



EDUCATION COUNCIL
January 12, 1998 - 4:00 p.m.
Surrey Campus Boardroom (C230)

A G E N D A

1. Confirmation of Agenda
2. Approval of Minutes (*December 1, 1997*)
3. Fashion Design and Technology Degree Proposal
Approval: Program Development Group and Validation Team (*ATT's.*)
4. **Approval:** To empower the Executive to form a Small Working Committee to make recommendations with regard to the development of a Kwantlen University College Ethics Committee.
5. **Recommendation for Approval:** Full Program Degree Proposals for:
 - i) Bachelor of Technology in Information Technology (*ATT's.*)
 - ii) Bachelor of Business Administration in Entrepreneurial Leadership (*ATT's.*)
 - iii) Bachelor of Science in Nursing (*ATT's.*)
6. **Next Meeting:** February 1, 1998 – Surrey Campus (C230)
7. Adjournment

Attached for Information

Department Curriculum Committee Minutes

Pending Agenda Items

Notice of Motion: That full program proposals for degrees come directly to Education Council for approval. (*M. Shaw*)

Policy on Applicant Eligibility

Policy re: Validation Teams

Assignment of Credits – John Patterson

Course Outline Manual (February 1, 1998)

C

C

C



EDUCATION COUNCIL
December 1, 1997 - 4:15 p.m.
Surrey Campus Boardroom (C230)

MINUTES

Present: Jim Gunson (Chair) Jim Jamieson
Jim Adams Colleen McGoff Dean
Larry Anderson Wendy Parry
Manfred Baur Don Reddick
Brian Carr Ann Stafford
Derek Francis Raymond Tang
Balbir Gurm Skip Triplett

Recorder: Barbara Melnyk

Regrets: Doug Boyer
Christopher Golden
Sarah Kanakos
Maureen Shaw
T.N. Foo
Gerry Kilcup

Guests: Elizabeth Bordeaux
Geoff Dean
Dieter Thomas

DRAFT

1. CONFIRMATION OF AGENDA

The agenda was confirmed as distributed.

2. APPROVAL OF MINUTES (November 17, 1997)

The minutes were amended as follows: Under 5. Old Business, in last sentence add, "along the lines of the final report" after the word "place". Under 6. New Business, sub-heading: Approval of Liberal Education Report, Item #1, first sentence, substitute word "degree" for "course". On page 4, first paragraph, last sentence, add word "criteria" after "admission".

Motion to approve the revised minutes: J. Adams/B. Gurm

CARRIED

3. CHAIR'S REPORT

- The Learning Outcomes ¼ time position (funded by CCTT) is posted in Human Resources.
Closing date: December 8, 1997.
- Kwantlen Board of Governors Social (December 17, 1997, 4:30 p.m. – 6:00 p.m.): Education Council members will receive invitations.

- Next Education Council meeting is January 12, 1998. As there may be three full degree proposals on the Table for review, we expect the meeting to go on beyond 6:00 p.m. We will arrange to have dinner brought in, should that be the case.
- Effective today, Barbara Melnyk takes over as Recorder for Education Council. You may contact Barbara at Extension 2084.

4. COMMITTEE REPORTS

a) Applicant Eligibility – No Report

b) Curriculum Approval

NRSG 2260 – Health Science 4: Pathophysiology 2

Moved by S. Triplett, seconded by J. Adams,
THAT NRSG 2260 be recommended for approval.

CARRIED

c) Degree Proposal Assessment Committee

The next meeting of the Degree Proposal Assessment Committee is scheduled for Monday, January 5, 1998, at 4:15 p.m. DPAC members have agreed to extend the meeting time in order to review three full program degree proposals.

d) Employability Skills

Approval of opening statement for framework of Employability Skills Manual – see under “New Business”.

e) Grant Applications Review Committee

No report

f) Liberal Studies Task Force

No report

h) International Education Committee

The International Education Committee is working with ESL faculty to develop a graded entry program for international students so that the latter can take University Transfer courses while studying ESL courses.

i) Arts Degree Framework Committee

Colleen McGoff Dean has experienced some frustration in trying to get people to volunteer for this committee. She will try again in January to recruit volunteers. The Ministry is recommending one umbrella degree for Arts, however, after meeting with Devron Gaber, Skip suggested that there are other issues that will need to be revisited.

5. **OLD BUSINESS**

Council received a "Notice of Motion" from Maureen Shaw, on behalf of the Liberal Education Task Force Sub-Committee, recommending:

THAT full program proposals for degrees come directly to Education Council for approval.

DEFERRED

6. **NEW BUSINESS**

a) **ACP Prefix Change**

In order to have some reflection of the subject taught under the acronym, ACP, the Academic and Career Preparation Department request the following acronyms be used: ACPE for English; ACPM for Math; ACPS for Science; ACPB for Biology and ACPP for Physics.

Moved by C. McGoff Dean/ seconded by D. Francis,

THAT the above subject specific acronyms be approved for use.

CARRIED

b) **Approval of Employability Skills Manual**

At Council's request, the Skills21 Task Force has developed an explanatory preamble for the Employability Skills.

Moved by S. Triplett/seconded by B. Gurm,

THAT Education Council thank the Skills21 Task Force for completing the preamble.

CARRIED

Moved by W. Parry/seconded by B. Gurm,

THAT Education Council require all Kwantlen University College programs to contain all pertinent Employability Skills, except any Employability Skills or competencies deemed unnecessary by the program's external advisory committee.

After a lengthy discussion, the above motion was amended as follows:

Moved by W. Parry/seconded by B. Gurm,

THAT Education Council require all Kwantlen University College programs to contain all pertinent Employability Skills.

CARRIED

c) **Minimum Qualifications for Faculty**

The Faculty Recruitment policy was updated in 1995. Subsequent to that, discussion of the document occurred at LMRC and Education Council. Search committees further reviewed the document and Deans vetted it through curriculum committees and other consultative groups. Councillors are reminded that this is not an actual hiring document - - it simply states the minimum hiring qualifications.

Moved by S. Triplett/seconded by J. Adams,

THAT Education Council receive the document "Minimum Qualifications for Faculty".

CARRIED

d) **Proposed Changes to ECE and HSW**

Moved by B. Gurm/seconded by W. Parry,

THAT the Early Childhood Education and the Human Service Worker programs be revised from a 10-month (September to June) implementation model to a 3-semester (Fall, Winter, Fall) implementation model.

CARRIED

e) **Horticulture Technician Program**

**Moved by S. Triplett/seconded by D. Reddick,
THAT Education Council approve in principle changes in the Horticulture Technician Program from the current generic focus to a highly specialized focus (reasons listed on attached page), and to move program entry from January to September.**

CARRIED

The issue of changing from a 15-week to 12-week spring semester is subject to satisfactory negotiation between Kwantlen University College and the Kwantlen Faculty Association.

f) **Draft Course Outline Manual**

This agenda item is deferred until the February Education Council meeting. A complete draft will be forwarded to Education Council members under separate cover subsequent to this meeting. Councillors should review the draft according to the Chair's December agenda notes.

g) **Ad Hoc Committee on Admissions and Articulation**

The Chair reported that the Board of Governors has approved a policy to set-up a joint committee with Education Council and themselves. The mandate of the committee will be to recommend policy and procedures on: transfer; admission standards and principles for degree programs; a requirement that degrees offer a half-way diploma for those who choose to discontinue; criteria for diploma cancellation and other related matters referred to it, or on which the committee decides to make recommendations. The Board of Governors has nominated five members, and Education Council is asked to nominate five members.

**Moved by M. Baur, seconded by W. Parry,
THAT Education Council nominate five members to sit on the Ad Hoc Committee on Admissions and Articulation.**
CARRIED
Members nominated: Skip Triplett, Derek Francis, Manfred Baur, Raymond Tang and Jim Jamieson.

**Moved by J. Adams
THAT the meeting be adjourned.**

Meeting adjourned at 6:25 p.m.

Chair of Education Council

From Art.Kuiper@BCHydro.bc.ca Mon Jan 5 15:52:44 1998
Date: Thu, 18 Dec 1997 21:49:20 -0800
From: "Kuiper, Art" <Art.Kuiper@BCHydro.bc.ca>
To: 'Frank ABBOTT' <franka@Kwantlen.BC.CA>,
'Robert Cameron' <cameron@cs.sfu.ca>,
'Hank Poelvoorde' <hpoelvoorde@deltacu.com>,
'Bob RATHIE' <bobr@Kwantlen.BC.CA>, 'Benjamin Yu' <byu@bcit.bc.ca>,
'Gordon LEE' <gordonl@Kwantlen.BC.CA>,
'Fleming Woo' <fleming@Kwantlen.BC.CA>
Subject: Draft Validation Team Report

Gentlemen,

Based on the notes I took at our meeting December 9th, I have drafted some thoughts that might form the basis of our report in support of the degree application. Please review the material below and provide me with your comments. I will then arrange to have the report upgraded with your comments and circulated for your approval.

A review of the proposed program for a
Technology Degree in Information Technology

by the Validation Team of:

- Frank Abbot
- Rob Cameron
- Art Kuiper
- Hank Poolevoorde
- Bob Rathie
- Benjamin Yu

Summary:

To be written

Background:

Initial Meeting

The initial meeting of the validation team was held on 9 December 1997. At this time the purpose and objectives of the program were outlined. This was followed by an in-depth discussion period during which a number of concerns were raised.

Initial Comments

- * Comments on lack of mathematics fundamentals were discussed and it was agreed that this shortcoming should be addressed
- * Concerns over quality and laddering of liberal education component of the program were discussed. A number of ideas were presented including the offering of optional elective courses. It was agreed that the program would be adjusted to reflect these comments.

Considerations

Educational

- * Program in general - a major niche is available for an applied degree that fits between a full 4 year academic Bachelor of Science degree in Information Systems and a two year Information technology program.
- * Fit with programs from other institutions - There no 'full time' applied degree that builds on a 2 year diploma course in the Lower Mainland
- * Sustainability - Existence of review policy and an advisory Committee ensures the courses stay relevant in a fast moving industry
- * Prospects for further studies - It is not a prime objective of this

program to train students for direct transfer into higher academic studies.

Industrial

* General Need or Niche - There is a general shortage of trained IT professional in the lower mainland which is fueled by the fast growth of internet applications and the year 2000 problem. IT firms are starting to see employee turnover at rates not seen in 10 years.

* Fit to business requirements - As companies continue to look for IT resources, students trained in practical skills are in high demand and should readily find jobs.

Societal

* Community Needs - As indicated in the report this program expands a much needed education option in a community where there is significant demand.

* Staying in the community - The IT industry is growing in the Richmond, Delta, Surrey area so providing this course at Kwantlen allows local students to bid on jobs closer to home.

Conclusion:

Changes made to the program have addressed the issues and concerns raised by the Validation team. The expansion of the CIS Advisory board will ensure the program stays in touch with business. As such the Validation Team fully support this program and recommends its acceptance by the Ministry.

>

**Chair, Degree Proposal
Assessment Committee**

TO: Education Council Members

DATE: January 7 1998

FROM: Degree Proposal Assessment Committee (DPAC)

RE: Full Degree Proposals

C:

MEMO:

On January 5, 1998, DPAC recommended for approval, subject to suggested revisions, full degree proposals for:

- i) Bachelor of Technology in Information Technology
- ii) Bachelor of Business Administration in Entrepreneurial Leadership, and
- iii) Bachelor of Science in Nursing

Some of the larger issues identified by DPAC are addressed in this memo. Additional attachments point out grammatical and spelling errors and other various issues.

Bachelor of Technology in Information Technology

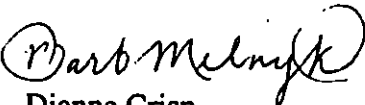
- 1. Employability Skills – These should be explicitly stated with notations provided as to where they are covered in the curriculum. Explain reason if omitted. (pages 7 and 32)
- 2. Expiry date for courses/programs – how to manage program changes, grandfathering students and how long grandfathered. (page 7 – C4)
- 3. Limited number of Communication course offerings – offered at beginning of program, then a long gap until much later in program. Compare to ELTN Program. (page 33 and onward)
- 4. Naming scheme of lower and upper level courses (page 9 and Appendix VI for description of courses)
- 5. Number of Liberal Education offerings and whether courses will be taught by instructors from specific disciplines (pages 9-12 and 40-41)
- 6. Issue of acronym for Liberal Education – who does it, belong to?
- 7. Admission, retention and transfer criteria (pages 15-16)

Bachelor of Business Administration in Entrepreneurial Leadership

- 1. Employability Skills – These should be explicitly stated with notations provided as to where they are covered in the curriculum (pages 6-7)
- 2. Limited number of Communication course offerings – offered at beginning of program, then a long gap until much later in program (pages 8-14)
- 3. Naming scheme of lower and upper level courses (pages 9-14)
- 4. Issue of acronym for Liberal Education – who does it belong to?
- 5. Issue regarding who will teach Liberal Education courses – will instructors teach courses from specific disciplines?

Bachelor of Science in Nursing

1. Component of Liberal Education courses needs to be strengthened. It is important that students get exposed to a number of worldviews. On page 11, C.5, add a preamble about the constraints of the Collaborative Agreement and note that there is little room to maneuver in the core curriculum. It is important to note that there is an integration of themes. Electives should be non-restrictive, and allow students to take courses from areas not related to nursing. Designate multi-disciplinary courses taught by other faculty.
2. Appendix 12: New title required since this is an Education Council policy. The connections need to be made clearer.
3. What is the minimal GPA requirement for staying in the program?

for: 
Dianne Crisp
Chair, DPAC

ATT'S.

EVALUATION OF FULL PROGRAM PROPOSAL

Bachelor of Technology in Information Technology

- p.3 - 5th paragraph, 1st line, Common Canadian spelling - should be "focused" (omit 1 "s")
- p.3 - 5th paragraph, 2nd line, spelling error - should be "program" (not "porgram")
- p.5 - 3rd last paragraph, place comma after "Dec. 1996"
- p.5 - 2nd last paragraph, place a period after "place", 2 spaces, capitalize "h" in However to begin new sentence.
- p.6 - C3: Move sentence re "More details on these learning outcomes..." from top of p.7 to beginning of this section.
- p.6 - #3 - add "management" so reads "Communications and personal management"
- p.7 - check consistency of list with Kwantlen's employability skills list. Explain why some are omitted.
- p.7 - sentence prior to list: add an "s" to "Beside" so reads "Besides competency..."
- p.7 - re-name #6,7,8 to read:
6. Information acquisition skills
 7. Information analysis skills
 8. Information presentation skills
- p.7 - C4: Indicate maximum time limit to obtain the degree for part-time students
- p.8 - C5: Heading for last column - capitalize "Student" and take period out after "Student"
- p.8 - C5: 35 for co-op work semesters - make clear that is 35 hours/week.
- p.8 - C5: need number of credits and lecture hours for CMNS 1140.
- p.9 - heading for last column - add "Hours" to Individual Student
- p.9 - line up numbers below Individual Student Hours
- p.11 - Year 3, last column, 3rd row & Year 4, 1st column, 3rd row: take out colon after Humanistic and replace with a comma
- p.12 - LBED3310 - place colon after "Power Relationships"
- p.12 - INFO4210 - needs pre-requisite CISO2312
- p.15 - Under Transfer Students?, 3rd line, place period after "program" and remove words "on a competitive basis."
- Also, note that there is a question as to whether you should mention an interview - must interview all or none as there is a possible basis for grievance otherwise.
- p.16 - 2nd last paragraph - change "PLA entry will be subject..." to "Entry will be subject to..."
- p.18 - 2nd paragraph, 1st line - expand CAI/CBT (explain abbreviations)
- p.18 - last sentence of F1 - change sentence to read "Five FTE faculty positions will be new to the College."
- Note that minimum qualifications for faculty should be listed.
- p.19 - a) change "Student Recruitment" to "Student Recruitment and Industry Awareness"
Consider the need for educational advising at 3rd & 4th year levels.
- p.19 - c) 1st line - add "FTE" after "five new" and before "IT faculty"
- p.20 - d) need to indicate the upgrading to the lab in Richmond will occur anyway, since not specific to degree.
- p.21 - end of section H1 - remove extra period

Appendix III

- p.27 - A2: change to "an ethical and legal..."
- p.27 - A6: remove semi-colon after "techniques"
- p.28 - C - change P.S. to N.B. (P.S. is for letters, N.B. for documents)

Appendix IV

- p.31 - keep area above liberal education in 2nd tier of ring clear and re-distribute courses to fit in other areas.

EVALUATION OF FULL PROGRAM PROPOSAL

Bachelor of Business Administration in Entrepreneurial Leadership

Note: use Canadian spelling throughout (e.g. - utilize instead of utilise, analyze instead of analyse)

p.1 - 3rd paragraph - reverse words "mandate" and "mission" so it reads "...the mission to create life-long learning opportunities...It also has the mandate to..."

p.2 - 1st three bullets don't fit the previous pattern of what graduates will be prepared to do - re-word

p.3 - B4: reverse "mandate" and "mission"

p.5 - 2nd paragraph, last sentence to read: "This would also be supported..."

p.6 -be specific research

p.6 - C3 - Education Council would like a listing of employability skills and where they are covered in the curriculum similar to the report done for the liberal education component.

p.9 - Year 4 - change spelling of "Intercession" to "Inter~~s~~ession" for consistency

Also, add (May-June) after "Inter~~s~~ession"

p.9 - Re: LBED courses - some concern expressed re name (ie. Not specific to the actual discipline). In any case, perhaps should be noted these courses will be taught by faculty in Arts and Sciences.

DPAC members expressed some concern re: offering only one communications course.

p.10 - C6: Change 1st sentence to read: "The bridging courses are currently offered..."

p.10 - C7 - Change 1st sentence to read: "Typically, three-credit..."

p.11 - ENTR3500 - 5th line - change to read: "provide the student with oral communication..."

p.12 - ENTR4140 - 2nd line - place period after "development" and delete "the sales function is of prime importance."

p.13 - LBED3310 - 1st line - add an "s" to "context"

p.14 - LBED4900 - last sentence awkward. Re-write please (the word final being repeated)

p.14 - C11 - last paragraph - change "Saturdays" to "weekends" to keep options open

p.16 - D1, 2nd paragraph - remove "on a competitive basis"

A concern re personal interviews - could be basis for grievance -

p.17 - D2, 1st line, place comma after "fees"

p.17 - D2 - change PLA percentage in second last line to 50%

p.18 - D5 - State that this only refers to the last 2 years of the degree

p.18 - D6 - 1st sentence - either it reads "...diploma programs are fully..." OR "...diploma program is fully..."

p.18 - D6 - 2nd line - place period after "province", then 2 spaces

p.18 - D6 - 4th line - remove extra period after "program"

p.19 - E2 - 2nd line - add comma after "appropriate"

p.19 - E2 - 4th line - add "class" to read "...learning classrooms"

p.19 - F2 - State minimum qualifications of faculty .

p.20 - G1 - change "student recruitment" to "student recruitment and industry awareness"

Consider educational advisory support for 3rd & 4th year level

p.21 - 1st bullet, 2nd line - de-capitalize "Institutions"

Bibliography, p.22

Reddick, Don - Should it be Liberal Education Committee to the Education Council?

Tapscott, Don - Underline title of book - font also looks smaller than rest of page

EVALUATION OF FULL PROGRAM PROPOSAL

Bachelor of Science in Nursing

- p.3 - last paragraph, 5th line, delete extra period after "Vancouver"
- p.4 - 2nd paragraph, period after last word "competence"
- p.5 - 2nd paragraph, delete period after B.Sc.N.
- p.5 - 3rd paragraph, 3rd line: delete period after "learn"
- p.6 - last paragraph, 3rd line - add "possibly" after "recreational space"
- p.7 - Wellness Health Promotion Centre - a concern was expressed about not being open Sundays.
- p.7 - 2nd paragraph - change "Maternal child" to "parent child"
- p.8 - C1, 1st paragraph, 2nd line: change "in a natural science" to on a natural science"
- p.8 - same line - delete period after "promotion"
- p.9 - 1st line - change period to comma in 8,307
- p.10 - C3, bullet 4, 2nd line: uncapitalize "Learning" at end of line
- p.11 - C4 - put "a total of 38 months" to avoid confusion
- p.11 - C5 - Add Year 1 title

NOTE: an issue about the liberal education component. It needs to be strengthened here. Add a preamble to section C5 about the constraints of the Collaborative Agreement and why we chose to go that way. We need to say that there is an integration of themes and mention co-teaching.

-Be clear about restricting electives so they can only be taken from areas not-related to nursing.

-Designate courses taught by other faculty and in a multi-disciplinary manner. This will make it more succinct.

p.13 - delete Elective

p.14 - C15: There is a concern about degrees being developed at the expense of our diplomas. We need to carefully explain the exit option for the diploma here.

p.15 - D1 - Take out percentages

Change K.U.C. First Level Mathematics for Mathematics 11 to MATH1112 or 1114 or higher.

4th bullet - Add colon after "above courses"

p.15 - D2 - percentages for PLA should read 50% - combined credit is no greater than 75%

p.20 - 2nd paragraph, 3rd line - change "as K.U.C." to "at K.U.C."

Appendix 12: New title needed since is an Education Council policy. The connections need to be made clearer. Might use the Liberal Education Report for the BBA and BIT as a model.

Also, note that there are two #3's (on the 4th & 5th pages)