with Transport Canada requirements and is intended to begin May 2026.

**MOTION:** It was moved by Eric Fry and seconded by Travis Penner that the proposal for the Certificate in Professional Remotely Piloted Aircraft Systems be recommended to the Board of Governors for approval.

The motion was **carried**.

6.1.a.i.1. Program request for Exemption from Policy - Shawna

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 Shawna Waberi and seconded by Amy Goldlist that the proposal for the Certificate in Professional Remotely Piloted Aircraft Systems be exempt from Policy 5103.5.

The motion was **carried**.

ii. Diploma in Construction Management, SoC&E

This follows the Notice of Intent council reviewed in September. This program will build on the existing certificate, be provided through flexible learning with blended in-person and online options. The intended launch is January 2026, with 24 students.

**MOTION:** It was moved by Michelle House-Kokan and seconded by Nathan Chapin that the proposal for the Diploma in Construction Management be recommended to the Board of Governors for approval.

Discussion clarified that the Math 10 entrance requirement is sufficient for success in this program.

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

b. Program request for Exemption from Policy – Shawna

i. Associate Certificate in Medical Office Assistant, 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 Shawna Waberi and seconded by Michael Currie that the proposal for an Associate Certificate in Medical Office Assistant be exempt from Policy 5103.5.

The motion was **carried**.

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*Five-minute break taken*

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6.2. Policy Committee – Trevor Lord

The policy committee reviewed a new Policy Review Process document to bring consistency and transparency to the review processes, and this will be used as a guiding document beginning in 2026. The policy dashboard was reviewed by the executive committee which guides the committee priorities. The P5103 Student Evaluation working group is forming and expected to meet soon. P5104 Student Code of Academic Integrity has dependency on P5102 Student Code of Conduct (Non-Academic). P5404 Program Suspensions and Cancellation working group will be developed this fall.

a. Policy proposals

i. P5003-PR1 Admission and Recognition of Prior Learning procedure amendment

The procedure was updated due to wording needed to clarify revoking offers due to program suspension or intake cancellation which was not explicit. This was deemed a non-substantive change to the policy and received approval from the Executive Sponsor, Provost & VP Academic, to bypass the 30-day community consultation. The Governance committee approved the recommendations at their meeting yesterday.

**MOTION:** It was moved by Trevor Lord and seconded by Reza Assadi Sami that Education Council recommends approval by the Board of Governors of the revised Procedure 5003-PR1 Admissions and Recognition of Prior Learning.

Discussion included the efforts made to provide students with other program options and to provide as much notice as possible as well as confirmation that the commitment fee is refunded or deferred to another program.

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

ii. P5201 Recording in the Classroom and Procedure 5201-PR1

The policy and procedures were updated to clarify accommodation procedures, reinforce faculty

autonomy, address AI manipulation concerns and reaffirmed faculty discretion to pause recordings. The working group has developed a Q&A as a faculty resource as well as slides for faculty to present to students. The Governance committee approved the recommendations at their meeting yesterday with clarification on the use of the word faculty instead of instructor and to use the Act faculty definition as well as clarify one sentence “may deny a request to record...”.

**MOTION:** It was moved by Trevor Lord and seconded by Reza Assadi Sami that Education Council recommends approval by the Board of Governors of the revised P5201 Recording in the Classroom and P5201-PR1 Recording in the Classroom Procedure.

Discussion included highlighting that the procedure outlines that faculty can add restraints on retaining recordings and that this policy enables recordings which are outside of other policies such as P4501 Accommodation for Students with Disabilities and P6700 Freedom of Information and Protection of Privacy.

The motion was **carried**.

6.3. Educational Technology and Learning Design Committee – Erika Ram

The committee discussed areas of focus for the year and narrowed down to five priorities: Generative AI policy in governance; identify new edtech tools, collaboration tools, academic integrity, etc.; Academic Integrity and tooling to support this; chat platforms; and student Teams licensing.

The committee gathered and contributed feedback to the community review process for Information Management Policy 3501 Acceptable Use of Information Technology. Clarification was sought in the approval of technology tools, permissions which can be restrictive to embracing innovation.

A reminder was given to keep an eye out for policy consultation notices and to participate in the feedback. All students, faculty and staff are responsible to be aware of policies that apply to them and their work.

7. New Business - none

8. Any Other Business:

A member provided news that Northwestern Polytechnic will be closing its Fairview, AB campus. This currently provides the main competition to BCIT’s Motorcycle Technician program. The campus also offers diplomas and certificates in business and nursing programs. The apprenticeship training will likely go to its’ Grand Prairie campus but potential students in other program areas may be looking for alternatives.

9. Next meeting: 11 Feb 2026, 2:30-4:30 @ SE40 Royal Oak Boardroom

10. Shawna adjourned the meeting at 4:00pm.