



MINUTES OF A MEETING OF EDUCATION COUNCIL

**HELD MONDAY, OCTOBER 21, 2013 AT 9:00AM
BOARDROOM - NEW WESTMINSTER CAMPUS**

1. ROLL CALL:

Members Present:

Sheilagh Badanic
Mark Darville (Ex-Officio)
Kathy Denton
Brenna Gray
Todd Harper (Chair)
Anna Helewka
Sandra Hochstein
Katryna Koenig
Barbara Leighs
Anne MacMillan (alternate for Ted James)
Jasmine Nicholsfigueiredo (Vice Chair)
Lorne Patterson
Catherine Sales
Jenny Shin
Doug Simak
Erin Smith
Meg Stainsby (alternate for Silvia Wilson)
George Stroppa
Richard Tardiff
Brian Thomas-Peter
Hailea Williams

Regrets:

Ted James (Ex-Officio)
Scott McAlpine (Ex-Officio)
Madison Paradis-Woodman
Silvia Wilson

Guests:

Pauline Chow
Morna Fraser
Jacquie Hebert
Betty Mitchell
Glen Stanger
Heather Tobe

Jo-Anne Bilquist (Recorder)

2. APPROVAL OF THE AGENDA

The Chair asked members to approve a fluid Agenda; Council agreed and the Agenda was re-ordered.

The Chair also noted that item 4.5 - Program Revision: Childbirth Educator Training Program has been postponed at the request of the department.

3. APPROVAL OF MINUTES

The September 16, 2013 Minutes were approved as presented.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Curriculum Items

a) Curriculum Committee Recommendations

In response to a query, Committee Chair B. Gray advised that the class size changes noted were all increases.

There being no further discussion,

There was unanimous consent to Short-cycle the proposed Motion.

MOVED by B. Thomas-Peter; SECONDED by R. Tardiff, THAT Education Council approve the submitted guidelines for: BUSN 2275; CCSD 1170, 2335, and 2370; CFCS 1101; CSIS 1190 and 2260; FINC 3350 and 3390; INTR 1142, 1241, 1242, and 1290; VTEC 1101, 1102, 1103, 1112, 1201, 1202, 1203, 1204, 1205, 2106, 2107, 2108, 2109, 2110, 2111, 2303, 2304, 2305, 2307, and 2309.

The Motion was CARRIED.

4.2 Policy Items

a) Program Approval Policy

The Chair noted that Council member J. Shin would speak to any Policy Committee queries.

It was noted that the document refers to “Deans” and “FECs” and should be adjusted to include “Directors” and “DECs”.

b) Audit Policy

A Council member noted that the policy seems inconsistent with regard to student attendance. K. Denton advised that VPAC has considered a request from the Faculty of Health Sciences that an amendment could be added excluding clinical placements and practica from the possibility of auditing.

It was also suggested that a definition or description of “auditing” could be included.

ACTION: Please refer these items to your constituency groups for consideration of approval at the November meeting.

4.3 Budget Guidelines

The Chair asked Council for any additional feedback and several members offered suggestions from their constituents. The Chair will summarize the feedback as advice for the Senior Management Team and the College Board.

In addition, a Council member asked whether the bullet points were in order of importance on the list under section B, particularly referring to accreditations. K. Denton advised that the bullet points were intentionally not numbered as they are not meant to be in any particular order.

4.4 Calendar of Events

The Chair welcomed Anne MacMillan, representing the Registrar’s Office, to speak to this item.

A Council member asked whether there will be any effort to harmonize our Spring Break with those of other institutions, particularly Simon Fraser University, as this would be useful for students.

There was also lengthy discussion with regard to deadlines for adding courses, with a Council member noting that although the deadline is advertised to be on the Sunday of the 2nd week, students can actually fill out a paper form to add a class the following day, at the beginning of the 3rd week. It was suggested this may be misleading and unfair to some students. Anne advised that the late add form is used only in exceptional cases, and added that she would take this back for discussion.

The Chair will summarize the feedback for the Senior Management Team and the Registrar's Office.

4.5 Program Revision: Childbirth Educator Training Program

The Chair advised that this item will be postponed to the November agenda, at the request of the Department.

4.6 Admissions & Language Competency Committee Recommendations

Council members noted that the 2nd recommendation regarding Articulated Pathway was worded awkwardly and the intention wasn't clear. M. Stainsby advised that the language school referred to has gone through a vetting process to the satisfaction of the ESL Department.

It was suggested that Council short-cycle the recommendations on Animal Health Technology but treat the Articulated Pathways recommendation as a Notice of Motion, with further clarity to be provided at the November meeting. K. Denton also noted that if any issues arise as a result of the Articulated Pathways recommendation being held over for another month, Deans have the authority to deal with those exceptions.

There being no further discussion,

There was unanimous consent to Short-cycle the proposed recommendations for the Animal Health Technology Program.

MOVED by B. Gray; SECONDED by A. Helewka, THAT Education Council approve the Admissions and Language Competency Committee's proposed recommendations for the Animal Health Technology program.

The Motion was CARRIED.

ACTION: Please refer the Articulated Pathways item to your constituency groups for consideration of approval at the November meeting.

5. NEW BUSINESS

5.1 Program Revision: Associate of Arts in Intercultural and International Studies Program

The Chair welcomed Heather Tobe to speak to this item.

Heather briefly outlined the request to add a recommended course (PEFA 1136: An Introduction to Music) to the program. The request has been reviewed and

approved by HSS and LLPA FECs. She noted that the proposed revision would be effective January 2014.

A Council member noted that it might be a good idea to pass the revision through today so that students can be made aware of this option prior to registration. The Chair advised that Council can entertain a motion from the floor to short-cycle a motion.

MOVED by D. Simak THAT Education Council Short-cycle the proposed Motion.

There being no further discussion,

There was unanimous consent to Short-cycle the proposed Motion.

MOVED by B. Gray; SECONDED by H. Williams, THAT Education Council approve the proposed revision to Associate of Arts in Intercultural and International Studies Program.

The Motion was CARRIED.

5.2 Program Revision: Bachelor of Business Administration

The Chair welcomed Morna Fraser and Glen Stanger to speak to this item.

Glen advised that the structure of the degree template has been undergoing a revision that will allow more pathways into the degree from different areas. Twelve common core courses have been identified, as well as 15 courses specific to each major and 13 electives, 5 of which must be upper level.

A Council member raised a concern that there is only one English or communications course required, suggesting that at least one other such course should be a requirement. Morna and Glen advised that students entering the BBA Program have generally come through one of the College's diploma programs and would have achieved further English or communications credits already, but agreed that with the increased pathways, it is feasible as student could complete the program having only one English or communications course. Council discussed this issue at length.

ACTION: Please refer this item to your constituency groups for consideration of approval at the November meeting.

5.3 Program and Credential Name Change: Animal Health Technology

The Chair welcomed Pauline Chow to speak to this item.

Pauline advised that Animal Health Technology is requesting a program and credential name change to Veterinary Technology in order to align with a similar request by the Animal Health Technologist Association of BC. She noted that most programs in North America are called Vet Tech. She noted that if approved, the program name change would be effective by June 2014 for fall registration, with the credential name change effective May 2015.

There being no further discussion,

There was unanimous consent to Short-cycle the proposed Motion.

MOVED by B. Leighs; SECONDED by G. Stroppa, THAT Education Council approve the proposed program name change from Animal Health Technology (AHTT) to Veterinary Technology (VTEC) and credential name change from Diploma in Animal Health Technology to Diploma in Veterinary Technology.

The Motion was CARRIED.

And,

MOVED by A. Helewka; SECONDED by S. Hochstein, THAT Education Council recommend that the College Board withdraw the credential Diploma in Animal Health Technology and establish the credential Diploma in Veterinary Technology effective May, 2015.

The Motion was CARRIED.

5.4 Educational Affiliations: Notice of Intent

The Chair welcomed Betty Mitchell to speak to this item.

Betty spoke to the memo indicating the request to move forward in developing relationships with these institutions:

- i) ISC Business School; Paris, France
- ii) Fontys University of Applied Science; The Netherlands
- iii) Hanze University of Applied Sciences; The Netherlands
- iv) University West (UW); Sweden
- v) University of West London (UWL); United Kingdom
- vi) Satakunta University of Applied Sciences (SAMK); Finland
- vii) Robert Gordon University (RGU); Aberdeen, Scotland, UK

Betty advised that one of the key strategies of International Education is to have domestic students travel abroad and engage in exchanges. Currently there are few options in Europe, but this list indicates movement in that direction. Some discussions have begun and the short-cycle request is to ensure that enough planning can be done in advance to fit both institutions' cycles. She noted that the goal is to have exchanges with reputable institutions in most large European cities.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by J. Shin; SECONDED by L. Patterson, THAT Education Council approve the Notice of Intent to move forward with developing relationships with these institutions.

The Motion was CARRIED.

5.5 Winter 2014 Examination Dates

The Chair welcomed Anne MacMillan, representing the Registrar's Office, to speak to this item..

Anne reiterated, as per the memo, that there is a shortage of days for Winter 2014 exam dates and she outlined the options available to resolve the issue. Following extensive discussion, Council agreed to support the second option, where the final day for exams would be April 24th with grades due on April 28th, with the exception of Saturday exams scheduled for April 26th where the grades for those exams only can come in on April 29th. Council will also suggest that only those instructors with an exam on the Saturday be informed of the extended grades deadline, and that they be informed immediately once the schedule is set. It was suggested that the DCFA should be notified of the caveat, as well as Administrative Officers.

The Chair will summarize Council's advice and forward it to the Senior Management Team and the Registrar's Office.

5.6 Program Revision: Citation of Proficiency in College Preparatory English

The Chair welcomed Jacquie Hebert to speak to this item.

Jacquie advised that ESL is requesting a couple of changes, with one being the simple housekeeping issue of changing the citation to a certificate in keeping with College policy. Additionally, they are adding 6-credit courses to the program to increase the number of options for students, and they also want to include a minimum grade of "C" as part of the requirement.

ACTION: Please refer this item to your constituency groups for consideration of approval at the November meeting.

6. REPORTS

6.1 Report from the Chair

- a) September Report to the College Board
- b) EdCo Advice on the Program Cancellation Policy

The Chair advised Council that the College is undergoing an internal audit process, providing objective insight into improving operations. He, and former Chair Liz McCausland, met with the auditor and one of the discussions centered on College policies, including Educational policies. Some review of policies may come from the audit report. The Chair wanted Council members to be aware, and he advised he will share the report when it becomes available.

6.2 Report from the President

The President sent regrets for the meeting.

6.3 Report from the Vice President, Academic & Provost

K. Denton had nothing to report on behalf of the President or from her own office, but is hopeful she will have some news next month.

6.4 Report from the Board Representative

M. Darville had nothing to report, but requested a brief meeting with the Student Representatives following today's meeting.

6.5 Report from the Secretary

J. Bilquist had nothing to report.

6.6 Report from the Curriculum Committee

B. Gray advised there is nothing further to report.

6.7 Report from the Educational Excellence Committee

There was no report.

6.8 Report from the Committee on Admissions and Language Competency Standards

There was nothing further to report.

6.9 Report from the Committee on Educational Policies

There was nothing further to report.

6.10 Report from the Committee on International Education

G. Stroppa advised that there is nothing to report.

7. OTHER BUSINESS

There was no other business.

8. NEXT MEETING

Monday, November 18, 2013 at 9:00am in the Boardroom (4920), New Westminster Campus.

9. ADJOURNMENT

MOVED by A. Helewka; SECONDED by S. Hochstein, that the meeting be adjourned.

The meeting adjourned at approximately 11:10 am.

Chair

Secretary