# Kwantlen
### UNIVERSITY COLLEGE

## EDUCATION COUNCIL

September 17, 2001 - 4:15 p.m.
Surrey Campus Boardroom (G2110)

Robin Russell
Surrey Campus

## AGENDA

1. Confirmation of Agenda

2. Approval of Minutes *(May 28, 2001)*

3. Chair's Report

4. Committee Reports

    4.1 Degree Proposal Assessment Committee *(see attached report)*
    (Dana Goedbloed – Chair)

    4.2 Curriculum Approval
    **ACCT 3380 – Managerial Finance**      *ADD Journalism 3250*
    **CSWC 1276 – Professional Practice II**      *Directed Study*
    **CSWC 1375 – Professional Practice III**
    **ELTN 2415 – C++ Programming** — *delay to check Auth 2315*
    **Discontinued Courses**
    **FREN 0099 – Conversational French for Beginners**
    **NRSG 1110 – Health1: Health Styles**
    **NRSG 1120 – Professional Growth 1: Nurses' Work**

    4.3 Grant Applications Panel
    (Jack Finnbogason – Chair)

    4.4 Liberal Education Curriculum Committee
    (Roger Elmes – Chair)

    4.5 International Education Committee
    (Derek Francis – Chair)

    4.6 Intake Testing and Assessment Committee
    (Robin Russell – Chair)

5. New Education Council Sub-committees *(att'd.)*      *20*

6. Discussion: A Timely Approach to Course Changes *(att'd.)*   *10*

7. Policy Additions: Degree Completion *(att'd.)*      *15*

8. Discussion: Admission Requirement for International United States Students *(att'd.)*   *15*

9. Discussion: Education Council June Retreat *(att'd.)*   *30*

10. Joint Education Council/Board of Governors      *10*

11. Education Council Marketing and Communication     15

12. <u>Next Meeting</u>: October 1, 2001 – 4:15 p.m. – Surrey Campus Boardroom (G2110)

13. Adjournment

*Attached for Information*
⇨ *Curriculum Committee Minutes*
⇨ *Innovation Abstracts: Volume XXIII, 13, 14, and 15*
⇨ *Linkages, Spring 2001, Vol. 23, No. 3*
⇨ *Transfer Credits for Associate Degree Holders (University of Victoria Senate Statement)*

# Kwantlen
UNIVERSITY COLLEGE

**MEETING DATE:** September 17, 2001

**AGENDA #:** 2

**PREPARED BY:** Barbara Melnyk

## EDUCATION COUNCIL

**ISSUE:** Approval of Education Council Minutes

**ACTION:** THAT the Minutes of the May 28, 2001 Education Council meeting be approved.

# Kwantlen
UNIVERSITY COLLEGE

## EDUCATION COUNCIL

May 28, 2001 – 4:15 p.m.
Surrey Campus Boardroom (G2110)

## MINUTES

| | | |
|---|---|---|
| Present: | Larry Anderson | Gary Jones |
| | Roni Clubb | Judith McGillivray |
| | Linda Condell (A/Chair) | Ihor Pona |
| | Charlotte Graham | Graham Rankin |
| | Steven Lee | Ron Shay |
| | Jack Finnbogason | Newton Wainman |
| | Karin Green | Barbara Melnyk (Recorder) |
| | Susan Morris | Skip Triplett |
| | Carolyn Granholm | |
| | | |
| Regrets: | Gary Ameja | |
| | Jeremy Baker | |
| | Derek Francis | |
| | Maxine Mott | |
| | Robin Russell (Chair) | |
| | | |
| Guests: | Arthur Coren | Wendy Belter |
| | Gordon Lee | Lorraine Irving |
| | S Lee | Dana Goedbloed |
| | Derwyn Owen | Kathryn Waldie |
| | Tom Radesh | Brynn Bourke |

## 1. Confirmation of Agenda

Add: #6 - Degree Proposal Assessment Cttee. Mandate
Add: #7 – Full Program Proposal: Diploma in Property Management
The revised agenda was accepted by consensus.

## 2. Approval of Minutes *(April 30, 2001)*

Moved by J. McGillivray, seconded by K. Green,
THAT Council approve the minutes of April 30, 2001.
(MOTION CARRIED)

3. **Chair's Report**

Linda Condell assumed the Chair position for Robin Russell. She reminded Council members of the June 4th Retreat at Eaglequest Golf Centre.

4. **Committee Reports**

    **4.1**    **Degree Proposal Assessment Committee**
            No report

    **4.2**    **Curriculum Approval**
            ACCT 3320 – Introductory Management Accounting
            ACCT 3335 – Taxation
            ACCT 3420 – Advanced Management Accounting
            ACCT 3444 – Auditing
            ACCT 4720 – Advanced Managerial Accounting
            ACCT 4120 – Financial Statement Presentation and Analysis
            ACCT 4150 – International Issues for Financial Managers
            ACCT 4780 – Advanced Managerial Finance
            CBSY 2310 – Advanced MS Office Internet
            EQUA 1275 – Applied Natural Horsemanship Riding
            INFO 4340 – Integration Project
            LBED 3130 – Critical Thinking, Logic and Scientific Reasoning
            NRSG 1111 – Health 1: Health Styles
            NRSG 1121 – Professional Growth 1: Nurses' Work
            NRSG 1130 – Self and Others 1: Self-Awareness
            NRSG 1141 – Nursing Practice 1
            <u>Moved</u> by I. Pona, <u>seconded</u> by R. Clubb,
            **THAT Council approve the above courses, subject to suggested revisions.**
            **(MOTION CARRIED)**

    **4.3**    **Grant Applications Panel**
            Jack Finnbogason will seek further clarification from Robin Russell regarding GAP grants for degree development funds. When is degree course development strictly limited to the degree and when is it not?

    **4.4**    **Liberal Education Curriculum Committee**
            No report

    **4.5**    **International Education Committee**
            No report

    **4.6**    **Intake Testing and Assessment Committee**
            No report

## 5. Report from the Intake Testing and Assessment Committee

### Notice of motion for (October 2001:

*THAT Education Council accept the findings of the May 28, 2001 Report from the Intake Testing and Assessment Committee and approve the recommendation to establish English language competency standards for access to Kwantlen University College university transfer and career/professional courses.*

Based on a research report from the Intake Testing and Assessment Committee, the key recommendation is that Education Council establish a minimum threshold for English language competency that will serve as a minimum prerequisite for all university transfer and career/professional courses offered by the University College. The minimum prerequisite should be based on achievement, placement, and enrolment criteria.

### Background

Lorraine Irvine and Wendy Belter explained that after thorough research, recommendations for establishing minimum thresholds for all university transfer and career/professional courses have come forward from the Intake Testing and Assessment Committee. These are meant to support and guide students who are clearly having problems. She stated that there are two main rationales: the first is the ethical aspect of student assessment. The predominant view is that it is not ethical to set students up for failure. In reviewing Policy C1 – Kwantlen has a responsibility to ensure that students will meet with success in their studies. Therefore, the move should be viewed as student friendly rather than student unfriendly.

We must consider also that setting entrance standards will increase access for those students who are prepared and better able to perform, which will result in a more valuable allocation of our resources. If underprepared students are repeating courses two or three times, then Kwantlen has a responsibility to ensure that they can find help.

On discussion, Council raised several concerns. First and foremost, we will need to document to the Board of Governors that current changes made to English requirements have benefitted students. This may be difficult as data shows that we have not altered our failure rates in English 1100 and 1110. We may be asked why this change will affect all courses and not programs. How will we differentiate between full and part-time students? Are there campus differences and if so, how will we address these? How will we deal with students who cannot access courses? What will we need to put in place to address this? What type of resources will be required in the Registrar's Office and in assessment services? Will these dollars need to be built into our Program Profile? Will there be an increase in preparatory sections as opposed to new course offerings?

It seems to be a paradox that the more we do for the underprepared student, the less we do. In a curious way access for students is limited. Universities are not accepting B students anymore and most of the necessary preparatory activities are draining our resources. It was stated also that comparable work should be done for mathematics and reading.

Council members will distribute the Report to their constituencies and will provide feedback at the October 2001 meeting.

| ACTION: The Recorder will e-mail the document to the Council Listserve. |
| --- |

5. Degree Proposal Assessment Committee -- Mandate

Council reviewed the DPAC Mandate and made the following suggestions for revision:

* Indicate that it is a "Revised" Mandate.
* In #1, clarify the term "credentialed CE programs".
* Under "Composition of DPAC", in the 1st bullet, delete the word "by" and replace with the word "from". Specifically list each of the educational divisions. Delete the brackets around Library, Counselling and Cooperative Education, and delete the word "including".
* Indicate the term of office for DPAC members.

Moved by J. McGillivray, seconded by S. Lee,
THAT Council approve the revised DPAC Mandate, with suggested revisions.
(MOTION CARRIED)

| ACTION: The Recorder will make suggested revisions to the DPAC Mandate |
| --- |

6. Full Program Proposal: Diploma in Property Management

Derwyn Owen and Gordon Lee attended to answer questions on the Full Program Proposal for a Diploma in Property Management. Derwyn stated that there may be an increased demand for this diploma, as the new government will likely mandate that condominium managers be licensed.

Moved by S. Lee, seconded by R. Clubb,
THAT Council approve the Full Program Proposal for a Diploma in Property Management.
(MOTION CARRIED)

7. Full Program Proposal: Diploma in Applied Business Technology

Moved by S. Lee, seconded by S. Morris,
THAT Council approve the Full Program Proposal for a Diploma in Applied Business Technology.
(MOTION CARRIED)

8. **Continuation Criteria for 3rd Year Fashion Design and Technology Students**

   **Moved** by I. Pona, seconded by S. Lee,
   THAT Council approve the proposed change for continuation in the 3rd Year of the
   Fashion Design and Technology Degree Program – *an average of 2.7 GPA or higher with
   a final grade of B- or greater in FASN 2200 – Design/Drawing II and FASN 2220 –
   Drafting and Sewing II.* To be effective September 2002.

   During discussion, Council suggested that an easier solution might be to provide the option of
   a Mastery grade.

   **Moved** by I. Pona, seconded by S. Lee,
   THAT the above motion be amended, and that the Fashion Design and Technology
   department be asked to consider the use of a Mastery grade rather than expecting 3rd
   Year students to achieve an average of 2.7 GPA or higher with a final grade of B- or
   greater in FASN 2200 and FASN 2220.
   (MOTION CARRIED)

9. **Information: Collaborative Nursing Program**

   Roni Clubb announced that Kwantlen would receive an excellence award from ACCC for the
   Collaborative Nursing Program. Joan Belfry has travelled to Windsor, Ontario, and will
   officially accept the award on our behalf. This program was selected from 175 program
   applications. Council offered congratulations to the program.

9. **Validation Team: GIS Technology Degree**

   **Moved** by J. Finnbogason, seconded by J. McGillivray,
   THAT Council approve the Validation Team for the GIS Technology Degree.
   (MOTION CARRIED)

   Council suggested that the dean be consistent in the use of the terms 'instructor' or
   'professor'. Council prefers the term 'instructor'. Also, Council expressed concern that the
   Validation Team appeared to be mostly male, and asked that the dean consider including a
   female representative.

10. **Next Meeting:** Monday, September 17, 2001 – 4:15 p.m. – Surrey Campus Boardroom
    (G2110)

11. **Adjournment**

    The meeting adjourned at 6:00 p.m.

# Kwantlen
## UNIVERSITY COLLEGE

**MEETING DATE:** *September 17, 2001*
**AGENDA #:** 5
**PREPARED BY:** Robin Russell

## EDUCATION COUNCIL

*ISSUE:*   The current standing committees no longer represent the whole spectrum of work that is being done or needs to be done if Education Council is to meet its mandate. Three areas stand out:

1.   The Language Competency Liaison Committee is an on-going, *ad hoc* group that has been very active in looking at cross-discipline English language issues. They have asked to be made a standing committee. (see attached)

2.   A Degree and Program Evaluation Committee (DPEC?) is needed to undertake systematic review of the more than 90 degrees and programs currently offered at Kwantlen. The current model for the Degree and Program Advisory Committee (DPAC) has served well and should be the basis for this complementary evaluation committee. Given the current slow down in degree approval possibility, it may be wise to ask the current DPAC to serve as the start-up DPEC with the first task being to establish a proposed mandate and operation goal. Later, as more programs and degrees become possible, the committees could be separated. (see attached)

3.   A limited-time committee to review the current status of Kwantlen policies and make recommendations to the Council as a whole would be useful. There are serious gaps in renewal and review with respect to policy maintenance. The role of the committee would be to review the policies and their current implementation/interpretation within a set period of time.

**ACTION:**     THAT the Council accept the Language Competency
               Liaison Committee's application to become a standing
               committee of the Education Council.

**ACTION:**     THAT the Council establish a Degree and Program
               Evaluation Committee as a standing committee of
               Education Council and that this committee be modeled
               on the current Degree and Program Advisory
               Committee.

**ACTION:**     THAT the council establish a Policy Review Committee
               with a mandate to review all policies that fall within the
               powers or the advisory role of the Education Council as
               stated in the Act.

# ✹ Kwantlen
## UNIVERSITY COLLEGE

DATE:      June 26, 2001

TO:        Robin Russell, Chair of Education Council

FROM:      Language Competency Liaison Committee

RE:        Formal Recognition of the LCLC


At the June 7, 2001 meeting of the Language Competency Liaison Committee (LCLC), the committee agreed to apply to Education Council to become a standing committee of Education Council.

In the fall of 1998, a group of instructors from Academic and Career Preparation, Applied Communications, English, English as a Second Language, and English Language Training began to meet to discuss issues related to English language competency and student success. We established the LCLC to provide a forum for discussion among all departments offering developmental English courses. The committee has worked to improve articulation between departments, improve testing and assessment procedures for students requiring developmental English courses, and to provide information for students, counsellors, and advisors in the form of our booklet, *Pathways to Success: Developmental English Courses at Kwantlen*, which has been widely distributed throughout the College and the community Kwantlen serves.

In the past we have worked with the Intake and Assessment Committee and with the Curriculum Subcommittee of Education Council on issues related to course prerequisite changes and new course approvals. Copies of the committee's minutes have been widely distributed. Through these minutes the activities of the LCLC have been reported to Judith McGillivray, Vice President of Education, Jack Finnbogason, Dean of the Faculty of Humanities, and Derek Nanson, Dean of Access Programs and Student Services Division, all of whom have at various times also attended our meetings. There has however been no formal reporting structure.

The Language Competency Liaison Committee is therefore applying to Education Council for formal recognition.

# Kwantlen
### UNIVERSITY COLLEGE

## DEGREE PROPOSAL ASSESSMENT COMMITTEE
## (DPAC)

## M A N D A T E

The Degree Proposal Assessment Committee was established as a sub-committee of the Education Council with a mandate to:

1.  Receive and review Program Concepts, Letters of Intent, Full Program Proposals, and Revisions/Maintenance for degree, non-degree (such as Associate Degrees, Certificate/Diploma programs) and credentialed Continuing Education programs.

2.  Report with recommendations to the Education Council on the status of all Program Concepts, Letters of Intent, Full Program Proposals and Revisions/Maintenance to degree, non-degree and credentialed Continuing Education programs in such a manner and at such times as the *Program Approval Process* and the Education Council may require;

3.  Periodically review DPAC's mandate, composition, processes and approval criteria and make such recommendations to the Education Council concerning these as may be appropriate.

The composition of DPAC consists of:

-   one faculty member to be selected by *each* of the university college's educational divisions, (including Library and Counselling);

-   one student to be selected by the Education Council;

-   two deans selected by the Vice President, Education

The Office of the Vice President, Education will provide support for the work of DPAC and the degree-related work of the Education Council. This will consist of:

-   managing all internal and external correspondence, materials distribution, etc., as required;

-   providing research and proposal writing advice (as resources permit) to interested applicants;

- serving as the University College's principal contact with the Ministry concerning Letters of Intent and Full Program Proposals once these have been approved by the Education Council and the Board;

- notifying DPAC and the Education Council of any changes to Ministry regulations, procedures or timelines that might impact on the degree approval process.

# Kwantlen
### UNIVERSITY COLLEGE

**MEETING DATE:** *September 17, 2001*
**AGENDA #:** 6
**PREPARED BY:** Robin Russell

## EDUCATION COUNCIL

*ISSUE:* **A Timely Approach to Course Changes**

*DISCUSSION:* **The Language Competency Liaison Committee forwarded their recommendation to use the on-line calendar as the definitive calendar and to establish yearly deadlines for implementation of changes. Given that Kwantlen will be switching entirely to on-line registration, this discussion may be a timely one.**

*ACTION:* **THAT Kwantlen University College establish three deadlines a year (September 1, January 1, and May 1) for course changes to be accepted and implemented for the following semester and that these changes be implemented through the on-line calendar.**

Action: That The Subcommittee list
The Current principles

# ❧ Kwantlen
## UNIVERSITY COLLEGE

**DATE:** June 26, 2001

**TO:** Judith McGillivray, Vice President of Education
Derek Francis, Vice President of Educational Services
✓ The Education Council Curriculum Committee
Deans and Departmental Curriculum Committees

**FROM:** Language Competency Liaison Committee

**RE:** For Your Consideration: A Timely Approach to Course Changes

At the June 7, 2001 meeting of the Language Competency Liaison Committee we discussed the difficulty of implementing changes to courses. Several changes to developmental English courses which were approved and were scheduled to take effect in Fall 2000 will not go into effect until Fall 2002 because the yearly deadlines for the production of the paper calendar were inadvertently missed. Even though the calendar itself states that the calendar "shall not be construed as an irrevocable contract" and that "Kwantlen reserves the right to make any change in the contents and provisions of this calendar without notice," curriculum changes which have been approved are deemed not to be in effect until they are published in the calendar. At the highschool counsellors' conference held at Kwantlen on May 3, 2001, it was pointed out that approximately 70% of all students in Canada use on-line calendars to find information about programs and courses at post-secondary institutions. Moreover, virtually all international students access the same information on-line. There seems to be little reason, therefore, to have the printed version of the calendar be the definitive one.

Furthermore, part of Kwantlen University College's policy document on Values and Principles refers to responsiveness. "We value the ability to respond quickly to meet the needs of our students, colleagues, university college region, and society." Everyone agreed that having the implementation of curricular changes determined by a printing deadline was not particularly efficient and that having a two-year or even a one-year wait to implement course changes was not very responsive.

As a result of the committee's discussions, we passed the following motion:

> *"We recommend that Kwantlen University College have three deadlines a year (September 1, January 1, and May 1) for course changes to be accepted and implemented for the following semester and that these changes be implemented through the on-line calendar."*

**Kwantlen**
UNIVERSITY COLLEGE

**MEETING DATE:** *September 17, 2001*
**AGENDA #:** 4.2
**PREPARED BY:** Barbara Melnyk

## EDUCATION COUNCIL

*ISSUE:*       Curriculum Approval

*ACTION:*      THAT Council approve the following course outlines,
subject to revisions:

ACCT 3380 – Managerial Finance
CSWC 1276 – Professional Practice II
CSWC 1375 – Professional Practice III
ELTN 2415 – C++ Programming  — *delay)*

Discontinued courses:

FREN 0099 – Conversational French for Beginners
NRSG 1110 – Health 1: Health Styles
NRSG 1120 – Professional Growth 1: Nurses' Work

**Kwantlen**
UNIVERSITY COLLEGE

***MEETING DATE:*** *September 17, 2001*
***AGENDA #:*** 7
***PREPARED BY:*** Robin Russell

## EDUCATION COUNCIL

***ISSUE:*** In April of 2001, Education Council approved a motion to harmonize completion timelines in Policies C. 13, C. 14 and C. 15. (see attached memorandum dated March 13, 2001.) While this action addresses requirements for completion of Citations, Certificates and Diplomas, there appears to be no policy covering degree programs. The Calendar states on page 38 that Bachelor Degrees must be completed within 20 years; however a search of the on-line policy manual revealed no policy basis for this statement.

***ACTION:*** THAT Council establish a policy regarding timelines for completion of Bachelor Degrees.

# Kwantlen
## UNIVERSITY COLLEGE

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www.kwantlen.bc.ca

## Memorandum

TO:     **Education Council**                    DATE:   **13 March 2001**

FROM:   **Derek Francis**
        **Judith McGillivray**

SUBJECT:   **New Policy - Requirements for Graduation**

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This Policy was developed to identify the requirements for graduation for Associate Degrees and Baccalaureate Degrees. The Policy includes graduation requirements for Citation, Certificate and Diploma presently identified in Policies C.13, C.14 and C.15. These three policies will become redundant upon approval of the new Requirements for Graduation Policy.

The information included in this new policy reflects previously approved material with the exception of a new timeline statement which reads as follows:

*Some programs may specify that the requirements for a credential be completed within a specific period of time. This information will be published in the Calendar. If no specific period is noted, within 10 years of commencing will be the rule. Time extensions may be approved by the Dean responsible for the program upon submission of a formal written request.*

The timeline statements in the existing policies read as follows:

C.14 Citation - *A student must complete the requirements for a Citation within 3 years of commencing the program or it will be considered to have lapsed.*

C.13 Certificate - *A student must complete the requirements for a certificate within 5 years of commencing the program or it will be considered to have lapsed. Extensions may be granted under extraordinary circumstances.*

C.15 Diploma - *A student must complete the requirements for a diploma within 10 years of commencing the program or it will be considered to have lapsed.*

**Kwantlen**
UNIVERSITY COLLEGE

Policy No.: ☒

Reviewed by:    Senior Leadership Team

Responsibility:    Vice-President, Educational & Organizational Support

## POLICY

| | |
|---|---|
| **TITLE:** | *Requirements for Graduation* |
| **APPROVED BY:** | Senior Leadership Team |
| **EFFECTIVE:** | |
| **REVISED:** | |
| **RELATED POLICIES:** | B. 8   Credit for Advanced Placement Program Examinations<br>B. 9   Credit for International Baccalaureate Program Courses<br>B.14   Credit for Prior Learning<br>B.15   Transfer of Articulated Courses from other Post-Secondary Institutions to Kwantlen University College<br>C.22   Graduation with Distinction |

### DEFINITIONS

1. **Grade Point Average (GPA).** The grade point average is calculated by multiplying the grade points associated with the letter grade assigned for each course by the number of semester credit hours assigned to that course, adding these values for all courses taken, and dividing the result by the total number of semester credit hours taken. Withdrawals are not included in the calculations.

2. **Cumulative Grade Point Average (CGPA).** The cumulative grade point average is the GPA calculated over all the terms in which the student has been enrolled. In calculating CGPA, only the highest achieved grade is used for repeated courses.

3. **Program Grade Point Average (PGPA).** The program grade point average is the CGPA calculated for those courses listed as program requirements for graduation.

### POLICY

1. **Minimum requirements for graduation**

   A Kwantlen University College credential will be awarded to a student who completes a recognized program and meets the following criteria:

   | | |
   |---|---|
   | Baccalaureate Degree | A minimum of 120 semester credit hours and 40 courses, with a minimum PGPA of 2.00 or, for degree completion programs, a minimum of 60 semester credit hours and 20 courses, with a minimum PGPA of 2.00 for upper division courses only. |
   | Associate Degree | A minimum of 60 semester credit hours and 20 courses, with a minimum PGPA of 2.00. |
   | Diploma | A minimum of 60 semester credit hours and 20 courses, with a minimum PGPA of 2.00 |

| Certificate | A minimum of 30 semester credit hours and 10 courses or successful completion of a program consisting of 6-12 months of full-time study or equivalent, with a minimum PGPA of 2.00 where applicable |
|---|---|
| Citation | A minimum of 15 semester credit hours and 5 courses or successful completion of a program consisting of less than 6 months of full-time study or equivalent, with a minimum PGPA of 2.00 where applicable |
| Certificate of Completion | Successful completion of program requirements with a minimum grade of MAS or EXP in all required courses |

Note. Some programs may require more than the minimum PGPA, credit or course requirements stipulated above. The Education Council must approve such exceptions.

## 2. Graduation requirements

In order to qualify for a Kwantlen University College credential, a student must successfully complete the graduation requirements for the program as published in the college calendar current at the time the student commences the program. If the program requirements change while the student is enrolled, the student may request in writing to be evaluated against the graduation requirements in effect at the time of graduation rather than those in effect at the commencement of the program.

## 3. Transfer credits and substitutions

A student may apply transfer credits for courses or modules taken at secondary and other post-secondary institutions, as well as credits obtained through prior learning assessment, toward credential requirements. Under ordinary circumstances, there is no time limit on the acceptance of transfer courses. However, Departments may set a time limit for the transfer of certain courses in which the requisite knowledge and skills are subject to rapid change. Up to 75% of the credits required for a credential may be obtained through a combination of transfer credit and prior learning assessment.

Substitutions for prescribed courses or modules in a program may be approved by the Dean responsible for the program upon submission of a formal written request. Such requests should be submitted prior to enrolling in the substitute course.

## 4. Time limits

Some programs may specify that the requirements for a credential be completed within a specific period of time. This information will be published in the Calendar. If no specific period is noted, within 10 years of commencing will be the rule. Time extensions may be approved by the Dean responsible for the program upon submission of a formal written request.

## 5. Second credentials

In general, a student may not receive two (2) credentials for substantially the same coursework. A student who has qualified for a credential in one program and wishes to receive a second credential in a different program may apply credits and courses from the first credential toward the requirements of the second credential where appropriate. A minimum of 50% of the course work for the second credential must be from courses or modules that were not used to satisfy the requirements for the first credential. In areas where the 50% rule cannot be accomplished, course requirements for an additional or joint credential must be approved in advance by the Office of the Registrar, in consultation with the appropriate Dean(s).

Using the sequential order of citation, certificate, diploma or associate degree and baccalaureate degree, credits used towards a specific credential cannot normally be used retroactively to qualify for a lower credential.

**PROCEDURAL GUIDELINES**

1.  A student must apply on an *Application for Graduation* form or be recommended by program faculty in order to be considered for graduation.

2.  For students planning to attend the graduation ceremony, the application or recommendation must be received in the Office of the Registrar on or before the application deadline, normally eight (8) weeks prior to the date of the graduation ceremony.

3.  In determining whether a student qualifies for a credential, the requirements as published in the University College Calendar in effect at the time of the student's initial enrolment in the program will be used unless the student has requested in writing to be evaluated against the graduation requirements in effect at the time of graduation. Where requirements have changed and prescribed courses were not available, suitable substitutions will be permitted upon approval of the Dean responsible for the program.

# Kwantlen
UNIVERSITY COLLEGE

**MEETING DATE:** *September 17, 2001*
**AGENDA #:** 8
**PREPARED BY:** Robin Russell

## EDUCATION COUNCIL

**RECOMMENDATION:** Kwantlen University College amend its admission requirement for international United States students as follows:

> "International students from the United States of America will only be admitted to the University College if they have graduated from high school, obtained their GED, or passed a US government approved exam that is deemed equivalent to high school"

**RATIONALE:** To participate in the US Federal Loans program, foreign schools must meet rigid requirements for eligibility. Our current admission policy is deemed too lenient (as we admit non-graduates from high school) and must be adapted to the above wording in order for Kwantlen to continue to be considered an eligible institution. (see attached)

## Important Terms

**Academic Year:** A period of time schools use to measure a quantity of study. For example, a school's academic year may consist of a fall and spring semester, during which a student must complete 24 semester hours. Academic years vary from school to school, and even from educational program to educational program at the same school.

**Citizen/Eligible Noncitizen:** You must be one of the following to receive federal student aid:

- U.S. citizen
- U.S. national (includes natives of American Samoa or Swain's Island)
- U.S. permanent resident who has an I-151, I-551, or I-551C (Alien Registration Receipt Card)

If you're not in one of these categories, you must have an Arrival-Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations in order to be eligible:

- "Refugee"
- "Asylum Granted"
- "Indefinite Parole" and/or "Humanitarian Parole"
- "Cuban-Haitian Entrant, Status Pending"
- "Conditional Entrant" (valid only if issued before April 1, 1980)

If you have only a Notice of Approval to Apply for Permanent Residence (I-171 or I-464), you aren't eligible for federal student aid.

If you're in the United States on an F1 or F2 student visa only, or on a J1 or J2 exchange visitor visa only, you can't get federal student aid. Also, persons with G series visas (pertaining to international organizations) are not eligible for federal student aid.

**NOTE: Citizens and eligible noncitizens may also receive loans from the Federal Family Education Loan (FFEL) and William D. Ford Direct Loan (Direct Loan) programs at participating foreign schools.**

**Citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, and Palau are eligible only for Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOGs), or Federal Work-Study. These applicants should check with their financial aid administrators for more information.**

**Cost of Attendance (COA):** The total amount it will cost a student to go to school--usually expressed as a yearly figure. It is determined using rules established by the U.S. Congress. The COA includes tuition and fees; on-campus room and board (or a housing and food allowance for off-campus students); and allowances for books, supplies, transportation, loan

fees, and, if applicable), dependent care, costs related to a disability, and miscellaneous expenses. Also included are reasonable costs for eligible study-abroad programs. An allowance (determined by the school) is included for reasonable costs connected with a student's employment as part of a cooperative education program. For students attending less than half time, the COA includes only tuition and fees and an allowance for books, supplies, transportation, and dependent-care expenses. Talk to the financial aid administrator at the school you're planning to attend if you have any unusual expenses that might affect your cost of attendance.

**Default:** Failure to repay a loan according to the terms agreed to when you signed a **promissory note.** Default also may result from failure to submit requests for deferment or cancellation on time. The **consequences of default** are severe.

✦ **Eligible Program:** A course of study that leads to a degree or certificate and meets the U.S. Department of Education's requirements for an eligible program. To get federal financial aid, you must be enrolled in an eligible program, with two exceptions:

- If a school has told you that you must take certain coursework to qualify for admission into one of its eligible programs, you can get a **Direct Loan** or a **FFEL Program Loan** (or your parents can get a **PLUS Loan**) for up to 12 consecutive months while you're completing that coursework. You must be enrolled at least half time, and you must meet the usual student aid eligibility requirements.
- If you're enrolled at least half time in a program to obtain a professional credential or certification required by a state for employment as an elementary or secondary school teacher, you can get a **Federal Perkins Loan, Federal Work-Study,** a **Direct or FFEL Stafford Loan,** (or your parents can get a **PLUS Loan**) while you're enrolled in that program.

**Financial Aid Package:** The total amount of financial aid (federal and nonfederal) a student receives.

**General Education Development (GED) Certificate:** A certificate students receive if they've passed a specific, approved high school equivalency test. Students who don't have a high school diploma but who have a GED may still qualify for federal student aid. A school that admits students without a high school diploma must make a GED program in the vicinity of the school available to these students and must inform them about the program.

**Guaranty Agency:** The organization that administers the FFEL Program for your school. The federal government sets loan limits and interest rates, but each guaranty agency is free to set its own additional limitations, within federal guidelines. This agency is the best source of information on FFEL Program Loans. To find out the name, address, and telephone number of the agency serving your state, visit
**http://www.ed.gov/Programs/bastmp/SGA.htm**

You can also obtain the name, address, and telephone number of your state's guaranty agency, as well as information about borrowing, by calling the **Federal Student Aid Information Center** at
**1-800-4-FED-AID (1-800-433-3243)**

**Half Time:** At schools measuring progress by credit hours and semesters, trimesters, or quarters, half-time enrollment is at least six semester hours or quarter hours per term. At schools measuring progress by credit hours but not using semesters, trimesters, or quarters, half-time enrollment is at least 12 semester hours or 18 quarter hours per year.

# General Information:
# Student Eligibility

Student Guide Topic ▼

- **General Information**
- **Student Eligibility**
- **Financial Need**
- **Dependency Status**
- **Applying**

- **Special Circumstances**
- **Withdrawals**
- **Deadlines**
- **The Federal Student Aid Information Center**

To receive aid from the student aid programs discussed in this publication, you must

- have financial need, except for some loan programs
- have a high school diploma or a General Education Development (GED) Certificate
- pass a test approved by the U.S. Department of Education
- meet other standards your state establishes that are approved by the U.S. Department of Education or complete a high school education in a home school setting that is treated as a home school or private school under state law (See your financial aid administrator for more information.)
- be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program (You may not receive aid for correspondence or telecommunications courses unless they are part of an associate, bachelor's, or graduate degree program.)
- be a U.S. citizen or eligible noncitizen
- have a valid Social Security Number
- make satisfactory academic progress
- sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you will use federal student aid only for educational purposes
- sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant, and
- register with the Selective Service, if required.

If you are a male 18 through 25 years of age and you have not yet registered with Selective Service, you can give Selective Service permission to register you by checking a box on the FAFSA. You can also register through the Internet at
### www.sss.gov

A new law suspends aid eligibility for students convicted under federal or state law of sale or possession of drugs. If you have been convicted of drug possession, you will be ineligible for one year from the date of your conviction after the first offense, two years after the second offense, and indefinitely after the third offense. If you have been convicted for selling drugs, you will be ineligible for two years from the date of your conviction after the first offense, and indefinitely after the second offense. If you lose eligibility, you can regain eligibility early by successfully completing an approved drug rehabilitation program.

The new law will be implemented on July 1, 2000. However, a conviction prior to July 1, 2000 could still affect your eligibility. For example, if you are convicted for the first time for drug possession on February 1, 2000, you will be ineligible for SFA program assistance from

Section 600.7  Conditions of Institutional Ineligibility

The proposed regulations would amend Sec. 600.7(a) to make
technical changes to Sec. 600.7(a)(1) (iii) and (iv) to more accurately
reflect the statute (section 102(a)(3) (C) and (D) of the HEA). Section
600.7(a)(1)(iii) currently provides that an educational institution
does not qualify as an eligible institution if twenty-five percent or
more of the institution's regular enrolled students were incarcerated.
Section 600.7(a)(1)(iv) provides that an educational institution does
not qualify as an eligible institution if fifty-percent or more of its
regularly enrolled students had neither a high school diploma nor the
recognized equivalent of a high school diploma. The proposed
regulations would change these provisions to read ``more than twenty-
five percent" and ``more than fifty percent," respectively, to
reflect the wording of the statute (sections 102(a)(3)(C) and (D) of
the HEA).

The proposed regulations would amend Sec. 600.7(c) to reflect a
change made by the 1998 Amendments that expands the waiver provision
for institutions whose enrollment of incarcerated students exceeds 25
percent. Prior to the 1998 Amendments, a public or nonprofit private
institution could obtain a waiver of this limitation only if it
provided a two- or four-year program for which it awarded an associate
degree or bachelor's degree. As amended, the institution could also
obtain a waiver if it provides a two- or four-year program for which it
awards a ``postsecondary diploma."

# Kwantlen
## UNIVERSITY COLLEGE

**MEETING DATE:** *September 17, 2001*
**AGENDA #:** *10*
**PREPARED BY:** Robin Russell

## EDUCATION COUNCIL

**ISSUE:** At the June retreat, Council members noted that the relations between the Board and Council were uncertain. When this was raised at the Joint Council meeting on June 19, the Board members present expressed support for holding information sessions. The initial focus would be to share views and develop mutual knowledge. The topics to be covered include:

Program changes
Success and access
Accountability and monitoring

**ACTION:** THAT Council appoint interested members to serve on the Joint Council.

**Kwantlen**
UNIVERSITY COLLEGE

**MEETING DATE:** September 17, 2001
**AGENDA #:** 11
**PREPARED BY:** Robin Russell

## EDUCATION COUNCIL

**ISSUE:**     Education Council Marketing and Communication

**Kwantlen**
UNIVERSITY COLLEGE

*MEETING DATE:*  *September 17, 2001*

# EDUCATION COUNCIL

## INFORMATION ITEMS:

- ➤ Curriculum Committee Minutes
- ➤ Innovation Abstracts: Volume XXIII, 13, 14, and 15
- ➤ Linkages, Spring 2001, Vol. 23, No. 3
- ➤ Transfer Credits for Associate Degree Holders (UBC Senate Statement)

# FACULTY OF HUMANITIES
## Curriculum Committee Meeting Minutes
### Friday, June 15, 2001 from 1:00 – 3:00 p.m. in Room G2105, Surrey Campus

| Attending: | | | | |
|---|---|---|---|---|
| | Finnbogason, Jack | Chair | Cairns, Sue Ann | ENGL |
| | Wiens, David | CMNS | McBride, Scott | FINA |
| | Friesen, Patrick | CRWR | Harrison, Heather | PHIL |
| | Royal, Wendy | EASL | Gray, Jane | Admissions |
| | Evans, Sheila | Educational Advisor | | |

**Absent:**      Stewart, Brinsley (MODL), Ling, Arthur (ENLT), Mathay, Laura (Admissions)

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1.  **Approval of Agenda and Minutes from the May 18th meeting.**
    MOVED/SECONDED (Patrick, David) for approval of the agenda and minutes      **Carried**

2.  **UNFINISHED BUSINESS**
    a)  Impact of Degree Program decisions:  Business, Journalism, Applied Psyc      Jack      **FWD**

3.  **NEW BUSINESS**
    a)  **New Data Received:  SORS, Intake and Assessment Committee**      Jack      **FWD**
        As part of the Student Outcomes Reporting System (SORS), 27,000 students were called one year after they had completed their studies to determine their level of satisfaction with Colleges.  The data was then sent to Deans for review.  This data will be shared with Chairs for the August meeting.

    b)  **Religions of India course:  Update and future directions**      Jack
        Jaswinder Sidhu, of the B.C. Foundation for the study of Sikhism, agreed with the title "Religions of India."  It would become a Humanities course in the Philosophy department.
        MOVED/SECONDED (Wendy, Patrick) that an advertisement for a course designer for Religions of India will be posted on the web site.  M.A. in Asian religions or a related field required as minimum qualifications.      **Carried**

    c)  **Liberal Education Requirements**      Jack
        Some departments have not applied to the Liberal Education committee to have courses accepted for liberal education credit.  A simple photocopy of courses in the calendar with ticks next to the appropriate courses is acceptable.  **Please send the lists to our Administration office.**

    d)  **August 30th Division Meeting:  Selection of Theme**      Jack
        Education and technology is the theme.  Ideas of topics for discussion should be forwarded to Jack.

4.  **COURSE OUTLINES:  REVISIONS**
    a)  <u>**CRWR 1100**</u>      Patrick
        p. 1      <u>Prerequisites</u>:  replace ACPE 0090 with ACPE 0091
        p. 2      <u>Employability Skills</u>:  reformat bullets
        p. 3      <u>Teaching methods</u>:  take out the Simulated Learning hours, hours should be "3 or 4."
                  <u>Option A</u>:  short stories such "as."  Authors should be listed as Russell Brown, Donna Bennett, and Nathalie Cook.  Option C:  take out "Editor?"

        <u>CRWR 1110</u>
        p. 1      <u>Prerequisites</u>: take out "or equivalent (please specify)"
        p. 2      <u>Employability Skills</u>: Reformat bullets.  Reading Skills – "interpretation" (not plural).
        p. 3      <u>Learning resources</u>:  Option C – take out "Editor?" and take out "plus" (so "A book..)
                  *Patrick will forward the name of the editor.*
                  <u>Teaching Modes</u>:  hours should be stated as "3 or 4"
        MOVED/SECONDED: (Sue Ann, David) to conditionally approve CRWR 1100, 1110 pending resolution of specified problems.      **Carried**

b) <u>ENGL 1202, ENGL 1205, ENGL 1206</u>
On all of them:
<u>U</u>nbold prerequisites, move 1100 in front of 1110, reformat Transfer Status, redo bullets
Sue Ann will check with peers regarding **1)** the last bulleted item in Content, **2)** Assessment
Methods: changing to 50% and 10% (from 55% and 5%), and **3)** "latest edition" for texts.

<u>ENGL 1202</u> – take out the "s" at the end of source in Content.
-- P. 3 Assessment: "assignments)" should follow "timed"
-- Learning Resources: "or thematically linked individual texts" (ask Sheila H.)

<u>ENGL 1205</u> – Learning Resources: reformat for clarity

<u>ENGL 1206</u> – Learning Resources: "and at least..." should be on a separate line, reformat.

**MOVED/SECONDED:** (Sue Ann, Wendy) that ENGL 1202/1205/1206 be conditionally
approved pending resolution of specified problems.
All in favour. **Carried**

c) <u>EASL 0085</u>
This course represents a new level offered to EASL students. Many other Colleges offer
substantially more prep time than Kwantlen currently does.

p.1 Prerequisites: Mary and Wendy will work on wording to clarify them
p.3 Learning objectives: Write: third bullet from the bottom, "using either MLA or APA.."
Employability Skills: Interpersonal Skills: put semicolon after "others",
Teamwork: "following" schedules.
Assessment: indent bullets
p.4 PLA: Clarification is required, including research paper and challenge exam.
Learning Resources: Harnack & Kleppinger book title, all first letters capitalized.

**MOVED/SECONDED:** (Wendy, David; Sue Ann abstained) that EASL 0085 be
conditionally approved pending resolution of specified problems.
All in favour. **Carried**

d) <u>FREN 0099</u> -- discontinued                                      Mary for Brinsley
This course was offered for two semesters in 1985, but has not been used for 16 years.

**MOVED/SECONDED:** (David, Heather ) to approve discontinuation of FREN 0099
All in favour. **Carried**

5. **ADJOURNMENT**      Meeting Adjourned at 3:30 p.m.

┌─────────────────────────────────────────────────────────┐
│ **Next Meeting will be Friday, September 21ᵗʰ 2:00 – 4:00 p.m.** │
│ **Room 1420, Richmond Campus** │
└─────────────────────────────────────────────────────────┘

# Kwantlen
## UNIVERSITY COLLEGE

**MINUTES**
**Applied Design and Communications**
**Curriculum Committee Meeting**
Thursday, April 19, 2001 - 2:00 pm in Room 1530

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**Present:**  Charmaine Chung (recorder)   Susan Harman   **Guests:** Rick Cuff
Marge Damon   S. Lee   Panteli Tritchew
Barbara Duggan (chair)   Frank Ludtke
Sheila Evans   Rachel Shackleton
Lucie Gagné   Lori Yonin

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1. **Approval of Agenda**
   Added items:  9.   Calendar irregularities

2. **Journalism degree – 3ʳᵈ and 4ᵗʰ level credits**
   The degree proposal specified 42 credits of 3ʳᵈ and 4ᵗʰ year credits in Journalism; however, the upper level Journalism courses add up to 39 credits.  A minimum of 9 credits at the 3ʳᵈ and 4ᵗʰ level must be taken outside the department.
   **ACTION: LORI TO COPY THE COMMITTEE AND DPAC WITH THEIR ED. COUNCIL MEMO.**

3. **Journalism Honours degree requirement**
   **MOVED** by Lori that for acceptance into the Journalism Honours degree program, students are required to have a B average or better and to maintain a GPA of B.
   Seconded by S.   **CARRIED**
   **ACTION: LORI TO MEMO DAVE WOOLLEY, CAROL ANDERSON, VILLA PINTO & DPAC AND ATTACH SKIP TRIPLETT'S LETTER.**

4. **Public Relations English requirement**
   Admission requirements state "LPI Level 4 or minimum B average in post-secondary English;" these two are not equivalent.  Susan to discuss further with Admissions.

5. **Public Relations 2 motions**
   **MOVED** by Susan to move MRKT 1199 Marketing Essentials from 1ˢᵗ semester to 3ʳᵈ semester effective Fall 2001.
   **MOVED** by Susan to move PRLN 2380 Electronic Media Strategies from 3ʳᵈ semester to 1ˢᵗ semester effective Fall 2001.
   As there were prerequisite and corequisite changes needed, this item will be discussed further.
   **2 MOTIONS DENIED**

6. **Fashion prerequisite and corequisite irregularities in the Calendar 2001/2002**
   Course:  FASN 2130 Technical Fashion Drawing
   Calendar:  Prerequisites: FASH 1140 or FASN 1230 and computer keyboard experience
   Should be: Prerequisites: (FASH 1140 or FASN 1230) and CBSY 1105 and (FASH 1220 or FASN 1220)
   Corequisites: (FASH 1200 or FASN 2100) or (FASH 1211 or FASN 2110)

   Course: FASN 4210 Fashion Business Practices
   Calendar: Prerequisites: MRKT 1199 or 1130
   Should be: Prerequisites: FASN 4100 and (MRKT 1199 or MRKT 1130)

Course: FASN 4250 Self-Directed Study
Calendar: Prerequisites: FASN 3200 and 3250
Should be: Corequisites: FASN 3200 and 3250

**ACTION:** RACHEL TO REVIEW ABOVE ON BANNER.
**ACTION:** BARBARA TO MEMO MARNIE MCFARLANE AND STUDENTS.
**ACTION:** ADMISSIONS TO INFORM STUDENTS IN THEIR ADMISSIONS PACKAGES.
**ACTION:** CHARMAINE TO FOLLOW-UP ON FASN 2130 AND 4210 WITH BARB MELNYK.

7.  **Adoption of Minutes – March 29, 2001 meeting**
    Minutes were approved with no changes.

8.  **Review of Action Items**
    4.  *Fashion Continuation Criteria for 3rd year*
        At the Feb. 15 meeting, the following motion was passed: Commencing
        September 2002, the requirements for continuation for the 3rd year of the
        Fashion Design & Technology program be modifed to an "average of 2.7 GPA or
        higher with a final grade of B- or greater in FASN 2200 DesignDrawing II and
        FASN 2220 Drafting & Sewing II."
**ACTION:** BARBARA TO TAKE TO DPAC.

9.  **Calendar irregularities**
    In order to prevent future Calendar irregularities, it was suggested that after
    Coordinators review the Calendar Copy, it should be forwarded to Admissions for their
    review and input. Before the Calendar goes to print, members suggested reviewing it
    as a whole.
    There was concern on the discrepancies between the website and Calendar, the lack of
    information on our website and legalities involved. It was suggested there be a
    department for producing and maintaining this website for all programs.

**MOVED** by Marge that students who are entering Interdisciplinary Design Studies or who are
currently in Interdisciplinary Design Studies need to be advised in writing that IDDS 1185
Typography and IDDS 1285 Typography & Layout are required courses for entry into the
Graphics & Visual Design program.
Seconded by Frank                                                              **CARRIED**

**MOVED** by Marge that all Interdisciplinary Design Studies students need to be advised that
CMNS 1140 is a required course for a Graphics & Visual Design diploma.
Seconded by Frank                                                              **CARRIED**

**MOVED** by Marge that new Interdisciplinary Design Studies and Graphics & Visual Design
students who are entering Interdisciplinary Design Studies be advised prior to their interview
with a sheet in the information packages of the required courses for graduation in Graphics &
Visual Design.
Seconded by Frank                                                              **CARRIED**

Meeting adjourned at 4:30 pm.

*Next Curriculum Committee meeting is May 24, 2001 – 2:00 pm in Room 1530.*

# FACULTY OF HUMANITIES
## Curriculum Committee Meeting Minutes
Friday, May 18, 2001 from 2:00 – 4:00 pm in Room

| | | |
|---|---|---|
| **Attending:** | Finnbogason, Jack | Chairperson |
| | Wiens, David | CMNS |
| | Friesen, Patrick | CRWR |
| | Royal, Wendy | EASL |
| | Ling, Arthur | ENLT |
| | McBride, Scott | FINA |
| | Stewart, Brinsley | MODL |
| | Harrison, Heather | PHIL |
| | E. Tosetti, C. Richards, B. Pires, G. Gunn, J. Katz, G. Chan, J. Shen, K. Inglis, B. Cody. R. Fleming, G. Hickman-Barr, K. Phillips, M. Goodine | |
| | | |
| **Absent:** | Gray, Jane | Admissions |
| | Mathay, Laura/B. Smith | Admissions |
| | Evans, Sheila | Educational Advisor |
| | | |
| **Copies to Chairs:** | K. Anderson, R. Fleming, P. Friesen, A. Ling, B. Pires, D. Smolkin, A.Talbot. P. Tritchew | |

1. **Approval of Agenda and Minutes from the April 20th meeting.**
   MOVED/SECONDED (Brinsley, Patrick) for approval of the agenda with the addition of 3.
   New Business c) CMNS 1140 (David) under Course Revisions
   and the Minutes of April 20 with the following clarification by W. Royal for S. Bala under 3.
   e) Proposal for developing a course on Indian Religions. Sundari Bala noted: "my
   observation was that the purpose of the letter was ambiguous since it seemed to be signed by
   The Sikh Research Federation but in fact they were offering to fund a course on Indian
   Religions. I suggested requesting them for further clarification vis-à-vis their objective and
   possibly a lengthier description of their proposal so that this committee would have a better
   basis for discussion."                                                                 **Carried**

2. **UNFINISHED BUSINESS**
   a) On-Line Course delivery – discussion                                                    All

   Jack introduced Elizabeth Tosetti, who has been doing research at UBC on on-line course
   delivery.
   Meg Goodine was also introduced – she has cross-college responsibility for on-line delivery of
   courses at Kwantlen.
   The backgrounder was summarized: it was an attempt to define issues that arise in any
   discussion of on-line formats. Elizabeth did a 15 minute presentation on on-line delivery.
   Topics of discussion included:
   - Is this a new paradigm of teaching, and does new technology solve all problems?
   - New Paradigm
   - Ideal Learner Profile
   - GNEAL student profile
   - Bridging the gap (scaffolding)
   - Instructor's role (instructor, curriculum creator, course designer and presenter, content
     expert, facilitator, mentor)
   - Tutor's role (content expert, tutor, facilitator, moderator, creator of discord and individual
     approach to every student)
   - Standards and benchmarks
   - Implications for Kwantlen

Elizabeth stressed that on-line delivery was a new teaching paradigm and that we must continue to research its effect on both students and teachers.

Meg summarized the current assistance available at Kwantlen for on-line teaching and stated that team effort a mandate is needed. She has been working on this for 3 yrs. and noted there is technical support available. She outlined steps currently in place for an instructor to teach an on-line course (dean approves, faculty contact IET (Meg), resource, sets up computer).

Jack stated that there is 25% time release response for e-learning – more than on line web site creation. The job description is currently being prepared and the posting should be up shortly. He relayed the decision that departmental curriculum committees will now be asked to do the assessments necessary and make recommendations about the nature and number of courses suitable for on-line delivery.

Questions/Discussion from the floor:
- students who take on-line courses are people who are working and cannot come to class.
- Is there separate money for on-line teaching? Are these replaced courses? Will existing courses be taken away to offer on-line courses?
- Funding - need developmental money – where does it come from? Are costs borne by IET?
- As a curriculum committee rep. do we need to be concerned? What relationship, if any, does this issue have to the Humanities Curriculum Committee? Should Curr. Comm. of the division take a role?
- Is the college going to tell us how to teach (methodology) and what about academic freedom? Individual instructor to choose – peers not to determine how to teach or what to teach.
- Not all courses could be delivered on line. Look at subcommittee (recommendation) of curriculum. KUC has to estimate priority. Should we seek % in division?
- What are pedagogical implications? Same as compressed courses.
- Establish criteria – whose responsibility – humanities? draw up criteria?
- Cost effectiveness?
- Ask VP academic – Ed Plan. - we need direction (academic freedoms)
- Different mechanisms for separate funds for delivery – on-line delivery contacts IET (Meg), VP through curriculum committee
- Jack noted our intention is to have the departmental Curriculum Committee be the first and primary analyst of appropriateness. We need to create acceptable criteria. Curr. Comm. will make up list of what is expected.

It was agreed that departments will meet to discuss on-line delivery and then a separate agenda item on the October meeting will finalize our discussion of the issues. Representatives are asked to study the distributed data and working papers prior to the October meeting.

b) Selective Entry -                                                                                          Jack
Jack reported back that the Board is still adressing the recommendations received.


3. **NEW BUSINESS**
   a) Custom Course Material Packages                                                            Jack

   b) College Prep. Division -                                                                        Jack
   Report to be distributed in early June. Copies available from ESL, ENLT, English, Applied Communications, or the Dean's office.

c) Impact of Degree Program decisions:  Bus., Journalism, Applied Psy.          Jack
Aug. 2001 to June 2002
Deferred to next meeting. Roy Daykin, Director of Finance, working on mechanics for
transferring monies where appropriate. Chairs should track demand received from Degree
areas.

d) ENVI 1112 – support requested
**MOVED/SECONDED** (Sue Ann/Patrick) that Humanities Curriculum Committee
support the inclusion of ENVI 1112 as recommended for the Associate of Arts Degree.
**Carried**

## COURSE OUTLINES:  REVISIONS
a)   <u>FINA 1131</u>                                                      Scott
p.  1   Transfer Status:  to SFU from AFU
p. 2   Learning Obj. – delete "*" after art, under Content:  Assemblage Sculpture,
3$^{rd}$ bullet should read:  "Slide lecture concerning the use of found objects."
Employability Skills:  Visual literacy should read:  "organizing and
processing symbols . . . ."
p. 4   Assessment methods:  Delete (There is no final examination),  under
Participation list in brackets (discussions, critiques, attendance) on next line.
Enter total:  100%.
Learning Resources – add publishing date for all textbooks.

<u>FINA 1231</u>
p. 1   Calendar Description:  a comma after critiques in 2$^{nd}$ line.  Last sentence to
read:  Students will also use .... museums.  Take out "to bring greater depth
 . . . ."
p. 2   Learning Obj. bullet #1 to read:  Analyze sculpture's place in contemporary art
bullet #4 to read:  Develop greater critical awareness and use of visual language
Content:  Real Time Movement, bullet #1 add of after design  . . .
Employability Skills:  Interpersonal skills:  should read:  "sharing
equipment, studio space, participating in informal discussions"
p. 3   Employability Skills:  Visual literacy:  should read:  "organizing and
processing symbols, pictures, graphs, objects, and other information"
Methods for PLA:  should read:  "The following PLA method will be used"
p. 4   Participation list in brackets (discussions, critiques, attendance) on next line.
Enter total:  100%.
Learning Resources – add publishing date for all textbooks.

<u>FINA 1265</u>
p. 1   Calendar Description:  last sentence change to "students'"
p. 2.   Learning Obj. last bullet add "and with respect"
Content:  bullet #3 should read:  "Manipulation of design elements, "
Add new bullet - exploration of the potentials and limitations of two- and
three-dimensional materials.
bullet #5 should read:  "Structural and surface design in the built environment"
Employability Skills:  Visual literacy:  should read:  "organizing and
processing symbols, . . . "
p. 3   Methods for PLA:  Should read:  "The following PLA method will be used: "
delete bullet #2 "demonstration and interview"
Learning Resources:  missing?

FINA 2365
p. 2    Content: bullet #3 add commas after "of" and "experiments"
p. 3    Assessment Methods: Participation list in brackets (discussion, critiques, attendance) on next line.
        Methods for PLA: Should read: "The following PLA method will be used: " delete bullet #2 "demonstration and interview"
        Teaching Modes: developer to check hours per week. and class size

FINA 2465
p. 2    Learning Objectives: add bullet: "Use shop equipment safely and with respect"
        Content: bullet #1 should read: "Research information relating . . . ."
        bullet #2 should read: "Researching on the viability of the students' solutions. . . "
        add another bullet to say "The safe use of shop equipment"
p. 3    Methods for PLA: Should read: "The following PLA method will be used: " delete bullet #2 "demonstration and interview"
        Teaching Modes: developer to check hours per week and class size

**MOVED/SECONDED:** (Scott, Arthur) to conditionally approve FINA 1131, 1231, 1265, 2365, 2465 pending resolution of specified problems.
All in favour.                                                    **Carried**

FINA 2331
p. 1    Calendar Description: Starting 2$^{nd}$ sentence should read: "Students will generate ideas from the characteristics of a site, drawing on their particular interest in processes and materials. Assignments . . . the studio. Students will be expected to prepare for critiques and often lead discussions."
        Prerequistes: Should be FINA 1231 and not FINA 1131
p. 2    Learning Objectives: bullet #2 – designer to check wording
        Content: each underlined subtitle should have a hyphen after Site-Designer to check wording in content
p. 3    Learning Resources – add publishing date for all textbooks.

FINA 2431
p. 1    Calendar Description: starting 2$^{nd}$ sentence: "They will meet . . . . students' inquiry. Students will use critiques and input from instructors to guide the evolution of their projects. They will prepare for and frequently generate class discussions. "
p. 2    Learning Objectives: bullet #7 – take word "both" out.
        Content: Developer to check with Karen Metzger.
p. 3    Assessment Methods: Participation list in brackets (discussion, critiques, attendance) on next line.
        Methods for PLA: Should read: "The following PLA method will be used: "

**MOVED/SECONDED:** (David, Patrick) that FINA 2331 and 2431 outlines should come back to committee after making recommended changes.
All in favour.                                                    **Carried**

b)    EASL 1190, 1290 and 1390

**MOVED/SECONDED:** (David, Arthur) to discontinue the above courses.
All in favour.                                                    **Carried**

c) <u>CMNS 1140</u> – update                                          David
   p. 1 Prerequisites:  add ACPE 097 to existing list.
   p. 2 Learning outcomes: #5 change to "research data from primary and secondary
   sources, and evaluate that data for relevance and accuracy before integrating it with
   appropriate citation into documents and presentations.
   p. 2 Content:  #5 change to Basic research methodologies and documentation
   conventions:  e.g. APA, MLA. "

   **MOVED/SECONDED:**  (David, Patrick ) to approve CMNS 1140 updated changes.
   All in favour.                                                    **Carried**


4.  **ADJOURNMENT**
    Meeting Adjourned at 4:30 p.m. *Note:*  change from normal 2 – 4 time.

    ┌─────────────────────────────────────────────────────────────┐
    │   **Next Meeting will be Friday,   June 15th 1:00 – 3:00  p.m.**   │
    │             **Room G2105 Surrey Campus**                          │
    └─────────────────────────────────────────────────────────────┘

the British Columbia Council on Admissions and Transfer
(BCCAT) and approved by the Minister of Advanced Education,
Training and Technology; and
That the University of Victoria grant 30 units of transfer credit for
the revised Associate Degree completed at other BC post-
secondary institutions.

The Chair noted that the Chair of the Committee, Dr. Stanton Tuller, was in the
gallery. Dr. Tuller spoke to the proposal, noting the changes in the associate degree
and how this would ease transfer into UVic.

The motion was put and CARRIED.

ii.      1999-2000 Annual Report

MOTION (D. Leeming, A. Molzahn)
That the Senate receive, with thanks, the 1999-2000 annual report
of the Committee on Admission, Reregistration and Transfer.

                                                                    CARRIED.


b.      Committee on Awards

i.      New and Revised Undergraduate Awards

MOTION (P. Von Aderkas, M. Serra)
That Senate approve and recommend to the Board of Governors
for its approval the following new and revised undergraduate
awards:

*Joseph Patrick Cunningham Memorial Bursary*
*Bethel M. Watts Bursary in English*
*Suzanne and Gerry Roufs Scholarship*
*Opening Night Scholarship (Revision)*
*Walter D. Young Prizes in Political Science 101 and 102*
*(Revision)*                                                         CARRIED.


c.      Committee on Committees

i.      Additional 2000-2001 appointments

MOTION (I. Dawson, R. Grant)
That Senate approve the further Committee appointments as
follows for the terms shown in brackets.

| | | |
|---|---|---|
| Academic Standards | Chris Devlin | (2003) |
| Agenda and Procedures | Kari Worton | (2001) |
| Continuing Studies | Carole Miller | (2003) |
| SCART | Patricia Roy | (2002) |

                                                                    CARRIED.

A meeting of the Senate of the University of Victoria was held on Wednesday, December 6, 2000 at 7:30 p.m., in the Senate and Board Room, University Centre. The Chair of Senate, President David Turpin, was in the Chair.

### MINUTE OF SILENCE

Senate stood for a minute of silence in memory of the 14 women who had been killed at École Polytechnique in Montreal on December 6th, 1989.

1. ### APPROVAL OF THE AGENDA

MOTION (A. Molzahn, A. Rippin)
That the agenda be approved.                                CARRIED.

2. ### MINUTES

a. ### 01 November 2000

MOTION (R. Grant, R. Warburton)
That the minutes of the open session of the Senate meeting held on 01 November 2000 be approved and that the approved minutes be circulated in the usual way.                                CARRIED.

3. ### BUSINESS ARISING FROM THE MINUTES - Nil.

4. ### REMARKS FROM THE CHAIR

a. ### President's Strategic Initiatives Fund

The President made a presentation on how he had used the Strategic Initiatives Fund set aside for him by the Board of Governors. There followed a brief discussion on the retention issue for faculty.

5. ### CORRESPONDENCE

a. ### Actions Taken by the Board of Governors at its Meeting of Sept. 25, 2000

The Report of Actions was received for information and filed.

6. ### PROPOSALS AND REPORTS FROM SENATE COMMITTEES

a. ### Committee on Admissions, Re-registration and Transfer

i.    Transfer Credit for Associate Degree Holders

MOTION (D. Leeming, M.E. Purkis)
That the University of Victoria accept the amendments to the curricular requirements for the Associate Degree recommended by