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OFFICE OF THE
VICE PRESIDENT, EDUCATION



KWANTLEN
University College

EDUCATION COORDINATING COMMITTEE

Thursday September 19, 1996 - 8:30 a.m. - Richmond Campus (1420)

A G E N D A

1. CONFIRMATION OF AGENDA 5 min.
2. ACCEPTANCE OF MINUTES OF August 22, 1996 (attached) 5 min.
3. NEW BUSINESS 10 min.

Round Robin: infuture at Beginning

 - (a) KUC Research Centre (attached) 10 min.
Roger Elmes - verbal report ✓
 - (b) Block Transfer KUC and Royal Roads University (previously distributed) ✓ 10 min.
Brian Carr - verbal report
 - (c) Cultural Diversity Ethnic Awareness (CDEA) - Update 5 min.
Roger Elmes - verbal report
all needed project funding. just call.
 - (d) Christmas Break 5 min.
Liz McKinlay discussion ✓
*- Certificate
- Video
- Polaris book by
- up date action plan
- December Month
- Christmas
- w/comm*
 - (e) Fall Registration 10 min.
Roger Elmes - discussion ✓
 - (f) Degree Program Overview (standing agenda item) 20 min.
Learning Outcomes Forum (Victoria)
Learning Outcomes Project - Update
Liberal Education Component of Degree Programs ✓
John Slattery - report
 - (g) Audio Visual Presentation - Applied Design Degree Process 15 min.
Design Centre - Richmond Campus Room # 3105
Barbara Duggan - Computer Generated Video

*Just M...
Hand...*

4. NEXT MEETING /ADJOURNMENT

- Next meeting is scheduled for Thursday, October 17, 1996 at Surrey Campus Room C230.

*5. Council
Membership change.*

Please turn over...

- Annual Review.

PENDING AGENDA ITEMS

- **Policy: References for former employees/students - L. McKinlay**
- **Class Visits by High Schools - faculty members reactions - Deans**
- **Checklists on Inclusiveness/Cultural Competence - faculty, L. McKinlay for response - Deans**
- **Private Training Institutions (Manfred Baur to coordinate)**

MEMBERSHIP

G. Alstad	B. Carr	R. Johnson	D. Nanson	J. Thachuk
M. Baur	G. Dean	G. Lee	J. Patterson	D. Thomas
P. Bollo	B. Duggan	C. MacDonald	L. Ridley	S. Dubas (Recorder)
J. Bowman	R. Elmes	J. McGillivray	J. Slattery (Chair)	
R. Bruce	D. Francis	L. McKinlay	M. Speer	



EDUCATION COORDINATING COMMITTEE

August 22, 1996 - 8:30 a.m. - Langley Campus Room 1055

MINUTES

Present:

P. Bollo	R. Elmes	J. McGillivray	M. Speer
J. Bowman	G. Lee	L. Ridley	J. Thachuk
R. Bruce	B. Lisson	J. Slattery (Chair)	S. Dubas (Recorder)

Regrets:

G. Alstad	G. Dean	R. Johnson	D. Nanson
M. Baur	B. Duggan	C. MacDonald	J. Patterson
B. Carr	D. Francis	L. McKinlay	D. Thomas

1. CONFIRMATION OF AGENDA

Revisions to the agenda were as follows; under 3. NEW BUSINESS item a) Block Transfer by Brian Carr was eliminated and replaced with Strategic Development & Planning Update by Lornell Ridley. Item e) Divisional Update by Derek Francis was eliminated and replaced with Information & Educational Technology Divisional Update by Randy Bruce. It was decided that since there were few in attendance that a Round Robin was in order, thus items h), i), j), k), l).

2. APPROVAL OF MINUTES

The minutes of June 27, 1996 were accepted as distributed.

3. NEW BUSINESS

a) Strategic Development & Planning Update

Lornell Ridley reported that Skip Triplett will begin strategic planning at the Facilitators Retreat. Advertising is still in full swing for directing applicants to register at Kwantlen. John McLean, responsible for Enrollment Management says "Thank you and Congratulations" to all faculty for their phoning work. Figures indicate that overall enrollment is up by 9%. The News will feature the School of Business programs in its September issue. A variety of orientation and information sessions will take place for several Kwantlen programs, including Equine Studies and Office Administration. Three main needs have been identified [Scholarships, Awards & Bursaries; Library Resources; and Equipment & Technology]. These needs will be met with the development and implementation of Annual and Planned Giving. Some special projects are: Vendor Sponsorship Alliances; Equine Studies Campaign and the John Pearson Endowment. Publications that are created from this area are two newsletters; Partners in Success and Kwantlen's Community Report, and a number of brochures.

b) Provincial Performance Measurement

John Slattery reported that the attachment is for information regarding funding and to become aware how important KPI's are going to be in the future. This will become the criteria the ministry will be looking for in the future. The collection of KPI's (Key Performance Indicators) has taken longer than expected, as the definition of codes and technical problems have met a few obstacles. This document is a basic scope of what the ministry is trying to achieve. Eric Schumann is working with the Registrar's office to obtain student records etc. He has discovered that C.E. has a separate data base than what the Registrar's office is using (Banner) and reports how difficult it is to mesh two separate data bases. Future allocations for funding will be determined by the outcomes of institutions.

c) Administration/Bursar Divisional Update

Bob Lisson advised that the enrollment figures look good. Accounts receivable has \$3,000,000 outstanding. With a lot of hard work by many people and the change in final payment and the commitment fee (\$100) has also prompted the enrollment figure. Regarding finances we are balanced thus far. ^{120.00} We do have some flexibility with adding some sections. Please contact Les or Greg before doing so. Financial reports are slow due to implementing finances onto the banner system. Hoping to have financial reports available in September. With the Capital freeze changing three times in the past few months, this has made managing and planning very difficult and challenging. Minor capital has also been frozen. Newton renovations were frozen but management has decided to go ahead. Facilities has no money. Facilities is re-organizing their division. Dan Brown will be responsible for the system maintenance. Printing no longer has a press, printing will be tendered out. Printing has four high speed duplicators (400 copies/min.) and will be going on-line in the near future.

d) Education Divisional Update

Jacqie Thachuk informed us of two employee changes in Administration Assistant positions; G. Balazs has replaced G. Moor at the Newton campus and M. Pake replacing (1-year term) L. Domae at the Richmond campus. Ed. Council's sub-committee re: course outlines has been spearheaded by Cliff Falk. He is in the process of putting a template together and using this as a guide for future course outlines, and finally inserting this template into a procedure manual. This method may also be used with the learning outcomes model. The intent is to present this proposal to Ed. Council for approval to tap into Curriculum Development Funding to develop this procedure. The Cost Recovery courses are enlightening to watch the marketing techniques, timing, when it applies to Saturday and/or summer courses. An issue of who/what decides on programs needs to be addressed in the near future. It is interesting to watch the people and representatives from the community develop the Equine courses with respect to 'cost recovery' and look forward to their success.

Gerry Kilcup wants to promote the vision and values statement throughout the college and looking at the four V.P.'s to co-currently supply clarity and stay focused with the mission statement within the divisions. Liberal education needs to be looked at in the very near future. Forest Renewal is looking *for chairs* - if interested call Barb. This project offers funding and training opportunities. It is an ongoing project regarding revenues. We should be able to pursue a proposal. Provincial Learning Network (PLN) will include universities and colleges to operate and support one another.

*proceed template as proposed
Chair project
with the recent political situation, is this still going ahead?*

e) Information & Educational Technology Divisional Update

Randy Bruce reported that new equipment has been acquired. Instructors are continually being connected with computers and the network. Software is being installed and testing should improve reaction time. Jane Munro is presently working with faculty and systems creating distance learning. IMS has integrated with the I&ET team. Brian Stacey is working with Joseph Leong. Human Resources and Payroll are undergoing implementation of the Banner system, should be operating early next summer. The new library system (Sirsi) is still in the working stages of the contract. Implementation date is hopefully Summer 1997. Document imaging (scanning Lotus notes) is being sought for the Registrar's Office. Faxing will be made available from personal computers. Voice video, data, and video conferencing are applications that we can look forward to in the very near future. A Provincial Learning Network will implement a schedule next April. IE&T are continuing improving and updating faculty access (i.e.: e-mail).

f) Development Services Divisional Update

John Bowman noted the mandate of the Development Service is to lead [facilitate, support, and teach] and not to control. DS is revenue supporting which is equal to cost recovery. Faculty has been pulled to go into the community at the last minute in some cases and thanked Deans for the help and support and is hopeful that DS will be more organized in the future. Customers are students, clients, organizations, manufacturers, etc. Design goals in each of four segments. When plan is finished he will present to ECCO and will ask for feedback. The CE flyer has been distributed to the Kwantlen communities. This distribution will hit the streets three times a year; Jan., April and August. Looking at using this flyer as an advertising tool for summer courses, fund raising and perhaps the annual report. CE needs to know more about their students, therefore looking at going on the Banner system in the near future. CE is now doing internal bookings (room bookings), as well as Facilities Rentals; they can be reached at #2345. CE is also responsible for opening a travel agent located at the Richmond campus. Thomas Cook is up and running for all or any business or personal travel arrangements. The official ribbon cutting is September 18, 1996. A business template was circulated within the college to facilitate the entrepreneur with a business plan. Customized Training for Industry and partnerships are being developed within the KUC regions. WWW is a tool being used to market curriculum development. John summarizes with a statement; "Our division is finding the foundation for teamwork."

g) Degree Program Overview

John Slattery informed the committee that he was attending a Forum on Learning Outcomes in Victoria on Friday and Saturday, August 23 and 24. He will give us a summary of the Forum next month. In the interim Educational Planning is co-hosting with Selkirk College and the Ministry (CCPD) a Provincial Learning Outcomes Workshops on Monday and Tuesday, August 26 and 27. The purpose of these workshops is to document the criteria of Learning Outcomes. He will do a presentation on Learning Outcomes for the Humanities faculty meeting initiated by P. Bollo on Wednesday, August 28, 1996. He also stated that the Education Council has approved Learning Outcomes for Degree Programs. His division is supplying on-going support for program development and faculty drafting proposals. The Liberal Education component is in a draft proposal and going to the Education Council for approval to give to the Initial Development Teams (IDT) as a model or template to follow when developing their Letter of Intent. The Ministry has received it's first Degree Proposal from Royal Roads. They are in a) Business, b) Environmental Sciences and c) Leadership & Training. John suggests to watch the Newsgroup for further information and updates. Research projects for deans, faculty and provincial outcomes given sufficient time produces continues updates on work priorities, etc. The conception of first come, first serve basis seems to be working quite nicely for the present.

h) Health Sciences Divisional Update

Judith McGillivray reported that KUC and UCFV are working together to meet the needs of the community to develop a Bachelor of Social Worker (BSW). A need to upgrade social workers related to UCFV community is also apparent. FTE showed our faculty teaching and supporting a partnership. The Ministry of Social Services together with our faculty and the Bachelor of Social Work Program will combine energies to develop a degree granting program in principle. Statistics show that in the lower mainland alone there is a need for approximately 700 degrees. The idea of cost recovery is definitely an option and upgrading is hopefully going to be the responsibility of the employer. Letter of Intent has the nursing level working in collaboration with ten other institutions. A presentation on a Wellness Centre. Looking at the idea of co-operating contract services with hospitals. The Nursing Assessment program has registered 417 nurses.

i) Bookstores Update

Murray Speer informed us of a number of staff changes that have happened at the Bookstore. Sherry Martell from Richmond is the successful candidate for the Bookbuyers position at Surrey campus. Joan Mauch from Richmond is the successful candidate for the Accounts Payable position at Surrey. Both positions have been modified and updated to broaden knowledge and experience. Booklists will be out earlier for students to review. Murray asks Deans to relate to their faculty and convenors to look over the booklists to verify that books required is correct and if information is incorrect to please notify the Bookstore ASAP. Murray explained how critical it is to have book orders in the bookstore so they can order them and allow for lead time to receive and process. The Bookstore will take Reservations for books starting September 9, 1996. The Bookstore will Buy Back Books from students in order to have available approximately (25%) Used Books for students.

j) Faculty of Humanities Divisional Update

Priscilla Bollo reported that their division had to cut-back French sections therefore offset developing other languages such as Mandarin, Japanese and Mandarin second year.

Priscilla would like to do some studies/research on what students want.

The Humanities Division would like to offer English Language Training (ENLT) in the Spring 1997 but at present there is a space obstacle. ENLT is a basic core of classes for those students learning english. English as a Second Language (EASL) is a credit program and hoping to offer this program as a cost recovery in the Summer 1997. Also looking at offering Spanish (1st and 2nd year) with emphasis on the second year immersion in Madrid, Spain, as cost recovery programs.

k) School of Business Divisional Update

Gordon Lee reported that his division is operating with twenty-eight (28) cost recovery courses in Richmond this fall. The C.E. Flyer was distributed to 200,000 homes in the KUC catchment therefore more sections, faculty and space. Gordon suggests that other divisions may want to access this window of opportunity with regards to cost recovery courses and meeting a students need. The CGA is offering upper level courses (25-40%) at UBC presently and looking at offering the same for our KUC students at the Surrey campus in 1997. School of Business is busy in developing the Internal Development Teams in order to work on two Letters of Intent for their degrees.

Learning Development Services are working in a venture program with BCIT together with the Youth Entrepreneur Training and graduates from the Environmental Sciences and Chinese Management Training are developing a Business/Management Training program.

l) Faculty of Social Sciences Divisional Update

Roger Elmes responded to the recruiting management and the success of their efforts. He went on to say that the statistics of enrollment were a shadow of the baby-boomers and the data is fitting to our region. He questions, what about the year 2004? Where is this kind of information produced and how can we receive it?.

ACTION: To ask Eric Schrmann for his advise and assistance on the above statistics.

Open House has been set for November 12-15, 1996 at the Surrey Campus. They have received replies from 1500/2000 invitations to high school students. He asks for KUC as a whole for their support in this very large endeavor.

His division is also working on developing the Initial Developing Teams (IDT) to work on three Letters of Intent for their degrees, namely; Geography, Music, and Psychology.

4. NEXT MEETING AND ADJOURNMENT

Next meeting is scheduled for Thursday, October 17, 1996 at the Surrey Campus Boardroom C230 at 8:30a.m. The ECCO meeting adjourned at 10:45 a.m.