

EDUCATI

A G E N D A

Monday 13 January 1997 / 4:15 p.m. to 6:00 p.m.
Board Room C-230 / Surrey Campus

1. CONFIRMATION OF AGENDA
2. APPROVAL OF MINUTES OF 09 DECEMBER 1996 *Attached* 5 min.
3. CHAIR'S REPORT *Verbal* 5 min.
4. NEW COURSE OUTLINES: *Attached* 5 min.
 - PSCM 1500 - Effective Medical Communications
5. COMMITTEE REPORTS 30 min.
 - Student Eligibility *Attached*
 - Course Outlines
 - Degree Proposal Assessment
 - Employability Skills (*Geoff Dean*) *Attached*
6. POLICY DECISIONS: BACHELOR DEGREES *Attached* 10 min.
7. MINIMUM FACULTY QUALIFICATIONS *Attached* 5 min.
8. EDUCATION COUNCIL GOALS 30 min.
9. DEGREE GUIDELINES 30 min.

Attached for Information:

- Curriculum Committee Minutes
- Memo regarding English Language Proficiency

DISTRIBUTION:

Jim Gunson, Chair
Jim Adams
Manfred Baur
Doug Boyer
Brian Carr
Barbara Craig

Derek Francis
Dave Gill
Balbir Gurm
Jim Jamieson
Sonya Kraemer
Dan Lawrence

Colleen McGoff-Dean
Wendy Parry
Don Reddick
Maureen Shaw
Ann Stafford
Jacqie Thachuk

Lynda Turner
Michelle Veldhuizen
Gerry Kilcup
T.N. Foo

RECEIVED

JAN 08 1997

OFFICE OF THE
VICE PRESIDENT, EDUCATION



KWANTLEN
University College

Our Mission:
We create quality, life-long learning opportunities
for people to achieve personal, social and career success.

PRESENT

Jim Gunson, Chair
Jim Adams
Manfred Baur
Doug Boyer
Brian Carr
Barbara Craig
Derek Francis

Dave Gill
Jim Jamieson
Sonya Kraemer
Dan Lawrence
Colleen McGoff-Dean
Wendy Parry
Don Reddick

Maureen Shaw
Ann Stafford
Jacie Thachuk
Lynda Turner
Carolyn Oliver (Recorder)

REGRETS

Michelle Veldhuizen
Balbir Gurm

T.N. Foo
Gerry Kilcup

CONFIRMATION OF AGENDA

The Agenda was confirmed.

APPROVAL OF MINUTES

Moved by Jim Adams

THAT the Minutes of 04 November 1996 be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Applicant Eligibility Sub-Committee

Jacie Thachuk reported that the Committee is currently in transition. Margaret Beresford and Rhondda Porter have agreed to co-Chair the Committee; a meeting has been called for next week. Additional information, as requested by the Education Council, will be available for the next Council meeting.

CHAIR'S REPORT

Penney Grylls is on leave; Carolyn Oliver will be taking minutes.

The Board of Governors approved all course outlines which Education Council recommended for approval at the 04 November 1996 meeting. The Board also passed a motion to seek legal counsel through the Advanced Education Council of BC on behalf of the Kwantlen Education Council regarding by-laws dealing with vacancies.

The Chair received an e-mail message from Robert Merriam, Vice Chair of the Council of Education Council Chairs (COEDCO), regarding recommendations for amending Bills 22 and 23. Copies of the message were distributed. COEDCO has requested an indication of support or suggested by 13 December 1996. Jim Gunson requested that Council Members forward responses to him; he will respond directly to COEDCO.

NEW COURSE OUTLINES:

Moved by Jim Adams, seconded by Don Reddick

THAT the Education Council recommend to the Board acceptance of JRPR 2474, Newspaper Publications II

CARRIED

Moved by Jim Jamieson, seconded by Jim Adams

THAT the Education Council recommend to the Board acceptance of MRKT 2490, Consumer Behaviour

CARRIED

Moved by Lynda Turner, seconded by Colleen McGoff-Dean

THAT the Education Council refer PSCM 1500, Effective Medical Communications, back to the Department for clarification

CARRIED

Moved by Brian Carr, seconded by Teresa Kenacan

THAT the Education Council recommend to the Board acceptance of ENLT 0191, Appliance Servicing I, and ENLT 0291, Appliance Servicing II, subject to resolution of the credit assignments and modification of the instruction methods charts.

CARRIED

Moved by Jacqie Thachuk, seconded by Jim Jamieson

THAT the Education Council recommend to the Board acceptance of ENLT 0082, Office Administration II

CARRIED

Moved by Jim Adams, seconded by Dan Lawrence

THAT the Education Council recommend to the Board acceptance of SOCI 2300, Sociology of Work and Industry

CARRIED

ELECTION OF VICE CHAIR AND EXECUTIVE MEMBER

The Chair called for nominations for the positions of Vice Chair and Executive Member. Lynda Turner nominated Colleen McGoff-Dean for the position of Vice Chair; Colleen McGoff-Dean accepted the nomination. There being no further nominations, Colleen McGoff-Dean was named Vice Chair by acclamation. Colleen McGoff-Dean nominated Don Reddick for the position of Executive Member; Don Reddick accepted the nomination. There being no further nominations, Don Reddick was named Executive Member by acclamation.

COMMITTEE REPORTS

Course Outlines

Jacqie Thachuk advised that S. Lee has been given a contract to develop a Course Outlines Manual. The action plan provides for completion of the Manual by 31 March 1997. Jim Urquhart will be working on the Learning Outcomes component of the Manual.

FINE ARTS GRADUATION REQUIREMENTS

Moved by Jim Adams, seconded by Colleen McGoff-Dean

THAT the Education Council modify the graduation requirements for a Fine Arts Diploma (54 credits in Visual Arts, 6 credits in a University Transfer area outside the Department) so that a student obtaining 54 credits in Visual Arts in any combination will have completed the studio requirements, subject to the approval of a faculty adviser.

CARRIED

SPRING/FALL 1996 CURRICULUM DEVELOPMENT RECOMMENDED ALLOCATIONS

Moved by Brian Carr, seconded by Lynda Turner

THAT the Education Council approve the Spring/Fall 1996 Curriculum Development Allocations as presented

CARRIED

POLICY DECISIONS: BACHELOR DEGREES

Deferred to 13 January 1996 Meeting.

MINIMUM FACULTY QUALIFICATIONS

Deferred to 13 January 1996 meeting.

SPECIAL MEETING ON DEGREE COMPOSITION

A Special Meeting of the Education Council will be held on Monday 06 January 1996 from 4:15 p.m. to 6:00 p.m.; the location will be advised. The Agenda items for the Special Meeting will be Education Council Goals and Degree Composition.

EDUCATION COUNCIL GOALS

Deferred to Special Meeting 06 January 1996.

ADJOURNMENT

Moved by Jim Adams

THAT the meeting be adjourned.

Chair, Education Council

Date: _____

MISSION OF THE EDUCATION COUNCIL OF KWANTLEN UNIVERSITY COLLEGE

The Education Council is a group representative of the internal Kwantlen community. Its mission is to guide the educational activities of the University College and provide the structure to achieve University College mission and goals.

It does this by:

- being a forum for the exploration, discussion and resolution of educational issues;
- establishing priorities, policies and procedures in consultation with peers and with external communities;
- advising the Board on a wide range of educational matters.



COURSE OUTLINE

Discipline or Programme: PUBLIC SAFETY COMMUNICATIONS
Course Number: PSCM 1500
College Credits: 3
Descriptive Title: EFFECTIVE EMERGENCY MEDICAL COMMUNICATIONS

Calendar Description

This course examines the function of Medical Communication. Ambulance services operations in British Columbia and other jurisdictions will be studied; as well, basic medical incident processing techniques will be practiced.

Authorization Signatures

Course Designer(s)


A. Macpherson

Chairperson


B. Duggan

Department Curriculum Committee

Discipline Convenor/Prog. Coord.


T. Wade

Vice-Pres. Education


J. Thachuk

Date Approved by College: October 1996
Implementation Date: January 1997

Course to be reviewed on: 2000

Academic Information

Prerequisites: PSCM 1120, 1140, 1150, 1200.

Corequisites: PSCM 1240, 1260, 1300, 1400

Transfer Status

Formal Articulation Date:

SFU:

UVIC:

UBC:

Other:

Required or Recommended for the following Certificates, Diplomas, Transfer Programs:

Public Safety Communications Certificate

Instructional Methods

Format	Class Size	Hours (per week)	Duration (in weeks)
Lecture	24	2	15
Seminar			
Tutorial			
Lab or Studio	24	4	15
Field Experience			
Reality Environment			
Individualization			
Student Directed Learning			

Resource Materials/Texts

Required Textbooks/Laboratory Books/Equipment, etc.

Emergency Medical Communications, Kwantlen University College (current edition)

Bibliography/Required Readings

Library/Instruction Resources

**Bibliography and list of
required readings attached?**

Adequate: yes

no

Additional requirements. See attached:

Evaluation: (list projects, essays, examinations, laboratory work, seminars, etc. and the value of each of the evaluations in percent). If evaluation is MAS/NCG or EXP/NCG, this should be indicated.

Part A

Exams (2-5)	50%
Assignments (2-5)	<u>50%</u>
TOTAL	100%

Examinations and Assignments support the application of theory in practical situations. The student must achieve 80% in **Part A** to achieve successful completion.

Part B

Multiple Dispatch Scenarios (4-7)	MAS/NCG
Participation and demonstration of Teamwork	MAS/NCG

Both **Part A** and **Part B** must be successfully completed to receive credit for the course.

Final course evaluation is based on MAS/NCG as the theory component supports the mastery.

Objectives

Upon completion of this course, the student will be able to:

- identify Emergency Medical Communicator roles and responsibilities
 - analyze emergency medical communication concepts
 - demonstrate medical incident process techniques
 - demonstrate the ability to function effectively as a member of a work team
-

Course Content

- describe duties of Emergency Medical Communicators
 - describe legal issues in emergency medical dispatch
 - describe liability issues in emergency medical dispatch
 - identify medical complaint types
 - identify necessary critical information
 - identify appropriate medical response sequences
 - obtain information from callers
 - allocate resources
 - provide emergency care instructions
-

Method

- lectures, demonstrations, guest speakers, simulations, videos, field trips, group exercises.
-



KWANTLEN
University College

Vice-President, Education

Memorandum

Tel: 599-2145

Fax: 599-2235

To: All Faculty
From: Jacqie Thachuk
Date: January 6, 1997
Subject: Standing Committee on Student Eligibility

DRAFT

The Standing Committee on Student Eligibility (formerly known as the Standing Committee on Student Assessment), are reconvening in the new year.

This is a sub-committee of Education Council with a mandate as follows:

1. To review and evaluate, as appropriate, all assessment methods presently in use and any new assessment procedures proposed by departments. This review will involve preparing a report describing assessment methods and recommending any changes necessary. The process will be done in full consultation with all those involved in the process.
2. To institute ongoing evaluation of the validity of tests and assessment methods.
3. To provide advice and assistance to individuals and departments seeking help in the assessment area.
4. To develop College policy, procedures and guidelines in the area of assessment.

Margaret Beresford and Rhonda Porter will co-chair the committee. Cliff Falk will provide administrative support.

The first objective will be to move the draft policy on assessment through the final approval stages.

The committee will then establish a work plan to address assessment issues relating to language requirements for academic courses and validation of admission requirements.

New members are required to support this important work.

If you have an interest and wish to devote some of your accountable time to this committee, please contact one of the following:

Margaret Beresford
Rhonda Porter
Jacqie Thachuk

Extension 2507/Voice Mail 9505
Extension 2693/Voice Mail 9986
Extension 2145

Thank you.

copies: Deans, J. Patterson, C. Falk

**STANDING COMMITTEE ON STUDENT ASSESSMENT
A SUBCOMMITTEE OF KEAC**

TERMS OF REFERENCE

1. To review and evaluate, as appropriate, all assessment methods presently in use and any new assessment procedures proposed by departments. This review will involve preparing a report describing assessment methods and recommending any changes necessary. The process will be done in full consultation with all those involved in the process.
2. To institute ongoing evaluation of the validity of tests and assessment methods.
3. To provide advice and assistance to individuals and departments seeking help in the assessment area.
4. To develop College policy, procedures and guidelines in the area of assessment.

To: Education Council
cc: Skills21 Task Force
From: Geoff Dean, chair, Skills21 Task Force
Subject: Recognition of students' possession of Employability Skills
Date: December 18, 1996

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In accord with the College's Mission,

and in accord with the mandate given the Skills21 Task Force by the Education Council, which is

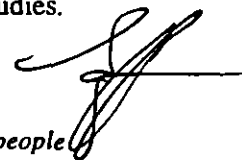
... to oversee the inclusion of employability skills in all areas of programming offered by the College ...

and in accord with the direction given by the Education Council for the development of Bachelor's degree programs, that employability skills must be addressed in all such programs,

and, through recommendation (4) below, to complete our contract with the BC Labour Force Development Board for our Employability Skills Matrix Project, which requires that we develop a college certificate to recognize a student's possession of the employability skills and submit it to the College's Education Council for their approval by December 20, 1996,

the Skills21 Task Force recommends the following to the Education Council:

- 1) That the Education Council receive the report of the Employability Skills Matrix project team (*report to be distributed at the meeting*);
- 2a) That the Education Council endorse the Employability Skills Framework in that report as the employability skills framework which will be used by all Curriculum Committees and degree program development teams in the development and approval of programs and courses, subject to revision and improvement as in part (b) below.
 - b) That the Education Council mandate the Skills21 Task Force to collect feedback on the Employability Skills Framework and recommend revisions to the Framework to the Education Council as may seem to be required, and that the Skills21 Task Force in any case report to the Education Council by December 1997 and at least annually thereafter on the need, if any, for revisions to the Framework.
- 3) That the Education Council support the continuance of the Employability Skills Matrix project, with the goal of recording the employability skills taught and/or required in all College courses and programs;
- 4) That Education Council establish a process whereby, upon application by any student and verification, through the Employability Skills Matrix, of the employability skills that the student has demonstrated in his or her program of studies to date, of an Employability Skills Testimonial Report for that student which will attest to the Employability Skills which have been required to date in that student's program of studies.






KWANTLEN
University College

Vice-President, Education

Memorandum

Tel: 599-2145

Fax: 599-2235

To: EDUCATION COUNCIL
From: JACQIE THACHUK 
Date: NOVEMBER 5, 1996
Subject: POLICY DECISIONS: BACHELOR DEGREES

The Registrar's Office has noted the need for policy revisions to accommodate conferring of degrees.

Please add the attached to the next Education Council agenda for discussion and decision.

The Registrar's Office should receive notification that this is on the agenda so that a representative might attend as a resource for the discussion.

Att'd.

MEMORANDUM

DATE: November 4, 1996
TO: Jacqie Thachuk
FROM: Dave Woolley
Melinda Henson
RE: Policy Decisions for Ed Council: Bachelor Degrees

RECEIVED

NOV 05 1996

OFFICE OF THE
VICE PRESIDENT, EDUCATION

As students are completing their Program Plans for the Bachelor in Applied Design - Interior Design program, some clarification of policy regarding the graduation requirements is needed.

It would be appreciated if Ed Council could make decisions regarding the following policies that currently apply only to Associate Degrees, Diplomas, etc.

1. Policies C.13, C.14 and C.15 state the time limits required for completion of programs at Kwantlen. A Certificate must be completed in five years, a Citation in three years, and a Diploma (or Associate Degree) in ten years. These limits can be appealed under extraordinary circumstances.

We currently have no policy regarding time limits for Bachelor level programs. A twenty year limit seems appropriate, with the provision that it can be appealed under extraordinary circumstances. Alternatively, Ed Council may decide that there will be no time limit on Bachelor level programs.

2. Also in Policies C.13, C.14 and C.15 is the limit on transfer that states that 50% of the course work required in a program must be completed at Kwantlen in order to receive a Kwantlen credential.

This policy needs revision, particularly with regard to students completing the Bachelor of Applied Design program. A number of these students started this program through OLA, and consequently cannot meet the requirement for 50% of their work to be completed at Kwantlen. May we suggest that these students be grandfathered, and exempt from the 50% rule.

The Ed Council may decide to set higher limits (perhaps as high as 75%) for transfer credit to a Bachelor level program. This would mean that a student would only be required to complete one out of the required four years at Kwantlen in order to receive a Kwantlen degree. With the Prior Learning Assessment policy in effect, we may find that a number of students will be using a combination of PLA and transfer credit towards their programs.

MINIMUM QUALIFICATIONS - FACULTY POSITIONS

Discipline / Program	Academic	Professional	Teaching (Where not a requirement, it is a preference)	Experience
ASE	Master's Degree in Special Education or related field			Related work experience
Accounting	Master's preferred	Accounting designation (CA, CGA, CMA or equivalent)	Post-secondary preferred	5 years accounting experience
Applied Communications	Master's Degree	and/or appropriate professional designation	Post-secondary	3 years related work experience. Familiarity with current business communications technology.
Applied Science	Master's Degree with one degree in Engineering Physics or degrees in both Engineering & Physics	Registration as a Professional Engineer in B.C. or eligibility for same (to be achieved in a specified period)	Post-Secondary	
Academic & Career Preparation	Bachelor's Degree (Master's Preferred)		Experience required	Related work experience.
Arts	Master's Degree	and/or appropriate professional designation	Post-secondary	
Business Management	MBA or equivalent (Ph.D preferred)		Post-secondary preferred	5 years related management experience
CBS	Bachelor's Degree in Computing or Business (Master's preferred)	and/or appropriate professional designation in computing	Post-secondary preferred	3 years related work experience
CIS	Master's Degree in Computer Science or related discipline		Post-secondary preferred	Related professional experience
Community Service Worker	Bachelor's Degree (Master's preferred)			Related work experience
Co-operative Education	Bachelor's Degree (Master's Preferred)			Related work experience
Computer Science	Master's Degree in Computer Science		Post-secondary preferred	
Counsellor	Master's Degree in Counselling Psychology or equivalent			Counselling experience in a post-secondary institution or other equivalent experience
Criminology	Master's Degree	and/or appropriate professional designation		Related work experience
Drafting	Diploma			Related work experience
EASL	Bachelor's Degree (Master's preferred) in a humanities subject where English is the language of instruction and academic writing in English is required.	One-year's post-graduate training in TESL, including a supervised practicum. English native fluency at an academic level in both spoken and written language required. B.C. TEAL certification recommended.	At least 2 years full-time experience teaching academic level ESL to adults.	
ECE	Bachelor's Degree (Master's preferred)			Related work experience
EEAW EEAM EEAA	Bachelor's Degree (Master's preferred)		Post-secondary	Related work experience or equivalent combination of certification and experience
ENLT	Bachelor's Degree (Master's preferred)	TESL Training and English native fluency required. B.C. TEAL certification recommended	At least 2 years experience teaching ESL or ELT to adults	
Economics	Master's Degree in Economics		Post-secondary preferred	

Discipline/ Program	Academic	Professional	Teaching (Where not a requirement, it is a preference)	Experience
Environmental Protection Technology	<i>Bachelor's Degree (Master's Preferred)</i>	<i>and/or appropriate professional designation</i>		<i>Related work experience</i>
Electronics or Automation Technology	Bachelor's Degree (Master's preferred)	and/or appropriate professional designation		Related work experience
Fashion Design Technology	<i>Bachelor of Education or Instructor's Diploma preferred</i>		<i>Post-secondary</i>	<i>Related work experience</i>
Fine Arts	Master's Degree	and/or appropriate professional designation	Post-secondary	A major exhibit
Graphics and Visual Design	Post-secondary education		Post-secondary preferred	Considerable related and diverse work experience
Horticulture and Equine Studies - core science courses	Master's Degree	<i>and/or professional designation</i>	<i>Post-secondary preferred</i>	<i>5 years of related work experience</i>
- other	Technology Diploma	<i>and/or professional designation</i>	<i>Post-secondary preferred</i>	<i>5 years of related work experience</i>
Interdisciplinary Design Studies (IDDS)	- Graduates of Art/Design Institution - Diploma in Adult Education helpful		<i>Post-secondary Design</i>	<i>Multi / Interdisciplinary design experience</i>
Interior Design	Bachelor's Degree	NCIDQ and/or eligible for professional association membership	Post-secondary desirable	Considerable related work experience
Journalism & Public Relations	Bachelor's Degree (Master's preferred)	and/or appropriate professional designation	Post-secondary	Considerable related and diverse work
Librarian	Master's Degree or equivalent in Library Science			Related work experience (preferably in an academic library)
Marketing	<i>Bachelor's Degree in Business (Master's preferred)</i>		<i>Post-secondary preferred</i>	<i>5 years experience in marketing</i>
Mathematics	Master's Degree in Mathematics, or other field if it includes at least one year equivalent of post- secondary mathematics		Post-secondary	
Music Performance	Bachelor's Degree (Master's preferred. Required in Theory & History)			Related performance or teaching experience
Nursing:				
• Diploma	Master's Degree	eligible for RNABC membership		Related work experience
• GNEAL	Bachelor's Degree (Master's preferred)	eligible for RNABC membership		Related work experience
• GNUR	Bachelor's Degree (Master's preferred)	eligible for RNABC membership		Related work experience
Office Administration	Bachelor's Degree		Secondary or Post- secondary	Related work experience
Public Safety Communications	Post-secondary		Post-secondary desirable	Related work experience

Cont'd. on next page

Discipline/ Program	Academic	Professional	Teaching <i>(Where not a requirement, it is a preference)</i>	Experience
Resident Care Attendant	Bachelor's Degree (Master's preferred)	<i>eligible for RNABC membership</i>		Related work experience
Science	Master's Degree in appropriate specialization	and/or appropriate professional designation	Post-secondary	
Vocational/Trades	Journeyed status or equivalent	trades qualification		Considerable related and diverse work experience

**APPLIED DESIGN AND COMMUNICATIONS DIVISION
CURRICULUM COMMITTEE MEETING**

**Thursday, October 24, 1996
4:00 p.m. in Room 1530**

M I N U T E S

Present: Rick Cuff Clive Court Marge Damon Joanne Deno Barbara Duggan, Chair S Lee Joan Owen Tally Wade Carol Anderson (Admissions)	Regrets:	Richard Fox (Counselling)
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1. Approval of Minutes - September 23 minutes were approved for distribution.

2. Approval of Agenda - added items were accepted.

3. Business Arising

3.1. Learning Outcomes Meetings

Marge Damon reported on the workshops she attended at Selkirk College regarding learning outcomes.

The Learning Outcomes group is currently working on a series of presentation formats for the college and Marge will report further as these become available.

3.2. Action item re: Aboriginal Content in courses - S Lee made inquiries but was unable to get further information - Barbara will speak with Derek Nanson about this.

4. Course Outlines

4.1. JRPR 1261 - Advanced Journalism (Revision)

Revisions to objectives, course content and the evaluation were reviewed and discussed. It was then **MOVED** by Clive and **SECONDED** by Marge Damon to approved the course outline as amended. **CARRIED**

4.2. JRPR 2474 - Newspaper Publication II (New Course)

This course replaces JRPR 273 - Newspaper Practicum II and is a continuation of JRPR 2372. On the recommendation of the Journalism advisory committee, newspaper production was increased from 6 to 10 copies over two semesters to allow students more experience with producing a newspaper. Lab time for this course is 8 hours per week for four weeks (or 32 hours per 14 weeks) and the credits for the course increased to 5 accordingly.

Following a discussion and recommendations for minor changes to the description, objectives and course content: It was **MOVED** by Clive Court and **SECONDED** by Marge to approve the course outline JRPR 2474. **CARRIED**

4.3. JRPR 1272 - Advanced Journalism (returned to Curriculum Committee)

This course outline was rejected by Ed Council and returned to curriculum committee for the following reasons: course outline too vague; objectives too general; and the mandatory attendance and disciplinary action clause was questioned.

It was noted that all other course outlines in the Applied Design area containing this clause have been passed. Also there have been no new guidelines established for writing course outlines.

After considerable discussion, it was **MOVED** by Joan Owen and **SECONDED** by Clive Court for the curriculum committee to respond to Ed Council by memo as follows
a) Re: JRPR 1272 that after reviewing the course outline a second time, the Curriculum Committee did not find the objectives too general and asked for Ed Council to provide clarification of their concerns, and b) Re: Attendance Clause - the clause for course outlines in the Applied Design and Communication Division has been in place for the past four years and was passed by Ed Council as recently as September 1996 and to please identify concerns. **CARRIED**

Addendum: Joy Jones attended the November 4th Ed Council meeting to re-submit course outline JRPR 1272 and to explain the format used in writing this course outline. After discussion the course outline was approved. (It was decided to set aside previous concerns until new guidelines are in place.)

4.4. PSCM 1500 - Effective Emergency Medical Communications

This is a new second semester course to be offered in January 1997. After reviewing the course outline the committee suggested some changes to the calendar description and the evaluation.

It was then **MOVED** by Tally Wade and **SECONDED** by Joan Owen to approve PSCM 1500. **CARRIED**

4.5. Prerequisite Changes to PSCM 1240, 1260, 1300, 1400. Prerequisites for these courses were updated to reflect changes in the program. They were reviewed by the committee and it was then **MOVED** by Tally Wade and **SECONDED** by Joanne Deno to approve revisions. **CARRIED**

4.4 IDSN 1110 - History of Interior Design - Revision

Marge requested permission to modify delivery of the course which would affect the evaluation. After some discussion it was decided to allow revision as long as the outcomes remained the same. The evaluation part of the course outline was revised to accommodate this change.

It was **MOVED** by Marge Damon and **SECONDED** by Rick Cuff to approve evaluation changes. **CARRIED**

5. Meeting Adjourned at 6 p.m.

NEXT MEETING - TUESDAY, DECEMBER 10 - 2:00 - 4:00 p.m. in Room 1530



**School of Horticulture and Farrier Training
Curriculum Committee Meeting
4:10 p.m., November 20, 1996, Room 1030**

Minutes

Present: Carol Barnett
Judy Bull (recorder)
PJ Burns
David Davidson
Jim Matteoni
Sharon Paul
Dieter Thomas (chair)
Kit Wallace

Regrets: Donna Dallas
Cindy Eldstrom
Karin Green
Susan Murray (ed. leave)
Michelle Nakano
Dave Woolley

Guest: Dieter Jablonowski

1. Acceptance of Agenda

Add: HORT 2475 under "Other"

MOVED by Kit, seconded by Jim: to accept the agenda, as amended. Carried.

2. Acceptance of Minutes of Last Meeting (October 2/96)

Old Business:

- **Safety and Student Medical Fitness:** Dieter distributed a sample of what the submissions should look like, and asked everyone to review this document and submit a similar version for their programs. He also asked the chairs to contact him by November 29th if they feel that this format isn't appropriate for their programs.

ACTION: Department Chairs

- **Proposed Changes to Course Outlines:** Renee would like to meet with Dieter to further discuss the proposed changes to HRTA 104 and HRTA 105. Judy will set up a meeting between David, Kit, Renee and Dieter for this purpose.

ACTION: Judy

- **Proposed Introduction of a New Course - HRTA 2320:** See agenda item #4.
- **Learning Outcomes vs Objectives:** See agenda item #8.
- **Nicola Valley** - Deferred to next meeting.
- **Aboriginal Content** - Deferred to next meeting.

MOVED by Sharon, seconded by David: to accept the minutes of the October 2, 1996 meeting, as distributed. Carried.

3. Changes to Course Outlines

Jim

HORT 2471

MOVED by David, seconded by Jim: to amend the HORT 2471 course outline, as follows: "Prerequisites: HORT 2371 and HORT 2374 - no corequisites." Carried.

EQUA 101

MOVED by Kit, seconded by Sharon: to revise the evaluation section of EQUA 101, as follows: "homework assignments from 25% to 60%; final exam from 35% to 40%; delete research paper 40%." Carried.

4. Introduction of New Modularized Courses

Kit

HRTA 1242, HRTA 2320, HRTA 2327

The outlines were accepted in principle. Suggested amendments will be incorporated into the draft outlines and presented at the next meeting for final approval. The suggested changes must also be reflected in the parallel HORT outlines.

Action: PJ/Kit

5. **Proposed Changes to Course Outlines**

Jim

HRTA 1100, HRTA 1101, HRTA 1102

These courses will be left as is for the present. The issue will be addressed again in late spring '97.

Action: Dieter

Items 6 and 7 were deferred to the next meeting.

6. **The Role of HRTA Courses as Prerequisites for HORT Courses** Dieter

7. **High School Articulation** Dieter

8. **Learning Outcomes-Based Course Outlines** Dieter

Dieter distributed sample course outlines showing the traditional format as well as the suggested learning outcome-based format (for information only).

9. **Other**

HORT 2475

Carol

MOVED by Carol, seconded by PJ: that the prerequisites be changed as follows: "HORT 1104 or (HRTA 1104 and 1105) and HORT 1201 or (HRTA 1200 and HRTA 1201)." Carried.

MOVED by Sharon, seconded by Carol: that the meeting adjourn (6:15 pm). Carried.

Deferred to next meeting:

Nicola Valley (Dieter)

Aboriginal Content (Dieter)

The Role of HRTA Courses as Prerequisites for HORT Courses (Dieter)

High School Articulation (Dieter)

Copies:

John Patterson

Education Council (25 copies to Penney Grylls)

Yvonne Dinelle - Langley Admissions

Robert Gore - Richmond library

Iris Goodlet - Surrey

Renee Giardini



CURRICULUM COMMITTEE - SOCIAL SCIENCES AND MUSIC
Minutes of Meeting - November 22, 1996 - 10:30 a.m.
Room C230 - Surrey Campus

Present: Roger Elmes (Chair) - Dean Social Sciences & Music
Seema Ahluwalia - SOCI
Marnie McFarlane - Registrar's Office
Bill McLoughlin - PSYC
Allan Sawchuk - GEOG
Leah Skretkowicz - GEOG
Carol Ateah - Counselling
Joanne Beamish - CRIM
Tracey Kinney - HIST

Absent: Noemi Gal-Or - POLI SCI
Ann Stafford - MUSI

1.0 Adoption of Agenda

The Agenda was adopted as circulated with the addition of:

- 3.1 Prior Learning Assessment
- 3.2 Course Transfers

2.0 Approval of Minutes

The minutes of October 25, 1996, were adopted as circulated.

3.0 Business Arising from Previous Meeting

3.1 Prior Learning Assessment

- five methods have been laid out
- should an interview standing alone be sufficient for granting course challenge?
- this is a working document
- pilot project is underway with a team working on course outlines and a manual
- curriculum committee is to play a lead role in implementing guidelines
- incorporate into course outlines what would be appropriate
- there is an issue of increased working for faculty
- some course PLA will not apply to
- if a course is to be exempted there should be an explanation to students
- we don't know what is coming to us so maybe we should not make exemptions
- there should be some guidelines that are appropriate to each area

Examples of protocol from other sources:

1. Open University
2. Kwantlen Fashion Design, Music and Trades
3. Katherine Zmetana, local 2624, is the contact person (for further examples, etc.)

3.2 Course Transfers (request from Langara College)

Tracey Kinney advised the Committee that the History department's decision was that they wouldn't grant History credit because of the format and so they are being passed along to the Humanities Curriculum Committee to see if they will grant them either specific Humanities credit or some sort of generic Humanities/Social Sciences credit.

4.0 New Course Outlines

4.1 GEOG 1180: Regional Geography of the Pacific Rim

- changes under "Transfer Status"
- changes under "Required or Recommended for the following Certificates, Diplomas, Transfer Programs"
- changes under "Resource Materials/Text"
- changes under "Objectives"
- changes under "Course Content"

5.0 Spring Meeting Schedule

The Spring 1997 meeting schedule is as follows:

January 17	-	10:30am-12:30pm	Room C-230
February 14	-	10:30am-12:30pm	Room C-230
March 14	-	10:30am-12:30pm	Room C-230
April 11	-	10:30 am-12:30pm	Room C-230
May 9	-	10:30am-12:30pm	Room C-230
June 6	-	10:30am-12:30pm	Room C-230

6.0 Next Meeting

The next meeting is Friday December 13th at 10:30 a.m. in room C-230.

MINUTES
Access Programs & Student Services
Curriculum Committee
December 6, 1996, Surrey Campus

Present: Derek Nanson (Facilitator)
Elizabeth Bordeaux
Terri Van Steinburg

Regrets: Fraser Crinklaw
Susan Morris

1. Kwantlen University Studies Program:

Derek distributed John Slattery's September 2nd report. He noted the Liberal Education component, and mentioned some of the key issues that had been discussed (the 25% devoted to this area, the notion of inter-disciplinary teams working together).

2. DPAC Curriculum Feedback:

Derek provided a brief overview of the degree approval process. He circulated the proposal for a Public History degree. The Committee expressed concerns re the prospects of employment in some of the specialties (Business, Environmental, Tourism, and Visual/Non-Print). They also noted, with the small number of students in 3rd and 4th year, filling 5 specialty areas would be difficult.

3. EEA 130:

The Committee approved the discontinuation of EEA 130. Terri will advise Rena of which course outlines should be circulated for the next meeting.

Action: Terri

4. Safety & Student Medical Fitness Policy:

Derek asked all members to consider the policy as it impacts their program.

5. Guidelines for the Development of Combined Skills (ESL - adjunct program):

Distributed for information.

6. Responsibility of Curriculum Committee to Ensure Course Outlines are Reviewed Regularly:

Derek informed the Committee that it was their responsibility to have their course outlines reviewed. Terri asked if Rena could computerize a reminder system. Derek will report back next meeting re the feasibility.

Action: Derek

7. New Prefix for ACP Courses:

Elizabeth reported that the ACP courses still had the ABED prefix. She is going to investigate the feasibility of changing the prefixes to the appropriate subject area (i.e. Eng)

Action: Elizabeth

8. Other - Meeting Times & Membership:

Meetings will be at the call of the Chair. Considering the infrequency of the meetings, the Committee discussed the possibility of using conference calls to discuss immediate items, e.g. Degree proposals.

Elizabeth suggested that Kathy Wainman might join the Committee to represent Admissions. Derek will follow up.

Action: Derek

**FACULTY OF SCIENCE, MATHEMATICS AND TECHNOLOGY
CURRICULUM COMMITTEE
December 11, 1996**

PRESENT: Brian Carr (Chair) Tom McMath
David James Claude Lassigne
Carol Ateah

ABSENT: Craig Runyan
Earl Naismith
Elaine Harris
Dave Verner

MEETING CAME TO ORDER AT 3:15 p.m.

1. Approval of Agenda and Minutes of November 20, 1996

Additions to the agenda:

5.0 Degree Program Proposal - B.A. in Applied Community Studies

The agenda and minutes of November 20 were approved by consensus.

2. Business arising from November 20 minutes

Tom McMath requested a formal review of John Inglis' response to Brian regarding the placement in math courses of students who have taken Applied Math 11 and 12. This will appear as an agenda item for the January 1997 meeting.

Electronics & Automation/Robotics Technology will accept applied mathematics 11 and 12 the same as principles of mathematics 11 and 12.

3. Announcements

There were no announcements.

4. Course outlines

MATH 1130 - Calculus for Life Sciences I (new)

MATH 1230 - Calculus for Life Science II (new)

TABLED

BIOL 2320 - Genetics (revision)

Language pertaining to Transfer Status, Resource Materials, Objectives and Course Content was discussed. It was moved by David James and seconded by Tom McMath to approve the BIOL 2320 course outline as amended.

CARRIED

ELTN 1111, 1112, 1113, 1114, 1115 (revisions)

TABLED

5. **Degree Program Proposal - B.A. In Applied Community Studies**

- title is too vague
- reverse attrition - optimistic?
- how are numbers arrived at
- 2 years of diploma studies does not equal 2 years of academic studies
- what is this actually about - what does it equip a student to do?
- are the people currently doing these jobs inadequately trained that this is required?
- these jobs exist - who is filling them?
- how does the content of this proposed degree compare with that of the University of Toronto; how many graduates are there from U of T?
- are we training people to become more effective as participants in the community or to train them to help others to become participants in the community (David James)

The Committee again requested a definitive statement from Ed Council of what is wanted in an applied degree

6. **Date of Next Meeting - Wednesday January 15, 1997, 4:15 p.m., Surrey**



KWANTLEN
University College

TO: Education Council

FROM: Mary Pake

RE: Letter Regarding English Language Proficiency

DATE: 1996 12 20

On behalf of all the faculty and staff that had produced a letter regarding English language proficiency, I would like to resubmit the letter for consideration by the Education Council. The letter was originally acknowledged at the May 1, 1996 meeting, placed on the agenda for the May 13, 1996 meeting, and then deferred. To this date it has not been addressed.

The issues raised by the letter are extremely important, so I am asking that you add the review of the letter to your agenda as soon as possible. All of those who had produced and supported the letter would appreciate a response to the letter upon its review.

*Copies sent to Applicant Eligibility Sub-Committee
Co-Chairs, Margaret Bradford & Rhonda Porter.
97.01.02 co*

To: The Education Council
From: An informal committee of faculty and staff working with students with limited English language skills
(Moira DaSilva, Alexandra Richmond, Carol Thibault, Arthur Ling from ELT; Rhondda Porter from EASL; Bev Kreiger from ABE; Mary Pake from Admissions; Sheila Evans and Susan Morris from Counselling)
Date: April 17, 1996

Langley Campus
20901 Langley Bypass
Langley, British Columbia
Fax 599-3277

Newton Campus
13479 - 77th Avenue
Surrey, British Columbia
Fax 599-2902

Richmond Campus
8771 Lansdowne Road
Richmond, British Columbia
Fax 599-2716

Surrey Campus
12666 - 72nd Avenue
Surrey, British Columbia
Fax 599-2068

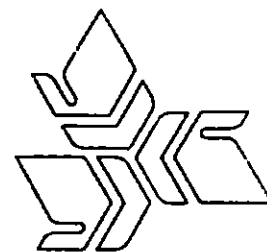
Last year a September issue of the Surrey Now, which dealt with "the Dilemma in Education," focused on the problem of declining English language proficiency among students at Kwantlen University College. Derek Nanson was cited as suggesting that possible causes of the problem might include the number of E.S.L. students, mature students and students from different education systems enrolled in the college. Low levels of literacy among Canadian high school graduates also seemed to be a factor.

While the issue of low language proficiency may be newsworthy for the Surrey paper, it is stating the obvious to those of us for whom it is a daily reality.

The effects of substandard language proficiency are well known. Students with low level skills soon realize their limitations, and feel frustrated, inadequate and defeated. The more competent students, on the other hand, believe that their educational opportunities are compromised if the "system" bends too far to meet the needs of the less skilled. The results are dissatisfaction all round -- a general decline in academic standards and the consequent loss of reputation for the college itself.

Believing that this is a matter of concern to all faculty in the college, we would like to ask the Education Council to work towards resolving this problem. We suggest that all students be tested for English proficiency on entry. They could then be advised as to an appropriate program of studies. Also, a more comprehensive support system, including more counselling and language skill development programs for new students, is needed.

Acknowledging our university status, we see also the need to have standards equivalent to other academic post-secondary institutions. It must be emphasized that, in raising this issue, we do not propose the denial of educational opportunities. To the contrary, we are calling for a mechanism that will facilitate the formulation of more viable and realistic educational plans for



the students. This, we trust, is in step with the mission statement of Kwantlen University College, and will enhance the students' chances of success as well as the quality of their educational experiences.

We respectfully submit our suggestions and offer our support. Please feel free to contact any of us on this matter. We meet on a regular basis.

Carol Thibault

illegible

Shaila Evans

Susan Morris

Mary Pate

Moira E. M. de Silva .

Porter

Signatures of other concerned faculty ,

Michael P. O. (EASL)