



EDUCATION COUNCIL

**January 10, 2000 - 4:15 p.m.
Surrey Campus Boardroom (G2110)**

A G E N D A

1. Confirmation of Agenda
2. Approval of Minutes (*December 6, 1999*)
3. Chair's Report
4. Committee Reports
 - 4.1 Degree Program Assessment Committee
 - 4.2 Curriculum Approval
 - HRTT ____ - Home Garden Turf and Landscape
 - HRTT ____ - Home Garden Plant Care and Quality
 - EASL 1191 - English Upgrading for ECE/EAL Level 1
 - EASL 1291 - English Upgrading for ECE/EAL Level 2
 - EASL 1391 - English Upgrading for ECE/EAL Level 3
 - 4.3 Grant Applications Panel
 - 4.4 Liberal Education Curriculum Committee
 - 4.5 International Education Committee
 - 4.6 Prior Learning Assessment
 - 4.7 Intake Testing and Assessment Committee ; *Focus on getting data*
5. The Academic Schedule (*att'd*)
6. Committee on Educational Futures (*att'd*)
7. Entry Requirements for Commercial Floristry (*att'd*) *72. LIB ED Motion*
8. Next Meeting: February 7, 2000 - Surrey Campus Boardroom (G2110)
9. Adjournment

*KESA: Support for
Day of Action initiative
Reverts free day -
Students to attend
Rally in support
"agenda"*

Attached for Information

Curriculum Committee Minutes

Learner Support and Success: Determining the Educational Needs for Learners in the 21st Century

Article 11.03 - Grants Application

Letter of Intent: Bachelor of Journalism - Approval Letter

Letter of Intent: Bachelor of Applied Arts, Major in Psychology - Approval Letter

Ed Council: Jan 10 2000

Chair: U. College need to cooperate
meaning: non traditional degree?

Letter intent for Degree in Journalism + ^{Admin} Psychology has
been accepted

Committee on Academic Schedule:

- length of semester
- exam schedules

Educator Salary

Very very planning
Educational priorities

The Lib Ed. Curriculum Committee:

Post period

[need to send this out]

Does this take
power away from
the curriculum
committee?

Justification
level up
for reduced
degree program



Additional Agenda Item for the January 10, 2000, Kwantlen U.C. Education Council Meeting

Motion:

That the Liberal Education Curriculum Committee be given the mandate of reviewing the liberal education component of proposed degree programs and making recommendations to Council on this topic.

in conjunction with the degree proposals

Rationale:

In the past the Committee has proposed liberal education outcomes for degree programs and has been responsible for approving individual courses. This addition to its mandate allows it to play a broader role in ensuring that the outcomes are achieved and that the liberal education is implemented in the best interests of students and the University College.



MEETING DATE: January 10, 2000
AGENDA #: 2
PREPARED BY: Barbara Melnyk

EDUCATION COUNCIL

ISSUE: Approval of Education Council Minutes

ACTION: THAT the minutes of the December 6, 1999 Education Council meeting be approved.



EDUCATION COUNCIL

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

MINUTES

Present

Larry Anderson
Roni Clubb
Linda Condell
Jack Finnbogason
Derek Francis
Carolyn Granholm
Jim Gunson (Chair)
Dave Hardy
Julie Hobart

Jim Jamieson
Barbara Melnyk (Recorder)
Robin Russell
Ron Shay
Newton Wainman
Jeremy Williams
Skip Triplett

Regrets

Priscilla Bollo
Charon Graham
Judith McGillivray

1. Confirmation of Agenda

The Agenda was confirmed as distributed.

2. Approval of Minutes

The Minutes were approved as distributed.

3. Chair's Report

The Chair received e-mail notification from Priscilla Bollo that the Communications and Philosophy departments are interested in raising entrance prerequisites in the same way the English department did. It is likely that the Board of Governors will want to see the same justification as they required for the changes in English prerequisites.

Ministry has approved the Letter of Intent for a Bachelor of Applied Journalism to advance to the Full Proposal stage.

4. Committee Reports

4.1 Degree Program Assessment Committee – No report

4.2 Curriculum Approval

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

Discontinuation of Courses:

HRTA 1350, JRNL 2310, GRVD 1151, FASH 1100, 1110, 1120, 1130, 1140, 1200, 1211, 1220, 1230, 1240, 1250, 2300, 2310, 2311, 2313, 2340, 2400, 2413, 2414, 2420, 2430, 2481 and FASN 1221, 1222, 2221, 2222.

It was noted that the FASN courses from 2400 upward would be discontinued in April 2000.

Moved by J. Hobart, seconded by L. Anderson,
THAT the above courses outlines be approved.

CARRIED

4.3 Grant Applications Panel – No report

4.4 Liberal Education Curriculum Committee

The Chair remarked that there would likely be a meeting scheduled to discuss the liberal education courses required for Fashion's Full Program Proposal.

4.5 International Education – No report

4.6 Prior Learning Assessment – See item #6

4.7 Intake Testing and Assessment Committee – No report

5. Draft Policy: Principles of Educational Alliances

The Chair stated that this is a Board "Ends" Policy. The Board of Governors sets general statements about what the University College should be doing. Since this potentially relates to matters of articulation, Council is being asked to review it and submit any comments to the Board.

Skip Triplett remarked that this is partially a result of the necessity to have policy on educational partnerships. The policy itself talks about articulation with high schools and any other institutions, and ensures that we do not do anything that isn't consistent with our values simply because of a revenue or donation opportunity. The word "partnership" was changed to the word "alliance" because of the legal meaning behind the word "partnership". For instance, Kwantlen might be held responsible for monetary costs if it was in a partnership with a company that went bankrupt. Also, the Board is concerned because Kwantlen is now articulating in the trades and giving credit to students in the trades.

Concern was expressed around the use of the word "educational".

Moved by R. Shay, seconded by J. Finnbogason,
THAT the word "educational" be deleted from the policy.

CARRIED

Moved by R. Shay, seconded by L. Anderson,
THAT the Policy, "Principles of Alliances" be accepted.

CARRIED

6. Prior Learning Assessment Policy – Residency Requirement

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

Prior Learning Assessment Policy – Residency Requirement (cont'd.)

The Chair provided detail in terms of responses he has received from various divisions.

On discussion, it was noted that although it has been past practice for universities to limit residency requirement to 50%, this does not reflect the college sector environment. At Kwantlen, there are a significant number of part-time students who have acquired credits at a variety of other institutions.

No motion was made.

7. Next Meeting: January 10-, 2000 – 4:15 p.m. – Surrey Campus Boardroom (G2110)

8. Adjournment: The meeting adjourned at 5:30 p.m.



MEETING DATE: January 10, 2000
AGENDA #: 4.2
PREPARED BY: Barbara Melnyk

EDUCATION COUNCIL

ISSUE: Curriculum Approval

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

HRTT ____ - Home Garden Turf and Landscape
HRTT ____ - Home Garden Plant Care and Quality
EASL 1191 – English Upgrading for ECE/EAL Level 1
EASL 1291 – English Upgrading for ECE/EAL Level 2
EASL 1391 – English Upgrading for ECE/EAL Level 3



MEETING DATE: January 10, 2000
AGENDA #: 5
PREPARED BY: Jim Gunson

EDUCATION COUNCIL

ISSUE: The Academic Schedule

ACTION: THAT the Education Council work with the Registrar's Office on how the Academic schedule, including the examination schedule, should be established.

The Academic Schedule

Motion:

That the Education Council work with the Registrar's Office to determine how the Academic schedule, including the examination schedule, should be established.

Rationale

Advising on the "setting of the academic schedule" is one of the roles assigned to Education Council.(Section 23(1)(h) of the Act.) We have not previously taken up this role. I feel it is now time for us to do so, as the provision of a Spring break and the exam timetable before Christmas have raised a number of concerns.

Length of Semester

The current 14 week semester, with four hours per week of class (three at night) for a 3 credit course, has been in effect for 30 years. The intention was to provide "college students" with the extra instruction perceived necessary. Other institutions have shorter semesters. With a few exceptions, semesterized courses have started after Labour Day. The Fall semester suffers from three statutory holidays; the Spring usually has two, with a Spring break adding two more.

Now is a good time to review this practice, soliciting opinion from all segments of the Kwantlen Community.

Exam Schedule

The current practice of setting a final exam schedule late in the semester is also of long standing. Its major deficiencies are its lateness and the length of time taken. It is worth examining who exams are scheduled at other institutions and seeing how these might suit Kwantlen. The goal would be to try, as far as possible, to find a scheme for time tabling finals which would be derived from the class schedule.

Scheduling Finals is a technical exercise and potential schemes must be examined with reference to the specific requirements of programs and departments. The exams requested in previous semesters provide a basis for this work.

Process

It is unlikely that schemes can be found to suit everyone. Any scheme represents a compromise between divergent needs. For this reason there needs to be wide consultation, in particular with Curriculum committees.



MEETING DATE: January 10, 2000
AGENDA #: 6
PREPARED BY: Judith McGillivray

EDUCATION COUNCIL

ISSUE: Committee on Educational Futures

ACTION: Although the Committee on Educational Futures is appointed by and formally reports to the Vice President, Education, its recommendations will be developed through extensive dialogue with Kwantlen's educational departments and service areas and administrative groups. Its processes will be transparent, and there will be multiple opportunities for input and review. The outcomes of its deliberations will be subject to review by the Education Council and by the Board of Governors.

Council is asked to review the attached and provide comments.

COMMITTEE ON EDUCATIONAL FUTURES (DRAFT)

PURPOSE

The purpose of this Committee is to provide the Vice-President Education with advice as to where and how Kwantlen University College should develop its educational offerings. It will take into account:

- its current mix of programs and courses,
- the hopes and visions of its internal communities,
- its external communities (regional populations, employers, other post-secondary institutions),
- institutional and ministry priorities (learning outcomes, PLA; facility utilization, etc.),
- technology,
- its funding base

It will do this by engaging the Kwantlen community in extensive discussions as it develops a coherent vision for the future development of Kwantlen.

RELATIONSHIP OF THE COMMITTEE TO OTHER KWANTLEN STRUCTURES

Although the Committee is appointed by and formally reports to the Vice-President Education, its recommendations will be developed through extensive dialogue with Kwantlen's educational departments and service areas and administrative groups. Its processes will be transparent, and there will be multiple opportunities for input and review. The outcomes of its deliberations will be subject to review by the Education Council and by the Board of Governors.

DESCRIPTION OF THE COMMITTEE

The Committee will consist of 15 to 20 members, selected by the Vice-President Education in consultation with the Deans, the Chair of the Education Council, and others as she sees fit.

Members will be recruited on the basis of:

- their overview of the institution,
- their ability to articulate an educational vision that will guide Kwantlen's future,
- their dedication to consultative processes,
- their ability to work constructively with others,
- their commitment to goals of the exercise.

The Committee members will be drawn from faculty, staff and administration, the majority being faculty. Although not every constituent group will have formal representation on the Committee, the Committee as a whole will be expected to be able to communicate effectively with all individuals and groups likely to be effected.

Most of the work of the committee will be carried out through sub-committees or task groups. Each sub-group will work on one aspect of the vision. The Committee as a whole will meet initially to review its mandate and timelines and to create the sub-groups that will carry out the work. Gaps in its membership may be uncovered at this time, and new members will be recruited as necessary.

The Committee will meet thereafter, as needed, to review progress, set new directions (if necessary), and develop its preliminary and final recommendations. No more than one meeting per semester of the full group is currently foreseen. The sub-groups, of course, will need to meet much more frequently.

In addition to the planning sub-groups, there will also be a communications group whose job it will be to ensure that two-way communications within the Kwantlen community are maintained. Among other approaches will be the development and maintenance of an interactive, dedicated web-site. It will work closely with the sub-groups to ensure that their communication requirements are met.

Finally, a Steering Committee made up of the Vice-President Education and the chairpersons of the sub-groups and of the communications group will be established. Due to the time demands that are likely to be placed on the members of the Steering Committee, release time for them may need to be considered.

Staff support for the main Committee and for the Steering Committee will also be required.

TENTATIVE COMMITTEE TIMELINES

December 1999	Committee members recruited
January 2000	Committee meets, sub-groups organized
Feb. – June 2000	Sub-groups develop action plans and begin work. This may include meetings with Curriculum Committees and other internal constituents and the organization of forums and workshops for the May/June development time period.
Sep. – Oct. 2000	Sub-Groups continue their work and develop preliminary recommendations
November 2000	Full Committee meets to review these recommendations and prepare a preliminary report.
December 2000	Preliminary Report is distributed internally.
Jan. – March 2001	Forums and other opportunities for individual and group feedback are provided. Sub-groups remain active processing feedback as it comes in and preparing their final reports.
April 2001	Full Committee meets to review the sub-group reports and prepare its own final report.
May 2001	Vice-President formally presents this report to the Education Council and to the Board of Governors, as appropriate, for action.
June 2001	Committee and staff celebrate a job well done



MEETING DATE: January 10, 2000
AGENDA #: 7
PREPARED BY: Jack Finnbogason

EDUCATION COUNCIL

ISSUE: Entry Requirements for Commercial Floristry

ACTION: THAT English prerequisites for the Commercial Floristry program be changed from Grade 12 English with a C or equivalent to Grade 11 English with a C or equivalent.



FLORISTRY



Grow With Us

COMMERCIAL FLORISTRY PROGRAM

Kwantlen University College offers a unique and exciting opportunity for people who seek employment in the floristry industry. Our Commercial Floristry Program is designed to prepare students for work in flower shops, floral departments in garden centres, chain stores and supermarkets. Florists are also hired by flower wholesalers or work independently out of their own homes.

The program consists of two 15 week semesters starting every September. Students come from all walks of life: high school graduates, mature students who are looking for a new career and those who would like to operate their own shop. Most of the theoretical and practical hands-on training takes place in our modern floristry lab which features a walk-in cooler and accommodates 18 work stations. Our students also participate in a work experience component consisting of one day per week at a flower shop throughout each semester.

Entry Requirements

- Regular Kwantlen University College entry requirements. Please consult Admissions for details.
- C or better in English 11 or equivalent

Program Costs

The total cost of the program is approximately \$2,500 including books, tuition fees, field trips, pesticide and first aid courses. (Note: Costs are subject to change without notice.)

COMMERCIAL FLORISTRY PROGRAM

TERM 1 – FALL

FLOR 1111	Design Fundamentals I	2.0
CMNS 1105	Intro to Interactive Communication	2.0
FLOR 1112	Design Laboratory I	3.5
FLOR 1113	Flower Shop Operations I	3.0
FLOR 1114	Plant Identification & Product Knowledge I	3.5
FLOR 1115	Work Experience (1 day/week)	2.5

TERM 2 – SPRING

FLOR 1211	Design Fundamentals II	2.0
FLOR 1212	Design Laboratory II	3.5
FLOR 1213	Flower Shop Operations II	3.0
FLOR 1214	Plant Identification & Product Knowledge II	3.0
FLOR 1215	Work Experience II (1 day/week)	3.0
BUSI 1204	Supervisory Skills for Horticulture Technicians and Florists	2.0
MRKT 1120	Marketing Essentials	

Note: The above information is subject to change without notice.

Admission information (mailing address):

Admissions - Commercial Floristry
Kwantlen University College
12666 - 72nd Ave., Surrey, BC V3W 2M8
Telephone: (604) 599-3218

Program details (mailing address):

Sharon Paul, Chair
Commercial Floristry Department
BC Horticulture Centre
Kwantlen University College
12666 - 72nd Avenue, Surrey, BC V3W 2M8
Telephone: (604) 599-3265

(Site address: 20901 Langley By-Pass, Langley, BC)



MEETING DATE: January 10, 2000

PREPARED BY: Barbara Melnyk

EDUCATION COUNCIL

Information Items Attached:

- ***Curriculum Committee Minutes***
- ***Learner Support and Success: Determining the Educational Needs for Learners in the 21st Century***
- ***Article 11.03 – Grants Application***
- ***Letter of Intent: Bachelor of Journalism – Approval Letter***
- ***Letter of Intent: Bachelor of Applied Arts, Major in Psychology – Approval Letter***

**Schools of Horticulture & Equine Studies
Curriculum Committee Meeting
4:15 p.m., Wednesday November 10, 1999**

Minutes

Present: Kit Anderson Jack Finnbogason Nancy Train
 Carol Barnett Sharon Paul
 David Davidson Tricia Townsend

1. Welcome

Jack welcomed the committee to the meeting.

2. HRTA 1350/1352

- HRTA 1350 (Principles of Park Maintenance) becomes 1352 (Principles of Parks Maintenance Management)
- HRTA 1350 is being replaced by HRTA 1352 with an increase of 0.5 of a credit and minor changes to the Descriptive Title, Calendar Description, Evaluation, and Instructor Methods.

Moved by Kit, seconded by Sharon to accept HRTA 1352 with changes and discontinue HRTA 1350. Carried

3. HRTA 1351 - Parks Maintenance Practices

Minor changes were made to the Calendar Description, Evaluation, Course Content, and the Pre-Requisites were deleted.

Moved by Kit, seconded by Sharon to accept HRTA 1351 with changes. Carried.

4. Discussion of Citation Core - Soils Module

HRTA 1104/1105

A discussion around the soils courses:

- students come with no physical soils experience
- the instructor spends a considerable amount of time reviewing
- ESL students have difficulty understanding the terminology

A possible solution is to put both soil courses together in every citation making the course being equivalent to our daytime course creating an alignment.

By the time everything is re-aligned, we will have citations in 5 specializations with no electives. With the new Retail Technician Certificate program, the Retail Horticulture Citation will be deleted.

*Tabled to next meeting

5. PLA Resolution

The outcome of the Ed Council meeting with regards to the 75% transfer credit was voted against.

6. Floristry Entry Requirements

We will adopt the motion that English pre-requisites for the Commercial Floristry program will be Grade 11 English with a C or equivalent (will be on the agenda for January's Ed Council)

7. HORT 2441 - Arboriculture II

The lecture size was set at 20 and labs set a 20 each. The proposed change is to set the lecture size at 35.

Moved David, seconded by Bruce to increase the lecture size for HORT 2441 from 20 to 35. Carried.

8. Ningbo (Sister City of Surrey) University

Jack is meeting with the Chamber of Commerce to discuss the possibility of our Division assisting with the introduction of a Garden program at the Ningbo University. (i.e. with course outlines, and course presentations)

9. Drop Interviews as Mandatory in HRTA and HRTT

It was decided that the line in the Calendar having interviews as mandatory in HRTT and also in HRTA be removed. Carried.

Meeting Adjourned at 5:15pm

Next Meeting: December 2nd at 3:00pm

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. HORT Floriculture Courses - Discussion
- I. Course information on-line
- J. Citation Discussions

Pending:

- A. Review Package for Chem. Assessment
- B. HRTT 1302 - Credit change (currently 3, reduce to 2)

Copies:

Lesley Dukowski - L
Robert Gore - R

Judy Cameron
Yvonne Dinelle

Zoë Johnston - L

Ed Council - Barb McInyk - S 30 copies

**Schools of Horticulture & Equine Studies
Curriculum Committee Meeting
4:15 p.m., Wednesday October 13, 1999
Room 1055**

Minutes

Present: Kit Anderson Jack Finnogason Tricia Townsend
 David Davidson Bruce McTavish Nancy Train
 Cindy Eldstrom Sharon Paul

Guest: Arthur Coren

1. Welcome

Jack was welcomed to his first Horticulture/ Equine Curriculum Meeting along with a welcome to Arthur Coren.

2. Discussion with Arthur Coren re: BBA Link

The School of Horticulture is the first School to have articulation with the School of Business and the first to come into the Degree. On behalf of Gordon Lee and the School of Business our department was welcomed as a partner.

- congratulations to David Davidson for pursuing this link
- we should see students coming into the program beginning September 2000
- the bridging of courses is no longer an issue as all the bridging courses will be part of the Technology diploma (6 in total)
- students will first have to be awarded the Technology of Horticulture Diploma before entering the 3rd and 4th year of the BBA.

3. EQUA 1175

- this is a brand new outline, yet to go to Ed Council
- omit "...to better comprehend the human-horse relationship" from the Calendar Description.

MOVED by Kit, seconded by Bruce McTavish to accept EQUA 1175 as circulated.
Carried.

We will move the meetings to the 2nd Wednesday of each month allowing more time between the Curriculum meetings and the Ed Council Meetings.

4. HRTA 1350/1351

Tabled until next meeting

5. Timeline for Technician Program

- we may need to contract out the curriculum writing to assist Carol
- we will refer this item to the chairs meeting

6. PLA Coordinator

It was decided that Carol Barnett would be our PLA Coordinator

7. HORT 2476

Tabled to next meeting

Meeting Adjourned at 5:50pm

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. HORT Floriculture Courses - Discussion
- I. Course information on-line
- J. HRTA 1350/51

Pending:

- A. Review Package for Chem. Assessment
- B. HRTT 1302 - Credit change (currently 3, reduce to 2)
- C. HORT 2476 (Bruce to meet with Eric for revision of the Outline)

Copies:

Lesley Dukowski - L
Robert Gore - R
Zoë Johnston - L

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

FACULTY OF HUMANITIES
Curriculum Committee Meeting Minutes
Friday, November 19, 1999 at Room 1420, Richmond

Attending:	Raskob, Bruce (for Attridge, Bob)	English (ENGL)
	Rushford, Robyn (for Belter, Wendy)	Counselling
	Bollo, Priscilla	Chairperson
	Gray, Jane	Admissions
	Lam, Celia	Recorder
	Ling, Arthur	English Language Training (ENLT)
	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)
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)

As Robyn is new to the committee, a round of introduction preceded the meeting.

1. Approval of Agenda of November 19 and Minutes from October 22, 1999

Agenda:

Add:	2.d) PHIL1150/1250 – follow-up	Robyn
	2.e) PLA pages – due by year end	All
	4.b) Transfer innovation	Priscilla

The agenda and minutes were approved as amended.

2. COURSE OUTLINES – REVISIONS

FREN 2310, 2410 (general update)

Changes are based on the approved Spanish and German outlines. There was a query regarding prerequisites. Fine Arts requested to be added to the list of 'Recommended for' for both outlines.

ACTION: *Patricio will check with the course designer regarding prerequisites and update the outlines prior to signature routing.*

Patricio moved and Doran seconded that the outlines be approved.

Carried

PHIL 1210, 1211 (general update)

The outlines are revised to conform to the new template, with Employability Skills and PLA sections added. There was a query regarding the blank 'Required for' and the 'Recommended for' categories. After consulting the Course Outline Manual, it was decided that information in these categories is optional. The prerequisites for PHIL 1210 underwent extensive changes in response to a concern expressed at previous Humanities Curriculum Committee meetings in regard to closing the loophole by which students substituted Philosophy courses for English while transferring to universities.

Ann moved and Patricio seconded that the outlines be approved.

Carried

CRWR 1100, 1110, 2300, 2310 (PLA)

In response to requests from Ed Council and Judith McGillivray, departments will be submitting PLA pages for course outlines not yet due for revisions. The pages will be routed through this committee and sent to Ed Council for approval.

Doran moved and Arthur seconded that the PLA pages be approved.

Carried

PHIL 1100, 1110, 1120, 1145, HUMN 1100 (Prerequisites)(PLA)

Jane pointed out that the English Assessment Test placement is coded for English courses only. The inclusion of this placement in the Philosophy prerequisites may pose a problem. She informed the group that this coding problem is being looked at in Admissions. Ann suggested coding by levels with courses lined up for each level, e.g. achieving level 2 will be a prerequisites for ENGL 1xxx, PHIL 1xxx, CMNS 1xxx, etc.

ACTION: Jane to advise new developments re coding when they arise.

ACTION: Doran - A similar comment on the 'Required for' and 'Recommended for' categories was made. Doran was asked to look into these for inclusion in the prerequisites changes.

In the past, only course outline revisions were sent through for Vice President/Ed Council's approval. Minor changes did not follow this channel, e.g. typos, minor word changes, adjustments in prerequisites wording and references. These changes in the Philosophy prerequisites will follow the same procedure. Priscilla expressed concern as English prerequisites change did go to Ed Council and were widely discussed.

ACTION: Priscilla - She will check with Jim Gunson about the recent prerequisites changes for CMNS courses as well as these PHIL courses.

Doran moved and Arthur seconded that the prerequisites changes and PLA pages be approved.

Carried

LING 1100, 1200 (PLA)

Doran moved and Arthur seconded that the PLA pages be approved.

Carried

MAND 1100, 1101, 2200, 2201 (general update)

Wording changes were made in the 'Employability Skills' and 'PLA' categories of the outlines.

David moved and Doran seconded that the outlines be approved.

Carried

COURSE OUTLINES – NEWEASL 1191, 1291, 1391

The outlines are developed in conjunction with the ECE department. The purpose is to bring the courses in sync with the existing regular ECE program. It is part of ECE's reorganized model of delivery. The courses are new due to changes in course numbers and credits. The formats are revised to conform to Kwantlen's new template. A rationale page was distributed by Rhondda.

It was decided to remove the reference to PLA in EASL 1191 as ECE accepts students into the program based on their own criteria. There was a suggestion to tailor the courses to reflect the content of the ECE courses. Rhondda advised that, since these courses are service courses for ECE, the focus would be on language rather than the program content.

Ann moved and David seconded that the outlines be approved.

Carried

3. UNFINISHED BUSINESS

- a) SFU proposed Humanities Major Program
- b) Proposed Associate Degree of Arts in Humanities

Information regarding 3.a) and 3.b) will be re-sent for discussion at the next meeting.

ACTION: Celia – to retrieve information and distribute with agenda for next meeting.

c) CE ESL course outline - follow-up

There is increased interest for departments to vet the CE courses. In Fine Arts, FINA 0090 offered through CE was incorporated into their curriculum. It was suggested that departments should also examine CE course outlines revisions that pertain to their area.

ACTION: *Priscilla will attempt to get a clear direction on departments' role on monitoring CE courses with academic references.*

d) PHIL 1150/1250 – follow-up

Robyn confirmed that there is no reference to substitution of Philosophy courses for English at UBC. At SFU, there is no 1st year requirement for English. The entrance requirement is English competency. However, in the 2nd year of the Business Administration program, students are allowed the option of using two English or Philosophy courses or a combination of both for entry into the program. It was agreed that no change to the prerequisites are required for PHIL1150/1250 as these are logic courses.

4. NEW BUSINESSa) Jim Gunson's visit to Curriculum Committees

The committee would like to invite Jim to provide a clear demarcation or guidelines of the differences in roles of the Ed Council versus the Curriculum Committees. An invitation will be sent for Jim to attend our meeting.

ACTION: *Priscilla – to send invitation to Jim*

b) Transfer innovations

The email and attachments from BCCAT were distributed.

ACTION: *All to bring back to departments for review*

5. ADJOURNMENT

The next meeting will be held on Friday December 17, 1999 at the Surrey campus. David Wiens will chair, as Priscilla Bollo will be on vacation.

**DIVISIONAL CURRICULUM COMMITTEE
MINUTES**

MONDAY, NOVEMBER 8, 1999

SURREY CAMPUS – ROOM # G-1140

4:00 pm - 6:00 pm

Present:

Arthur Coren (MRKT)
Dave Evans
Gordon Lee (chair)

Marie Lichimo
Joan McEachern
Derwyn Owen

Jackie Sawasy (ABTY)
Kathryn Waldie
John Western

Simon Whitlow

Guests:

Jim Gunson (Ed. Council)

1.0 APPROVAL OF AGENDA

Agenda approved with the following addition:

4.1 REST 1102

2.0 APPROVAL OF THE MONDAY, OCTOBER 18, 1999 MINUTES

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

“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.”

CARRIED UNANIMOUSLY

3.0 BUSINESS ARISING

3.1 PLA / Course Outlines

*Moved by John Western, seconded by Joan McEachern to approve the presented PLA list for the ECON courses.
Moved by Joan McEachern, seconded by John Western to approve the presented PLA list for the ACCT courses.
Moved by Arthur Coren, seconded by Simon Whitlow to approve the presented PLA list with the amendment of the opening sentence to read: ‘One or more of the following PLA methods will be used’ for the MRKT courses.
CBSY CPSC ABTY BUSI will present their PLA listings during the December meeting.*

CARRIED UNANIMOUSLY

3.2 Program Prerequisites

The CISO program prerequisite change was distributed.

Moved by Simon Whitlow, seconded by David Evans to approve CISO program prerequisites with the following amendment: to change the grade of a ‘B’ or better in English 12 back to a ‘C+’.

John reported that before any changes are made to the ACCT program prerequisites that surveys be done to justify those changes. Jim informed the members in order to have approval of any program prerequisites that sufficient data be collected to defend the changes.

All program prerequisite changes have been deferred until reports are provided to the curriculum committee for justification of changes.

3.3 Jim Gunson

The Intake Testing and Assessment Committee has been set-up to review the interview process for admission requirements and to look at the consistency across the board from one program to another for the program prerequisites.

The MRKT department was against the PLA comment of resident credit. Faculty felt that students should spend a quarter of their education actually being in the classroom. The ACCT department felt that 75% PLA or challenge exam was fine but have the 25% a residency credit. The Applied Business Technology department felt that the PLA has a workload issue in providing the service to the students and keeping it up to date. They were also concerned with the different lengths of the programs and the impact the 75% would have if accepted across the board. The issue of faculty training was also raised.

Jim Jamieson is working on the issues of open access (registration priorities) and student success.

4.0 NEW BUSINESS

4.1 Course Outlines

course	changes	approval
ENTR 3160	drop the prerequisite: CBSY 1105	moved by Arthur, seconded by John
ENTR 4110	drop the prerequisite: ENTR 3160	moved by Arthur, seconded by John
ENTR 4200	drop the prerequisites: ENTR 3110, 3120, 3150 & 3500	moved by Arthur, seconded by John
CISY 1211	learning resources & on a new template	moved by Arthur, seconded by Simon
ABTY 1273	new template	moved by Arthur, seconded by Jackie
ABTY 1276	learning objectives/outcomes & new template	moved by Arthur, seconded by John
REST 1102	new template	moved by Jackie, seconded by Derwyn

The following new course outlines will require new numbers because of the change in contact hours under the teaching mode section resulting in the credits to be changed.

ABTY 1283	new template	moved by Arthur, seconded by John with a new number
ABTY 1284	new template	moved by John, seconded by Jackie with a new number
ABTY 1285	new template	moved by Derwyn, seconded by John with a new number
ABTY 1286	new template	moved by Derwyn, seconded by John with a new number

CARRIED UNANIMOUSLY

4.2 Program Revisions / Calendar Copy

Calendar copies have been received from: CISY BTech ABTY ACCT BUSI ECON

5.0 OTHER BUSINESS

No other business was discussed.

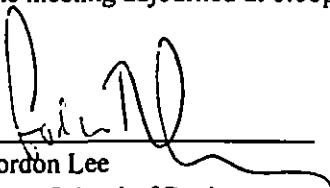
6.0 NEXT MEETING

Next meeting is scheduled for:

Monday, December 13, 1999 at the Surrey campus in room #G-1140 from 4:00pm - 6:00pm

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 Melnyk (30)
David Sale
Abhijit Sen
Lance Shandler

Barb Smith
Douglas Smith
Peter Thesiger
Kathryn Waldie

**DIVISIONAL CURRICULUM COMMITTEE
MINUTES**

**MONDAY, DECEMBER 13, 1999
SURREY CAMPUS -- ROOM # G-1140
4:00 pm - 6:00 pm**

Present:

Goedbloed, Dana
Gordon, Jody
Lee, Gordon (chair)
Lichimo, Marie

McEachern, Joan
Owen, Derwyn
Simon, Richard

Waldie, Kathryn
Western, John
Whitlow, Simon

Regrets:

Drysdale, Dean
Green, Karin

1.0 APPROVAL OF AGENDA

Agenda approved with no additions.

Welcome to Jody Gordon, Assistant Registrar replacing John Patterson.

2.0 APPROVAL OF THE MONDAY, NOVEMBER 8, 1999 MINUTES

The Monday, November 8, 1999, minutes were approved with no changes.

CARRIED UNANIMOUSLY

3.0 BUSINESS ARISING

**3.1 PLA / Course Outlines
CBSY CPSC ABTY BUSI**

Moved by John Western, seconded by Simon Whitlow to approve the PLA listings, as distributed, for CPSC and ABTY.

CARRIED UNANIMOUSLY

4.0 NEW BUSINESS

4.1 Course Outlines

course	changes	approval
ACCT 1230	calendar description prerequisites content	moved by K. Waldie, seconded by J. Western
ACCT 2445	revision - new template	moved by J. Western, seconded by R. Simon
FPLN 2350	new template	moved by J. Western, seconded by R. Simon
REST 1101	new course outline	moved by D. Owen, seconded by J. Western
REST 1201	new course outline	moved by D. Owen, seconded by S. Whitlow
BUSI 1250	learning objectives/outcomes content assessment methods	moved by R. Simon, seconded by D. Owen

ABTY 1263	calendar description content	moved by J. McEachern, seconded by K. Waldie
ABTY 1264	calendar description learning objectives/outcomes content assessment methods	moved by K. Waldie, seconded by J. Western
ABTY 1262	need a new number - new course outline	deferred
ABTY 1265	need a new number - new course outline	deferred

CARRIED UNANIMOUSLY

4.2 *BTech Revisions - Optional Co-op*

Most of the BTech students are already working and for graduation they are required to have co-op. If the students PLA co-op they will be required to pay the full fee and the easiest way to deal with this issue is to make co-op optional. The difference would be that the students taking co-op would receive extra credits and receive a degree in Bachelor of Technology in Information Technology - Co-op Option and the ones without the co-op option would receive a degree in Bachelor of Technology in Information Technology. *Moved by John Western, seconded by Simon Whitlow to approve the BTech degree with a co-op and non co-op option.*

CARRIED UNANIMOUSLY

5.0 *OTHER BUSINESS*

No other business was discussed.

6.0 *NEXT MEETING*

The next meeting is scheduled for:

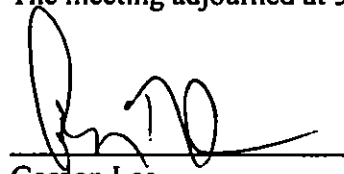
Monday, January 10, 2000, at the Surrey campus in room #G1140 from 4:00pm - 6:00pm.

Christopher Leung will take Simon Whitlow's place in representing the CISO department.

**** If there are any course outlines, please forward them to Kulvir ASAP and if they are on a disk please forward the disk as well. Thanks.**

7.0 *ADJOURNMENT*

The meeting adjourned at 5:45pm.



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 Melnyk (30)
David Sale
Abhijit Sen
Lance Shandler

Barb Smith
Douglas Smith
Peter Thesiger
Kathryn Waldie

MINUTES

**Applied Design and Communication
Curriculum Committee Meeting**

Monday, October 25, 1999 – 10:00 a.m. in Room 1539

Present:	Marge Damon	Regrets:	Joanne Deno
	Barbara Duggan (Chair)		Richard Fox
	Susan Harman		Lucie Gagne
	S lee		Joy Jones
	Frank Ludtke		
	Carol Anderson		

1. **Approval of Agenda**

The agenda was approved with the addition of:

- 4.4. JRNL 2340 Marketing and Publication – for discontinuation – Joy Jones
- 6.2. Degree Development timelines – Frank Ludtke

2. **Adoption of Minutes**

Minutes from the September 27th meeting were approved for distributed.

3. **Review of Action Items**

3.1. Feedback from Ed Council meetings – Julie Hobart was given a schedule of curriculum committee meetings and will report information to Barbara before each curriculum meeting.

3.2. List of possible “open courses” – 1) Re: bumping up seat numbers during late registration – Barbara will explore further with Judith to make certain that policies are not being violated, 2) explore possibility of pushing up late registration to one week before classes to allow students time to register before classes begin. During the present system, many students end up dropping courses because they have missed too many classes.

3.3. Discontinuation of course outlines IDDS 1140 and 1180. Marge discussed this with the department and it was decided not to drop these courses at this time.

(Adendum: Checked with Marnie – who indicated, discontinued courses can be resurrected at any time in the future, however, they cannot be taken off the calendar without being “discontinued”.

3.4. Prior Learning Assessment Methods. Reminder to complete PLA statements before deadline of November 15.

3.5. Course Outlines Due for Revising- Barbara reminded everyone re overdue course outline revisions.

3.6. Credit for Prior Learning – discussion took place and comments will be forwarded to Ed Council. Concern was expressed regarding the lengthy process for PLA. To save time, it was suggested that information packages be distributed to interested students during the

information sessions or ~~being~~ interview sessions, advising student about the process and the importance of submitting information well in advance of registration.

ACTION: Barbara to explore this further with Katherine Zmetana.

4. Course Outlines

4.1. Fashion Course Outlines –

It was Moved by S Lee and Seconded by Marge Damon to discontinue all of the old fashion diploma course outlines effective April 30, 2000, as follows:

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,

as well as the following four FASN course outlines that were designed as “phase-in” courses for returning students in their first and second years, who have registered in the new degree program. FASN 1221, 1222, 2221, 2222. CARRIED

4.2. GRVD 1151 – Technology of Graphics

This course is not being offered for some time and it was therefore:

Moved by Frank Ludtke and Seconded by Susan Harman to discontinue the GRVD 1151.

4.4. JRNL 2310 – Marketing and Publication

The above course is no longer being offered and it was:

Moved by Barbara (for Joy Jones) and Seconded by Susan Harman to discontinue JRNL 2310. CARRIED

5. New Business

5.1. Possible Education Council Debate - carried forward to next meeting

5.2. Changes to English Course prerequisites - carried forward to next meeting.

6. Other

6.1. Report from Ed Council – in future, Julie Hobart will report any information from Ed Council which concerns Applied Design programs.

6.2. Graphics Degree Development –INDE (Interdisciplinary Design)

Frank submitted a timeline indicating when the new degree program was expected to be offered

7. Adjournment There being no further business, the meeting adjourned at 12 noon.

NEXT MEETING IS SCHEDULED FOR MONDAY, DECEMBER 6, 1999

MINUTES
Applied Design and Communication
Curriculum Committee Meeting
Monday, September 27, 1999 – 10:00 a.m. in Room 1539

Present: Marge Damon
Barbara Duggan (Chair)
Lucie Gagne
Susan Harman
Joy Jones
S Lee
Frank Ludtke
Carol Anderson

Regrets: Joanne Deno
Richard Fox

1. **Approval of Agenda** – the agenda was approved with one addition , 3.1. Course Outline Manual;
2. **Adoption of Minutes**
Minutes of the June 16, 1999 meeting were adopted as corrected (two minor errors had been noted).
3. **Review of Action Items**

1) **Representation on the Committee for writing the Course Outline Manual**

A copy of the revised *Course Outline Manual* was reviewed and discussed by the committee. Some changes were suggested and notes were made. These will be sent to Jim Gunson, Ed Council chair.

Frank asked if it was possible to have regular feedback from Julie Hobart regarding Ed Council meeting (Julie is the Division's rep on Ed Council).

FURTHER ACTION: Barbara will set up a process for Julie to keep Coordinators and Curriculum Committee members informed of Ed Council info.

2) **Identifying Courses Open to Students During Late Registration**

Some courses from IDDS, GRVD and FASN, that could be made available to other students, were identified. But this might become problematic as it could block access for program students, particularly where students delay registering until the last minute.

Joy thought opening courses to other students was worth exploring, especially for UT courses like JRNL 1100, Exploration in Mass Communications, and, JRNL 2301 – Media and Audiences which are both transferable to SFU.

FURTHER ACTION: Barbara to provide a list of possible open courses, for further discussion at the next meeting.

4. **Thank you**
S Lee, on behalf of the Fashion Department, expressed her "thanks" to the Curriculum Committee members for all their help in putting through the new Fashion course outlines.

5. **Course Outlines**

The discontinuation of course outlines IDDS 1140 – Technical Drawing, and, IDDS 1180 – Photography and Media was discussed. This was tabled to the next meeting to allow time for Marge to confer with IDDS and Graphics faculty.

ACTION: Marge to discuss with faculty and report back at the next meeting.

6. **Prior Learning Assessment Methods on Course Outlines**

In a recent memo from Judith McGillivray, it was stated that, prior learning assessment methods must be stated on each course outline, where appropriate. If a course is not suitable for PLA, it must be clearly explained for its ineligibility. All course outlines (new and revised) must complete the PLA section, either by revising the course outline or by attaching the PLA section to the existing outline – this must be complete by November 15, 1999.

ACTION: Barbara asked that each department review and revise all course outlines in their departments which require PLA.

7. **Course Outlines Overdue for Revision**

Judith McGillivray has asked that all overdue course outlines be reviewed and that proposed timelines for revisions be submitted.

A list of course outlines overdue for revision was sent to each department.

ACTION: Each department to review course outline status and revise as required.

8. **Credit for Prior Learning**

Katherine Zmetana spoke to the committee regarding the “residency section in the revised *Prior Learning Policy*. Education Council approved the rest of the policy except for this one part and it will not be voted on until everyone in the Kwantlen community has had a chance to review it. Katherine made notes and will bring them forward to Ed Council.

Comments from the curriculum committee meeting were noted as follows:

- a statement regarding payment would be helpful to faculty and students – PLA costs the same as tuition, while transfer credit is free.
- concern expressed regarding “standards and equivalency”.
- the term “residency credit” should be defined as it’s not very clear (perhaps, a glossary could be provided). The use of “italics” to emphasize what percentage of credits allowed for transferring would be helpful.
- a clear statement explaining program requirements – to avoid students circumventing the registration process (by registering in different programs and then switching).
- by not requiring a specific amount of residency, we may be setting ourselves up for appeals.
- the policy needs to specify that the credits for courses cannot be applied to different degrees of the same level, however, they can be used to “ladder up”.

ACTION: Katherine Zmetana made notes of the discussion and will send them to Barbara Duggan.

There being no further business, the meeting adjourned at 12:00 noon.

NEXT MEETING OCTOBER 25, 1999 – 10 A.M. IN ROOM 1530

**APPLIED DESIGN AND COMMUNICATIONS DIVISION
CURRICULUM COMMITTEE MEETING**

Wednesday, June 16th, 1999 1:00 p.m. in Room 1530

M I N U T E S

Present:	Mary Boni (for S Lee) Marge Damon Barbara Duggan (<i>Chair</i>) Clive Court Frank Ludtke Joy Jones	Regrets:	S Lee Joanne Deno Richard Fox Carol Anderson
		Guest:	Ihor Pona

1. APPROVAL OF AGENDA

The agenda was approved.

2. ADOPTION OF MINUTES:

Minutes from the May 13th meeting were adopted as corrected.

It was noted that Ray Arnold and Lesley Neufeld are to rewrite contents of course outline IDDS 1121 – Interdisciplinary Studies (revised) for approval at a later date.

3. REVIEW ACTION ITEMS

Courses to be rewritten: IDDS 1121, IDDS 1150, IDDS 1250.

ACTION: Barbara will write a letter to Ed. Council regarding representation on course outline guidelines committee - carried forward to next meeting.

ACTION: Barbara will talk to 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. REVISED COURSE OUTLINES

4.1 IDSN 2340 – Design Technology III

4.2 IDSN 2440 – Design Technology IV

Ihor noted changes in course outlines under teaching modes—lecture only.

ACTION: Ihor to attach covering memo re: teaching modes.

MOVED by Ihor Pona to change date of course to be reviewed on to September 2000.
Prerequisites and Corequisites to be listed. Change from "Diploma of Association in Interior Design" to "Bachelor of Applied Design major in Interior Design."

SECONDED by Frank and Clive.

CARRIED

5. NEW COURSE OUTLINES

FASN 2240, 3140, 4210, 2250, 4150, and 4220 - add in Calendar Description: "This course may also be of interest to people working in the fashion industry."

- 5.1 FASN 2240 – Computer-aided Drafting
After discussion the following changes were made: add FASN to course number. under Descriptive Title: Computer-Based Pattern Drafting, p. 2, Learning Obj. additions., Teaching Modes, from duration from 14 to 15 weeks, bibliography, no.
- 5.2 FASN 3140 – Pattern Grading and CAD
After discussion the following change were made: Bibliography, no.
- 5.3 FASN 4210 – Fashion Business Practices
Changes: Learning objectives
content: "employed career opportunities" to employment opportunities.
Bibliography: No.
- 5.4 FASN 4250 – Guided Self-Directed Study
Changes: Calendar description: , move Bach. of Applied Design from Required to Recommended for the following credentials, under Assessment Methods Projects from 4-6 to 1-3. Teaching Modes (*Barb and Mary to work on*)
- 5.5 FASN 2250 – Business of Fashion
Change: Calendar Description, prerequisites add, Content: change from "employed career opportunities" to employment opportunities.
- 5.6 FASN 3250 – Fashion Industry Internship
Changes in Calendar Description, and Assessment Methods to Journal, Self assessment, external assessment. Change voluntarily to unpaid.
- 5.7 FASN 4150 – Production Planning
Changes in Calendar Description, prerequisites: change, under content: take Inter in interrelationships out. and the sentence "mark-up on sources; trade journals and shows"
- 5.8 FASN 4220 – Advanced Drafting and Sewing
Change in Calendar Description, minor changes in layout.

MOVED by Joy Jones to accept course outlines as amended. SECONDED by Marge Damon. All in favour. CARRIED

There being no further business, the committee adjourned at 3:00 p.m.

NEXT MEETING - Monday, September 27, 1999 - 10:00 a.m. in Room 1530



RECEIVED

DEC 30 1999

Vice President, Education

December 20, 1999

File: 60555-20/KUC/DEG

Skip Triplett, President
Kwantlen University College
12666 72nd Ave
Surrey BC V3W 2M8

Dear Skip Triplett: *Skip*

The Ministry's Internal Degree Program Review Committee has now reviewed Kwantlen University College's (KUC) Letter of Intent for a Bachelor of Applied Arts (Major in Psychology) and the additional information requested.

The Committee was pleased with the thoroughness of KUC's response to the questions raised and you are now invited to proceed to the Full Program Proposal stage. Once the Full Proposal has been finalized, please forward 16 copies to the Ministry so that it may be scheduled for review at a subsequent meeting of the Degree Program Review Committee.

I look forward to receiving the Full Proposal.

Sincerely,

Arlene Paton

Director

*cc: Kevin Hamilton
Roger Ormeau
Chair, DPAC*

pc: ~~William McCallum~~ Vice-President Education, KUC
Alanna Schlatter, Manager, Degree Approval and Institute Liaison
Debbie Andersen, Manager Institution and Program Support
Dawn McKay, Manager, Institution and Program Support
Donna Woo, Coordinator

Ministry of Advanced Education,
Training and Technology

University Colleges and
Program Planning Branch
Post Secondary Education Division
PO Box 9877 Stn Prov Govt
Victoria BC V8W 9T6

Telephone: (250) 387-6189
Facsimile: (250) 952-6110

Office of the Vice
President, Education

TO: **Jim Gunson, Education Council Chair**
C: Doug Fletcher (KCFA), John Slattery, Liz McKinlay, Jim Gillis
FROM: Judith McGillivray *Judith McGillivray*
DATE: 22 December 1999
SUBJECT: Article 11.03 - Grants Application

The issue of Continuing Education faculty applications to the fund administered by the Education Council was referred to LMRC. We discussed the issue on December 17, 1999.

There was agreement at LMRC that Article 11.03 applies to faculty covered by the collective agreement. Continuing Education faculty not covered by the collective agreement would not be eligible to apply to the Article 11.03 fund.



RECEIVED

DEC 7 - 1999

Vice President, Education

RECEIVED

DEC 06 1999

President's Office

December 2, 1999

File: 60555-20/KUC/DEG

Skip Triplett, President
Kwantlen University College
12666 72nd Ave
Surrey BC V3W 2M8

Dear Skip Triplett: *Skip:*

The Ministry's Internal Degree Program Review Committee (IDPRC) has now reviewed Kwantlen University College's (KUC) Letter of Intent for a Bachelor of Journalism, and the additional information requested in my letter of September 17, 1999.

KUC's response to the issues raised by the IDPRC has satisfied our requirements and I am pleased to invite KUC to proceed to the Full Program Proposal Stage.

In developing the Full Program Proposal, the IDPRC requests that KUC address three further issues:

- the University of British Columbia (UBC) has stated that "this degree would not be considered adequate for entry to the graduate program at UBC's School of Journalism";
- confirm that video and sound equipment can be accessed through the British Columbia Institute of Technology; and
- offer assurances that an appropriate advisory committee will be in place prior to implementation of this program.

Once the Full Program Proposal has been finalized, please forward 16 copies to the Ministry so that it may be scheduled for review at a subsequent meeting of the Degree Program Review Committee.

*cc: B. Duggan
A. Jones
John D. ...*

... /2

Ministry of Advanced Education,
Training and Technology

University Colleges and
Program Planning Branch
Post Secondary Education Division
PO Box 9877 Stn Prov Govt
Victoria BC V8W 9T6

Telephone: (250) 387-6189
Facsimile: (250) 952-6110

I look forward to receiving the Full Program Proposal.

Sincerely,



Arlene Paton
A/Director

pc: Judith McGillvray, Vice-President Education
Kwantlen University College

Alanna Schlatter, Manager, Degree Approval and Institute Liaison
Universities and Institutes Branch

Debbie Andersen, Manager, Institution and Program Support
University Colleges and Program Planning Branch

Dawn McKay, Manager, Institution and Program Support
University Colleges and Program Planning Branch

Donna Woo, Coordinator
University Colleges and Program Planning Branch