Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL
February 2, 1998, 1998 - 4:15 p.m.
Surrey Campus Boardroom (C230)

AGENDA

1.	Confirmation of Agenda	1 min.
2.	Approval of Minutes *(January 12, 1998)*	1 min.
3.	Chair's Report *(Verbal)*	5 min.
4.	Committee Reports	5 min.

- Applicant Eligibility
- Degree Proposal Assessment
- Employability Skills
- Curriculum Review (courses for approval)
- Grant applications Review Committee
- Liberal Studies Task Force
- International Education Committee
- Arts Degree Framework Committee

5.	Assignment of Credits – J. Patterson *(Verbal)*	20 min.
6.	Development of Student Selection Policy for Degree Programs *(Verbal)*	10 min.
7.	(Draft) Course Outline Manual *(previously distributed)*	60 min.
8.	Next Meeting: March 2, 1998 – 4:15 p.m. – Surrey Campus Boardroom (C230)	
9.	Adjournment	

Attached for Information

Curriculum Committee Minutes

Pending:
- *Policy on Applicant Eligibility*
- *Policy re: Validation Teams*

Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL
January 12, 1998 - 4:15 p.m.
Surrey Campus Boardroom (C230)

MINUTES
(approved: February 2, 1998)

Present	Jim Gunson (Chair)		Jim Jamieson
	Jim Adams		Sarah Kanakos
	Larry Anderson		Colleen McGoff Dean
	Manfred Baur		Wendy Parry
	Brian Carr		Don Reddick
	Barbara Craig		Maureen Shaw
	T.N. Foo		Raymond Tang
	Derek Francis		Skip Triplett
	Balbir Gurm		
Regrets:	Doug Boyer	Recorder:	Barb Melnyk
	Christopher Golden		
	Gerry Kilcup		
	Ann Stafford		
Guests:	Judith McGillivray		Fleming Woo
	Joan Belfry		David Ross
	June Kaminski		John Slattery
	Gordon Lee		Katherine Zmetana
	Peter Thesiger		Dianne Crisp

1. Confirmation of Agenda

The agenda was confirmed as distributed.

2. Approval of Minutes   *(December 1, 1998)*

The minutes were approved as recorded. (J. Adams/B. Gurm)

3. Fashion Design and Technology Degree Program
Approval: Program Development Group & Validation Team

Moved by S. Triplett/seconded by C. McGoff Dean,
THAT Education Council approve the Program Development Group and Validation Team for the Fashion Design & Technology Degree Proposal.

CARRIED

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.

<u>Moved</u> by S. Triplett/<u>seconded</u> by C. McGoff Dean,
THAT Education Council Executive form a small working committee to explore issues,
composition of committee and to establish a mandate for an *Ethics in Research Committee.*

<div align="right">CARRIED</div>

5. <u>FULL DEGREE PROPOSALS</u>:

a)   <u>Program Proposal for Bachelor of Technology in Information Technology</u>

Page 9: Nomenclature (INFO and LBED) – Are these courses directly related to the curriculum?
If support courses, it is not clearly stated who will teach them.
Developers' response: At some later point a decision will be made on who will teach the courses.

Page 10 and 11: What is the educational rationale for liberal education courses to occur at the end
of the program rather than at the beginning?

Developers' response: Students in the diploma program must be prepared for their co-op terms.
As students require skills to go out into the workforce, the more practical materials are moved to
the first year of the program. The liberal education courses will be taught on a team-teaching
basis from faculty in Arts and Sciences.

There was concern that the degree program appears to be a lock-step design. We should be
looking at as much flexibility as possible for our students. Students will need to attend for six
semesters as opposed to four, which causes additional expense and workload implications.

Developers response: Lock-step is quite successful at other institutions. During the
co-op work term, students can earn good wages. There is a broader range of courses at the third
and fourth year levels. As the student population grows, the number of sections will expand. As
it is, courses are offered in late afternoons, evenings and on Saturdays to assist the part-time
student.

Current funding problems for co-op programs is of concern also. If there is financial difficulty in
administering the co-op component, will the degree still function?
Developers' response: The degree could still function without co-op terms, and if so, students
will be assisted in finding work.

Page 11 – C9 – last sentence, second line, change word "electives" to "courses"

Page 12: How much written work will be required in the liberal education courses, and how
important will written work be in the assessments? How will it be assured that students have the
writing ability necessary for liberal education. It would appear that a significant English
background will be required. A business writing course may not prepare a student fully for the
writing required in a liberal education course.

Page 15 – D1, Direct Entry Students: make a note that "This requirement is subject to further
review by Education Council".

Page 16 – D4 – This section may require a more complete response.
D5 – Suggest last paragraph in this section be re-worded. This doesn't quite fit with how PLA
works.

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Page 17: E1 – Group projects and teamwork are not the same thing – is there a provision for teaching students how to work with people and develop teamwork skills?

Page 18 – Distance Education is not a technology, it is a learning methodology.

Page 20 – Concern expressed about facilities overcrowding at the Richmond Campus and sharing of computer labs with other programs.
Developers' response: Classes are planned for late afternoon, evenings and Saturdays.
Surrey Phase II may alleviate some of the space concerns.

Page 25 – Under Staff Representative: add name: Barbara Craig

Page 28 – B – Liberal Education – this section to be replaced by handout. Please delete.

Page 29 – C. #7 – Delete word "Show" and substitute word "Demonstrate"
Important to distinguish how the achievement of outcomes will be evaluated and assessed.

Page 36 – When listing specific skills, more specification is required.

Moved by D. Francis/**seconded** by C. McGoff Dean,
THAT Education Council approve the program proposal for Bachelor of Technology in Information Technology.

CARRIED

(Note: It is suggested that the admission requirement where students are required to write a short essay be flagged as a concern)

b) **Program Proposal for Bachelor of Business Administration in Entrepreneurial Leadership**

Concern regarding the need for a student to be prepared to understand the unionized workplace, labour relations, collective agreements, etc. was expressed.

It appears that students will focus their study on small to medium size business to the exclusion of the larger corporation.

Concern regarding the degree's focus on interaction as opposed to communication skills. It is important for students to delineate leadership and communication skills.
Developers stated that they will seek input from Applied Communications.

Check the spelling of word "utilise" on pages 1 and 7 – suggest it be spelled "utilize".

Page 8 and 9 – Concern that math content is being taught by non-mathematicians. Also concern expressed that the degree program may lack the level of math courses that are deemed to be a requirement in a business degree, and commonly found in a business degree at other universities.

More elaboration of PLA in the program required.
Developers' response: This was discussed in D2, but it is difficult to make strong assertions until the program is fully developed. Once PLA criteria are established, then PLA will form a concrete part of this degree, and will state how students can demonstrate their knowledge and abilities through PLA.

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LBED 3120 – Suggest there is a need to state specific cultures. Provide examples and add, "may include human environment as well as physical". Suggest changing phrase, "real world environment" – this is better stated as a workplace environment or business environment.

Somewhere in the curriculum students should be required to acquire the ability to effectively handle meetings (Robert's Rules of Order, debate, etc.).

Page 15 – 3rd bullet – re-word statement: "Graduates who have applied and practiced employability skills will demonstrate these through practicums, applied projects and assignments."
4th bullet – Graduates will also gain practical experience through . . .
7th bullet – Full block transfer of credits from recognized college . . . – expand on this statement
11th bullet – Student exit/re-entry . . . – evidence needs to be made clear.

Page 16 – D1, 2nd section, bullets 1, 2 and 3: need to flush this out a little more.
Delete last paragraph.

Page 17 – D3. 1st sentence – specify region rather than catchment area.

Employability Skills Appendix – Last paragraph, delete words "taken an" in last sentence.

Summary of major concerns: Admission criteria, employment law component (labour relations and labour standards), PLA/Block Transfer – how will students be assisted?, clarification of flexibility of curriculum and entrance/exit of students.

Moved by C. McGoff Dean, **seconded** by S. Triplett,
THAT the Program Proposal for Bachelor of Business Administration be approved.

CARRIED

c)   **Bachelor of Science in Nursing**

A suggestion was made to be more generic in terms of specific disciplines – such as Humanities, Social Sciences, etc. On page 8, under 'Writing Skills', specify clear writing, including scholarly writing. Students are being asked to perform a variety of writing tasks, and require a broader background.

Moved by L. Anderson, **seconded** by B. Gurm,
THAT the Program Proposal for Bachelor of Science in Nursing be approved.

CARRIED

It was moved that Education Council send an official letter of thanks to DPAC for their excellent work in reviewing the three full proposals.

ACTION: The Chair will send a letter of appreciation on behalf of Education Council members to DPAC and degree proposal developers.
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4.   **Adjournment**

The meeting adjourned at 8:20 p.m.

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Chair, Education Council

Agenda Item #7:   (Draft) Course Outline Manual

The expectation is that Council will approve this document in principle, as submitted, or with revisions, and send it on to curriculum committees for feedback.

The first 21 pages of the manual contain the main points; the remaining pages contain appendices *(not attached)*. There are a few issues that have arisen during the development process and should be considered by Council. (Note that the learning outcomes approach suggests that evaluation follows outcomes/objectives, that it is only permissible to test outcomes/objectives specified in the course outline.)

Issues

1.   Page 15, mid-page: "Courses such as Fine Arts or Design, where students may meet the objectives in unexpected ways, can (may?) use, "During this course, students will . . . ". Does this agree with the learning outcomes approach?
2.   When should explicit attendance and punctuality requirements be permitted? (Implicit requirements are cases such as scheduled labs, when the completion of outcomes can only be achieved by attendance.)
3.   Under what circumstances is it appropriate to evaluate participation?

FACULTY OF HUMANITIES
Curriculum Committee Meeting Minutes
Friday, December 19, 1997, 1:00-3:00 p.m.
Room 1420, Richmond Campus

Attending:	Attridge, Bob	**Guest:**	Qu, Yanfeng
	Bollo, Priscilla *(Chairperson)*		
	Ingre, David		
	Ling, Arthur		
	Morris, Susan		
	Ramirez, Patricio		
	Smolkin, Doran		
	Talbot, Ann		
	Vernon, Roger		
	Wainman, Kathy		

Copies to Chairs:
Rhondda Porter, Panteli Tritchew, Christiane Richards, Bill Barthelemy, Dana Cserepes, Moira de Silva, Al Valleau

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1. **Approval of Agenda of December 19 and Minutes from November 21.**
   Addition: 4.c   Transfer policy and processes

2. **COURSE OUTLINES - NEW**

   LING 1100, 1101
   A rationale page was distributed. Changes were made and the outlines will be re-examined at the next meeting after rephrasing of 'Objectives'. 'Participation' level was discussed. It was suggested that this issue be discussed at the department level. LING 1101 will be changed to LING 1200.

   COURSE OUTLINES - REVISIONS
   None

3. **OLD BUSINESS**

   a) Liberal Arts component of degree - update
   From input at the Deans' meeting, it seemed that meetings are taking place. David/Bob will follow up with Colleen McGoff-Dean.
   Action: David/Bob

   b) Letters of Intent/Degree packages
   There was no active department intervention apparent. The packages seemed to be put together without appropriate consultation with Humanities. It was decided that this committee would set aside a section for such packages starting January 1998. The following will be reviewed at the next meeting:
   Accounting
   Journalism
   Public Relations
   Liberal component of business degree
   It was suggested that a checklist be followed by DPAC to assure that consultation which are mentioned in the proposals have actually taken place.

c) Partnership for innovation in education
Copies of the document are available at request.

d) UVic Faculty of Humanities cluster
For information only

e) Meeting time for Spring 98
Meetings will be on the third Friday of every month from 1-3 p.m. at Richmond. Celia will send a schedule.

Action: Celia

f) Kwantlen manuals
Reprographics has a guideline for creation of manuals. Copies can be obtained from Scott Gowen (2134).

g) PHIL 1251 - follow-up
A Criminology course with a Philosophy component. Philosophy will send input.

Action: Doran

4. **NEW BUSINESS**

a) Emphasis on Ethnic Studies
An example to broadening our program offerings by recognizing other ethnicities.

b) Ethical principles
The document from the Society for Teaching and Learning in Higher Education was discussed. It was noted that Kwantlen College University does not have a code of Conduct for faculty members. What the document contains may conflict with Kwantlen's policy. Department representatives were asked to bring this back for discussion and give feedback at the next Humanities Curriculum Committee meeting.

Action: All

c) Transfer policy and processes
Conditions for accepting transfer credits from other institutions will be discussed at the next meeting.

5. **ADJOURNMENT**

The next meeting will be held from 1-3 p.m. on Friday, January 16, 1998 in Room 1420 at Richmond.