



EDUCATION COUNCIL

March 15, 1999 – 4:15 p.m.
Surrey Campus Boardroom (C230)

A G E N D A

1. Confirmation of Agenda
2. Approval of Minutes (February 8, 1999) (*att'd.*) 2 min.
3. Chair's Report
4. Committee Reports
 - 4.1 Degree Proposal Assessment Committee (*Minutes att'd. under "Information"*)
 - 4.2 Curriculum Approval (*to be reviewed by Curriculum Approval Sub-committee prior to meeting*) 5 min.
 - EQUA 1225 – Form to Function – Analysis of Confirmation and Biomechanics
 - EQUA 1185 – Law and Ethics
 - ECED 1318 – Administration I
 - NRSRG 3350 – Consolidated Practice Experience 3
 - NRSRG 3355 – Consolidated Practice Experience 4
 - NRSRG 4350 – Consolidated Practice Experience 5
 - ENTR 3160 – Information Technology For Business
 - ~~HORT 1245 – Plant Identification – Protected Cultivation~~) DELETE
 - ~~JRNL 2352 – Research and Investigative Techniques~~
 - FASN 1100 – Fundamentals of Fashion Design
 - FASN 1110 – History of Costume
 - FASN 1210 – The Apparel Industry
 - FASN 1230 – Fashion Drawing
 - FASN 2130 – Technical Fashion Drawing
 - FASN 1120 – Drafting and Sewing I
 - FASN 1220 – Drafting and Sewing II
 - FASN 2120 – Drafting and Sewing III
 - FASN 2220 – Drafting and Sewing IV
 - CPSC 2302 – Data and Program Organization
 - BUSI 1204 – Supervisory Skills for Horticulture Technicians and Florists
 - COOP 1110 – Co-op Work Semester I
 - COOP 2110 – Co-op Work Semester II
 - COOP 3210 – Co-op Work Semester I
 - COOP 4210 – Co-op Work Semester II

*The Whip comes
out:
June:
will remind
people that
then cannot
take the next
if our coming
to Ed Council.*

LBED 3110 – Work, Technology and Society
LBED 3120 – Study of Cultures
LBED 3140 – Science and Technology – An Historical & Philosophical Overview
LBED 3310 – Power Relationships I
LBED 3311 – Power Relationships II

- 4.3 Grant Applications Review Committee (*verbal*) 10 min.
- 4.4 Liberal Education Curriculum Committee
- 4.5 International Education
- 4.6 Prior Learning Assessment
- 4.7 Intake Testing and Assessment
- 4.8 Research Ethics Committee

- 5. Course Outline Manual Revisions - (*deferred from Feb. 8th mtg. – previously att'd.*) 15 min.
- 6. The Kwantlen Calendar – Deadlines and Reliability (*deferred from Feb. 8th mtg.*)
- 7. Council Meeting Times/Locations - (*deferred from Feb. 8th mtg. – Chair's Report*) 5 min.
- 8. "Ownership" of Curriculum 15 min.
- † 9. Richmond International High School and College Articulation of Business Courses 15 min.
- 10. Education Council Self-Assessment - (*deferred from Feb. 8th mtg.*) 15 min.
- 11. Next Meeting: April 12, 1999 – 4:15 p.m. – Surrey Campus Boardroom (C230)
- 12. Adjournment

Attached for Information

Memo from ESL Department – "Minimum Qualifications"
Curriculum Committee Minutes
Degree Proposal Assessment Committee
Letter to Robin Ciceri



MEETING DATE: March 15, 1999

AGENDA #: 2

PREPARED BY: Barbara Melnyk

EDUCATION COUNCIL

ISSUE: Approval of Minutes

ACTION: THAT the Minutes of February 8, 1999 be approved as distributed.



EDUCATION COUNCIL

February 8, 1999
Surrey Campus Boardroom (C230)

MINUTES

<u>Present</u>	Larry Anderson Derek Francis Charon Graham Jim Gunson (Chair) Jim Jamieson Dave Hardy Julie Hobart Wayne Jeffrey Judith McGillivray	Robin Russell Ron Shay Dieter Thomas Skip Triplett Newton Wainman Roni Clubb Sandi Klassen (Recorder)
<u>Absent</u>	Shane Cooke T.N. Foo Keith Lowe John Slattery	Barb Smith Gerry Kilcup Katherine Zmetana
<u>Guests:</u>	Jack Finnbogason	Doug Fletcher

1. **Confirmation of Agenda**
The February 8, 1999 agenda was confirmed as distributed.
2. **Approval of Minutes**
Correction: P 5, Item 10, remove the words "Landscape Maintenance."

**Moved by R. Russell, seconded by D. Thomas,
THAT the minutes of January 4, 1999 be approved with corrections.
CARRIED**

3. **Chair's Report**
The Chair gave a report on the university college president's meeting held at Royal Roads on February 4 and 5, 1999.
The Chair and the Vice Presidents, Education and Educational Services have undertaken a preliminary review of existing policies and procedures with a view to recommending how these relate to the role of Education Council.

The Chair gave advance notice of a colloquium with three institutions from BC and three from Washington State that will address various kinds of educational innovation and share best practices. ✓ Much discussion occurred on the Board's actions to defer approval of changes to English pre-requisites. The Chair has been asked to write to the Assistant Deputy Minister, Robin Ciceri, to ask for clarification on the rights of Council and the Board in the area of pre-requisite approval.

Moved by J. Jamieson, seconded by R. Russell,
THAT the Chair of Education Council send a letter to the Assistant Deputy Minister asking for clarification on the roles of the Board and Education Council in approving pre-requisites to first year English courses.
CARRIED

Moved by S. Triplett, seconded by D. Thomas,
THAT the Intake Testing and Assessment Committee of Council will either act as a task force to give the Board the information requested on English Language programs, or will create such a task force.
CARRIED

Moved by L. Anderson, seconded by R. Russell,
THAT the task force of the Intake Testing and Assessment Committee be representative of all the departments involved (e.g. English, ACP, Counselling, ESL, etc.).
CARRIED

Moved by D. Francis, seconded by S. Triplett,
THAT J. Gunson invite a representative from ESL/ELT to sit on the Intake Testing and Assessment Committee.
CARRIED

The item about meeting times and places is deferred to the next meeting of Education Council. - ?

4. Committee Reports

- 4.1 Degree Proposal Assessment Committee – No report
- 4.2 Curriculum Approval

Moved by S. Triplett, seconded by J. McGillivray,
THAT the following courses be approved, subject to revisions:
HRTT 1302 – Boiler Operation in Horticulture
ECED 1112 – Interpersonal and Professional Relationships
ECED 1311 – Field Experience: Integration
ECED 1313 – Managing Problematic Behaviors
ECED 1315 – Designing Early Childhood Learning Environments
ECED 1317 – Nutrition
ECED 1319 – Block Practicum II and Seminar
CARRIED

EDUCATION COUNCIL
MINUTES
FEBRUARY 8, 1999

Note: Approval of HRTT 1205 – Supervisory Skills for Horticulture Technicians and Florists was deferred as there were concerns about whether this should be within the School of Business.

- 4.3 Grant Applications Review Committee – No report
- 4.4 Liberal Education Curriculum Committee – No report
- 4.5 International Education – No report
- 4.6 Prior Learning Assessment – No report
- 4.7 Intake Testing and Assessment – No report
- 4.8 Research Ethics Committee

Moved by J. McGillivray, **seconded** by W. Jeffrey,
THAT Education Council receive the report from the Research Ethics Committee, make it public within Kwantlen, and solicit input from divisions, departments, and other interested parties.

CARRIED

ACTION: Barb Melnyk will distribute the Research Ethics Committee report to curriculum committees for feedback to Education Council.

- 5. **Course Outline Manual**
This item was deferred to the next Education Council meeting.
- 6. **Education Council Self-Assessment**
This item was deferred to the next Education Council meeting.
- 7. **Next Meeting:** March 15, 1999- 4:15 p.m. – Surrey Campus Boardroom (C230)
- 8. **Adjournment**
The meeting adjourned at 6:25 p.m.

What language assessment
is being used?



MEETING DATE: March 15, 1999

AGENDA #: 9

PREPARED BY: Gordon Lee

EDUCATION COUNCIL

ISSUE: Richmond International High School and College (RIC)
Articulation of Business Courses

BACKGROUND: Discussions between Kwantlen and RIC resulted in an agreement to articulate the RIC and Kwantlen courses, which will involve students in an introductory business program at RIC, and the continuation at Kwantlen towards a business degree.

This initiative is part of a broader agreement to cooperate in business education, with a view to expanding such cooperation to computer studies. The purpose of the proposal is as follows:

- provide international students and local ESL learners with a bridging program in business studies and English
- offer a laddering opportunity to graduates from RIC
- facilitate admission to Kwantlen for students who are well prepared for further academic study at the college and university levels

Problems
w/ standards
& language
levels
What steps
are being
taken to
assure that
we are not
creating non
problems?



TO: Education Council

C: Marnie McFarlane

FROM: Gordon Lee

DATE: Thursday, February 25, 1999

RE: ***RICHMOND INTERNATIONAL HIGH SCHOOL AND COLLEGE
ARTICULATION OF BUSINESS COURSES***

Based on the attached request for articulation from Richmond International High School and College, and a thorough review by Department Chairs, I am submitting the following recommendations for course articulation to Education Council.

Kwantlen University College

Richmond International College

BUSI 1110
Fundamentals of Business in Canada

BUSP 100
Foundations of Business Theory

BUSI 1250
Essentials of Management

BUSP 160
Management and Leadership

BUSI 1250
Human Resources Management I

BUSP 120
Human Resource Management

MRKT 1199
Introduction to Marketing

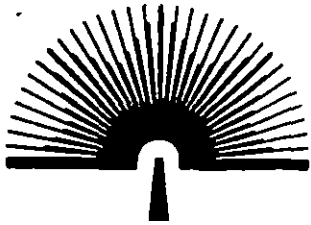
BUSP 130
Sales and Marketing Management

ECON 1250
Principles of Macroeconomics

BUSP 220
Macroeconomics

Attachment

JUN 24 1998



RICHMOND INTERNATIONAL HIGH SCHOOL AND COLLEGE

THE EXPERIENCE OF EXCELLENCE • THE HONOUR OF ACHIEVEMENT

E-mail: jrepa@rihsc.bc.ca

June 17, 1998

Mr. Gordon Lee
Dean, School of Business
Kwantlen University College
P.O. Box 9030
Surrey, B. C.
V3W 2M8

Fax: 599-3242

Dear Mr. Lee:

I submit a proposal for the articulation of business courses between Richmond International College and Kwantlen University College.

As stated in our proposal, the Government of British Columbia is supportive of articulation agreements and links such agreements to the accreditation process available to private colleges.

As Richmond International College has obtained the accredited status, the proposed articulation agreement should receive the necessary government support.

The proposal has been developed over the last two terms, in consultation with your program and course outlines, and in consideration of the work that Richmond International College has completed as part of the accreditation process.

I have taken the liberty to consult also Dr. John Demison, Co-chair of the Council on Admissions and Transfers of British Columbia. He is very supportive of the direction that we are taking.

Enclosed are the following documents:

- Proposal for Articulation of Courses in Business Education
- Richmond International College – Business Course Outlines
- Richmond International College – Business Program Overview

Other curriculum materials are available at the college.



We request that you review the documentation and contact us regarding the process and time lines for the proposed articulation agreement.

On behalf of Richmond International College, I can assure you of our commitment to helping Canadian and international students by providing access to the mainstream of post-secondary education.

Sincerely



Jindra Repa
Principal

Cc. D. Francis, Vice President, Kwantlen
M. Willis, College Director, RIC
R. French-Greenslade, Senior Instructor, RIC

**Articulation of Courses in
Business Education**

Between

Kwantlen University College

and

Richmond International College

Submitted to Gordon Lee, Dean, School of Business, Kwantlen University College
by Jindra Repa, Principal, Richmond International College
June 10, 1998

**Articulation of Courses in Business Education
between
Kwantlen University College
and
Richmond International College**

Background

A recent provincial government report, **Working Committee on Public - Private Articulation Agreement**, addressed in some detail the issue of articulation of programs and courses between public and private post secondary institutions. **Inter alia**, the report recommends that private colleges which wish to develop articulation agreements will be required to meet the criteria for accreditation established under the Private Post Secondary Education Commission.

Richmond International College (RIC) has met this requirement and now wishes to initiate an articulation agreement with Kwantlen University College in the area of business studies.

As one of the first private institutions to take such action RIC is conscious of the need to ensure that this proposal is educationally and organizationally sound, will realize advantages for both RIC and Kwantlen, and above all, provide a unique opportunity for many international or new Canadian students to access the mainstream of post secondary education and the field of business in Canada.

Introduction

Discussions between Kwantlen and RIC resulted in an agreement to articulate the RIC and Kwantlen courses, which will involve students in an introductory business program at RIC, and the continuation at Kwantlen towards a business degree.

This initiative is part of a broader agreement to cooperate in business education, with a view to expanding such cooperation to computer studies. The purpose of the proposal is as follows:

- provide international students and local ESL learners with a bridging program in business studies and English
- offer a laddering opportunity to graduates from Richmond International College
- facilitate admission to Kwantlen for students who are well prepared for further academic study at the college and university levels

Cooperative Concepts

- Business courses offered at RIC to be articulated with Kwantlen's business courses
- Credit transfer of RIC courses to Kwantlen to be articulated
- RIC students to transfer to Kwantlen for further business studies
- Applicants to Kwantlen not meeting the language requirements to be referred by Kwantlen to RIC for language and business studies

Does this mean that Kwantlen would refer the ESL courses to verify their appropriateness?

Business Programs at Richmond International College

RIC offers certificate and diploma programs in business studies, to students whose English language skills are intermediate to lower advanced. International graduates typically seek employment overseas or transfer to other post secondary institutions in Canada or elsewhere, for further study.

The distinctive features of the business program at RIC are:

- to teach college level, content-based business courses to ESL students with TOEFL scores between 450 and 500. *?w. denon that this is sufficient LC to acquire college level material.*
- to provide a transition between non-English speaking high schools and Kwantlen's business administration programs
- to give individual attention to students through small class sizes
- to offer a high quality business administration program to ESL students which covers all main functional areas of business
- to enable students to achieve a synthesis of understanding about business so that they can not only draw upon diverse areas of knowledge in problem solving, but can also "speak the language" of business fluently in English.

Instructors at Richmond International College

The principal business instructor, Robin French-Greenslade, has been teaching Business and Accounting at the college for six years. He has also taught Business at Selkirk College, Canadian International College, Vancouver Community College, and City University. Mr. French-Greenslade also has sixteen years of experience in corporate business and finance. He has an MBA from the Cranfield School of Management (U.K.) and was awarded a fellowship in the Institute of Chartered Accountants in England and Wales. His particular interest is international education.

Business Programs at Kwantlen University College

Kwantlen University College offers business education in programs leading to certificates, diplomas, university transfer, and a baccalaureate degree.

The following diploma and certificate programs are available:

Accounting Certificate, Accounting Diploma, Business Management Certificate, Business Management Diploma, Computer Information Systems Diploma, Computer Information Systems Certificate, General Business Studies Certificate, General Business Studies Diploma, Marketing Certificate, Marketing Diploma, Commerce Diploma .

Student transferability is available from the Commerce Diploma Program to UBC, and from the Business Management Diploma to Bachelor of Administrative Studies program at the Open University.

The Bachelor of Business Administration Program at Kwantlen is also offered to students who want to study beyond a diploma or an initial two years of post secondary education.

Proposed Course Equivalencies

Each RIC course awards 3 credits and is of 52 hours duration (four hours per week for 13 weeks). Class sizes are small, allowing a high degree of individualized instruction and language/vocabulary support. Further development will add English for Special Purposes courses to provide additional English language support for the business program.

We propose the following RIC course equivalencies with Kwantlen. Course outlines for all courses are appended.

Kwantlen

BUSI 1110
Fundamentals of Business in Canada

BUSI 1210
Essentials of Business Management

BUSI 1250
Human Resource Management I

ACCT 1293
Introductory Financial Accounting

MRKT 1130
Basic Marketing I

ECON 1250
Principles of Macroeconomics

BUSI 2405
Production/Operations Management

ACCT 2380
Managerial Finance

BUSI 2490
International Business

RIC

BUSP 100
Foundations of Business Theory

BUSP 160
Management and Leadership

BUSP 120
Human Resource Management

BUSP 150
Accounting

BUSP 130
Sales and Marketing Management

BUSP 220
Macroeconomics

BUSP 140
Operations Management

BUSP 270
Financial Management and Control

BUSP 230
International Business in the Global
Economy

We propose that a minimum grade of C+ must be earned by RIC students to be eligible for credit transfer to Kwantlen.

Language Considerations

RIC uses a modified Michigan Placement Test as a test of written English to place students in appropriate ELT levels. When a recent TOEFL score is available, it will be considered in the assessment process.

The college has agreed on entry and exit benchmarks for all core courses in all levels. Canadian English Language Benchmarks, developed by groups of educators across Canada, are used as a guide for the college benchmarks.

The RIC programs are comprised of courses in English language training, vocational or academic studies. Students progress from full-time language training to taking an increasing number of specialized courses in their area of concentration such as business studies.

Students can expect to spend 2 semesters in each level. They may spend 3 or more semesters in the advanced level and receive additional credits. Graduating students at the diploma level have language proficiency that compares to the advanced level of the Canadian Language Benchmarks.

This proposal aims to allow for transfer of students from the advanced level at RIC to Kwantlen University College.

Further Action Plan

- Arrange articulation meetings between RIC and Kwantlen faculty and administration
- Agree on the articulated courses and programs
- Conclude and ratify an agreement
- Develop and implement a marketing plan

Conclusion

Richmond International College and Kwantlen University College can provide several types of opportunity for new Canadians and international students to access post secondary education. The benefits to Kwantlen will be in gaining well-prepared students; the benefits to Richmond International will be in giving its students a chance to progress from diploma to university degree study.

There is no test for this, these students should have TOFEL

RICHMOND INTERNATIONAL COLLEGE

BUSINESS ADMINISTRATION PROGRAM

2 YEAR PROGRAM OUTLINE

COLLEGE PREPARATION COURSES

BUSP 100 Foundations of Business Theory

SS 100 Career Planning

100-LEVEL COURSES

BUSP 120 Human Resource Management

BUSP 130 Sales and Marketing Management

BUSP 140 Operations Management

BUSP 150 Accounting

BUSP 160 Management and Leadership

200-LEVEL COURSES

BUSP 220 Macroeconomics

BUSP 230 International Business in the Global Economy

BUSP 250 Entrepreneurship

BUSP 260 Financing and Financial Analysis

BUSP 270 Financial Management and Control

300-LEVEL COURSES

BUSP 300 Business Independent Studies

BUSP 310 Business Practicum

MEMORANDUM
Kwantlen University College
ESL Department

TO: Skip Triplett, Vice-President Education

C: Priscilla Bollo, Dean of Humanities
The Education Council
The Board of Governors
KCFA Table Officers and Faculty Representatives
The Humanities Chairs

FROM: The Faculty of the English as a Second Language Department

DATE: February 15, 1999

RE: Minimum Qualifications

On December 11, 1998, Priscilla Bollo, Dean of Humanities, forwarded to us a copy of your memo dated December 1, 1998 in which you instruct her to have the ESL and ELT departments "revise their minimum qualifications".

In our professional opinion, to be "functionally qualified" to begin teaching in the English as a Second Language Department, candidates require the following:

- 1) A Bachelors' Degree in a humanities subject where English is the language of instruction and academic writing in English is required.
- 2) One year's post-graduate training in TESL, including a supervised practicum.
- 3) English native fluency at an academic level in both spoken and written language.
- 4) At least two years full-time (FTE) experience teaching academic level ESL to adults.

These requirements reflect the minimum criteria used at other community colleges within the province and conform to the standards of our professional organization, BC TEAL (Association of B.C. Teachers of English as an Additional Language).

According to both the Collective Agreement and Policy G.7, the minimum criteria for hiring ("qualifications, abilities and experience") are determined by the Search Committee.

We have had numerous discussions on the matter and in our professional opinion to begin teaching in the English as a Second Language Department and to provide the quality of education on which Kwantlen University College prides itself, candidates must satisfy the minimum criteria stated above and currently listed in Policy G.7 Faculty Recruitment (<http://www.kwantlen.bc.ca/policies/humanres/g07b.htm> as of 02/15/99 at 6:58 PM). We stand by these minimum criteria for hiring.

**DIVISIONAL CURRICULUM COMMITTEE
MINUTES**

**MONDAY, FEBRUARY 8, 1999
SURREY CAMPUS – ROOM # B-202
4:00 pm - 6:00 pm**

Present:

Arthur Coren
Dean Drysdale
Dave Evans

Karin Green
Gordon Lee (chair)
Christopher Leung

John Patterson
Lance Shandler
John Western

Regrets:

Pam Galca
Derwyn Owen

Simon Whitlow
Brian Woodcock

1.0 APPROVAL OF AGENDA

Agenda approved with no additions.

2.0 APPROVAL OF THE MONDAY, JANUARY 11, 1999, MINUTES

The Monday, January 11, 1999, minutes were approved with no changes.

CARRIED UNANIMOUSLY

3.0 BUSINESS ARISING -- No business arising

4.0 NEW BUSINESS

4.1 COURSE OUTLINES

Moved by Dave Evans, seconded by Dean Drysdale that the new CPSC 2302 course outline be approved.

ENTR 4110

ENTR 4140

ENTR 4200

ENTR 4250

ENTR 4300

Deferred to the next meeting with the committee's recommendations to be forwarded to the course designers and to invite them to the next meeting.

CARRIED UNANIMOUSLY

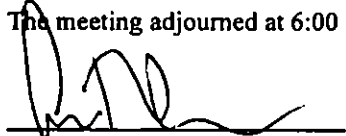
5.0 OTHER BUSINESS -- No other business

6.0 NEXT MEETING

Next meeting is scheduled for Monday, March 8, 1999, at the Surrey campus in room #B-202 from 4:00 pm - 6:00pm

7.0 ADJOURNMENT

The meeting adjourned at 6:00 pm.


Gordon Lee
Dean, School of Business

/kkd

c:

April Andrews
Nancy Clegg
Eugenia Culham

Iris Goodlet
Robert Gore
Zoe Johnston

Barbara Melnyk (30)
David Ross
David Sale

Barb Smith
Douglas Smith
Peter Thesiger

Skip Triplett
Fleming Woo
Alice Wong