

MEETING MINUTES

BCIT EDUCATION COUNCIL

Date: 18 Sept 2024 at 2:30-4:30pm

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

In Attendance: Eric Fry; Shawna Waberi; Morgan Westcott; Cora Bell (online); Nathan Chapin; Michael Currie; Bobby Davidson; Maninder Dhesi; Jennifer Figner; Bob Gill; Amy Goldlist; Linh Hoang; Michelle House-Kokan; Kirksal Icoz; Trevor Lord; Andrea Ralph; Lyle Reid; Dhaval Shah.

Recorder: Kerri Macmillan

Official Guests: Tania De Ridder; Erika Ram; Jan Smith; Laura Vail.

Regrets: Yuqi Yang; Jeff Zabudsky; Kory Wilson.

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

1. Eric welcomed everyone to the school year and recognized the lands of the Musqueam, Squamish, and Tsleil-Waututh people.
 - 1.1. Protocol Welcome – Elder Carleen Thomas, Tsleil-Waututh Nation

Carleen joined the meeting at the end to wrap-up with her emotional and encouraging words for a better way forward. Carleen spoke about her experiences with the Tsleil-Waututh siʔárhəθət School. The school name means “To become rich” which focuses on becoming rich with culture and knowledge. The school focuses on different ways of knowing and imparting knowledge with students participating in hands-on learning. The work of BCIT and other institutes to break down barriers, incorporate different ways of knowing to move forward together for a better future for students is appreciated. Systems are changing slowly through working together to move forward in a positive way. Carleen encouraged everyone to participate in Truth and Reconciliation Day activities, to ask questions and to continue with learning conversations.
 - 1.2. Provost and Vice President Academic Welcome – Jennifer Figner

Jennifer thanked everyone in advance for the work they will be doing in the coming months on EdCo. Looks forward to the upcoming year.
 - 1.3. Introductions – Eric invited members to introduce themselves including the areas they represent.
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 5 Jun 2024

MOTION: It was moved by Bob Gill and seconded by Kirksal Icoz that the minutes of 5 Jun 2024 be approved. The motion was carried.
4. Business Arising from the minutes:
 - 4.1. Education Council Reconciliation Plan

Eric launched this working group with guidance from Indigenous Initiatives and Partnerships as an opportunity to

deepen members understanding of indigenous history and to ensure our efforts at EdCo support all learners. The Plan reflects the institute's commitment to advancing reconciliation through education. This document will continue to evolve as the plan is put into action. Eric encouraged EdCo members to join this working group.

MOTION: It was moved by Eric Fry and seconded by Shawna Waberi that the Education Council Reconciliation Plan be endorsed by Education Council. The motion was carried.

5. Reports

5.1. Report from the Chair – Eric Fry

On June 25, the Board approved the three new programs and two policy updates brought forward by EdCo. Eric met with the EdCo vice chairs to launch a holistic review of the EdCo bylaws and standing procedures. The elections section will be updated soon with the remainder of the document by the end of this EdCo year. A by-election will begin Sept 19 to fill the SoT GEU faculty seat. The IDEAS Lens is growing throughout BCIT with a new website bcit.ca/ideas.

5.2. Institutional Report - Provost and VP Academic Report – Jennifer Figner

Jennifer recognized Sept 18 as Guichon Creek Day with events including Mark Angelo, Founder of both BC Rivers Day and World Rivers Day. With a provincial election announcement, there will be no new work during the election period. BCIT has significant relationships with various levels of government which will need renewing following provincial and federal elections. The federal government's changes to study permits have resulted in a decline in international students across Canada with potential further changes coming. The IDEAS lens is expanding at BCIT bringing together areas to elevate the work in indigenous, inclusion, diversity, equity, access, sustainability, and student wellbeing. The Education Plan is under development and will have fulsome consultation with students, faculty and include Education Council for significant feedback during the process.

5.3. Program Review Reports

a. One Year Status Report

- i. Bachelor & Diploma Interior Design & Certificate in Interior Design Fundamentals, SoC&E
Dean, Guido Wimmers, provided highlights including better pathways, removed overlapping courses, reducing courses, and course credit adjustments to better reflect the student workload. The Learning and Teaching Centre is working with faculty on developing departmental guidelines on student feedback.
- ii. Bachelor of Architectural Science, SoC&E
Dean, Guido Wimmers, provided highlights on completed items such as updates to themes and goals, ongoing curriculum updates, rubrics in implementation, and good progress on the remaining recommendations.
- iii. Diploma in Computer Systems Technology (International – People's Republic of China - Dongguan Polytechnic), SoCAS
APQA Dean, Kathy Siedlaczek, presented on behalf of Dean Hildebrand. This unique program has been delivered in China for several years following the curriculum of domestic students however this fall will be the final intake. The review focused on reinforcing English skills, working on pathways for these students to come to BCIT and establishing a Program Advisory Committee with local industry.

b. Final Recommendations and Action Plan

- i. Bachelor of Technology in Technology Management, SoT
Dean, Steve Perry, shared that faculty are industry professionals who are continuously tweaking and correcting the materials as they are delivered to remain current so there will be no major change proposal following this review. The program will focus on creating hybrid delivery options, accepting global

students, and a curriculum review committee will be explored. A new orientation plan highlighting resources for students has already been implemented.

- ii. Advanced Certificate in Cardiovascular Perfusion, SoHS
Dean, Lisa Chu, spoke about this unique program being one of three across Canada. The 2023 accreditation process identified the program began in 2011 but had not been through a program review so received a conditional two-year approval pending completion of a review by December 2024. The review has 25 recommendations with themes focusing on student experience in simulation, organizing content within courses, instruction quality supporting some online teaching, and strengthening industry relationships. There is a critical shortage around the world for these graduates, many are offered very high signing bonuses for employment.

5.4. Report from Student Association – Tanya Fuchs

There will be a by-election for two seats this fall because of changes occurring over the summer. The SA created an Engagement Team to include events, clubs, marketing and publications to serve students better. Fall events include Thrive at ATC, DTC & BBY promoting SA services; career fair at DTC specifically for tech; Frosh event at the pub. A new Executive Director, Michel Pouliot started Aug 19.

Five-minute break taken

6. Standing Committee Reports:

6.1. Programming Committee – Shawna Waberi

The committee welcomed new members and elected Kirksal Icoz as the new vice chair.

a. Program Proposals

i. Associate Certificate in Business Analysis, SoB+M

This program is an entry-level pathway to the business analysis profession covering business need assessment and change management, planning and work management and solution design and evaluation. It will be 18 credits, taught through flexible learning with courses in-person moving to blended delivery later. This program will create a laddering opportunity into the part-time business administration diploma.

MOTION: It was moved by Shawna Waberi and seconded by Andrea Ralph that the proposal for the Associate Certificate in Business Analysis be recommended to the Board of Governors for approval.

As raised at the Operational and Services group meeting, the program is encouraged to ensure the program webpage clearly explains the differences from programs that are similarly named.

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

b. Program requests for Exemptions from Policy

i. Certificate in Essential Technical Skills for Architecture, Construction & Engineering, SoC&E

This program was passed by EdCo earlier this year. This short-term career exploration program focuses on recent high-school graduates and is designed to keep students on track for career introduction or further education pathways.

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 three-year time limit to complete the credential.

MOTION: It was moved by Eric Fry and seconded by Kirksal Icoz that the proposal for a Certificate in

Essential Technical Skills for Architecture, Construction & Engineering be exempt from Policy 5103.5.

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

6.2. Policy Committee – Morgan Westcott

The Policy Committee reviewed their membership, elected vice chair Michael Currie, and gathered a list of member strengths. Priorities for the year will be the new P5110 Attendance, formerly Student Regulations, which is drafted and seeking stakeholder input. An implementation plan with dates will be incorporated when this comes for approval. P5103 Student Evaluation will be expedited with changes to specific items with a full review and draft of new procedures to follow soon afterwards. P5201 Recording in the Classroom work will include the ETLDC to include alignment with technology changes. In January, the Executive Committee will review the Policy Committee capacity for reviews of P5405 Program Suspension and Cancellation as well as P5402 Program Review. Morgan is endeavouring to create a dashboard to track policy monitoring or items requiring urgent attention.

A member raised that Transport Canada is asking when P5103 Student Evaluations will be updated. As mentioned, an update will be made soon with the full revision of policy and new procedure to follow.

6.3. Educational Technology and Learning Design Committee – Erika Ram

The committee welcomed new members and is also seeking representation from three schools. Class for Teams launched in April and the supplier has already incorporated feedback from faculty with other items such as video-assignments under consideration. The institute's Unified Collaboration and Communication project continues with investigation to incorporating student Teams licensing.

Questions were raised on the number of Integrity software licenses remaining and student online testing which is under consideration.

7. New Business

7.1. Annual Report on Academic Integrity – Laura Vail

P5104 Student Code of Academic Conduct requires an annual report be shared with EdCo. Laura highlighted plagiarism as the most prevalent item followed by cheating using unauthorized aids, or using other student's answers. Faculty awareness of policies and resolutions is increasing through workshops and a faculty quick guide tool.

Questions were raised on ways to identify students who may be using ChatGPT and similar tools. ETLDC continues to investigate these tools. There was also a suggestion of standard language being added to course outlines.

7.2. Annual List of Program Reviews Report – Kathy Siedlaczek

Kathy recognized the work of program areas and their commitment to the program review process by actively pursuing their review recommendations. The report is in the meeting package.

7.3. Revisions to Templates and Resources – Jonathan Chiu

To support program teams in implementing the IDEAS framework, updates have been made to templates including a new table to help program teams show their work. The revisions will assist individuals to locate the information they need. The Associate Certificate template is now in alignment with the revised P5401 Program Development and Credential approved earlier this year. Suggestions to continue improving these documents are always welcomed by the APQA team.

8. Any Other Business – none

9. Next meeting: 13 Nov 2024, 2:30-4:30 @ SE40 Royal Oak Boardroom
10. Eric adjourned the meeting at 4:28pm.