



EDUCATION COUNCIL

September 13, 1999 – 4:15 p.m.
Surrey Campus Boardroom (G2110)

A G E N D A

- 1. Confirmation of Agenda 2 min.
- 2. Approval of Minutes (June 7, 1999) 3 min.
- 3. Chair's Report (verbal) 10 min.
- 4. Committee Reports 10 min.
 - 4.1 Degree Proposal Assessment Committee
 - 4.2 Curriculum Approval (to be reviewed by Curriculum Approval Sub-committee prior to meeting)
 - FASN 2240 – Computer-Based Pattern Drafting
 - FASN 2250 – The Business of Fashion
 - FASN 3140 – Pattern Grading CAD
 - FASN 3250 – Fashion Industry Internship
 - FASN 4150 – Production: Planning and Operations
 - FASN 4210 – Fashion Business Practices
 - FASN 4220 – Advanced Drafting and Sewing
 - FASN 4250 – Guided Self-Directed Study
 - ANTH 1229 – Women in a Cross-Cultural Perspective
 - 4.3 Grant Applications Review
 - 4.4 Liberal Education Curriculum Committee
 - 4.5 International Education - *not met since Spring / mostly 'operational' concerns*
 - 4.6 Prior Learning Assessment - *no meeting, but wants to bring back residency*
 - 4.7 Intake Testing and Assessment *In November I'll mention a deadline*
- 5. Richmond International High School and College: Articulation of Business Courses (all'd.) *Questions re the articulation of whether these courses are* *Programs in China - ACCC grant to dev tools to evaluate grant* 10 min.
- 6. Appointment of Student DPAC Member (all'd.) *as a title* *requests. no Institute -> substitute Curfale* 5 min.
- 7. Revised Course Outline Manual (September 1999) (all'd.) 20 min.
- 8. Review of Education Council's Structure & Mandate (all'd.) 15 min.

Subcommittee to plans for ask about this year

330 students
not really under Ed. Council
ACCC grant to dev tools to evaluate grant requests. no Institute -> substitute Curfale

9. Education Council/Board of Governors Joint Meeting – To Appoint Members (*att'd*) 10 min.
10. Next Meeting: October 4, 1999 – 4:15 p.m. – Surrey Campus Boardroom (G2110)
11. Adjournment

Attached for Information

- *Curriculum Committee Minutes*
- *Degree Proposal Assessment Committee Minutes*
- *Education Council – 1999/2000 Meeting Schedule*
- *Member List*
- *Calendar Publication Date Extension & Annual Deadlines for Course Outlines Proposal*



MEETING DATE: September 13, 1999
ITEM #: 2
PREPARED BY: Barbara Melnyk

EDUCATION COUNCIL

ISSUE: Minutes

ACTION: THAT the minutes of the June 7, 1999 Education Council meeting be approved.



EDUCATION COUNCIL

June 7, 1999 - 4:15 p.m.
Richmond Campus Boardroom - Room 1420

MINUTES

Present

Derek Francis
Charon Graham
Jim Gunson (Chair)
Julie Hobart
Jim Jamieson
Judith McGillivray

Robin Russell
Ron Shay
Barbara Smith
Newton Wainman
Barbara Melnyk
Skip Triplett (Ex-Officio)
T.N. Foo (Ex-Officio)

Regrets

Larry Anderson
Priscilla Bollo
Roni Clubb
Dave Hardy
Dieter Thomas

Guests

Roger Elmes
Kevin Hamilton
Barbara Duggan
Joy Jones

1. **Confirmation of Agenda**

The Agenda was confirmed as distributed.

2. **Approval of Minutes**

Page 3: Under #5 – Geography 2390, re-write 2nd sentence: "After a lengthy discussion, Council approved GEOG 2390 as a Geography course."

The revised minutes were approved.

3. **Chair's Report**

The Chair congratulated Judith McGillivray in her new position as Vice President, Education.

The Chair reported that the President has appointed Priscilla Bollo as the new representative from administration, replacing Judith McGillivray.

The President, Skip Triplett, will attend as many Council meetings as possible.

3. Chair's Report (cont'd.)

The Chair reminded Council that it had agreed that in the absence of having four student representatives at the table, it could invite members from KCSA to sit in at the meetings with voice, but no vote. He welcomed Mark Stephens, President KCSA and Aaron Bartlett, Vice President, Educational Services External.

4. Committee Reports

4.1 Curriculum Approval

Moved by B. Smith, seconded by R. Shay,
THAT the following course outlines be approved, subject to revisions:
HRTT 1222 – Landscape Maintenance and Estimating
MRKT 1236 – Entrepreneurship in Horticulture
CARRIED

- 4.2 Degree Proposal Assessment Committee – No report
- 4.3 Grants Application Review Committee – No report
- 4.4 Liberal Education Curriculum Committee – No report
- 4.5 International Education Committee – No report
- 4.6 Prior Learning Assessment – No report
- 4.7 Intake Testing and Assessment Committee

Robin Russell announced that this committee has adjourned for the summer season. Robin will circulate information for the June 23rd Board presentation. Each committee member will receive the preliminary presentation. Joy Jones is currently researching how students' program interviews are handled across the University College. The Chair noted that at the last Intake Testing and Assessment Committee meeting, there appeared to be a better understanding of the English situation all the way around.

4.8 Research Ethics Advisory Board

The Chair announced that the four faculty who prepared the report have agreed to sit on the Advisory Board.

5. Letters of Understanding: Between the School of Business and Schools of Horticulture and Equine Studies

The Chair stated that the Letters of Understanding were brought to Council so that they could form part of the minutes. The situation was successfully resolved.

Moved by R. Shay, seconded by W. Jeffrey,
THAT Council confirm the Letters of Understanding between the School of Business and Schools of Horticulture and Equine Studies.
CARRIED

(Please refer to Appendix A of these minutes for copies of the Letters of Understanding)

6. Letter of Intent: Bachelor of Applied Psychology

The Degree Proposal Assessment Committee is meeting to review this Letter of Intent in detail on June 9th. The original proposal was turned down on specific grounds, however, the revision is consistent with the original proposal and now more focussed to meet Ministry concerns.

Letter of Intent: Bachelor of Applied Psychology (cont'd)

During discussion, several points were raised as to the kind of jobs this degree would lead to; whether or not the degree would be recognized by graduate schools, and the nomenclature of the degree. With respect to nomenclature, it was pointed out that Ministry would more likely approve a title of Bachelor of Applied Arts with a major in Psychology.

Moved by N. Wainman, seconded by R. Russell,
THAT Council approves the Letter of Intent for Bachelor of Applied Psychology, subject to any editorial changes that the Degree Proposal Assessment Committee wishes to make.
CARRIED

7. Letter of Intent: Bachelor of Applied Journalism

During discussion, it was noted that labour market demand and actual statistics on projections for student employment after graduation are missing in the proposal. This may be a problem, as Ministry wants to see strong evidence of labour market demand. Also, with respect to nomenclature, it is recommended that the degree be titled Bachelor of Applied Arts, major in Journalism. It is suggested degree developers look beyond the newspapers, and quote the number of actual jobs, paying particular attention to the aspect of turnover. Also, it is suggested that the developers revise the sentence on page 3 that refers to UCC as being highly academic.

Moved by R. Russell, seconded by J. Hobart,
THAT Council approves the Letter of Intent for a Bachelor of Applied Arts, major in Journalism.
CARRIED

8. Council Issues

• Staggered Terms for Council Members

The consensus was that Council should explore having half the elected members elected each year as opposed to the present system which has all the members elected every two years. This change will help to provide continuity.

• Election Times for Students

There was consensus that it would be preferable to elect all or most of the student members in the Spring. The present system with elections in the Fall has the effect of disenfranchising students for the first two Council meetings of the Fall semester. Elections could be coordinated with Student Association elections.

There was a suggestion that the quorum might be reduced slightly, to avoid problems at this time of year. If student representation is strengthened, this may not be a problem.

9. Elections for Council Executive

The incumbents were acclaimed for another year:

Jim Gunson – Chair
Robin Russell – Vice Chair
Wayne Jeffrey – Member at Large

10. Next Meeting: September 13, 1999 – Surrey Campus Boardroom (G2110)

11. Adjournment

There being no further business the meeting adjourned at 6:00 p.m.

MEETING DATE: September 13, 1999
ITEM #: 5
PREPARED BY: Gordon Lee

EDUCATION COUNCIL

ISSUE: Richmond International High School and College: Articulation of Business Courses.

ACTION: THAT Education Council approve transfer credit for Richmond International High School and College's business courses:

**BUSP 100 – Foundations of Business Theory
(BUSI 1110 – Fundamentals of Business in Canada)**

**BUSP 160 – Management and Leadership
(BUSI 1210 – Essentials of Management)**

**BUSP 120 – Human Resource Management
(BUSI 1250 – Human Resources Management I)**

**BUSP 150 – Accounting
(ACCT 1160 – Accounting for Managers)**

**BUSP 130 – Sales and Marketing Management
(MRKT 1199 – Introduction to Marketing)**

**BUSP 220 – Macroeconomics
(ECON 1250 – Principles of Macroeconomics)**

Memo

To: Education Council
From: Gordon Lee
c. Marnie McFarlane
Date: June 10, 1999
Subject: Richmond International High School and College
Articulation of Business Courses

Background

Earlier this year, the School of Business asked Education Council to consider an articulation agreement between Kwantlen University College and Richmond International College. That request failed to address the questions that Education Council raised when it considered the issue. As I understand it, Education Council was concerned that this articulation agreement would allow international students to bypass Kwantlen's English language requirements. Also, some Council members wanted more information about Richmond International College. These are valid concerns and I apologize for not providing Education Council with the information it needed in my earlier submission.

Subsequent Actions

Since Education Council reviewed this articulation proposal, I have met with Priscilla Bollo and Derek Francis to discuss the issue. As well, on Tuesday, June 8, 1999, Skip Triplett, Jim Gunson, Robin Russell and I met with representatives of Richmond International College and with John Dennison. Representatives from Richmond International College included Paul Clayton who is responsible for English language training. Paul is the President of CIEA Local 99. At this meeting the following facts were confirmed:

- Students from Richmond International College who wish to enroll at Kwantlen, must apply to the university college in the normal way and meet the same English language entrance requirements as other international students. For regular admission these include successful completion of British Columbia's English 12, TOEFL 550, or an appropriate SLEP Test result. Applicants who don't meet these requirements could enter Kwantlen and take English language upgrading.
- Richmond International College is a private post-secondary institution that is registered with and accredited by the Private Post-Secondary Education Commission
- Richmond International College faculty are members of the CIEA
- A former student from Richmond International has now completed one year's full time study in business at Kwantlen

Request

I am pleased to provide this additional information to Education Council and request that you consider this articulation request at your next meeting. Again, I apologize for not providing this information when you first considered this matter. If you have any questions, I'd be pleased to answer them at your September meeting. Thank you.

Articulation Proposal

The School of Business has reviewed the course outlines for the following Richmond International College courses and discussed the course objectives and content with college faculty. We ask Education Council to consider approving transfer credit for these courses.

Kwantlen University College College

BUSI1110
Fundamentals of Business in Canada

BUSI1250
Essentials of Management

BUSI1250
Human Resources Management I

ACCT1160
Accounting for Managers

MRKT1199
Introduction to Marketing

ECON1250
Principles of Macroeconomics

Richmond International

BUSP100
Foundations of Business Theory

BUSP160
Management and Leadership

BUSP120
Human Resource Management

BUSP150
Accounting

BUSP130
Sales and Marketing Management

BUSP220
Macroeconomics



MEETING DATE: September 13, 1999
ITEM #: 6
PREPARED BY: Dana Cserepes
Chair, DPAC

EDUCATION COUNCIL

ISSUE: Appointment of Student DPAC Member

ACTION: Since Shane Cooke and Keith Lowe's terms of office have expired, DPAC would like Council to re-appoint a student representative to sit on this committee.

Degree Proposal
Assessment Committee

TO: **Jim Gunson, Chair, Education Council**
C: Barb Melnyk,
FROM: Dana Cserepes, Chair, DPAC
DATE: 19 August 1999
SUBJECT: Appointment of Student DPAC Member

As stated in the Terms of Office set out for DPAC, student members hold office for "one year with selections to be held as soon as possible following the seating of the elected student members on the Education Council."

Since Shane Cooke/Keith Lowe's term of office has expired, it would seem timely to have a re-appointment of the student representative by Education Council. Please address this at the next Education Council meeting.

Thank You.

(for) Dana Cserepes
Dana Cserepes, Chair
DPAC

MEETING DATE: September 13, 1999
ITEM #: 7
PREPARED BY: Jim Gunson

EDUCATION COUNCIL

ISSUE: Revised Course Outline Manual (September 1999)

BACKGROUND:

The changes are of three types: changes approved by Council this Spring; changes designed to clarify the meaning; and a few additional changes. I will indicate only the last type, giving the sections and the nature of the changes. I leave it to you to compare the old and new versions of the course outline manual, as attached. I suggest you read the document in full to see if there is anything inappropriate.

Page 2: The Approval Process: changes to clarify the role of departments.

Page 6: The Course Outline Form: note the additional requirement that Council approve course discontinuation.

Page 14: Learning Outcomes/Objectives: clarification of the distinction between outcomes and objectives.

Page 17-18: Assessment Methods: Clarification



MEETING DATE: September 13, 1999
ITEM #: 8
PREPARED BY: Jim Gunson

EDUCATION COUNCIL

ISSUE: Review of Education Council's Structure and Mandate

ACTION: Please review Sections 23, 24 and 25 of the Act (as attached), to see the extent to which Council is fulfilling its mandate. Is the existing committee structure appropriate?

Section 22

Advisory committee

22 A board may

- (a) determine the number of members on a committee,
- (b) establish the terms of reference of and the procedures governing its committees, and
- (c) enter into an agreement with a person, including, with the prior written approval of the minister, the government of Canada or of a province, to establish an employer based post secondary education or training course of instruction.

Advisory role of the education council

23

(1) An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters:

- (a) the mission statement and the educational goals, objectives, strategies and priorities of the institution;
- (b) proposals about implementation of courses or programs leading to certificates, diplomas or degrees, including the length of or hours for courses or programs;
- (c) reports after implementation by the institution without prior review by the education council of
 - (i) new non-credit programs, or
 - (ii) programs offered under service contract;
- (d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;
- (e) cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution;
- ? * (f) evaluation of programs and educational services; *150 Standards: Colleges & Universities would be more helpful →*
- (g) policies concerning library and resource centres;
- (h) setting of the academic schedule;
 - (i) policies on faculty member qualifications;
 - (j) adjudication procedure for appealable matters of student discipline;
 - (k) terms for affiliation with other post secondary bodies;
 - (l) consultation with community and program advisory groups concerning the institution's educational programs;
- (m) qualifications for admission policies;
- (n) criteria for awarding certificates, diplomas and degrees;
- (o) other matters specified by the board.

-
- (2) Advice given under subsection (1) must not conflict with policy or directives established under section 2 (1) (a).
 - (3) The board must request advice on a matter under subsection (1) by giving the education council, at least 10 working days before the board will deal with the matter, the following:
 - (a) the agenda items concerning the matter for the meeting of the board at which the matter will be discussed;
 - (b) the date by which a statement setting out the advice of the education council must be given to the chair of the board.
 - (4) Despite subsection (3), if the board must deal with a matter under subsection (1) and there are substantial reasons why 10 working days' notice under subsection (3) cannot be given, the board must advise the education council, as soon as practicable, concerning
 - (a) the matter,
 - (b) the reason why notice could not be given under subsection (3), and
 - (c) the decision taken on the matter.

Powers of the education council

- 24 (1) An education council must make bylaws, with the prior approval of the minister, for the conduct of the business of the education council including bylaws specifying the duties of members of the education council in conflict of interest situations.
- (2) Subject to the policy and directives established under section 2 (1) (a), the education council has the power and duty to do one or more of the following:
 - (a) set policies concerning examinations and evaluation of student performance;
 - (b) set policies concerning student withdrawal from courses, programs and the institution;
 - (c) set criteria for academic standing, academic standards and the grading system;
 - (d) set criteria for awards recognizing academic excellence;
 - (e) set policies and procedures for appeals by students on academic matters and establish a final appeal tribunal for these appeals;
 - (f) set curriculum content for courses leading to certificates, diplomas or degrees.

Joint approval

- 25 (1) To be implemented, decisions concerning the following matters must have joint approval:

Section 26

- (a) curriculum evaluation for determining whether
 - (i) courses or programs, or course credit, from another institution, university or other body are equivalent to courses or programs, or course credit, at the institution, or
 - (ii) courses or programs, or course credit, from one part of the institution are equivalent to courses or programs, or course credit, in another part of the institution;
 - (b) other responsibilities of the board that, on the initiative of the board, the board and the education council agree are subject to joint approval.
- (2) Subsection (1) (a) does not include curriculum evaluation based on instructional methods.
- (3) An agreement under subsection (1) (b) may be terminated by
- (a) the board giving written notice of termination to the chair of the education council, or
 - (b) by the education council giving written notice of termination to the chair of the board.
- (4) Joint approval given under subsection (1) must not conflict with policy or directives established under section 2 (1) (a).
- (5) If joint approval on a matter described in subsection (1) is not attained within 60 days of the board or education council requesting the other to consider its proposal, the board or education council may refer the matter to the minister, and the minister, or the person the minister designates for the purposes of this subsection, may make the decision the minister or person designated considers most appropriate.

Functions and duties of college or Provincial Institute

- 26 Subject to this Act and the resources available to the board, an institution must do the following:
- (a) establish and maintain courses of instruction;
 - (b) establish fellowships, scholarships, exhibitions, bursaries, prizes, awards and other aids to encourage proficiency in the subjects taught at the institution;
 - (c) provide a program of continuing education;
 - (d) generally promote the objects of the institution.

Perpetuities

- 27 The rule against perpetuities and other rules restricting the holding of land do not apply to land of an institution.

Exemption from expropriation

- 28 Land vested in an institution is not liable to be entered on, used or taken by a municipal or other corporation, or by the government or a person possessing the right of taking



MEETING DATE: September 13, 1999
ITEM #: 9
PREPARED BY: Jim Gunson

EDUCATION COUNCIL

ISSUE: Education Council/Board of Governors Joint Meeting

BACKGROUND: At the April Meeting of the Board of Governors, Skip Triplett and Jim Gunson were requested to develop a Mandate and Terms of Reference for the formation of a Joint Committee between the Board of Governors and the Education Council to define the roles of the Board and Council with regard to program approvals.

ACTION: THAT Education Council adopt the Mandate and Terms of Reference as outlined for the formation of a Joint Board of Governors and Education Council Committee on Policy, and appoint representatives to serve on the Joint Committee.

BOARD ITEM / Business Arising

Background: At the April Meeting of the Board of Governors, Skip Triplett and Jim Gunson were requested to develop a mandate and terms of reference for the formation of a joint committee between the Board of Governors and the Education Council to define the roles of the Board and Council with regard to program approvals.

The College and Institutes Act assigns certain advisory roles to Education Councils. These relate to matters delegated to the President by the Board of Governors under policy governance.

***Draft or
Discussion
and /or
Approval:***

Mandate for a Joint Board of Governors / Education Council Committee on Policy

The Mandate of the Committee is to make recommendations to the Board of Governors and the Education Council on the division of responsibility with regard to approving programs, courses, policies and procedures.

Terms of Reference

The Committee will make recommendations on:

1. which matters the Board will approve and which Council will approve;
2. matters for Council approval on which the Board requires information;
3. which existing Kwantlen policies would be assigned to Education Council;
4. who will define procedures to implement a policy;
5. who will be responsible for ensuring that policies are followed;

Our Mission:

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



MEETING DATE: September 13, 1999
ITEM #: Information
PREPARED BY: Barbara Melnyk

EDUCATION COUNCIL

INFORMATION ITEMS:

- ***Curriculum Committee Minutes***
- ***Degree Proposal Assessment Committee Minutes***
- ***Education Council – 1999/2000 Meeting Schedule***
- ***Member List***
- ***Calendar Publication Date Extension & Annual Deadlines for Course Outlines***

FACULTY OF HUMANITIES
Curriculum Committee Meeting Minutes
Friday, May 28, 1999 at Room 2015, Richmond

Attending:	Attridge, Bob Bollo, Priscilla Karsenti, Patrick (for Patricio Ramirez) Lam, Celia Ling, Arthur Smolkin, Doran Talbot, Ann Friesen, Patrick (for Tom Wayman) Vernon, Roger Wiens, David	English (ENGL) Chairperson Modern Languages (MODL) Recorder English Language Training (ENLT) Philosophy/Humanities (PHIL/HMNT) English as a Second Language (EASL) Creative Writing (CRWR) Fine Arts (FINA) Applied Communications (CMNS)
Regrets:	Belter, Wendy Gray, Jane	Counselling Admissions
Copies to Chairs:	Rhondda Porter, Panteli Tritchew, Christiane Richards, Bill Barthelemy, Dana Cserepes, Moira de Silva, English Chair, Genni Gunn (representative)	

1. Approval of Agenda of May 28 and Minutes from April 7, 1999

Course outlines – New

EASL0055, 0065, 0075 – 2nd paragraph - Replace paragraph with the following:

In addition to the SLEP test, students who wish to enroll in ESL courses must complete a writing assessment. Students who have a TOEFL score but no TWE score will be required to do the writing assessment before being placed in an ESL course. Rhondda distributed copies of the criteria which will be used to assess students' writing samples.

The agenda and minutes were approved as amended.

2. UNFINISHED BUSINESS

a) English requirements

David distributed for comments a memo to Ed Council. It will be sent in time for the next Intake Assessment/Board meeting on June 16. Robin Russell and Judith McGillivray will be representing the English Department. Priscilla advised members that she is now a member of Ed Council.

b) Letter of Intent – Minor in Lesbian and Gay Studies

This was briefly discussed.

3. COURSE OUTLINES – REVISIONS

SPAN1100, 1101

The outlines incorporated changes suggested in the April 7th meeting and were approved.

CMNS1115

This course was replaced by CMNS1140 and will be deleted.

COURSE OUTLINES – NEW

There are no new outlines. Accountable time can be used to develop, revise or delete courses. It was suggested that a list of current courses and their revision dates be sent out to respective departments every term.

Action: Celia

Priscilla will request information on changes in the course outline manual and inform members at the next meeting.

Action: Priscilla

4. NEW BUSINESS

a) SFU proposed Humanities Major Program

An interesting template with cross-cultural aspects for Humanities to pattern associate degrees with. Departments will discuss and provide feedback at the next meeting.

Action: All

b) Robin's notes re March 15 Ed Council's meeting

Members are interested in knowing more of the outline of John Slattery's research re ESL. Ann will contact John and update all at the next meeting.

Action: Ann

c) Proposed Associate Degree of Arts in Humanities

Feedback from those teaching 3rd year courses is that some students are not prepared. The idea of setting up associate degrees was discussed. It was agreed that support from Administration must first be obtained. Two thoughts emerged. The first is to look at courses that are required to prepare students for Liberal Education and set up an associate degree. The second is to customize associate degree packages for various disciplines. In both cases, students will enrol into bundled courses, which enable coherency in their study. Selective entry will be used. Priscilla agreed to take this to the June's Deans' meeting for input. Associate degree legislation will be distributed to all.

Action: Priscilla

A brainstorming session will be held from 12:00 noon on June 8, 1999 at Surrey. CMNS, MODL, PHIL, FINA, ENGL, CRWR will be participating.

5. ADJOURNMENT

Priscilla announced to the group her retirement the summer of 2000. The next meeting will take place in September 1999 at Richmond.

DIVISIONAL CURRICULUM COMMITTEE
MINUTES

MONDAY, JUNE 14, 1999
SURREY CAMPUS -- ROOM # D-120
3:00 pm - 5:00 pm

Present:

Drysdale, Dean
Evans, David
Lee, Gordon (chair)
Leung, Christopher
Owen, Derwyn

Shandler, Lance
Waldie, Kathryn
Western, John
Whitlow, Simon
Woodcock, Brian

Guests:

Goedbloed, Dana
Pybus, Marg
Ross, David
Woo, Fleming

1.0 APPROVAL OF AGENDA

Agenda approved with the following changes:

4.1 COURSE OUTLINES

ENTR 4120 -- deferred to September's meeting
OADM 1151 -- addition
REST 1103 -- addition

2.0 APPROVAL OF THE WEDNESDAY, APRIL 7, 1999, MINUTES

The Wednesday, April 7, 1999, minutes were approved with no changes.

CARRIED UNANIMOUSLY

3.0 BUSINESS ARISING

3.1 ACCT 2320 AND ACCT 2380 PREREQUISITES

John Western reported the prerequisite for ACCT 2320 {ACCT 1210 or ACCT 1293 or (OADM 1262 & OADM 1265) ACCT 1130 Recommended} will not change. The prerequisite for ACCT 2380 will change for the Fall 1999 semester to make ACCT 1130 required {ACCT 1210 or ACCT 1293 or (OADM 1262 and OADM 1265) and ACCT 1130}. Gordon reported on the changes to the MATH requirements for the CISY Program and the ACCT Program.

4.0 NEW BUSINESS

4.1 COURSE OUTLINES

INFO 4220 -- Advanced Systems Diagnosis and Interfaces

Assessment Methods

change: 'Final Examinations' to 'Final Examination'

Methods for Prior Learning Assessment

add: 'Students must satisfy all of the following components:'

Moved by John Western, seconded by Simon Whitlow to approve the course outline INFO 4220 with the above changes.

INFO 4230 – Software Engineering Implementation

Deferred to the next meeting as committee members wanted to have the content reflect more towards the IT portion.

INFO 4320 – Software Quality Assurance

Assessment Methods

change: 'Final Examinations' to 'Term Project'

Methods for Prior Learning Assessment

add: 'Students must satisfy all of the following components:'

'Products/portfolio' (with explanation)

'Demonstration' (with explanation)

'Interview' (with explanation)

Moved by Christopher Leung, seconded by Lance Shandler to approve the course outline INFO 4320 with the above changes.

INFO 4330 – Data Warehousing and Data Mining

Assessment Methods

change: 'Final Examinations' to 'Term Project'

Methods for Prior Learning Assessment

add: 'Students must satisfy all of the following components:'

Moved by David Evans, seconded by Christopher Leung to approve the course outline INFO 4330 with the above changes.

ENTR 4250 – Entrepreneurial Leadership Practicum

Credits

change: '3' to '6'

Calendar Description

delete: 'two-semester' from first sentence

change: 'Teams' to 'Students'

move: 'in a real world environment' after 'practice' in the last sentence

Content

delete: 'teams of' in first bullet

Assessment Methods

change: 'Plan' to 'Report'

Moved by Dean Drysdale, seconded by David Evans to approve the course outline ENTR 4250 with the above changes.

Note made to address career planning in the future.

OADM 1151 – Office Procedures

Methods for Prior Learning Assessment

add: 'Challenge exam'

Moved by David Evans, seconded by Lance Shandler to approve the course outline OADM 1151 with the above change.

OADM 1171 – Computer Competency

Calendar Description

delete: 'in a Windows environment' 'the components of' 'Office'

Learning Objectives/Outcomes

change: 'aipulate' to 'manipulate' second bullet point

change: 'Bollean' to 'Boolean'

add: 'data with in' after the word 'manipulate' in the last bullet point

Content

change: 'using MS Windows' with 'file management' in first bullet point

Teaching Modes

move: '1 / 20 / 15' from Simulated (Lab) to Individual (Lab)

Moved by David Evans, seconded by Chris Leung to approve the course outline OADM 1171 with the above changes.

OADM 1181 – Keyboarding Applications and Word processing

Credits

'4.0'

Methods for Prior Learning Assessment

change: 'Standardized test' to 'Challenge exam'

Teaching Modes

add: '1.5 / 20 / 15' Individual (Lab)

Moved by David Evans, seconded by John Western to approve the course outline OADM 1181 with the above changes.

OADM 1191 – Business Communications

Credits

'3.5'

Methods for Prior Learning Assessment

change: 'Standardized test' to 'Challenge exam'

Teaching Modes

add: '1.5 / 20 / 15' to Individual (Lab)

Moved by David Evans, seconded by Lance Shandler to approve the course outline OADM 1191 with the above changes.

OADM 1122 – Business Mathematics and Bookkeeping

Teaching Modes

move: '1 / 20 / 15' from Simulated (Lab) to Individual (Lab)

Moved by Lance Shandler, seconded by Simon Whitlow to approve the course outline OADM 1122 with the above change.

RES 441A (REST 1103) – Property Management - Residential

Course Number

change: 'RES 441A' to 'REST 1103'

Required for the following credentials

delete: 'Property Management Diploma'

Transfer Status

change: 'RES 441A' to 'REST 1103' and 'RES 441B' to 'REST 1201'

Learning Objectives/Outcomes

change: 'understand' to 'explain' in the first bullet
'understand' to 'explain' in the eighth bullet
delete: 'understand and' in the seventh bullet

Content

change: '(CFR)' to '(CRF)'

Teaching Modes

delete: '4 / 35 / 14' from Simulated (Lab)
change: '38' to '3' and '14' to '15'

Learning Resources

change: 'RES 441A' to 'REST 1103'

Moved by David Evans, seconded by Lance Shandler to approve the course outline REST 1103 with the above changes.

CARRIED UNANIMOUSLY

5.0 OTHER BUSINESS

No other business was discussed.

6.0 NEXT MEETING

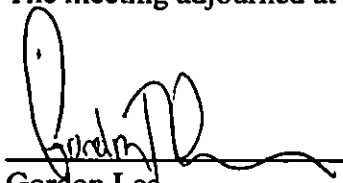
Next meeting is scheduled for:

Monday, September 13, 1999, between 4:00pm - 6:00pm at the Surrey campus room #G-1140.

If this time period conflicts with your Fall 1999 teaching schedule, please inform Kulvir (local 3251) immediately with your time availability.

7.0 ADJOURNMENT

The meeting adjourned at 5:30pm.



Gordon Lee
Dean, School of Business

/kkd

c:

April Andrews
Nancy Clegg
Eugenia Culham
Iris Goodlet
Robert Gore

Zoe Johnston
Judith McGillivray
Barbara Melnyk (30)
David Ross
David Sale

Barb Smith
Douglas Smith
Peter Thesiger
Fleming Woo
Alice Wong

**Schools of Horticulture & Equine Studies
Curriculum Committee Meeting
10:00 a.m., Wednesday, June 16, 1999
Room 1055**

Minutes

Present:	Carol Barnett PJ Burns David Davidson Ron Marchuk	Dieter Thomas (chair) Tricia Townsend (recorder) Kit Wallace Nancy Train
Regrets:	Cindy Eldstrom Karin Green Jim Matteoni	Sharon Paul Dave Woolley

1. Welcome

Dieter welcomed everyone to the meeting.

2. Acceptance of Agenda

Items added:	1. Textbook Changes:	2. Prerequisite Changes:
	HORT 1261	HRTT 1306
	HORT 2363	
	HORT 2364	
	HORT 1104	
	HORT 2320	

MOVED by Ron, seconded by P.J. to approve the agenda as amended. Carried.

3. Acceptance of Minutes of Last Meeting (April 21, 1999)

MOVED by Carol, seconded by Ron to accept the minutes as distributed.
Carried.

4. Changes to HORT Outlines (Textbook Changes)

HORT 1171, 1271

Proposed to change outline to read 4 hrs of lab and 0 hrs lecture.

HORT 2371, 2471

Remove from required textbooks:

- Ball, Vic. *Ball Red Book*. Illinois: Geo J. Ball Publishing, latest edition.

Replace with:

- Dole and Wilkins. *Floriculture: Principles and Species*. Prentice Hall, 1999.

HORT 2375

Remove all required Textbooks/Laboratory Books/Materials.

Replace them with: Practical Horticultural Apprenticeship

- J1: *Describe Greenhouse and Nursery Protective Structures*. Open Learning Agency.
- J2 *Material Handling, Storage, Packaging and Shipping Systems*. Open Learning Agency.
- J3: *Water Management Systems in Greenhouses*. Open Learning Agency.

HORT 1261

Remove from required Textbooks and put into the Bibliography:

- Hartmann, H.T. and Kester, D.E. *Plant Propagation*. Englewood Cliffs, N.Y.: Prentice-Hall, Latest edition.

Replace with:

- Gardener, Jim. *Propagation from Seed*. The Royal Horticultural Society Cassell Ed. Ltd. London. 1987.
- Barnett, Carol. *Class Notes*. Kwantlen University College. Surrey, BC. 1999.

HORT 2363

Delete from Bibliography:

- Macdonald, A.B. *Practical Woody Plant Propagation for Nursery Growers Volume 1*. Portland OR: Timber Press, Latest edition.

Replace with:

- Beazley, M. *Plant Propagation*. The RHS Encyclopedia of Practical Gardening. Philip McMillan Browse. 1995.

HORT 1104; HRTA 1104, 1105

Remove from Required Textbooks and move to the Bibliography:

- Plaster, E.J. *Soil Science and Management*. Delmar, latest edition.

Replace with:

- Brady, M.C. and Rueil. *The Nature and Proportion of Soils*. Prentice Hall. Latest edition.

HORT 2364, 2464

Remove from Required Textbooks:

- BC Ministry of Agriculture, Fisheries and Food (Resources Management Branch). *Environmental Guidelines for the Nursery and Turf Industry in British Columbia*. Abbotsford, BC, latest edition.

HORT 2320

Remove the current Required Textbook:

Replace with:

- Booth, N.K. and Hiss, J. *Residential Landscape Architecture*. Prentice Hall, latest edition.

Proposed changes to HRTA Outlines

HRTA 1221

Remove current text and replace with:

- Booth, N.K. and Hiss, J. *Residential Landscape Architecture*. Prentice Hall, latest edition.

MOVED, by David seconded by Carol to accept changes to HORT outlines. Carried.

5. Proposed changes to HRTT Course Outlines

HRTT 1104 (see appendix 1)

Ron gave an overview of the HRTT course from his perspective from last fall.

- it was delivered by various guest speakers and this fall will now be delivered by one instructor

What didn't work last fall:

- the outline wasn't really followed
- there was shifting of some content from course to course
- he looked at what was delivered and also at what was not delivered and worked through them both to develop the proposed changes.

MOVED by Ron, seconded by David to leave the outline unchanged, and give the new Instructor (Gary Jones) both the original outline, and a copy of the proposed changes. This will be tabled until Spring 2000. Carried.

HRTT 1202 (change in prerequisites)

- it was suggested to drop English 11 and add Science 10 (in order to receive a Technology diploma students need some concept of science)
- Dieter is hesitant to make changes after only running the course for one year.
- it was suggested to bring in students one week early and do a crash course on Chemistry and Math.
- have a Academic Prep Unit - an intro week at the end of August for the Technicians with the possibility of waving it if students meet the requirements.
- Part-time people already know it will take them longer than a year to complete the program, this could present an opportunity to do more significant upgrading.

No changes will be made to the prerequisites of HRTT 1202

HRTT 1306

Move it to the 3rd term and make Mechanics HRTT 1206

MOVED by Ron, seconded by PJ. Carried.

6. Proposed changes to HRTA

HRTA 1473, 1474

- Dieter suggests waiting until next spring as these courses will be aligned with the HORT courses next spring.
- *Students must be warned about the Math recommendation.
- Add Math 11 to the promotional material but leave the outline.

7. PLA Additions

All the PLA additions to the new course outline format will be distributed in September and discussed in October.

8. Change to Program Entry Requirements

Commercial Floristry (from English 12 with a C to English 11 with a C)

MOVED, by David seconded by Carol to accept change Commercial Floristry Program Entry Requirements. Carried.

Meeting adjourned at 12:30pm

Tabled:

- A. Locally Initiated Curriculum Proposal
- B. HRTT 1201 (prerequisites)
- C. HRTT 1104 (outline revisions - Spring 2000)
- D. HRTA 1473/1474 - Spring 2000
- E. Challenge exam for apprenticeship
- F. HORT 2421 (prerequisites)
- G. HRTT 1305 (credit decrease)
- H. HRTA/HORT Alignment
- I. HORT Floriculture Courses - Discussion
- J. Course information on-line

Pending:

- A. Review Package for Chem. Assessment

Copies:

Iris Goodlet - S
Robert Gore - R
Zoë Johnston - L

Judy Cameron
Yvonne Dinelle
Ed Council - Barb Metnyk - S 30 copies

To: Tricia
 From: Ron
 Date: June 9/99

Proposed Changes to HRTT 1104 Course Outline

Please make the following changes to this outline.
 Forward to me for proofing; then we can submit to Curriculum Comm next week.

Page 2: Resources:
 Omit: *Grade Standards*, BC Hothouse
 Canada Grade Standards
 Tetanus

Page 3: Evaluation:

Lecture:	Assignments	10
	Mid-term exams (2)	30
	Final exam	20
Lab:	Lab participation	20
	Assignments	<u>20</u>
		100 %

Objectives:

1. Describe the greenhouse vegetable industry in British Columbia
2. Describe hydroponic vegetable production
3. Describe basic crop cycles for greenhouse tomatoes, cucumbers and sweet peppers
4. Describe general pest management
5. Perform fall crop maintenance

Content:

1. Greenhouse vegetable industry
 - 1.1. Size, location
 - 1.2. Economics
 - 1.3. Technology
 - 1.4. Crop production
 - 1.5. Markets
 - 1.6. Technical support
 - 1.7. Regulations

2. Hydroponic production
 - 2.1. Media
 - 2.1.1. Sawdust
 - 2.1.2. Rockwool
 - 2.1.3. Propagation
 - 2.2. Nutrition
 - 2.2.1. Concentration
 - 2.2.2. pH
 - 2.2.3. Preparing fertilizer solutions
 - 2.3. Irrigation
 - 2.3.1. Water quality
 - 2.3.2. Plant needs
 - 2.3.3. System layout
 - 2.4. Systems
 - 2.5. Monitoring
3. Crop production: Tomatoes, Cucumbers, Sweet Peppers
 - 3.1. Schedules
 - 3.2. Maintenance strategies: Summer-fall cycles
 - 3.2.1. Crop focus
 - 3.2.2. Environment
 - 3.2.3. Balance: Leaves vs. fruit
 - 3.2.4. Training
 - 3.2.5. Pruning
 - 3.2.6. Harvesting
4. General pest management
 - 4.1. Disease management strategies
 - 4.2. Insect control strategies
 - 4.3. Sanitation
 - 4.4. End-of-season clean-up
 - 4.5. Sterilization of media
5. Perform crop maintenance at BC Hort Centre
 - 5.1. Training
 - 5.2. Pruning
 - 5.3. Environment monitoring
 - 5.4. Nutrition monitoring
 - 5.5. Harvesting
 - 5.6. End-of-crop clean-up
 - 5.7. Worker health, safety, efficiency

PLA/e-skills

To follow, with package you sent out to us last week.

FACULTY OF SCIENCE, MATHEMATICS & TECHNOLOGY

CURRICULUM COMMITTEE

April 29, 1999

PRESENT: Brian Carr (Chair) Tom McMath for Mike Coombes
David James Bob Perkins for Suzanne Pearce
Dave Verner Carol Ateah
Earl Naismith

ABSENT: Craig Runyan Registrar's Office

MEETING CAME TO ORDER AT 2:00 p.m.

1. Approval of Agenda and Minutes of March 17, 1999

The minutes of March 17 and the current agenda were approved by consensus.

2. Business arising from March 17, 1999 minutes

Comments pertaining to the review of the document on the Research Ethics Advisory Board have been forward to Jim Gunson for Ed. Council

3. Announcements

Brian prepared a brochure for the High School Counsellors meeting that was held April 28. Approximately 200+ people were in attendance.

4. Course Outline Manual Revisions

No formal response was submitted. Any individual comments can be forwarded directly to Ed Council.

5. Requisite Changes – Math

Ed Council established the deadlines for the review of course outlines. Corrected pre-requisites for math courses with September implementation dates will be sent to Ed Council for approval. All others will come to the September meeting of Curriculum committee.

6. Course Outlines

CHEM 1110 – The Structure of Matter

It was moved by Bob Perkins and seconded by Carol Ateah to approve CHEM 1110 as amended.
CARRIED

MATH 1130 – Calculus for Life Science I
MATH 1140 – Calculus I (Business Applications)
MATH 1190 – Mathematics for Elementary School Teachers
MATH 1230 – Calculus for Life Sciences II
MATH 1240 – Calculus II (Business Applications)

It was moved by Earl Naismith and seconded by Carol Ateah to approve MATH 1130, 1140, 1190, 1230 and 1240 as amended.

CARRIED

ELTN 1211 – Electric Circuits II
ELTN 1214 – Engineering Mathematics II
ELTN 1215 – Applied Physics II
ELTN 1217 – Electronic Circuits I
ELTN 1218 – Digital Systems I
ELTN 1219 – Communications I

It was moved by Dave Verner and seconded by Tom McMath to approve ELTN 1211, 1214, 1215, 1217, 1218 and 1219 as amended.

CARRIED

<u>Course</u>	<u>PLA Method</u>
ENVI 1120 – Environmental Issues & Communication Skills	Exam, Portfolio, Interview
ENVI 1125 – Environmental Physics	Exam
ENVI 1210 – Electronics with Instrumentation	Exam
ENVI 1216 – Intro to Geology, Hydrology & Atmospheric Processes	Exam, Demo
ENVI 1220 – Environmental Issues and Analysis	Exam, Portfolio, Interview
ENVI 1225 – Environmental Chemistry	Exam
ENVI 2305 – Introduction to Environmental Toxicology	Exam
ENVI 2310 – Solid Waste Technology	Exam, Interview
ENVI 2315 – Water and Soil Sampling	Exam, Interview, Demo
ENVI 2320 – Environmental Emergency Planning & Response	Exam, Portfolio
ENVI 2405 – Environmental Legislation	Exam, Portfolio
ENVI 2410 – Water & Wastewater Treatment Methods	Exam
ENVI 2415 – Air Monitoring & Pollution Control	Exam, Demo
ENVI 2420 – Hazardous Waste and Contaminated Site Management	Exam, Demo

It was moved by Bob Perkins and seconded by Tom McMath to approve the addition of PLA tools for Environmental Protection Technology courses.

CARRIED

7. Course Switch ENVI 1210 & ENVI 2315

After program review discussions it was decided to switch ENVI 2315 (Water and Soil Sampling) to the first year of the program and ENVI 1210 (Electronics with Instrumentation) to the second year. It was also decided to retain existing course numbers and only change prerequisites. This switch will be reflected in the 2000/2001 academic year.

It was moved and seconded to approve the sequencing and prerequisite changes for ENVI 2315 and ENVI 1210.

CARRIED

8. Date of Next Meeting – Wednesday September 15, 1999, 4:15 p.m., Surrey Campus

APPLIED DESIGN AND COMMUNICATIONS DIVISION
CURRICULUM COMMITTEE MEETING

Thursday, May 13, 1999 at 9:00 a.m. in Room 1530

M I N U T E S

Present:	Mary Boni (for S Lee)	Regrets:	S Lee
	Marge Damon		Joanne Deno
	Barbara Duggan (Chair)		Richard Fox
	Clive Court		
	Lucie Gagne	Guest:	Lesley Neufeld
	Frank Ludtke		
	Carol Anderson		

1. APPROVAL OF AGENDA

The agenda was approved as with one addition.

2. ADOPTION OF MINUTES:

Minutes from the March 11, March 17 and April 8, 1999 meetings were adopted with minor changes.

3. REVIEW ACTION ITEMS

Action items were reviewed with no further business arising.

4. COURSE OUTLINES

4.1. IDDS 1121 – Interdisciplinary Studies (Revised)

Lesley presented the revised IDDS 1121 course outline for review. After some discussion it was decided that further revisions were required to make it a liberal education course.

ACTION: Ray and Lesley to rewrite contents and return the course outline for approval at a later date.

ACTION: Barbara to ask Marnie McFarlane to somehow identify courses in the new calendar that have liberal education credits. The courses would be open to all students and would not be require interviews or portfolio reviews.

4.2. IDDS COURSES

Lesley inquired if credit for the following new interior design courses could be applied toward an IDDS certificate. Courses identified are IDSN 1141- Design Technology I,

IDSN 1241 – Design Technology II and IDSN 1161- Design Awareness I, IDSN 1261 – Design Awareness II

After some discussion it was:

MOVED by Lesley Neufeld and SI:CONDED by Lucie Gagne to approve credit for the above IDSN courses toward an Interdisciplinary Design certificate. CARRIED

4.3. CROSS POLLINATION

Lesley expressed some concerns about how the changes in Interior Design, Fashion and Graphics would affect students in the IDDS program. She asked if any courses in the degree programs would be available to IDDS students. Is there a process that can be put in place for this to happen?

- will first year IDSN student who complete the course load be eligible for an IDDS certificate?
- will the new graphics program accept students who have had an IDSN first year?
- will IDSN help with assessing IDDS students who are taking the program to help them decided their career paths.
- will courses in any of our programs have seats available for students from other design disciplines – will we be flexible to allow this “cross-pollination” enrollment?

ACTION: committee members to explore further courses in their programs that students from other programs in the division could access.

5. BUSINESS ARISING FROM PREVIOUS MEETING

- 5.1. What are the implications of restricting students to five courses per semester?
Carol reported that students are limited to taking 17.5 credits per semester and not necessarily to 5 courses, as not all courses are worth the same number of credits. However, students can apply to the registrar for permission to exceed the 17.5 limit.

ACTION: Carol to confirm that the above guidelines are correct.

- 5.2. Discussion re: Difference Values for “Teaching Modes”
A task force meeting is scheduled to address this issue.

- 5.3. Curriculum Committees’ Role/Involvement with Revising Guidelines for Course Outline Development

A discussion was held and the following comments noted:

- there doesn’t appear to be a connection between education council and curriculum committees
- curriculum committees aren’t informed of guideline changes for developing course outlines
- a curriculum committee member from each division should be involved with course outline development and with the process for writing the guideline manual.

ACTION: It was recommended that a letter be written to Education Council requesting representation from the Applied Design Curriculum Committee to the committee for revising guidelines for course outline development.

6. NEW BUSINESS:

6.1. Update from DPAC

- i) Journalism Letter of Intent was approved and sent to Education Council on May 28
- ii) Interior Design degree revisions were approved and sent to Education council May 28

6.2. Barbara announced Susan Harman's appointment to the position of coordinator of the Public Relations department.

There being no further business, the committee adjourned at 11:30 a.m.

NEXT MEETING - WEDNESDAY, JUNE 16, 1999 - 1:00 P.M. IN ROOM 1530

APPLIED DESIGN AND COMMUNICATIONS DIVISION
CURRICULUM COMMITTEE MEETING
Thursday, April 8, 1999 – 9:30 a.m. in Room 1530

M I N U T E S

Present:	Marge Damon	Regrets:	Clive Court
	Lucie Gagne		Joanne Deno
	S Lee		Richard Fox
	Frank Ludtke (Chair)		Barbara Duggan
	Carol Anderson		

1. The agenda was approved as distributed.
2. Approval of New List of Required Course for Year I of Interior Design

Lucie presented the new list of required courses for the revised first year of the Interior Design degree program. All courses are 3 credits each for a total of 30 credits for year one. The revised program (as follows) will be offered during the fall '99 and spring 2000 semesters pending approval by Education Council.

Fall Semester

IDDS 1100 – Applied Design Studio I
IDDS 1110 – Drawing for App.Design I
IDSN 1141 – Design Technology I
IDSN 1161 – Interior Design Awareness I

CMNS 1140 – Applied Communications

Spring Semester

IDDS 1200 – Applied Design Studio II
IDDS 1210 – Drawing for App.Design II
IDSN 1241 – Design Technology II
IDSN 1261 – Interior Design
Awareness II

IDDS 1131 – Colour Theory

It was recommended that “Design Awareness” be called “Interior Design Awareness” to reflect content, and learning outcomes/objectives. After some discussion it was agreed to amend the course name to Interior Design Awareness I and II.

The committee then reviewed and discussed the above list of courses, and it was:

Moved by Lucie Gagne and Seconded by Carol Anderson to approve the list of core courses for the Interior Design degree program. CARRIED

NOTE: It was advised that the students who are continuing with the IDDS program consult with Sooz Klinkhamer, program coordinator, regarding IDSN program changes.

*If Education Council does not approve the new IDSN course outlines, the program will revert back to their previous courses.

(Addendum: the revised Interior Design course outlines were approved by Education Council April 12, 1999.)

At this time there was concern expressed regarding the changes that have been introduced for writing course outlines. It seems Kwantlen doesn't have a set definition for outcomes, as yet, and no standards are in place. It was felt that curriculum committees should be involved in the process for revising the course outline manual.

ACTION: It was agreed that this matter be discussed further at a subsequent curriculum committee meeting.

3. Course Outlines

- 3.1. FASN 2110 – Textile Science
In this course student develop their knowledge of how fabrics are created and used.
- 3.2 FASN 2100 – Fashion Design I
Students further their understanding of design and marketing processes.
- 3.3. FASN 2200 - Fashion Design Drawing II
This course builds on what was learned in FASN 2100.
- 3.4. FASN 3200 – Product Development
With the skills and knowledge acquired in previous courses, students work on the product development process.
- 3.5. FASN 4100 – Line & Portfolio Development
During this course students will be working with a company to further develop their skills and work on developing a line of clothing.

The committee reviewed and discussed each course outline. Some minor amendments were suggested and agreed upon, and it was then:

Moved by S Lee and Seconded by Marge Damon to approved course outlines for FASN 2110, FASN 2100, FASN 2200, FASN 3200 and FASN 4100 CARRIED

ACTION: All course outlines will be forwarded to Education Council Sub Committee for approval.

For discussion at the next curriculum committee:

- implication regarding restriction of five course limit per semester in programs
- the different values for "teaching modes".
- curriculum committees role /involvement with revising guidelines for course outline development.

NEXT MEETING will be held – Thursday, May 13 – 9:30 a.m. in Room 1530

**Degree Program Assessment Committee
Degree Proposals
Detailed Status Report**

21 May 1999

Features of Kwantlen Applied Degree Programs

All Kwantlen degree programs shall be applied, learning outcomes based programs that contain:

- one or more major areas of study
 - a liberal education component and
 - explicit incorporation of student success and employability skills
-

Status Report: Programs at the Full Program Proposal Stage

A) Approved by Ministry

- Bachelor of Applied Design in Interior Design (B. Applied Design)
- Bachelor of Science in Nursing (BSN)
- Bachelor of Business Administration in Entrepreneurial Leadership (BBA)
- Bachelor of Technology in Information Technology (BT)
- Bachelor of Applied Design in Fashion Design and Technology

Status Report: Programs at the Draft Letter of Intent Stage

B) Letters of Intent approved by Ministry for development into a Full Program Proposal

- Bachelor of Geography and Geographic Information Systems – *suggested collaboration with BCIT and UCFV. These meetings took place. Both BCIT and UCFV support Kwantlen's degree proposal as modified.*

Focus: GIS workers in industrial location & marketing analysis, urban planning analysis, and resource analysis & environmental impact assessment.

Features: National (US) Center for Geographic Information Analysis core curriculum and applied geography perspectives drawn from Ryerson Polytechnic University

C) Letters of Intent Approved by Education Council and Forwarded to the Ministry

- Bachelor of Applied Design in Interdisciplinary Design – *consulted with Emily Carr and Tech BC, receiving their support for this degree.*
Focus: to prepare students for ever-changing information technologies as well as the invention of innovative and expressive form.

Features: preparation to meet the challenges of a multidisciplinary learning environment, develop individual approaches, solve increasingly complex multidimensional problems.

- Bachelor of Business Administration in Accounting – *sent to Ministry May 11/99.*
Focus: To meet the professional accounting associations' degree requirements.
Features: This degree expands the breadth of the students' education into non-traditional areas such as information technology, change management and entrepreneurial leadership.

D) Letters of Intent Approved by the DPAC and recommended to Education Council

- Bachelor of Applied Journalism – Forwarded to Education Council June 7/99.
Focus: a broad range of writing courses covering news, feature, opinion and politics. They also learn investigative reporting, photojournalism, newspaper production, computer skills and visual design.
Features: a four-week work experience in the final semester, production and publication of a short-term weekly and/or daily press and, possibly, production of a magazine.

Status Report: Programs at the Degree Program Concept Stage

E) Program Concepts Approved by Education Council for Development into Letters of Intent

- Bachelor of Applied Arts in Psychology
Focus: To prepare students to apply psychological principles in modern work environments.
Features: a practicum placement, a faculty mentor, assemble a portfolio of accomplishments.
- Bachelor of Technology in Landscape and Environmental Management
Focus: To familiarize working professional with the applied aspects of landscape construction, environmental technology and the effective design of sites, and help them be responsive to the changes in environmental legislation, placing emphasis on the environmental net gain in each project.
Features: Combines elements of horticulture, landscape architecture and environmental technology in one applied undergraduate program.
- Bachelor of Arts in Applied Community Studies – (*approved June 9, 1997*)
Focus: a community planning & evaluation stream and a broad stream with several possible foci (ECE, Sign Language Interpretation/Deaf Studies, etc.)
Features: close collaboration with other institutions, including SFU* with possibilities for transfer at various stages; collaborative learning, experiential learning, strong PLA, distance education inclusion.
- Professional Practices in Contemporary Visual Arts – *proposed Letter of Intent being modified as directed by DPAC*
Focus: thorough education in a chosen professional area; professional practices related to that area with emphasis on those skills related to employability in their area of expertise; courses that will provide a wider view of the world that the student lives in.
Features: interdisciplinary studies; emphasis on the essential professional practices; small classes/ strong instructor-student interaction/ opportunities for networking on a professional level.

- Bachelor of Arts in Human Communication Studies – *proposed Letter of Intent under development since Winter, 1997.*
Focus: on the nature, process and effects of human communication in intrapersonal, interpersonal, small group, public, organizational and multicultural settings.
Features: this discipline makes communication behaviour its unique focus.

F) Program concepts Approved by DPAC For Development into Letters of Intent

- Bachelor of Public Relations – *recommended to Education Council for development into proposed Letter of Intent 20 May 1998.*

Calendar Publication Date Extension & Annual Deadlines for Course Outlines Proposal

Calendar Publication Extension

I would like to propose that the publication date for Kwantlen's calendar be extended permanently from the beginning of January every year to *March 15*.

The rationale for this proposal is as follows:

By extending the publication date, departments will have more time to update and organize program and course outline material. As it stands now, departments are rushed to submit calendar copies in September. This proposal suggests a *program information submission deadline of November 15*, thereby allowing departments an extra 2 months to submit their calendar copy for programs.

Historically, Kwantlen has published the annual calendar in January so that it's available in time for the High School Counsellors conference. This conference is now scheduled in March each year. Therefore, having an earlier publication deadline at the beginning of January is no longer necessary.

Most local post-secondary institutions are publishing their calendars at a much later date. For example, UVic typically publishes in May/June, SFU in March and UBC in March/April, and Douglas publishes in April. By extending Kwantlen's publication date, we would be more in-line with other post-secondary institutions calendar dates.

Annual Course Outline Deadline

In order to reap the benefits of a later Calendar publication deadline, I would also like to propose an *annual deadline for all course outlines of December 15*. This would ensure that all outline submissions be included in the new calendar and the calendar would be published on time for the High School Counsellors conference.

Currently, there is too much discrepancy between publications such as the calendar and the Timetable (i.e.: course Prerequisites & Corequisites). Kwantlen's printed calendar is the official calendar and contract between the students and the institution. Therefore, it makes sense to have our calendar printed with the most up-to-date and current information possible, and have other publications consistent with the calendar.

By taking what's published in the calendar seriously, Kwantlen fulfills its responsibility to the Community, and it enhances its credibility as a reputable institution.

This underscores the need to live with whatever content is published in the calendar for the year (Sept. 1 – Aug. 31). This would mean that no changes to programs or course outlines could be implemented until the following calendar year.

Further benefits to a later publication date and annual deadlines would be a more accurate web site. For example, Malaspina's web calendar uses icons with update information attached, indicating any future changes. Applying this update information to our web site could benefit both potential and current Kwantlen students. These changes would then take effect the following calendar year (exceptions would be corrections due to errors or omissions).

Thank you,
Marnie McFarlane
Publications/Articulation Coordinator



EDUCATION COUNCIL

MEETING SCHEDULE : 1999/2000

<u>Actual Date</u>		<u>Alternate Date (if necessary)</u>	
September 13, 1999	<i>*(September 7th)</i>	September 27, 1999	<i>*(September 20th)</i>
October 4, 1999	<i>*(September 30th)</i>	October 18, 1999	<i>*(October 11th)</i>
November 1, 1999	<i>*(October 25th)</i>	November 15, 1999	<i>*(November 8th)</i>
December 6, 1999	<i>*(November 29th)</i>	December 20, 1999	<i>*(December 13th)</i>
January 10, 2000	<i>*(December 30th)</i>	January 24, 2000	<i>*(January 17th)</i>
February 7, 2000	<i>*(February 1st)</i>	February 21, 2000	<i>*(February 14th)</i>
March 6, 2000	<i>*(February 28th)</i>	March 20, 2000	<i>*(March 13th)</i>
April 3, 2000	<i>*(March 27th)</i>	April 17, 2000	<i>*(April 10th)</i>
May 1, 2000	<i>*(April 24th)</i>	May 15, 2000	<i>*(May 8th)</i>
June 5, 2000	<i>*(May 29th)</i>	June 19, 2000	<i>*(June 12th)</i>

Please Note:

1. ***Agenda items for Education Council meetings must arrive the Monday prior to the next meeting. Please provide 30 copies, and send to Barb Melnyk, at Surrey Campus.**
2. **If you are unable to attend a Council meeting, please inform Barb (Ext. 2084). A quorum of fifty percent plus one of the voting members is required to pass motions.**
3. **Meetings begin promptly at 4:15 p.m. in the Boardroom (G2110) at Surrey Campus. If you think you might be late for a meeting, please let Barb know.**
4. **If you wish to contact the Chair, Jim Gunson, please e-mail to: jimg@kwantlen.bc.ca**



EDUCATION COUNCIL MEMBERS

1999/2000 TERM

<u>Name</u>	<u>Local</u>	<u>Vmail</u>	<u>Division</u>	<u>Campus</u>	<u>Room</u>	<u>Email</u>
Anderson, Larry (F)	2505	9502	Social Sciences & Music	Surrey	2402	larrya
Bollo, Priscilla (A)	2672	2672	Dean, Humanities	Richmond	1490	priscil
Clubb, Roni (F)	2174	9974	Community & Health Studies	Surrey	D246	roni
Francis, Derek (A)	2065	2065	Vice-President, Educational Services	Surrey	C237	derek
Graham, Charon (S)	2029	2029	Admissions (BCGEU)	Surrey	C130	charon
Student Reps. TBA -- 4 to be elected						
Gunson, Jim - (Chair)	2201	9918	Science, Math & Technology	Surrey	D340	jimg
Hardy, Dave (F)	2918	9920	Applied Trades & Vocational	Newton	1-210	davidh
Hobart, Julie (F)	2552	9634	Applied Design & Communications	Richmond	2115	julieh
Jamieson, Jim (F)	3232	9798	Access Programs & Student Services	Langley	1074	jimj
Jeffrey, Wayne (F) (Member-at-Large)	3359	9807	Social Sciences & Music	Langley	2050	waynej
McGillivray, Judith (A)	2263	2263	Vice President, Education	Surrey	G2145	judith
Russell, Robin (F) (Vice-Chair)	2183	9243	Humanities	Surrey	D312	robinr
Shay, Ron (F)	3369	9868	Business	Langley	2110	rons
Smith, Barbara (S)	2534	2534	Admissions (BCGEU)	Richmond	1505	barbaras
Thomas, Dieter (A)	3259	3259	Dean, Horticulture & Equine Studies	Langley	1043	dieter
Wainman, Newton (F)	2176	9278	Access Programs & Student Services	Surrey	D244	newton
Melnyk, Barbara	2084	2084	Education Council Recorder	Surrey	C200	babs
<u>Ex-Officio Members</u>						
Granholm, Carolyn	294-3401		Board Representative	Surrey		
Triplet, Skip	2080	2080	President	Surrey	G2135	skip