

**A G E N D A**  
**EDUCATION COUNCIL**

**MONDAY, SEPTEMBER 8, 1997 - 4:15 P.M. TO 6:15 P.M.**  
**SURREY CAMPUS - ROOM C230**

1. **CONFIRMATION OF AGENDA**
2. **APPROVAL OF MINUTES OF JUNE 9, 1997** Attd. 1 min
3. **CHAIR'S REPORT** Verbal 10 min
  - P.D. Day
  - COEDCO
4. **COMMITTEE REPORTS** Verbal 15 min
  - Applicant Eligibility
  - Course Outlines
  - Degree Proposal Assessment
  - Employability Skills
  - Curriculum Review (courses for approval)
  - Grant Applications Review Committee
  - Liberal Studies Task Force
  - International Education Committee
5. **BLOCK TRANSFER** Prev. Dist. 20 min
6. **UMBRELLA DEGREES - Dianne Crisp** Attd. 20 min
7. **LIBERAL STUDIES - What Next?** Verbal 20 min

**Attached for Information:**

**Curriculum Committee Minutes**

**B.C. Council on Admissions & Transfer Newsletter**

**DISTRIBUTION:**

**Jim Gunson, Chair**  
**Jim Adams**  
**Manfred Baur**  
**Doug Boyer**  
**Brian Carr**  
**Colleen McGoff-Dean**

**Derek Francis**  
**Dave Gill**  
**Balbir Gurm**  
**Jim Jamieson**  
**Sonya Kraemer**  
**Lynda Turner**

**Wendy Parry**  
**Don Reddick**  
**Maureen Shaw**  
**Ann Stafford**  
**Skip Triplett**

**Michelle Veldhuizen**  
**Gerry Kilcup**  
**T.N. Foo**  
**Raymond Tang**  
**Barbara Craig**

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**KWANTLEN**  
**University College**

*Vice-President, Education*

**Memorandum**

*Tel: 599-2145*

*Fax: 599-2235*

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**To:** EDUCATION COUNCIL  
**From:** DIANNE CRISP  
**Date:** APRIL 15, 1997  
**Subject:** UMBRELLA DEGREES

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At the last Degree Proposal Assessment Committee (DPAC) meeting, members discussed applying specific majors to a Bachelor of Applied Studies Degree. The following possible umbrella degrees were suggested:

1. Bachelor of Arts in:
  - (i) Applied Psychology
  - (ii) Geographic Information Systems
  - (iii) Community and Health Studies
  - (iv) Human Communication Studies
2. Bachelor of Business Administration
3. Bachelor of Applied Design
4. Bachelor of Science in Nursing
5. Bachelor of Fine Arts
6. Bachelor of Information Technology

Would you kindly deliberate on the suggested umbrella degrees within which specialties can be developed and identify them. The purpose of this exercise is to expedite the passing of degrees through an Order-in-Council.

Thank you.

A handwritten signature in black ink, appearing to be 'Dianne Crisp', written over a horizontal line.

Dianne Crisp  
Chair, DPAC

copies:

J. Gunson  
J. Slattery



**SCHOOL OF BUSINESS**

**DIVISIONAL CURRICULUM COMMITTEE  
MINUTES**

**WEDNESDAY, MAY 14, 1997  
SURREY CAMPUS -- ROOM #C230  
10:30am - 12:30pm**

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***Present:***

Gordon Lee ( <i>Chair</i> )	Michael Leonard (for Lance Shandler)
Udo Keding (for Sue Birtwell)	Keith Wallace
Marg Pybus	Fleming Woo
Dave Sale	Ron Shay
Pam Galea	Dave Woolley

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**1.0 APPROVAL OF AGENDA**

Agenda approved.

**2.0 APPROVAL OF THE WEDNESDAY, APRIL 16, 1997 MINUTES**

MOVED by Dave Sale, SECONDED by Udo Keding that the Wednesday, April 16, 1997, minutes be approved.

**CARRIED**

Gordon Lee reported on status of Kulvir.

**3.0 BUSINESS ARISING**

**3.1 DEGREE LETTERS OF INTENT**

Gordon Lee reported that the Ministry has now approved the letters and the process has moved to the proposal stage. He had extensive talks with Judy McIntyre, from the Ministry, and she indicated that the Kwantlen Business Degree must show its uniqueness from other degree programs in order to receive approval. They are not interested in funding duplicate programs.

### 3.2 DEGREE DEVELOPMENT

Gordon Lee stated that there have been a number of meetings over May and June by two groups: Learning Technology and Business to work out 5 - 10 Program Learning Outcomes. From these two groups smaller focus groups have been meeting and should be completing their deliberations in 4 - 6 weeks. After that the outcomes will be taken to Industry for their feedback. This feedback will be included in the proposal sent to the Ministry and should add valuable support to our degree Program request. This process is open to all curriculum committee members and an open invitation has been extended to those outside the school of business, ex: Math instructors etc. to produce a liberal degree program. Fleming Woo said there will be BIT meetings coming up on June 9th and 13th for those interested. Keith Wallace reported on the 3 BBA focus groups currently meeting and stated that he felt there should be more individuals actively participating.

### 3.3 APPLIED INFORMATION TECHNOLOGY 11 & 12 / AP COMPUTER SCIENCE

Deferred

## 4.0 NEW BUSINESS

### 4.1 FINANCIAL SERVICES DIPLOMA PROPOSAL

Michael Leonard passed around copies of the proposal. The Cdn Securities Institute would license the diploma program to us - franchise cost. Keith Wallace said Michael Leonard might want to look at including MRKT 1235 (small business focus) to fill out the program. Michael Leonard felt this component was fairly well covered and he just had no place to put this extra course. Fleming Woo asked about the lack of computer database instruction and Michael said that most companies use proprietary database software. Gordon Lee pointed out the use of the communications course and that the issue of 'horning in' on other departments courses must be resolved..

MOVED by Dave Sale, SECONDED by Ron Shay that proposal be accepted.

**CARRIED**

Gordon Lee then presented a course outline for ECON 296 which is represented in semester 3 of the Fin. Services Diploma. Much discussion to this with several revisions including name change, now FPLN 2350.

MOVED by Keith Wallace, SECONDED by Dave Sale to approve as revised.

**CARRIED**

### 4.2 OADM COURSE OUTLINES

MOVED by Dave Sale, SECONDED by Marg Pybus to approve the course outline for OADM 1112, as revised.

**CARRIED**

MOVED by Marg Pybus, SECONDED by Dave Sale to approve the course outline for OADM 1121, as revised.

**CARRIED**

Keith Wallace did express some concern about the seeming lack of standardization in assigning credit hours to course credits.

#### 4.3 ACCOUNTING COURSE OUTLINES

MOVED by Keith Wallace, SECONDED by Dave Sale to approve the course outline for ACCT 2455, as revised.

**CARRIED**

MOVED by Dave Sale, SECONDED by Keith Wallace to approve the course outline for ACCT 2320, as revised.

**CARRIED**

MOVED by Keith Wallace, SECONDED by Dave Sale to approve the course outline for ACCT 2420, as revised.

**CARRIED**

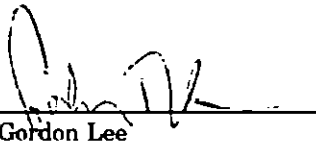
#### 5.0 OTHER BUSINESS

None

#### 6.0 NEXT MEETING

Next meeting is scheduled for Wednesday, June 11, 1997 at Surrey campus in room C230, 10:30 - 12:30

#### 7.0 ADJOURNMENT



Gordon Lee

GL/kkd

c:

Priscilla Bollo  
Nancy Clegg  
Eugenia Culham

Gordon Fisher  
Iris Goodlet  
Robert Gore

Penny Grylls (25)  
Melinda Henson  
Lois Propp

David Ross  
Abhijit Sen  
Barb Smith

Douglas Smith  
Jacquie Thachuk  
Peter Thesiger



## DEGREE PROPOSAL ASSESSMENT COMMITTEE

Wednesday, June 11, 1997 - 2:00 p.m.  
Surrey Campus Boardroom (C230)

### MINUTES

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<u>Present:</u>	G. Arneja	<u>Regrets:</u>	D. Cserepes
	D. Crisp (Chair)		G. Fisher
	R. Fox		R. Marchuk
	B. Halowaychuk		D. Nanson
	L. Hammill		J. Slattery
	M. Klinger		
	F. Ludtke		
	P. Milley		
	J. Thachuk		

#### 1. Call to Order

The meeting was called to order at 2:15 p.m.

#### 2. Confirmation of Agenda

The Agenda was confirmed as distributed.

#### 3. Approval of Minutes

The minutes of March 12, 1997, were approved as recorded. (J. Thachuk/F. Ludtke) **CARRIED**

#### 4. Draft Letter of Intent: Contemporary Practices in Visual Arts

Under A. #1, page 1: Which other institutions, if any, will contribute to this instructional program?: This question is answered on page 4, #6. Committee suggested that writing style be changed to the active voice/present tense. Also, developers should be approaching contacts not only in Surrey, but the entire catchment area of the University College.

Under A. #3, page 1: Program title and name of credential: Suggestion made that the applied nature of the degree is not captured in the program title.

Under A. #4, page 1: In what way does the degree program contribute to the mandate and strategic plan of the institution?: Suggest developers be more specific in terms of what is driving the community. Focus more on the community than on the University College. "a growing region that is evolving culturally - we want to be a part of that evolution."

Under B. #1: Major components of program - i) Artist Run Centre Concept: Suggest this notion be introduced later on in proposal. Note that although the centre becomes the responsibility of the students, there will be faculty supervision. Address how the centre will pay for itself - *note that the University College may have to pay a certain amount of the rent* - clarify and tighten up wording - note partnership and fund raising possibilities - use more persuasive language. Add: *The Artist Run Centre will provide students with valuable work experience that may assist them in future work as they earn their degree.*

Under Appendix 2, Initial Curriculum Outline: Mention Business courses Curriculum doesn't appear to include requirements of a liberal education component. Provide list of Fine Arts skills. Outline appears to lack courses in basic foundations and English. Be more specific about the learning outcomes.

In Appendix 3, page 9, provide the source for labour market quotations.

Watch "typos" throughout the document.

It was Moved/Seconded/Carried, to approve the Draft Letter of Intent, subject to suggested revisions. This document will require a substantial re-write to incorporate the recommended changes. (R. Fox/J. Thachuk) CARRIED

ACTION: Return to Jackie Thachuk once document has been re-written for further review.

5. Degree Program Concept: *Bachelor of Applied Journalism*

Under Basic Information - suggest name of proposed program be changed to "Bachelor of Applied Arts in Journalism". Discussion required.

Under Student Profile - Re: entry requirements: specify "College Entrance Required" - suggest the above be re-visited - suggest information should reflect entry requirements in English.

Under Program Description: Suggest incorporating learning outcomes for the liberal education component as per the attached sheet.

More explanation is required on some of the emerging occupations coming out of Journalism - what are some of the specialized fields?

Under Outcomes: Suggest more internal consultation. More information required.

Re: labour market data: this information is well below the average in comparison to other occupations. What specifically will be required - how is future employment being tracked? Compare the employment possibilities of our current diploma graduates with employment possibilities anticipated for students who earn a degree. Will graduates of this degree program get jobs? Will students be trained for future employment? What evidence can be provided?



Could this degree program fit under the Applied Design umbrella?

Moved/Seconded/Carried, that the developers be invited to attend a DPAC Meeting for further clarification of this program concept. **CARRIED**

**ACTION:** Barb will invite the originating group for the Bachelor of Applied Journalism to the September DPAC Meeting.

6. Discussion/Feedback: *Employability Skills Matrix: Final Report of the Pilot Project 1996*

Geoff Dean attended the meeting to clarify some of the changes to the document since discussion at Education Council. A clearer set of guidelines regarding the three components of degree programs is provided. The list of twelve employability skills needs to be embedded in every aspect of our course and program development. All degrees should have recommended outcomes clearly identified.

**ACTION:** The Full Program Proposal Stage of degree development to be reviewed by John Slattery.

7. Terms of Office for DPAC Members - Deferred
8. Evaluators' Responses - Information only.
9. Adjournment: The meeting adjourned at 4:15 p.m.

**SCHOOL OF BUSINESS**

**DIVISIONAL CURRICULUM COMMITTEE  
MINUTES**

**WEDNESDAY, JUNE 11, 1997**

**SURREY CAMPUS -- ROOM C209**

**10:30AM - 12:30PM**

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Present:

Gordon Lee (*Chair*)  
Lance Shandler  
Fleming Woo

Karin Green  
Dave Sale  
Ron Shay

Regrets:

Sue Birtwell  
John Patterson  
Mehdi Talwerdi  
Keith Wallace

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**1.0 APPROVAL OF AGENDA**

Agenda approved with the additional item under Other Business:

5.1 Program Questions -- Karin Green.

**2.0 APPROVAL OF THE MAY 14, 1997 MINUTES**

Moved by Ron Shay seconded by Pam Galea that the Wednesday, May 14, 1997 minutes be approved.

**CARRIED UNANIMOUSLY**

**3.0 BUSINESS ARISING**

**3.1 BIT DEGREE DEVELOPMENT**

Fleming reported that the BIT development team has completed 2 industry focus group meetings. Things are moving slowly. They are waiting for information from Langara, Douglas and Capilano. As well, they will run a focus group meeting on Friday with students and new graduates. We are asking focus group participants questions about skills, attitudes, behaviour and knowledge - after completing 2 year programs what kind of skills do they need to advance. What type of mode of offering do they prefer - full-time or part-time? The next step is to survey industry on learning outcomes. They will complete the full proposal in October.

**3.2 BBA DEGREE DEVELOPMENT**

Gordon reported on BBA developments. Faculty are running industry focus groups to identify draft learning outcomes. When these are identified we will use them to develop the program curricula.

**3.3 OADM COURSE CREDITS**

David Woolley has answered the questions members had at the May meeting about OADM course credits. Pam explained that for OADM, each 30 hours equals 1 credit.

#### 4.0 NEW BUSINESS

##### 4.1 CREDIT FOR INTRODUCTORY ACCOUNTING COURSES

John Western described the problem. The department wants to prevent students obtaining credit twice for learning the same material.

**Moved by John Western, seconded by Lance Shandler that the calendar descriptions for ACCT 1110, ACCT 1160, ACCT 1210 and ACCT 1293 be revised as follows:**

ACCT 1110 = Credit will not be granted for ACCT 1110 if credit has been previously granted for ACCT 1210 or ACCT 1293.

ACCT 1160 = Credit will not be granted for ACCT 1160 if credit has been previously granted for ACCT 1294 or ACCT 2320.

ACCT 1210 = Credit will not be granted for ACCT 1210 if credit has been previously granted for ACCT 1293.

ACCT 1293 = Credit will not be granted for ACCT 1293 if credit has been previously granted for ACCT 1210.

**CARRIED**

##### 4.2 COURSE OUTLINES

**Moved by Lance Shandler, Seconded by Karin Green that the course outline for BUSI 2340 be approved as amended.**

changes under evaluation

**CARRIED**

#### 5.0 OTHER BUSINESS

##### 5.1 PROGRAM QUESTIONS

Karin had some questions about the Entrepreneurship Program and the Financial Services Diploma. She also presented an issue that has come up in advising students. Second year standing is currently required for Business Management Certificate students. This is impossible as these students are enrolled in a 1 year program. Ron stated that Business Management Department prefers to leave second year standing in the prerequisites for 2nd year BUSI courses. He went on to state that Business Management Certificate students do not require second year standing to enroll in upper level business management courses. They are exempted for second year standing requirement.

**Moved by Karin Green, Seconded by Ron Shay that Business Management Certificate students be exempted from 2nd year standing requirement.**

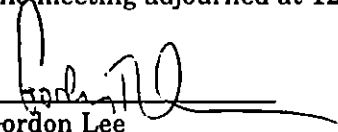
**CARRIED**

#### 6.0 FALL SEMESTER MEETING TIMES

Gordon will have Kulvir check on members' fall timetables and then set up a schedule for Curriculum Committee meetings.

#### 7.0 ADJOURNMENT

The meeting adjourned at 12:30 pm.



Gordon Lee

GL/kkd

c:

Priscilla Bollo  
Eugenia Culham  
David Sale

Iris Goodlet  
Robert Gore  
Penny Grylls

Melinda Henson  
Nancy Clegg  
Lois Proppp

David Ross  
Fleming Woo  
Barb Smith

Douglas Smith  
Jacqie Thachuk  
Peter Thesiger



**CURRICULUM COMMITTEE - SOCIAL SCIENCES AND MUSIC**  
**Minutes of Meeting - June 6, 1997 - 10:30 a.m.**  
**Room C230 - Surrey Campus**

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**Present:** Roger Elmes (Chair)  
Marnie McFarlane - Registrar's Office  
Jane Silvius - PSYC  
Tracey Klinney - HIST  
Allan Sawchuk GEOG  
Ann Stafford - MUSI  
Joanne Beamish - CRIM  
Jessie Horner - CRIM

**Regrets:** Noemi Gal-Or - POLI  
Carol Ateah - Counselling

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**1.0 Adoption of Agenda**

The Agenda was adopted as circulated with the addition of:  
4.2 Bachelor of Applied Journalism  
4.3 Block Transfer  
4.4 Calendar Submissions for Fall 1997

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**2.0 Approval of Minutes**

The minutes of March 14, 1997, were adopted as circulated.

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**3.0 Course Outlines**

**3.1 Criminology 1202 & Criminology 1204**

Joanne Beamish moved for the approval to correct the numbering for CRIM 1202 and 1204. Ann Stafford seconded the motion. **Carried.**

**Action:** Joanne Beamish will make the changes to the updated course outlines.

**Action:** Roger Elmes will give Marnie McFarlane a memo for a temporary update of these courses in the Fall timetable.

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**4.0 New Business**

**4.1 CAAS Proposal**

A copy of the proposal to have CAAS 1100 and 1110 recognized as part of every degree was distributed to the Committee.

In order to comment further it was suggested that a speaker be invited to the September meeting and the Committee obtain further information re the following:

- revised course outlines
- results of objective evaluation of the course
- potential number of sections
- credentials/qualifications of instructors

- Robert Fleming's course on remedial writing

#### **4.2 Bachelor of Applied Journalism**

Comments:

- Initial intake looks small
- questions about focus on "Print"
- questions about data that has been used regarding labour market
- suggestion to investigate Art Direction and Ethics components

#### **4.3 Block Transfer**

Roger will make the following recommendations at the Dean's meeting:

- various departments be educated regarding block transfer and shown different models that may be used
- talking about 25% residency
- giving each department the means to educate departments in PLA and learning outcomes

#### **4.4 Calendar Submissions for Fall 1997**

Marnie McFarlane informed the Committee that the deadline for submissions to the 1998 Calendar is the 2nd Friday of September. Program information also has to be reviewed by the Department.

Marnie distributed a copy of the revised Course Outline Summary Form for suggestions. It was agreed that the Dean does not require a copy.

### **5.0 Meeting Schedule**

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The meeting schedule for Fall 1997 is as follows:

Time: 10:30 a.m. - 12:30 p.m.  
Place: Room C-230

September 12  
October 10  
November 7  
December 5

**DRAFT MINUTES  
EDUCATION COUNCIL  
Monday 9 June 1997**

**PRESENT**

Jim Gunson, Chair	Jim Adams	Ann Stafford
Penney Grylls, Recorder	Don Reddick	Balbir Gurm
T.N. Foo, Ex Officio	Maureen Shaw	Raymond Tang
Derek Francis	Jim Jamieson	Dave Gill
Gerry Kilcup, Ex Officio	Jacqie Thachuk	

**REGRETS**

Lynda Turner	Michelle Veldhuizen	Barbara Craig
Manfred Baur	Colleen McGoff-Dean	Wendy Parry
Brian Carr	Sonya Kraemer	

**CONFIRMATION OF AGENDA**

Agenda confirmed with the addition of Item 15. COMMUNICATION.

**APPROVAL OF MINUTES OF 14 APRIL AND 28 APRIL 1997**

Minutes of 14 April and 28 April 1997 approved.

**CHAIR'S REPORT**

Chair reported that a prototype web page has been developed.

**COMMITTEE REPORTS**

- Course Outline Review Committee

**Moved by Jacqie Thachuk, Seconded by Balbir Gurm**

**THAT** the Education Council recommend to the Board acceptance of new course outlines as follows:

Drafting 1303	Introduction to AutoLISP® Programming
NRSG 2350	Consolidated Practice Experience 2
NRSG 2220	Professional Growth 2: The Nursing Profession
NRSG 2110	Healing Workshop 1: Episodic Health Challenges
NRSG 2140	Nursing Practice 2
NRSG 2210	Healing Workshop 2: Complex Episodic Health Challenges
NRSG 2240	Nursing Practices 3
OADM 1111	Basic Keyboarding
MANDARIN 2200	Second Year Mandarin I
MANDARIN 2201	Second Year Mandarin II
NRSG 2160	Health Science 3: Pathophysiology I

**EARLY CHILDHOOD EDUCATION - ENGLISH AS A SECOND LANGUAGE PROGRAM**

- Program Planning I - Developing Musical Intelligence in Young Children
- Child Growth and Development I
- Foundations of Early Childhood Education
- Program Planning I - Introduction to Program Planning
- Program Planning I - Developing Linguistic Intelligence in Young Children

**CARRIED**

ECE courses approved subject to credit assignments in accordance with University College policy and course numbers.

Committee expressed concern re style of nursing course outlines, acceptance recommended as style was consistent with Collaborative Nursing Program.

**DEGREE DEVELOPMENT COMMITTEE PROPOSAL**

Moved by Jim Adams, Seconded by Don Reddick

**THAT** an Arts Degree Framework Sub-committee be formed to recommend an appropriate structure for Arts degrees. The committee is to consider the Chik-Triplett-Turner model as one possibility. The membership will consist of two members each from the Humanities and Social Science Curriculum Committees and three from Education Council, one of whom will act as chair. The committee is expected to report by the end of 1997.

**Amendment moved by Maureen Shaw, Seconded by Jacqie Thachuk**

**THAT** a degree development committee to determine whether a structure is required for art degrees, to examine potentially viable models and to recommend possible models to education council be formed. The membership will consist of two members each named by the Humanities and Social Science Curriculum Committees and three named by Education Council, one of whom will act as chair. The committee is expected to report by the end of 1997.

**CARRIED**

Moved by Maureen Shaw, Seconded by Balbir Gurm

**THAT** Colleen McGoff Dean be named as chair of the degree development committee.

**CARRIED**

Moved by Jacqie Thachuk, Seconded by Dave Gill

**THAT** the remaining two Education Council members to sit on the Degree Development Committee be named by the executive.

**CARRIED**

**DPAC RECOMMENDATIONS**

Moved by Maureen Shaw, Seconded by Ann Stafford

**THAT** Education Council postpone approval of DPAC recommendations.

**CARRIED**

**SCHOOL OF BUSINESS PROPOSAL FOR A NEW CERTIFICATE**

Moved by Derek Francis, Seconded by Balbir Gurm

**THAT** Education Council recommends the School of Business Proposal for a Certificate in Business Entrepreneurship.

**CARRIED**

In response to a concern raised at May meeting of Education Council with regard to the amount of credit from other institutes, Gordon Lee stated that the registrar's office does not have an issue with past credit being granted.

**GRANTS APPLICATION PANEL -**

**CRITERIA FOR EVALUATION OF PROPOSALS FOR INTERNAL FUNDING**

Moved by Derek Francis, Seconded by Jacqie Thachuk

**THAT** Education Council approve the criteria for evaluation of proposals for internal funding.

**CARRIED**

**NOTE** to recommend rewriting of criteria to provide clarity for applicants.

**1997 RECOMMENDATIONS - LOCALLY INITIATED CURRICULUM PROJECTS**

Moved by Balbir Gurm, Seconded by Jacqie Thachuk

**THAT** the Education Council approve the recommended projects as submitted to Ministry. (On Line ELT Course Development, Production Horticulture Technician Program, Multi-Discipline Design Project for Drafting Technician)

**CARRIED**

These proposals were approved and sent to the Ministry with a letter stating that approval was given by executive on behalf of education council due to short time line.

**1997 RECOMMENDATIONS - INTERNAL FUNDING**

Moved by Jacqie Thachuk, Seconded by Dave Gill

**THAT** the Education Council executive be empowered to make recommendations as required during the summer.  
**CARRIED**

**ENGLISH 100/110**

Moved by Maureen Shaw, Seconded by Jacqie Thachuk

**THAT** students who have passed English 1100 and English 1110 receive credit for both courses.  
**CARRIED**

**LEARNING OUTCOMES FOR LIBERAL EDUCATION**

Moved by Don Reddick, Seconded by Jim Jamieson

**THAT** the Education Council adopt the outcomes and Principle #2 recommended by the liberal education task force in the learning outcomes for the liberal education component of Kwantlen University College degree programs.

**CARRIED**

This document should be added to Education Council member binders for reference.

**BACHELOR OF ARTS IN COMMUNITY STUDIES (CONCEPT PROPOSAL)**

Moved by Derek Francis, Seconded by Balbir Gurm

**THAT** Education Council approve the proposal to allow development to letter of intent stage.  
**CARRIED**

Jim Jamieson to communicate Education Council concerns to proposal developers, for example:

- has there been consultation with School of Business about the management aspect.
- naming
- concern with two streams
- need for clearer focus on outcomes when developing letter of intent.

**ELECTIONS**

Gerry Kilcup chaired the election.

Jim Gunson, Chair by Acclamation

Colleen McGoff-Dean, Vice Chair by Election

Don Reddick, Executive Member, by Acclamation.

**MASONRY PROGRAM CUT**

Moved by Jacqie Thachuk, Seconded by Dave Gill

**THAT** the Education Council advise the Board that it supports the recommendation to suspend the masonry program

**CARRIED**

**BY-LAW CHANGES**

Moved by Anne Stafford, Seconded by Maureen Shaw

**THAT** Education Council postpone approval of by-law changes until September meeting.

**CARRIED**



## **COMMUNICATION**

Maureen Shaw stated that faculty have expressed concerns that education council proceedings are not readily communicated. Concerns about how information is passed to faculty and how faculty can provide feedback to Education Council. Misconception that councillors are representing constituent groups and therefore responsible to report back to groups. How to improve links, better communicate. Councillors asked to consider ways to improve communication.

**MEETING ADJOURNED.**

# NEWSLETTER

## ***Research Projects Completed: 1996/97***

### **An Analysis of Student Transfer Issues from the College and Institute Outcomes Surveys**

Prepared for BCCAT by Gaylord, Ducharme and Associates, this in-depth research report analyzes data collected in the 1995 and 1996 Student Outcomes Surveys and focuses on responses from students classified as having exited from a university transfer program. This set of 14,534 students was asked whether or not they had tried to transfer credits. Those who did transfer credits were then asked whether or not they experienced "problems in completing this transfer." Approximately 16% of transfer students indicated some form of transfer problem. The research report focuses on ana-

lyzing and categorizing the students' open-ended responses which describe the nature of the transfer problem they encountered. This information has provided an understanding of the nature and magnitude of the transfer problems students experience.

As a direct result of this research, the 1997 Student Outcomes Survey questions have been substantially modified and expanded to provide much more extensive information on student transfer that will become available for analysis in the Fall of 1997. The full research report, *Student Transfer Issues Revealed in British Columbia's Post-Secondary Education Student Outcomes Surveys: An Analysis Intended to Enhance the Survey's Future Utility*, is available on BCCAT Net ([www.islandnet.com/bccat](http://www.islandnet.com/bccat)) or from the BCCAT office.

### **Greetings from the Executive Director**

BCCAT's Management Letter from MoEST congratulates us on "what has clearly been a productive and successful year for the Council." It has certainly been a busy one, with several new projects and initiatives undertaken, as well as all our regular activities. As a provincial organization which represents all sectors of the public post-secondary system, we are proud of the ways in which we continue to support our post-secondary institutions as they seek to enhance equity, access and transitions for all our students. All of our endeavours are directed to those ends.

One exciting development for us this year was the forging of a new relationship with our "sister" organization, the Centre for Curriculum, Transfer and Technology (CCTT). We have cooperated on several ventures, most notably in the areas of secondary to post-secondary transitions, and the development of a policy framework for private/public institutional articulation. We also continued to work actively with several other provincial organizations and committees which are serving the needs of the post-secondary system, such as the Centre for Education Information Standards and Services (CEISS), and the Outcomes Working Group.

Please feel free to call or drop by our new location in downtown Vancouver, or to avail of our meeting room. We look forward to seeing you!

*Franklin C. Gelin, Executive Director and Co-Chair*

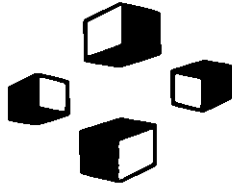
### **SFU Transfer Student Performance Research**

Transfer students represent about one third of SFU's new student admissions. Under contract with BCCAT this past year, SFU's Office of Analytical Studies updated its previous research on B.C. college transfer students who were admitted to SFU between 1991/92 to 1995/96. This research report provides extensive demographic information about the numbers of transfer students admitted to SFU and the institutions from which they transferred. The report also includes information on their academic performance such as their admission GPA, their GPA in selected courses at SFU, general trends in GPA performance from admission through graduation, and degree completion rates. These data are provided for each B.C. college and university college. Most importantly, the report compares the performance of transfer students with that of students who entered SFU directly from high school. This research is invaluable to the system as it reassures students studying or contemplating study in the colleges that they can expect to be well prepared for university studies as a result of their college program.

The report, entitled *Profile of B.C. College Transfer Students Admitted to Simon Fraser University 1991/92 to 1995/96*, is available on our web site or from the BCCAT office.

## Major Projects and Initiatives in 1996/97

### Study of Block Transfer



Since coming to the Council last October Finola Finlay has researched the concept of Block Transfer and presented on the topic to several groups. A BCCAT Discussion Paper has been distributed which poses

the question: "**Should we develop a block transfer system for arts and sciences degrees in British Columbia?**" It is important that BCCAT hears from individuals and institutions on this topic. The deadline for responses has been set for the end of September. Copies of the Discussion Paper have been distributed to all public post-secondary institutions in the province, and can be downloaded from the BCCAT Net web site ([www.islandnet.com/bccat](http://www.islandnet.com/bccat)).

Further research and consultation and an examination of the responses to this discussion paper will be a major initiative of the Council in 1997/98.

**Block Transfer Committee Membership:** John Dennison, Co-Chair, BCCAT; Frank Gelin, Co-Chair, BCCAT; Finola Finlay, Special Advisor, BCCAT; Dean Goard, Secretary, TUPC; Neil Guppy, Assoc Dean, UBC; Dianne Humphrey, faculty, Camosun; Carol Matthews, Director, CCTT; Jamie McEvoy, student, CFS; John Meagher, VP, NIC; Judith Osborne, Assoc VP, SFU; Terry Sherwood, Assoc VP, U Vic; Don Tunstall, Dean, UCFV; John Waters, Dean, Capilano.

### Task Force on Standards and Processes

The Task Force on Standards and Processes was formed to identify impediments to smooth and efficient student transfer which may result from administrative processes in use in B.C. institutions. An initial report, written in May 1996, identified the type of issues with which this committee should deal.

The Task Force recognized the need to solicit input from registration staff and student advisors to identify useful current and potential resources, obtain information on kinds and frequency of transfer problems, and to ascertain students' level of knowledge of the transfer system. To this purpose, a survey was produced and distributed in February to registration staff and

student advisors. Over a hundred responses were received.

Initial results indicate that:

- Advisors perceive B.C.'s transfer system to be functioning well;
- We need to provide more user-friendly information about transfer to students and others;
- We need to designate the *B.C. Transfer Guide* as the "official" guide;
- We should clarify the reciprocity of course transfer credit (e.g. university to college);
- There are several specific practices in use in our institutions which can create barriers and difficulties for transfer students.

Data from the survey and from other sources have been used to develop several draft recommendations. These were presented at the annual meeting of our Institutional Contact Persons on May 9th in Vancouver, and the contact persons have been requested to survey their institutions for comments or reactions. Final recommendations, when developed, will be prioritized and brought to Council.

Copies of the draft report are available from BCCAT by contacting us at the address on the back of this newsletter.

**Task Force Membership:** Nick Heath, SFU (chair); Mary Cooney, UBC; Kathleen Cook (student); Dale Gruntman, CNC; Norma Macovi, OLA; Alan McMillan, ECIAD; Ray Pillar, UCC; Barbara Robertson, Capilano; Maria Romanelli, BCCAT; Finola Finlay, BCCAT.

### Barbara Clague Joins Council Staff

BCCAT is pleased to welcome **Barbara Clague** to the position of **Executive Secretary** with the Council. Many in the post-secondary system will remember Barbara from the Advanced Education Council of British Columbia which she helped to create, and where she was Acting Executive Director. Barbara was the Administrative Assistant to Tom Perry while he was Minister of Advanced Education, Training and Technology, and to John Cashore, Minister of Aboriginal Affairs. Barbara has also served as a board member with the Pacific Association for Continuing Education, and with Planned Parenthood Federation of Canada, and has been involved with numerous community initiatives. We are fortunate to have acquired the services of such an experienced member of our post-secondary community. Barbara can be contacted at 604-412-7683, or by emailing [bclague@bcit.bc.ca](mailto:bclague@bcit.bc.ca)

## Transcript Standards Committee

In the course of research undertaken by BCCAT, various items were identified related to the equitable treatment of students transferring within the post-secondary system. In some cases these issues were related directly to transcribing practices, or to the interpretation of transcripts. The Council therefore approached the B.C. Registrars' Association to seek their advice and assistance in considering the development of a set of common standards for the preparation of student transcripts. It was thought that such guidelines could help to ensure that students across the system are treated consistently, thus ensuring a greater degree of equity.

To devise a guide for standardized records and transcripts the committee has reviewed the academic record and transcript guide of the American Association of Collegiate Registrars and Admissions Officers and is in the process of producing a draft *B.C. Record and Transcript Guide*. Information gathered from a survey of B.C. registrars is also being used in this draft. The document is currently being reviewed by committee members for revisions and feedback.

The work of this committee is in its initial stages and will likely continue into the next academic year.

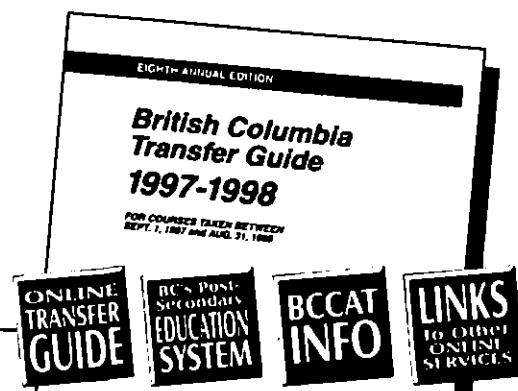
**Transcript Standards Committee Membership:** Penny Gallagher, Langara; Mary Hodder, BCIT; Greg Link, Malaspina; Gaylea Wong, UBC; Finola Finlay, BCCAT; Maria Romanelli, BCCAT.

## News From The Articulation Committees

There are 67 Provincial Articulation Committees which meet at least once a year to discuss articulation issues, anticipate changes and resolve differences. Each has a chair, elected by its members, and a liaison administrator, appointed by BCCAT. The Council recently published *A Handbook for Articulation Committee Chairs and Liaison Administrators* in order to provide in a single document information regarding the roles and responsibilities of the Council, the Committees, the Chairs and the Liaison Administrators. Copies can be obtained from the BCCAT office or the BCCAT Net web site ([www.islandnet.com/bccat](http://www.islandnet.com/bccat)).

BCCAT maintains files on each committee and receives regular reports and minutes.

Several common themes emerge from reports received this spring. Block transfer, articulation from private institutions, and transitions from secondary schools to public post-secondary institutions were discussed at many of the meetings. The Private Post-Secondary Education Commission (PPSEC) registers and accredits private institutions. Articulation agreements between post-secondary institutions and those private institutions which have been accredited by PPSEC will in future be governed by a provincial framework currently under development by MoEST and CCTT. ☛



## 1997-98 B.C. Transfer Guide

BCCAT's eighth annual edition (1997-98) of the *B.C. Transfer Guide* will be available for distribution in early July. The distribution of the guide will include all B.C. public post-secondary institutions, private institutions, secondary schools, public libraries, community skills centres, and various other institutions and organizations across the country and beyond. We continually receive requests for the guide throughout the year, confirming that not only is the guide a necessary tool for B.C., but is useful to out-of-province colleges, universities, schools and organizations.

The online version of the 1997-98 *Guide* was released in early June, and can be accessed on BCCAT's web site. Approximately 1800 "hits" to the site per month are now being recorded and this is expected to climb as access to the World Wide Web increases and as people become aware of the utility of the online guide.

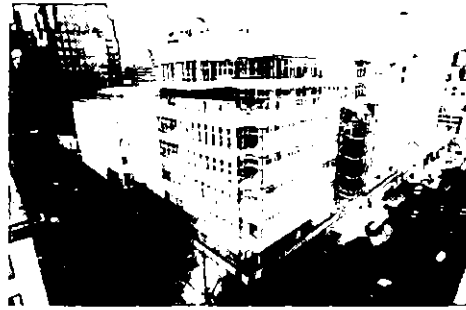
The online transfer guide is only part of BCCAT Net. The site also provides extensive links to information about the B.C. post-secondary system, other post-secondary systems in Canada and around the world, and of course a lot of information about our Council, including all of its publications and related research reports.

BCCAT Net can be found on the Internet at:  
[www.islandnet.com/bccat](http://www.islandnet.com/bccat).

Many articulation committees now have as members representatives of the secondary school sector. With more emphasis being placed on Career Preparation Programs, secondary students will be taking courses which relate more directly to post-secondary fields of study. Many secondary schools have already negotiated articulation agreements with post-secondary institutions to provide smoother transitions for those students. There was discussion at several articulation committee meetings regarding the new subjects in the secondary school Applied Academics Curriculum, as well as revisions to other curricular areas.

### Notes from a few recent meetings of Articulation Committees (AC's)...

**Math, ECE, Communications, Computers in Education, Visual Arts and Business Education Coordinating Committee/Business Education Articulation Committee (BECC/BEAC)** all devoted agenda time to discussions with representatives of the K-12 system... Frank Gelin attended this year's meeting of the **English AC** to report on an April meeting held at Simon Fraser University with representatives from Capilano, Douglas and Kwantlen Colleges. Clarification helped reduce misunderstandings regarding English transfer credit at SFU... the **Human Services AC** agenda included presentations on Block Transfer and the Multilateral Task Force on Career Pathing... Representatives from related organizations — the Institute of Chartered Accountants, the Certified General Accountants and the Certified Management Accountants — attended and submitted reports to the **BECC/BEAC**... It was noted by the **Tourism Education AC** that a closer link with the BECC and BEAC committees would be advantageous... A joint reply was prepared by the **Travel Programs AC** to the Ministry of the Attorney General in answer to its survey reviewing the Travel Assurance Fund Regulations... Two particular concerns were expressed by the **Visual Arts AC**, related to the criteria for evaluation and approval of a new Fine Arts Degree, and the limited opportunities for students in two year programs to complete a Fine Arts degree... It makes your mouth water to read some of the topics discussed at the **Professional Cook Training AC** meeting — topics such as vegetarian cooking, garnishing, sugar art and the Great Canadian Beer Festival... **ESL** has produced an impressive draft ESL Articulation Handbook.



### New Council Office

The Council office is now located in the new BCIT downtown campus at Dunsmuir and Seymour in Vancouver. It is a "smart" building which means the telecommunications and cabling setup is among the most advanced in the country. As well as BCIT programs, other occupants of the building include Columbia College, CIBC Small Business Centre/BCIT's Venture Program, and the Center for Applied Academics. The latter shares adjoining equipment and storage space with the Council.

Along with bigger and brighter work space a significant improvement is the availability of a meeting room for up to 16 people which is available at **no charge** to members of B.C.'s education community. The meeting room is adjacent to the Council's office and is available weekdays, 8:30 a.m. until 4:30 p.m. Please call us at (604) 412-7700 if you wish to book the room. Do drop by and visit us.

BRITISH COLUMBIA COUNCIL ON  
**ADMISSIONS & TRANSFER**

SERVING BC'S  
EDUCATION SYSTEM

### How to Contact Us...

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- **Barbara Clague**, Executive Secretary: 604-412-7683, [bclague@bcit.bc.ca](mailto:bclague@bcit.bc.ca)
- **Maria Romanelli**, Administrative Assistant: 604-412-7680, [mromanell@bcit.bc.ca](mailto:mromanell@bcit.bc.ca)
- **BCCAT Net:** Web site - <http://www.islandnet.com/bccat/>; Comments and feedback - [bccat@islandnet.com](mailto:bccat@islandnet.com)