

# MEETING MINUTES

## BCIT EDUCATION COUNCIL

**Date:** 24 Sep 2025 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; Michael Currie; Bobby Davidson; Maninder Dhesi; Eugene Eng; Jennifer Figner; Eric Fry; Amy Goldlist; Linh Hoang; Amanda Koehler; Trevor Lord; Pratham Pannu; Travis Penner; Reza Assadi Sami; Laura Vail; Jeff Zabudsky.

**Recorder:** Kerri Macmillan

**Official Guests:** Erika Ram; Jan Smith; Krista Lambie; Tami Pierce.

**Guest:** Elder Carleen Thomas, Tsleil-Waututh Nation

**Regrets:** Tania De Ridder; Nathan Chapin; Michael Currie; Claire Zhang

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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 xʷməθkʷəyəm (Musqueam), Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) and Skwxwú7mesh (Squamish) people. A reminder was given to spend time on September 30 learning more about Truth and Reconciliation and how we can actively participate in reconciliation. Shawna quoted the late Honourable Justice Murray Sinclair, former Chair of the Truth and Reconciliation Commission of Canada, "Education got us into this mess and education will get us out of it".

There is a link on the [Education Council SharePoint site](#) to the Indigenous Cultural Learning Survey where council members can also find a list of training and learning experiences to participate in.

- 1.1. Elder Carleen Thomas began by introducing herself and raised her hands in welcome. She recognized the significance of ongoing reconciliation efforts and spoke about the lasting impacts of the division of land and resources. She shared the teachings from her grandfather about the fiduciary obligation the government has regarding stolen lands. Elder Carleen enjoyed the Indigenous Garden Harvest event earlier in the day and recognized the important work the Indigenous Initiatives and Partnerships team is doing. She encouraged everyone to approach the work of reconciliation with open hearts and minds to help people heal, the country to grow, and people to coexist.
  - 1.2. As there were two membership changes, there was a roundtable of introductions.
2. Approval of Agenda

**MOTION:** It was moved by Morgan Westcott and seconded by Reza Assadi Sami that the agenda be approved. The motion was **carried**.
3. Approval of Education Council minutes 4 June 2025

**MOTION:** It was moved by Bobby Davidson and seconded by Amy Goldlist that the minutes of 4 June 2025 be approved. The motion was **carried**.

4. Business Arising from the minutes - none

5. Reports

5.1. EdCo Chair – Shawna Waberi

- As new EdCo Chair, Shawna has made two goals for herself – to continue to support and strengthen council involvement in reconciliation and to support increased community engagement in academic governance.
- The Board met June 10 and approved the proposal for the Diploma in Aircraft Maintenance Engineer – Structures.
- Nominations have opened to fill two seats in the by-election.
- Shawna will attend her first meeting of the Academic Governance Council later this week.
- The Curriculum Change Review Panel met June 20 to discuss the major change proposal for the Bachelor of Architectural Science due to the strict one-time only application to the Canadian Architectural Certification Board. The proposal was approved for curriculum changes and a name change to Bachelor of Architecture.

5.2. Institutional Report - Jennifer Figner

- Jennifer welcomed everyone to the new academic year and offered thanks to council members for the time given towards Education Council.
- In completion of the programs that were reviewed for suspension or cancellation, there was one decision made in July for the Certificate of Software Systems Development to continue and not to cancel. The program area found ways to strengthen enrolment and began in September with a full cohort.
- The Education Plan Action plan update was included in the meeting package. Jennifer highlighted that we are now in the Groundwork phase with the action plans beginning in 2026 and she will continue to have dialogue with EdCo and encouraged council feedback.

5.3. Program Review Reports

a. Final Recommendations and Action Plan

i. Bachelor of Environmental Public Health, SoHS

Lisa Chu, Dean School of Health Sciences, explained the actions centred around two themes, curriculum improvement and varied delivery methods. The department will explore more accessibility and other ways of arranging the practicums. A curriculum review committee has been established and is looking at ways to better engage students who live outside of the lower mainland.

b. One Year Status Report

i. Advanced Certificate in Cardiovascular Perfusion

Lisa Chu, Dean School of Health Sciences, reported on the findings from the program review such as the comprehensive curriculum review and creation of a 'Patient Partner Group' for better understanding of the patient journey.

ii. Bachelor of Technology in Technology Management

Gerry Egan, Associate Dean School of Transportation, reported on highlights such as integrating indigenous learning into the curriculum and ongoing program enhancement.

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

Recent events included a Kick-Start BBQ and a frosh night. Interviews for council members have completed, the SA has hired Pivot HR for a performance review of their directors. The Habitat Pub has updated the menu and extended hours to 7pm during the week. Gender affirming care coverage has been added to the student health care plan. Clubs committee meetings will be held monthly on Thursdays.

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*Five-minute break taken*

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6. Standing Committee Reports:

6.1. Programming Committee – Michelle House-Kokan

The committee welcomed new members Lisa Allen and Julia Alards-Tomalin and elected Eric Fry as vice chair.

a. Notice of Intent:

i. Diploma in Construction Management, SoCE

This Notice of Intent is for a new program to address a gap in the laddering of programs, building on existing BCIT certificates and positioning students to apply to the Bachelor of Technology in Construction Management.

This was taken for information.

ii. Certificate in Professional Remotely Piloted Aircraft Systems, SoT

This Notice of Intent will create a program to address the high demand for more extensive training beyond the microcredential we offer. This will meet Transport Canada regulations and is modeled after the Southern Alberta Institute of Technology program.

This was taken for information.

b. Program Proposals

i. Advanced Certificate in Bridging Medical Radiography, SoHS

This program is created to help applicants trained internationally and already in Canada to assist in passing the certification exam and integrate into Canadian standards. It will run in a blended format delivery with 24 students beginning April 2026.

**MOTION:** It was moved by Michelle House-Kokan and seconded by Reza Assadi Sami that the proposal for the Advanced Certificate in Bridging Medical Radiography be recommended to the Board of Governors for approval.

The motion was **carried**.

ii. Associate Certificate in Artificial Intelligence Management, SoB+M

These three new associate certificates are designed from the existing Diploma in Business Information Technology Management options to complement each other in cross dimensional domains including AI and machine learning technologies and will offer learners the opportunity to develop expertise across interconnected domains.

**MOTION:** It was moved by Michelle House-Kokan and seconded by Morgan Westcott that the proposal for the Associate Certificate in Artificial Intelligence Management be recommended to the Board of Governors for approval.

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

6.1.b.ii.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 Reza Assadi Sami and seconded by Bobby Davidson that the proposal for an Associate Certificate in Artificial Intelligence Management be exempt from Policy 5103.5.

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

iii. Associate Certificate in Business Data Management, SoB+M

These three new associate certificates are designed from the existing Diploma in Business Information Technology Management options to complement each other in cross dimensional domains such as data quality, integrity and compliance and will offer learners the opportunity to develop expertise across interconnected domains.

**MOTION:** It was moved by Michelle House-Kokan and seconded by Morgan Westcott that the proposal for the Associate Certificate in Business Data Management be recommended to the Board of Governors for approval.

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

6.1.b.iii.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 Morgan Westcott and seconded by Eric Fry that the proposal for an Associate Certificate in Business Data Management be exempt from Policy 5103.5.

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

iv. Associate Certificate in Business Intelligence, SoB+M

These three new associate certificates are designed from the existing Diploma in Business Information Technology Management options to complement each other in cross dimensional domains including expertise in data analysis and story-telling and will offer learners the opportunity to develop expertise across interconnected domains.

**MOTION:** It was moved by Michelle House-Kokan and seconded by Travis Penner that the proposal for the Associate Certificate in Business Intelligence be recommended to the Board of Governors for approval.

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

6.1.b.iv.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 Reza Assadi Sami and seconded by Maninder Dhesi that the proposal for an Associate Certificate in Business Intelligence be exempt from Policy 5103.5.

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

## 6.2. Policy Committee – Morgan Westcott

The policy committee welcomed new members and elected Trevor Lord as vice chair. Morgan reviewed the dashboard progress: P5103 Student Evaluation working group is being struck and will be monitored with multiple areas that share this work; P5104 Student Code of Academic Integrity working group is collaborating with the Student Life Office for synergy with the non-academic policy work; P5110 Attendance was approved but will be implemented in fall 2026 along with retirement of P5101 Student Regulations, as time is needed to prepare faculty on this policy and what they are empowered to do in supporting students and maintaining course learning objectives; P5201 Recording in the Classroom will come forward for decision at the next meeting; P5405 Program Suspension and Cancellation will begin a review this fall. A group is developing guidelines and templates incorporating the IDEAS lens into policy and procedure work. There is potential for a small clarification on revoking an offer of admission in P5003 Admissions, as well the promised two-year review of P5401 Program Development and Credentials will begin early in the new year.

### a. P5402 Program Review

The policy and procedures were updated to reflect current terminology, clarify responsibilities, and ensure consistent and concise language throughout. The community review ended in June with no further changes necessary. The Governance committee approved the recommendations at their meeting yesterday.

**MOTION:** It was moved by Morgan Westcott and seconded by Amy Goldlist that Education Council recommends approval by the Board of Governors of the revised Policy 5402 Program Review and 5402-PR1 Program Review Process procedure.

Discussion included a suggestion for future revisions: to update the School Quality Committee (SQC) definition to include other types of quality committees for cases where a program such as the Associate Certificate in Polytechnic Teaching which has no SQC to go through.

The motion was **carried**.

An item was suggested for future consideration when reviewing Policy 5103.5 to consider a variety of time limits for completion relating to credential level as the longer time limit sometimes creates challenges for lower credential programs.

## 6.3. Educational Technology and Learning Design Committee – Erika Ram

Topics the working groups will review this year include a potential Generative AI policy and governance, learning analytics, new EdTech resulting in improvements, coordinating features and tools in the Learning Hub, academic integrity tools, and Teams student licensing.

- a. A Decision Note within the package was reviewed on Algorithmic Impact Assessments recommendation for endorsement. This will enhance BCIT's reputation and student trust as well as help to remain compliant with ongoing legal changes. It is suggested to include a retroactive review on Integrity Advocate and Turnitin. EdCo's endorsement will assist the exploration of which tool to use for this work and to create processes, resources and responsibilities.

**MOTION:** It was moved by Shawna Waberi and seconded by Trevor Lord that Education Council endorses the recommendation to pursue the Algorithmic Impact Assessments.

Discussion included a suggestion that it will be helpful to publicly share the results and reasonings found in the reviews.

The motion was **carried**.

7. New Business

7.1. Annual Report on Academic Integrity – Krista Lambie

P5104 Student Code of Academic Integrity requires an annual report to be provided to Education Council. The total number of violation reports has increased significantly over last year. The reporting platform scans the reports for key words like generative ai phrases. A Community of Practice has been created to review academic integrity for priorities for the institute. There are recommendations for course design, better resources and support for faculty, and supporting students with student-friendly resources.

7.2. Annual List of Program Reviews Report – Kathy Siedlaczek

The program review process includes a commitment to ensuring that programs actively pursue recommendations resulting from their reviews. These reviews also provide insight into potential future change proposals that may be brought forward to Education Council for approval. Additionally, program reviews are periodically analyzed to identify recurring themes and highlight key topics.

8. Any Other Business –

The commitment for a phase two review of the bylaws will be pursued this year. A call was made for new membership, specifically looking for two new co-chairs with the same model of faculty and administration. If interested, please reach out to Shawna, Morgan or Kerri.

9. Next meeting: 19 Nov 2025, 2:30-4:30 @ SE40 Royal Oak Boardroom

10. Shawna adjourned the meeting at 4:44pm.