



EDUCATION COUNCIL

December 6, 1999 – 4:15 p.m.
Surrey Campus Boardroom (G2110)

A G E N D A

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- | | |
|--|---------|
| 1. Confirmation of Agenda | 2 min. |
| 2. Approval of Minutes (<i>November 1, 1999</i>) | 3 min. |
| 3. Chair's Report (<i>verbal</i>) | 10 min. |
| 4. Committee Reports | |
| 4.1 Degree Program Assessment Committee (<i>no report</i>) | |
| 4.2 Curriculum Approval | 5 min. |
| <i>(to be reviewed by Curriculum Approval Sub-committee prior to meeting)</i> | |
| POLI 2155 – Contemporary Political Conflict | |
| HRTA 1352 – Principles of Parks Maintenance Management | |
| SETA 1220 – Introduction to Practice as a Teacher Assistant | |
| SETA 1270 – Practicum I | |
| <u>Discontinuation of Courses:</u> | |
| HRTA 1350, JRNL 2310, GRVD 1151, FASH 1100, 1110, 1120, 1130, 1140, 1200, 1211, 1220, 1230, 1240, 1250, 2300, 2310, 2311, 2313, 2320, 2331, 2340, 2400, 2413, 2414, 2420, 2430, 2481, and FASN 1221, 1222, 2221, 2222. | |
| 4.3 Grant Applications Panel | |
| 4.4 Liberal Education Curriculum Committee | |
| 4.5 International Education | |
| 4.6 Prior Learning Assessment (<i>see Item #6</i>) | |
| 4.7 Intake Testing and Assessment | |
| 5. Draft Policy: Principles of Educational Alliances (<i>att'd.</i>) | 15 min. |
| 6. Prior Learning Assessment Policy – Residency Requirement (<i>att'd.</i>) | 20 min. |
| 7. <u>Next Meeting: January 10, 2000 – 4:15 p.m. – Surrey Campus Boardroom (G2110)</u> | |
| 8. Adjournment | |

Discontinuation after April 7

Attached for Information
Curriculum Committee Minutes
BCCAT November 1999 Newsletter

TO: Jim Gunson/Katherine Zmetana

FROM: Barbara Duggan, Chair, Coordinators' Committee
Applied Design and Communications

RE: Input

DATE: November 29, 1999

In relation to the phrase in question, paragraph 2 under POLICY, the Applied Design division recommends that the phrase state:


Up to 75% of the credits required for graduation in a recognized program may be obtained through either transfer credit and/or prior learning assessment.

Rationale:

Allowing up to 100% credit for PLA is moving too quickly. Kwantlen degrees are new and still need to be accepted externally. PLA is also new and, as yet, not entirely accepted internally or externally. Over time, as was the case with distance education, PLA will likely become more accepted. Kwantlen should wait until that time and then reassess the policy. Allowing 100% credit at this time could well give the impression that Kwantlen offers store front degrees.

cc Coordinators, Applied Design Division

FACULTY OF HUMANITIES

TO: **Ed Council**
C: Robin Russell, Katherine Zmetana, Jim Gunson
FROM: *J* Priscilla Bollo, Humanities Curriculum Committee Chair 
DATE: 27-Oct-99
SUBJECT: PLA RESIDENCY

*Rec'd.
Nov. 19/99*

At the October 8, 1999 Humanities Curriculum Committee meeting, a motion was put forward that, for certificates/diplomas/degrees that require more than 30 credits, PLA and transfer credits may not exceed 80% of the total credit load.

Faculty of Science,
Mathematics & Technology

TO: **Jim Gunson, Chair, Education Council**
C: Katherine Zmetana
FROM: Brian Carr
DATE: October 25, 1999
SUBJECT: Prior Learning Policy

The residency requirement stipulated in the draft Credit for Prior Learning policy was discussed at our October 13 Curriculum Committee meeting. The committee was unanimous that it was unacceptable to permit up to 100% of a program's courses through transfer credit and/or PLA. There was also strong resistance that credit obtained through PLA be accepted as "resident credit".

Considerable debate followed as to what maximum transfer of credit into Kwantlen would be reasonable. It was generally felt that the current maximum of 50% is out of line with the times, yet to go to 100% was inappropriate to qualify for Kwantlen's name on the credential granted. The following motion was eventually agreed to, and passed unanimously:

Moved that: *"Up to 75% of credits required for graduation in a recognized program may be obtained through transfer credit and/or prior learning assessment. Departments will reserve the right to determine upper level residency requirements (excluding PLA)."*



BGC/lm



MEETING DATE: December 6, 1999
AGENDA #: 6
PREPARED BY: Jim Gunson

EDUCATION COUNCIL

ISSUE: Prior Learning Assessment Policy – Residency Requirement

ACTION: On May 3, 1999, Council voted to rescind the PLA motion of April 12, 1999, due to concerns regarding the lack of discussion around the 75% residency component of the Prior Learning Assessment Policy. Council replaced the motion with the following: "THAT Council approve the PLA Policy, except for the component that deals with transfer credit and the residency requirement, and that this policy be further discussed by Council at its September meeting."

Following the April 12, 1999 meeting, broad consultation with divisional curriculum committees ensued. It is now time for Council to consider whether to adopt the recommendations of the PLA Committee to accept PLA as resident credit.

Policy No. B. 14
Reviewed by: Education Council / Management Team
Responsibility: Vice President, Education
TITLE: CREDIT FOR PRIOR LEARNING
APPROVED BY: Management Team
EFFECTIVE: December 1996
REVISED: March 1999 REVIEW: February 2002
RELATED POLICIES: B.8 Credit for Advanced Placement Program Examinations
B.9 Credit for International Baccalaureate Program Courses
B.15 Transfer of Articulated Courses from other Post-Secondary
Institutions to Kwantlen University College

BACKGROUND

Kwantlen University College recognizes that students may have successfully completed course work at another post-secondary institution or have attained significant learning at a post-secondary level from work, training and other experiences outside the formal post-secondary education system. Those who have gained such learning must be able to receive credit for that learning and build on it in pursuing further education within Kwantlen. Credits granted for prior learning may be used to satisfy admission requirements to a program or the requirements for graduation.

POLICY

Kwantlen University College will, when requested by a student and in accordance with established articulation agreements or appropriate evaluation procedures, assess learning that the student has gained through prior course work and/or life and work experiences. Where that learning can be equated to the learning outcomes or objectives of a course or program at Kwantlen, credit will be granted. Credit will normally be granted through transfer and/or prior learning assessment.

Up to 75% of the credits required for graduation in a recognized program may be obtained through transfer credit. Credit obtained through prior learning assessment is accepted as resident credit.

DEFINITIONS

Transfer credit refers to the granting of credit for a course successfully completed at another post-secondary institution or through a professional organization or other agency with which an articulation agreement has been reached. The course may be equivalent to a course offered by Kwantlen University College (assigned credit) or at an appropriate year level in a subject or program area (unassigned credit).



MEETING DATE: December 6, 1999

PREPARED BY: Barbara Melnyk

EDUCATION COUNCIL

INFORMATION ITEMS ATTACHED:

- *CURRICULUM COMMITTEE MINUTES*
- *BCCAT NEWSLETTER (NOVEMBER 1999)*

FACULTY OF SCIENCE, MATHEMATICS & TECHNOLOGY

CURRICULUM COMMITTEE

November 17, 1999

PRESENT: Brian Carr (Chair) Mike Coombes Paul Richard
Suzanne Pearce Dave Verner
Carol Ateah John Inglis

ABSENT: David James Registrar's Office

MEETING CAME TO ORDER AT 4:15 p.m.

1. Approval of Agenda and Minutes of October 13, 1999

Additions to the Agenda:

6. MATH 2232, MATH 2421 – prerequisite changes only
7. Degree Proposal – UBC Bachelor of Applied Science in Integrated Engineering
8. Canada Foundation for Innovation - funding of projects

The minutes of October 13 and the current agenda were approved by consensus.

2. Business arising from October 13, 1999 minutes

Brian has forwarded to Ed Council our Curriculum Committee motion on the Prior Learning Policy.

3. Announcements

There were no announcements.

4. Course Outlines

It was moved by Dave Verner and seconded by Mike Coombes to approve the following course outlines as amended:

AUTO 2312 – Advanced Manufacturing
AUTO 2313 – C++ Programming
AUTO 2319 – Data Networking
AUTO 2320 – Fundamentals of Control System
ELTN 2311 – Signals and Systems
ELTN 2317 – Electronic Circuits
ELTN 2318 – Digital Systems II
ELTN 2319 – Telecom II

The following course outlines were tabled to the next meeting:

5. BC Transfer Credit Evaluation

After considerable discussion on the merits of ENVS 2391 from Langara College, it was agreed that 3 unassigned credits in first year would be granted.

6. MATH 2232 & MATH 2421 - prerequisites

It was agreed that the changes to MATH 2232 and MATH 2421 prerequisites, as presented by John Inglis, would be approved for the Spring 2000 semester.

7. Degree Proposal – UBC Bachelor of Science in Integrated Engineering

Brian handed out copies of the UBC Bachelor of Science in Integrated Engineering degree proposal. He asked that it be read, discussed with colleagues and concerns forwarded to him by December 3rd. He will then pass on any comments to Judith McGillivray.

8. Canada Foundation for Innovation – funding projects

Brian handed out information on CFI. Colleges are now included in the grant money that normally was only available to universities. Currently Kwantlen has some projects in mind that could be submitted once developed – one in the Science area and one in Arts.

9. Date of Next Meeting – Monday December 13, 1999, 9:00 a.m., Surrey Campus

**DIVISIONAL CURRICULUM COMMITTEE
MINUTES**

MONDAY, OCTOBER 18, 1999

SURREY CAMPUS – ROOM # G1140

4:00 pm - 6:00 pm

Present:

Barrett, Cliff (BUSI)
Evans, David
Lee, Gordon

McEachern, Joan
Simon, Richard
Waldie, Kathryn

Western, John
Whitlow, Simon

Absent:

Owen, Derwyn
Lichimo, Marie
Patterson, John

Guests:

Sen, Abhijit

1.0 APPROVAL OF AGENDA

Agenda approved with no changes.

2.0 APPROVAL OF THE MONDAY, OCTOBER 18, 1999 MINUTES

The Monday, October 18, 1999, minutes were approved with the following changes:

4.2 addition: for the degree program prerequisites PLA be accounted for resident credit.

4.3 change: 'out' to 'our'

CARRIED UNANIMOUSLY

3.0 BUSINESS ARISING

3.1 ACCT 2380 PREREQUISITES

Moved by John, seconded by Simon to approve the course outline ACCT 2380 with the addition of ACCT 1130 as one of the prerequisites.

CARRIED UNANIMOUSLY

3.2 PLA / COURSE OUTLINES

Members were asked to take the PLA policy back to their departments for feedback. ACCT & ECON showed no interest. MRKT will convey their comments to Ed. Council.

Further to Judith McGillivray's memo regarding all course outlines showing PLA, Gordon asked that members submit a PLA list for each course outline not on the new template by the November meeting.

CARRIED UNANIMOUSLY

3.3 PROGRAM PREREQUISITES

Continued from the September meeting agenda item 4.3. Many years ago, due to enrollment levels the program prerequisites were reduced especially the MATH prerequisite. The CISY program has explicit program prerequisites, unlike the rest of the programs that have implicit program prerequisites. Part of the issue is the English prerequisite has been changed to a 'B' in ENGL 12 and Communications has changed the prerequisite to also a 'B' in ENGL 12 / COMM 12. Another issue, what is the appropriate MATH requirement? Gordon spoke with Kathy Wainman, Coordinator Admissions, regarding the review of the selecting entry option for our programs. Kathy will forward results of a survey by next week.

Gordon put out a question to the members to find out if our programs should have program prerequisites that currently do not have any, if so what should these prerequisites be for those programs. Appropriate program

prerequisites need to be decided on for our students to allow them the opportunity to be successful in our programs.

*Members were asked to take back to their departments the issue of program prerequisites and report back at the November meeting. Are we wanting to keep them the same or explicit the program prerequisites?
MRKT = ENGL 11-'B' and MATH 11-'C+'*

CARRIED UNANIMOUSLY

4.0 NEW BUSINESS

4.1 ACCOUNTING DEGREE LETTER OF INTENT

Gordon announced that the Ministry approved the Accounting Degree Letter of Intent with positive feedback. Implementation date for the degree is September 2000 with at least one section in Surrey. The next step is the program proposal, which should be together by the end of December. In the meantime focus groups will be set-up to help determine the target group and the course offerings. During the Summer trimester bridging courses will be offered to allow students to pick-up any courses for admissions into the degree for the Fall 2000 semester.

4.2 COURSE OUTLINES

Moved by John, seconded by Kathryn to approve all OADM designation changes to ABTY for the Applied Business Technology Program.

<i>course</i>	<i>changes to</i>	<i>approval</i>
BUSI 2490	revised -- content assessment methods teaching modes learning activities	moved by Kathryn, seconded by Richard with the exception of the teaching modes, which is to be brought forward to the faculty association
ABTY 1271	new outline -- calendar description learning objectives employability skills teaching modes	moved by Kathryn, seconded by Simon with the specific examples under the employability skills
ABTY 1287	new outline -- course number credits PLA teaching modes	moved by Kathryn, seconded by John
ABTY 1288	new outline -- course number credits calendar description prerequisites PLA teaching modes	moved by Cliff, seconded by Abhijit

CARRIED UNANIMOUSLY

5.0 OTHER BUSINESS

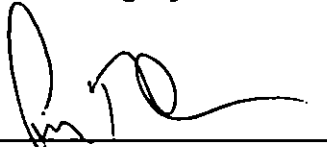
No other business was discussed.

6.0 NEXT MEETING

Next meeting is scheduled for Monday, November 8, 1999 at the Surrey campus in room #G-1140 at 4:00pm.

7.0 ADJOURNMENT

The meeting adjourned at 6:00pm.



Gordon Lee
Dean, School of Business

/kkd

c:

April Andrews
Arthur Coren
Eugenia Culham
Iris Goodlet

Robert Gore
Zoë Johnston
Marnie McFarlane
Judith McGillivray

Barbara McInyk (30)
David Sale
Abhijit Sen
Lance Shandler

Barb Smith
Douglas Smith
Peter Thesiger
Kathryn Waldie

FACULTY OF HUMANITIES
Curriculum Committee Meeting Minutes
Friday, October 22, 1999 at Room 1355, Richmond

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

Scott McBride was introduced to other members of the committee.

1. Approval of Agenda of October 22 and Minutes from September 17, 1999

Agenda:

Add: 2. Course Outline-New – A018A (CE ESL course)(Rhondda Porter)
4. a) PLA (David Wiens)

Change: 2. Course Outline-Revisions – remove CRWR 1110

The agenda and minutes were approved as amended.

2. COURSE OUTLINES – REVISIONS

As per a memo from Judith McGillivray circulated earlier, Priscilla reminded departments to send in PLA pages for course outlines not due for revision.

FREN2310, 2410 (general update)

Tabled – Patricio needed to check with course designer.

Action: Patricio

CRWR1100 (prerequisites)

To align with changes in English, the prerequisites for English 12 grade was changed to B. It was requested that the correct abbreviation of ACPE be used for all English prerequisites.

Action: Celia

Bob Attridge **moved** and David Wiens **seconded** that the changes be approved.

Carried

PHIL1150, 1250 (general update)

Priscilla pointed out certain shortcomings in using phrases such as 'resemble the following' or 'such as' in Assessment Methods and Learning Resources. The adherence to a recommended assessment format or textbooks used relies largely on the instructor's willingness to conform.

Bob was concerned that students are using PHIL courses as substitutions for English when transferring to universities yet they have no English prerequisites. There was a lengthy discussion and the outlines were passed with the caveat that the two logic courses are not substitutable for English courses. Priscilla will confirm with Counselling.

Action: Priscilla

It was felt that students successes are in direct correlation with prerequisites. The two logic courses require students just to translate, using English, rules into symbols. Once achieved, English is not a main concern in the furtherance of the study. Students are successful in the courses and there is no imminent need to add an English prerequisite.

The Assessment Methods for PHIL1150 need to be rewritten. Doran will check and advise.

Action: Doran

Ann Talbot moved and Patricio Ramirez seconded that the outlines be approved.

Carried

COURSE OUTLINES – NEW

A018A (CE ESL)

Continuing Education runs cost-recovery courses on an as-needed basis. Their students are mainly those who do not need credits, or who cannot attend classes during regular class hours, or in some instances, are unaware of the difference between a CE course and a credit course. ESL/ELT/ACPE felt a need to maintain certain standards for language courses offered through CE. Rhondda seeks input on a proposed approval process sheet for courses offered through CE (attached). A018A is the first CE course to be vetted through the Humanities Curriculum Committee using the proposed process. It was prepared by the instructor teaching the CE course and reviewed by the ESL department. Courses such as this attract those who failed to enroll in ESL due to its long waiting list. Priscilla would like to consult with Jim Gillis regarding this process prior to committing. By formalizing the CE courses, the departments are actually performing a service of expertise for CE.

Action: Priscilla

There was a concern of the caliber of CE instructors should they be recognized as members of the faculty population.

Rhondda asked if Departments could examine the process and provide a second opinion.

Action: All

The course outline was examined and commented on. There was a question regarding the class size. Rhondda advised that class size would vary according to the caliber of the instructor. A regular faculty member is paid different than an externally hired instructor.

3. UNFINISHED BUSINESS

- a) SFU proposed Humanities Major Program (from May 28)
Postponed to the next meeting.
- b) Proposed Associate Degree of Arts in Humanities (from May 28)
Postponed to the next meeting.
- c) PLA – list of institutions
Response from Katherine Zmetana received and distributed.

Action: All

4. NEW BUSINESS

- a) PLA
David sought input re a request regarding PLA. One of his students, after attending class for a few weeks and missing the withdrawal date, approached him re the possibility of converting the existing arrangement to that of PLA, i.e. to sit in the final examination only. According to David, the student should have no problem should she choose to do so. Opinions varied. Some of them are as follows:
 - It was felt that there might be an adverse effect on other students.
 - Even though a student is proficient in the subject, there is always something else that can be learned from an instructor.
 - There is no reason why the student cannot be allowed to switch to PLA if the instructor is okay with it.

5. ADJOURNMENT

The next meeting will be held on Friday November 19, 1999 at the Richmond campus.

Proposed Approval Process for new Humanities Courses offered through CE

In order to ensure that all humanities courses which are offered through Continuing Education meet certain standards, the following policies and procedures are suggested.

Humanities C.E. Course Approval Process:

- 1) The course outline for the proposed course is submitted to the relevant departmental curriculum committee using the standard form for course outlines.
- 2) The course designer and the department supporting the course consult with Continuing Education about the potential demand for the course, scheduling, fees, etc.
- 3) After review by the relevant department and consultation with C.E. the course is submitted to the Humanities Curriculum Committee for approval.
- 4) The approved course is sent to Continuing Education as a finished proposal.

Obviously, if the department plans to offer the course for credit, it must be submitted to the Curriculum Sub-committee of Education Council for final approval.

Instructors for Humanities C.E. Courses

- 1) The course designer will not necessarily be the instructor.
- 2) The relevant department search committee will decide who is to best qualified to teach the course.
- 3) Preference will be given to qualified faculty who have less than full-time work. Regular faculty who wish to teach the continuing education courses will take an equivalent reduction in regular teaching hours.

Administration of Humanities C.E. courses

- 1) Courses developed by a specific department and offered through C.E. should be clearly identified. This information will be kept on file in C.E. with other course information.
- 2) If there are concerns about a course or if C.E. or the instructor would like to propose changes, the chair of the department which is supporting the course should be contacted directly.
- 3) If the instructor selected by the department is unable or unwilling to continue to teach the course, the chair of the department should be contacted. The departmental search committee will then decide who is best qualified to teach the course. Preference will be given to qualified faculty within the department who have less than full-time work. If necessary, a new search will be conducted.

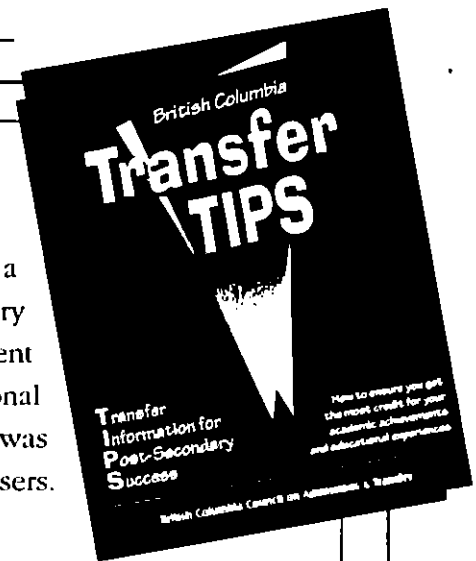
Newsletter

NOVEMBER 1999

BRITISH COLUMBIA COUNCIL ON ADMISSIONS & TRANSFER

Transfer TIPS Handbook Released

B.C. Transfer TIPS (Transfer Information for Post-Secondary Success), a handbook for students who transfer credits between B.C. post-secondary institutions, was recently released. *TIPS* includes information, student quotes, and a personal planning page. Copies are available at institutional advising offices and on the BCCAT Web site at: www.bccat.bc.ca. *TIPS* was overseen by an advisory committee and tested among students and advisers. The input received from across the system was invaluable.



Notes From Some 1999 Articulation Committee Meetings...

TRANSFER INNOVATIONS PROJECTS

IN THE SPRING all transfer-related articulation committees were invited to submit proposals for a Transfer Innovations Project. These projects are designed to encourage the development of flexible and innovative transfer arrangements between B.C. post-secondary institutions. In September projects from the following committees were approved and are now underway — Earth Sciences, Environmental Programs, Forestry, Hospitality Management, Music, Physical Education & Kinesiology, Theatre, and Tourism Management. It is anticipated that additional funding will be available next year for more projects. A future BCCAT publication will describe the Transfer Innovations initiative in more detail.

THE NEED for instructors to have cross-cultural training was one of the issues discussed by the Home Support/Resident Care Attendant AC... The Chemistry AC hopes that retiring instructors can be involved in developing a new textbook... Prior Learning Assessment for students enrolling in language studies is essential but often difficult, agreed members of the Standing Committee on Language Articulation (SCOLA)... Both the chair and the secretary of the Plumbing and Pipefitting AC attend the regular meetings of the Piping Trades Advisory Committee... Sharing American Sign Language instructors between institutions helps to broaden the variety of language models available to students... The Carpentry AC would like to see high school counselors become familiar with apprenticeships in the trades... After surveying institutional libraries, members of the History AC expressed concern about a lack of resources throughout the system... The Welding AC plans to invite colleagues from Alberta and Washington to

attend future meetings... Fee-free ABE courses have meant that ESL students tend to register for them rather than for Adult ESL courses. The Adult ESLAC is concerned about this trend... The ABE Steering Committee discussed at length the implications of the new "Adult Dogwood," a common credential for adult graduates of both colleges and secondary schools... The Auto Parts & Light Warehousing AC plans a re-write of the Partsperson Learning guides... The Visual Arts AC is now Visual Arts and Design reflecting the broader range of art programs in B.C.

ASSOCIATE DEGREE REVIEW TASK FORCE

BCCAT's Associate Degree Review Task Force has tentatively reached agreement on draft revisions to the curricular requirements for the Associate of Arts and Associate of Science degrees. The Task Force is also examining the feasibility of obtaining improved transfer

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credit arrangements at universities and university colleges for students with an Associate Degree. Further consultation with the system will occur before finalizing recommendations for changes to the existing requirements.



John Dennison



Bob Brown

CHANGES IN COUNCIL MEMBERSHIP

PLA & Transfer Credit

FORMAL GUIDELINES regarding the awarding of credit earned through Prior Learning Assessment have been endorsed by the Ministry of Advanced Education, Training & Technology, which recommended that they be accepted by all post-secondary institutions. The guideline that created the most discussion pertained to the transcribing of courses completed by PLA. A compromise resolution was adopted that stipulates:

Credit awarded as a result of the assessment of prior learning will be identified as such on the transcript issued by the institution and transfer credit will be granted on the same basis as is granted for equivalent courses as identified in the B.C. Transfer Guide (or in other formal transfer arrangements).

In the light of these recommendations many institutions are currently in the process of developing or refining their PLA policies and publishing them in calendars. Meanwhile, BCCAT recommends that students applying for PLA credit, and intending to transfer to another institution in the future, check with all relevant institutions regarding their PLA policies.

OUTGOING CO-CHAIR:

Dr. John Dennison, Professor Emeritus of Administrative, Adult & Higher Education, UBC, who served for six years as Co-Chair, completed his appointment on August 31. His wit, wisdom, and insight into the many aspects of the Council's work made him a valuable member of the team, and he will be greatly missed.

THANK YOU TO OUR OUTGOING MEMBERS:

BCCAT is indebted to the following individuals who served on Council for several years: Sheila Colbert-Kerns, Dean, Student Services & Instruction, Malaspina University-College; Ken Harvey, Principal, Greater Vancouver Distance Education School; Sid Mindess, Professor of Civil Engineering, UBC; Susan Witter, President, Douglas College; Rachael Donovan, Vice President Academic, College of New Caledonia; and Michael Weiss, Principal, Columbia College.

INCOMING CO-CHAIR:

Council welcomes **Dr. Bob Brown**, recently retired President of the Burnaby Mountain Community Corporation of Simon Fraser University, as the incoming Co-Chair. Dr. Brown served as Dean of Arts, member of Senate and Chair of the Harbour Centre Planning Committee at SFU, where his outstanding contributions were recently honoured when the Classroom Complex was renamed the Robert C. Brown Hall.

WELCOME TO OUR INCOMING MEMBERS:

Newly appointed are: Rick Carruthers, Director of Instruction & Community Education, Maple Ridge School District; Beth Davies, Director, Western Region, Northwest Community College; Valerie Dunsterville, Dean of Student & Education Support Services, Langara College; Neil Guppy, Associate Vice President, Academic Programs, UBC; Greg Link, Registrar, Malaspina University-College; and Barbara Partridge, recently retired as Managing Director of Burnaby College.

ONGOING COUNCIL MEMBERS ARE:

Dileep Athaide, Instructor, Capilano College; Roger Barnsley, President, University College of the Cariboo; Roger Blackman, Associate Dean of Arts, SFU; Terry Jean Crawford, Instructor, UBC; Michael Longton, Director of the School of Music, UVic; Ann McArthur, Office of Technology Degree Studies, BCIT; Jaimie McEvoy, Canadian Federation of Students; Martin Pelter, Provost, Open University; Deborah Poff, Vice President Academic, UNBC; Maureen Shaw, President, College Institute Educators' Association; and Terry Sherwood, Associate Vice President Academic, UVic.

BRITISH COLUMBIA COUNCIL ON

ADMISSIONS & TRANSFER

SUPPORTING BC
EDUCATION SYSTEM

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 Administrative Assistant: Jean Karlinski – jkarlins@bccat.bc.ca
 Transfer Guide Co-ordinator: Raymond Bendall – rbendall@islandnet.com

MEETING DATE: December 6, 1999
AGENDA #: 4.2
PREPARED BY: Barbara Melnyk

EDUCATION COUNCIL

ISSUE: Curriculum Approval

ACTION: THAT the following new course outlines be approved, subject to revisions:

POLI 2155 – Contemporary Political Conflict
HRTA 1352 – Principles of Parks Maintenance Mgmt.
SETA 1220 – Introduction to Practice as a Teacher Asst.
SETA 1270 – Practicum I

DISCONTINUATION OF COURSES

HRTA 1350 – Principles of Parks Maintenance
(To be replaced by HRTA 1352 – same course, but with revisions and 0.5 increase of credit)

JRNL 2310 – Marketing You Publication
(Replaced by JRNL 2352 – Research and Investigative Techniques)

GRVD 1151 – Technology of Graphics
(Course has not been offered for a number of years and there are no plans to offer it in the future)

Entire set of 24 FASH (old diploma) courses: FASH 1100, 1110, 1120, 1130, 1140, 1200, 1211, 1220, 1230, 1240, 1250, 2300, 2310, 2311, 2313, 2320, 2331, 2340, 2400, 2413, 2414, 2420, 2430, 2481.
(These courses will no longer be offered now that the four-year program is in place)

4 FASN courses: FASN 1221, 1222, 2221, 2222
(Originally offered as phase-in courses for returning students in 1st and 2nd years. They will no longer be offered)

ACCESS 2000
Motion of Support

Whereas the federal government has accumulated a \$ 12 billion surplus by cutting health, education, unemployment insurance, welfare, and other social programme spending; and

Whereas the gap between the rich and poor is growing each year and

Whereas the Canadian Federation of Students has launched the Access 2000 campaign for higher education; and

Whereas the campaign includes the call for a cross-Canada Day of Action on February 2nd, 2000, to demand the restoration of social programme spending, a tuition freeze in every province, and the implementation of a national system of grants; and

Whereas only a united fight back can reverse the cuts to social programme spending; therefore

Be it resolved that Kwantlen University College endorse the Canadian Federation of Students' Access 2000 campaign, including the call for a cross-Canada Day of Action on February 2nd, 2000; and

Be it further resolved that Kwantlen University College endorse the cross-Canada Day of Action by granting a penalty free day for students to attend the rally; and

Be it further resolved that this support be communicated to all members of Kwantlen University College as well as the Canadian Federation of Students.

International Education
Meeting of Friday, December 17, 1999

Notes

Attendance:	Derek Francis Carol Ateah Maira De Silva Jody Gordon	Penney Grylls Lisa McIntosh Susan Morris Derek Nanson	Lisa Riedler Barbara Smith Alice Wong
Regrets:	Priscilla Bollo Carl Chiko	Martyn Williams	

Homestay Update – Lisa McIntosh

There are 19 students, 15 international and 4 Canadian, participating in homestay this semester. In January two additional Canadian students will participate in homestay.

Lisa is working toward establishing a lower mainland homestay association and implementing guidelines and standards for members to follow.

Commencing this January all host families will be required to undertake a criminal records check.

Language Buddy Program – Lisa McIntosh

The Language Buddy Program matches international students with local Canadian students for cultural language exchange. Although the program was slow to start, with five volunteers, the international students have enjoyed participating in evening events such as theatre sports, movie night, and Karaoke.

Summer English Immersion Program – Lisa McIntosh

This program is scheduled to commence in late May and end in late June. The cost is approximately \$2,000 and the program is open to international students.

Action: Lisa McIntosh to provide Derek Francis with a supply of program brochures for him to take abroad in January.

International Education Update – Barbara Smith

Kwantlen has 224 international students enrolled in the Spring semester.

Barb has just returned from two recruiting trips, one in North East Asia and the other in India.

- There were approximately 9,000 students at the fair in Korea. Normally this would be an excellent market for Kwantlen as Canada issues the most student visas to Korean applicants. Unfortunately, the Korean market is looking for full-time ESL schools and until Kwantlen is able to provide a full-time ESL program at all levels we are not in a good position to tap into this market. The lack of an easy flow through from ELT through ESL to post-secondary is a concern.

- There is great potential to market in India. Kwantlen will work to reach students in their 10th standard (equivalent to our Grade 10) as this is when they make decisions about what educational stream to follow – Arts, Commerce, or Science.

International Education Update – Alice Wong

Alice is responsible for handling and developing international contracts for cost recovery and revenue generating initiatives. In addition, she assists in the recruitment of students particularly in the Asian market.

Active Projects

1. Through a partnership with VCC, Kwantlen has been working closely with the WuXi University of Light Industry. In March 2000, ACCC will no longer fund the WuXi Enterprise Training and Research Centre, a Centre that focuses On Canadian business skills and connections.
2. Kwantlen is finalizing an ACCC project application that will involve the Dalian Institute of Light Industry. The first stage of Kwantlen's involvement with Dalian was the field testing of a newly developed project application questionnaire.

Possible Partnerships Under Investigation

1. Dalian School of Design and School of Business to "Train the Trainers" to develop curriculum for the training of unemployed women.
2. NingBo University – first 2 years of Interior and/or Fashion Design
3. Other institutions have approach Kwantlen for partnership and we are seeing whether or not they meet some basic criteria, such as charging Canadian fees, using our curriculum, and have something to offer us.
4. Beijing – working with one University of Commerce.
5. Working with an international high school in Kunming which operates on the Ontario curriculum and teaches the final two years in English.
6. Proposal – 'North America Mobility Project' which involves a partnership with Mount Royal College, 2 USA institutions, and 2 Mexican institutions to establish exchanges in the Interior Design area.
7. BCCIE – Bidding for contracts in Vietnam to provide vocational upgrading and teacher training ESL upgrading

Other

Plan to work in Hong Kong, particularly with the Hong Kong Polytechnic University.

International Students Use of Counselling Services – Susan Morris

The number of international students requiring counselling services has increased because of the orientation and referrals from ESL instructors, Barb, and Lisa. Counselling is being sought to help with issues such as:

- Student frustration with part-time studies
- Pressures from family
- Worthwhile activities to fill their time

- Teaching/learning relationships – intervention is sometimes required to repair
- Lack of interest
- Homesickness, failures, illness or injury – may not have adequate support systems

It is felt that more outreach is needed and perhaps the development of a transitional course that combines study skills, career exploration, and cultural bridging. A mentor program would also help those students who are having difficulty adjusting.

Action: Derek Nanson to meet with Barbara Smith, Lisa McIntosh, Susan Morris, Moira De Silva, Laura Mathay, and Anne Talbot to explore the development of a transitional course.

Derek Francis to consider an additional position in international education to allow the provision of more outreach and advising service to international students.

TO: **Barb Melnyk**
C:
FROM: **Brian Carr**
DATE: **December 16, 1999**
SUBJECT: **Course Outlines**

You recently returned a number of course outlines which require further modifications before Education Council will approve them. Many of the suggested changes involve long-standing wording in the older version, and in no way reflect curriculum changes.

Frankly, I find the exercise insulting to our Curriculum Committee who review all course outlines (for new courses as well as for those up for review) in a very thorough manner.

I will take these suggested changes back to the designer, but if this continues in future reviews I will suggest bypassing our Curriculum Committee and forward all course outlines directly to Education Council.

I recognize that Education Council wants to ensure that it's new course outline profile is being followed, and I also recognize the need for Education Council to review and approve all new courses. However, the current practice is both unnecessary and damaging.



BGC/lm

Barb
I know you are just
the recorder for the committee,
but this whole process
is a big frustration



MEETING DATE: December 6, 1999
AGENDA #: 2
PREPARED BY: Barbara Melnyk

EDUCATION COUNCIL

ISSUE: Approval of Education Council Minutes

ACTION: THAT the Minutes of the November 1, 1999 Education Council meeting be approved.



EDUCATION COUNCIL

November 1, 1999 – 4:15 p.m.
Surrey Campus Boardroom (G2110)

MINUTES

<u>Present</u>	Larry Anderson Priscilla Bollo Roni Clubb Linda Condell Jack Finnbogason Derek Francis Charon Graham Carolyn Granholm	Jim Gunson (Chair) Jim Jamieson Wayne Jeffrey Judith McGillivray Robin Russell Ron Shay Newton Wainman Barbara Melnyk (Recorder)
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Regrets
Dave Hardy
Julie Hobart
Barbara Smith
Skip Triplett

Guests
Mark Stephens (President, KCSA)
Doug Wiebe

1. Confirmation of Agenda

Add: #8 – Proposal for a Common System of Identifying Students' Deficiencies and Remediating Them
The revised Agenda was confirmed.

2. Approval of Minutes

Moved by R. Shay, seconded by N. Wainman,
THAT the Minutes of October 4, 1999 be approved as distributed.
CARRIED

3. Chair's Report

Following the last Council meeting, it was brought to our attention that there had not been sufficient consultation with the Horticulture Division prior to Council's approval of the Golfcourse/Turfgrass Maintenance Program. Jack Finnbogason, Acting Dean of Horticulture and Equine Studies, reported that the relevant parties in Customized Training and Contract Services and Horticulture have now met and are working toward agreement.

The Chair remarked that he would review procedural guidelines to ensure that consultation with specific areas takes place prior to program/curriculum approval.

Robin Russell reminded Council that there are issues regarding language testing scores that still need to be clarified for the Golfcourse/Turfgrass Program. She suggested that we ensure there is a procedure in place to check on this as well.

4. Committee Reports

4.1 Degree Program Assessment Committee

Judith McGillivray reported that Dana Cserepes, John Slattery and herself recently travelled to Victoria to meet with Ministry officials about the non-degree approval process. Kwantlen is seeking assistance from other institutions to determine how much depth is necessary for non-degree Letters of Intent. Associate degree proposals now require Ministry approval. Any programs that assign credit will require Council and Ministry approval. Kwantlen asked the Ministry to make the non-degree application process as close to the degree proposal as possible. Ministry are currently looking at the credential issue with respect to length of time and content.

The Chair stated Ministry revisions to the degree approval process, and subsequent comments by DPAC, were examined by Council's executive. A final document will be distributed once it is received.

4.2 Curriculum Approval

Moved by R. Shay, seconded by L. Anderson,

THAT the following course outlines be approved, subject to revisions.

NRSG 4210 – Health: Transitions

NRSG 4220 – Professional Growth: Transitions

NRSG 4240 – Nursing Practice 7

CAHS 2100 – the Reflective Practitioner

HSWC 1205 – Wellness: Taking Care of Self

HSWC 1210 – Group Dynamics

HSWC 1245 – Community Living

CSWC 1275 – Professional Practice II

CSWC 1285 – Personal Care – Community Support Workers

LBED 4900 – Community Involvement and contribution

EQUA 1175 – The Psychology of Equine Communication and Training

FASN 4210 – Fashion Business Practices

FASN 2250 – The Business of Fashion

(Further to Council's meeting of September 13, 1999, the Business Division was consulted and changes were made to FASN 4210 and 2250 to add Marketing prerequisites).

EDUCATION COUNCIL MINUTES

November 1, 1999

Page 3

In reviewing the LBED 4900 course outline, it was noted that there is a need for more comprehensive bibliographies in degree courses such as this one.

ACTION: The Chair will insert a statement in the Course Outline Manual regarding the need for a comprehensive bibliography for upper level courses.

- 4.3 Grant Applications Panel (*see #6*)
- 4.4 International Education – No report
- 4.5 Prior Learning Assessment – No report
- 4.6 Intake Testing and Assessment Committee

Robin Russell reported that this is an active and productive committee, however there is a concern with regard to some committee members not showing up on a regular basis. Ken Freeborn (Trades) has submitted his resignation due to a conflict between the current meeting schedule and his teaching timetable.

ACTION: Robin will seek new committee members from Trades and from Horticulture or Equine Studies.

Robin reported also that the Intake Testing and Assessment Committee is still involved in a comprehensive review of the student interview process, and is looking at remediation and skills development in the college sector. This will involve a checklist for programs to use on how to evaluate criteria for entrance into programs.

5. Registration Issue

Following an extensive discussion, Council members agreed to create a small Task Force that would gather data on the effect of Kwantlen changing registration priority for students. The following Council members agreed to participate: Derek Francis, Roni Clubb, Wayne Jeffrey, Jack Finnbogason, Robin Russell and Charon Graham. In addition, Mark Stephens, President, Kwantlen Student Association, has agreed to sit on the Task Force.

6. Review of Grant Applications Panel Criteria

Doug Wiebe reported on behalf of John Slattery, and asked for input from Council.

In #3 of the memo from John Slattery, it is stipulated that applications will be received from “an approved, Collective-agreement-covered program”, but not from a program “whose faculty are not covered by the faculty Collective Agreement”. Under this provision, some CE areas would qualify but not others. This criteria caused some concern, and was referred to the Labour Management Relations Committee (LMRC).

Moved by R. Russell, seconded by L. Anderson,
THAT Council approve the Grants Application Panel criteria, subject to recognizing that item #3 (as above) is outside Council jurisdiction and will require further discussion at LMRC.

CARRIED

7. English Language Skills Survey

The Chair stated that the Intake Testing and Assessment Committee are reviewing this document in detail. Council members were provided with the Executive Summary.

8. Material Distributed Identifying Student Deficiencies and Providing Remediation

On discussion, it was noted that this may be material of interest to the Registration Task Force.

This particular initiative would assess all incoming students regardless of GPA or program requirements. Deficiencies will be identified and students would take courses to address any deficiencies, while enrolled in other courses.

Moved by R. Clubb, seconded by W. Jeffrey,

THAT Council supports the initiative to identify student deficiencies and provide remediation where needed.

CARRIED

9. Next Meeting:

The next meeting will be held on December 6, 1999 at 4:15 p.m. in the Surrey Campus Boardroom (G2110).

10. Adjournment

The meeting adjourned at 6:05 p.m.



MEETING DATE: December 6, 1999
AGENDA #: 5
PREPARED BY: Jim Gunson

EDUCATION COUNCIL

ISSUE: Draft Policy: Principles of Educational Alliances

INFORMATION: The attached is an "ends policy" approved by Kwantlen's Board of Governors.

Since this potentially relates to matters of articulation, Council is being asked to review it and submit any comments to the Board.



Kwantlen

UNIVERSITY COLLEGE

Section No.

Policy No.

Approved by: Board of Governors

Effective:

Revised:

DRAFT POLICY PRINCIPLES OF EDUCATIONAL ALLIANCES

Kwantlen University College supports educational alliances that

- are consistent with Kwantlen's mission, values and goals;
- enhance the access to, and the quality and relevance of, education and training by providing additional resources; and
- facilitate excellence in teaching, learning and scholarship.

29 Feb 1999

*- Joint and bank one
articulation
- operational policies
re ed. partnerships
articulate w
the private
providers*



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[Return to Kwantlen's Home Page](#)

*Change from
'partnerships' what
has specific usage
meaning.*

*Issues 7
Communicate down
to dept. level.
Henderson re Ethical
Skills: Operational Policies
Jack P. sees a problem
in day to day political*