



AGENDA

Robin Russell
Surrey Campus

- ✓ 1. Confirmation of Agenda
2. Approval of Minutes (April 8 & 11, 2002)
3. Chair's Report
- ✓ 4. Committee Reports
 - 4.1. ✓ Degree Proposal Assessment Committee
(Dana Goedbloed, Chair)
 - 4.2. ✓ Curriculum Approval
New Courses:

NRSG 2110	Episodic Health Challenges
NRSG 2140	Nursing Practice 3
GRBC 2010	Professional Practice
GRBC 2020	The Therapeutic Process
GRBC 2030	Valuing Ethnicity and Diversity
GRBC 2050	Practicum II
GRBC 2070	Identity and Professionalism
GRBC 3050	Practicum III
GVRD 1135	Fundamentals of Typographic Design
GVRD 1120	Visual Synthesis I
GVRD 1150	Production Art I
JRNL 4200	History of Canadian Journalism

Discontinued Courses:

NRSG 1110	Health 1: Health Styles
NRSG 1120	Professional Growth 1: Nurses'
NRSG 1120	Professional Growth 1: Nurses' Work
NRSG 1240	Nursing Practice 1
NRSG 2110	Healing Workshop 1: Episodic Health Challenges
NRSG 2140	Nursing Practice 2
ENLT 0100	Intensive English Language Training 1
ENLT 0075	English Pronunciation for Non-Native Speakers: Short course
ENLT 0076	Real Conversation: Intensive Practice with Native Speakers of English
ENLT 0077	Introductory Business Writing: Intensive Practice for Non-Native Speakers
 - 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. Language Competency Liaison Committee
(Rhondda Porter, Chair)
 - 4.7. Intake Testing and Assessment Committee
(Robin Russell, Chair)
 - 4.8. Program Evaluation Committee
(Robin Russell, A/Chair)

EDUCATION COUNCIL AGENDA

May 6, 2002

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4.9. Policy Review Committee
(Charon Graham, A/Chair)

4.10. Appeals Policy Review Committee (see #13)
(Robyn Rushford, Chair)

5. ~~Review of the Advice to the Board (distributed via e-mail)~~

6. Review of the process for Course Outline revisions

7. Program Concept: Home Support/Resident Care Attendant

8. Graphic and Visual Design Revised Program Proposal

9. ~~Requirements for Graduation (previously distributed)~~

10. Appeals Policy Report from the Appeals Policy Review Committee (previously distributed)

11. Review of the Education Council Self-Evaluation Document (verbal) and
Report of the External Validation Team (att'd.)

12. Next Meeting: To be confirmed

13. Adjournment

Attached for Distribution

- Curriculum Committee Minutes
- Innovation Abstracts: Vol. XXIV - No's 5, 6, 7 & 8

For June

- Appeals Policy

- Reviewing Education Council Advice to
The Board:

defer to June



**EDUCATION COUNCIL MEMBERS
2001/2002 TERM**

Name	Local	Vmail	Division	Campus	Room	Email @Kwantlen.ca
Anderson, Larry (F)	3356	9502	Social Sciences & Music	Langley	L2015	Larry.Anderson
Arneja, Gary (F)	2962	9902	Applied Trades and Vocational	Newton	N4-221	Gary.Arneja
Clubb, Roni (F)	2174	9974	Community & Health Studies	Surrey	D246	Roni.Clubb
Brook Walker	2462	2462	Student	Surrey		
Darren Gallagher	979-1160		Student	Richmond		
Steve Lee	2321	2321	Student	Surrey		
Paul Browning	2391	2391	Student	Surrey		
Finnbogason, Jack	2672	2672	Dean	Richmond	R1490	Jack.Finnbogason
Francis, Derek (A)	2065	2065	Vice-President, Learning Services	Surrey	G2120	Derek.Francis
Goedbloed, Dana (F)	2486	9424	Business	Surrey	G1029	Dana.Goedbloed
Graham, Charon (S)	2494	2494	Admissions - BCGEU	Surrey	G1110	Charon.Graham
Green, Karin	3231	3231	Counselling & Advising Serv. (BCGEU)	Langley	L1073	Karin.Green
Morris, Susan (F)	2513	2513	Counselling, Library, Co-op and CE	Richmond	R1610	Susan.Morris
R Jones, Gary (F)	3311	9680	Horticulture/Music	Langley	L1151	Gary.Jones
McGillivray, Judith (A)	2363	2263	Vice President, Learning & Provost	Surrey	G2145	Judith.McGillivray
R Mott, Maxine	2263	2263	Dean	Surrey	G1130	Maxine.Mott
R Damon, Marge	2627	9617	Applied Design & Communications	Richmond	R3070	Marge.Damon
Rankin, Graham	2203	9233	Science, Math & Technology	Surrey	D-345	Graham.Rankin
Russell, Robin (F) (Chair)	2183	9243	Faculty of Humanities	Surrey	D312	Robin.Russell
Wainman, Newton (F)	2176	9278	Academic & Career Preparation	Surrey	D244	Newton.Wainman
Melnyk, Barbara	2084	2084	Education Council Recorder	Surrey	G2116	Barb.Melnyk
Ex-Officio Members						
Tana Plewes	532-0487		Board Representative	Surrey		logicbiz@telus.net
Triplett, Skip	2080	2080	President	Surrey	G2135	Skip.Triplett

Derek Rowson

Nancy Graham RCA

Colleen Chapman RCA

Barbara Duggan

Tom Rodest

Derek Rowson

05/06/02

MEETING DATE: May 6, 2002
AGENDA #: 4.2
PREPARED BY: Karen Metzger

EDUCATION COUNCIL

ISSUE: Curriculum Approval

ACTION: THAT Council approve the following new course outlines:

NRSG 2110	Episodic Health Challenges
NRSG 2140	Nursing Practice 3
GRBC 2010	Professional Practice
GRBC 2020	The Therapeutic Process
GRBC 2030	Valuing Ethnicity and Diversity
GRBC 2050	Practicum II
GRBC 2070	Identity and Professionalism
GRBC 3050	Practicum III
GVRD 1135	Fundamentals of Typographic Design
GVRD 1120	Visual Synthesis I
GVRD 1150	Production Art I
JRNL 4200	History of Canadian Journalism

Discontinued Courses:

NRSG 1110	Health 1: Health Styles
NRSG 1120	Professional Growth 1: Nurses'
NRSG 1120	Professional Growth 1: Nurses' Work
NRSG 1240	Nursing Practice 1
NRSG 2110	Healing Workshop 1: Episodic Health Challenges
NRSG 2140	Nursing Practice 2
ENLT 0100	Intensive English Language Training 1
ENLT 0075	English Pronunciation for Non-Native Speakers: Short course
ENLT 0076	Real Conversation: Intensive Practice with Native Speakers of English
ENLT 0077	Introductory Business Writing: Intensive Practice for Non-Native Speakers

2 March 01

Evaluation Processes Applied to Kwantlen University College (in addition to the Meta Evaluation Process now underway)

- B.C. Student Outcomes Survey Results
- Key performance indicators (Ministry)
- Student Post Registration Survey
- Enrolment audit
- Financial audit
- Individual departmental evaluations (e.g. Early Childhood Education, Graphics)
- Individual departmental accreditation evaluations (e.g. Interior Design, Nursing, Technology programs)
- Student faculty evaluations
- Library User Survey
- ISO900 (some University College areas are in the process of applying for this designation)
- Course Articulation process
- High School counsellors survey
- University of British Columbia/Simon Fraser University - both institutions report on Kwantlen graduate post transfer performance
- Key performance indicators (Ministry)
- Ombudsmen Office \ Human Rights Council (both offices report on complaints made)
- US Department of Education (for accreditation in order that US students on US federal loans may attend)
- BC Student Loans Office (for continued designation in order that students on both Canada and BC Student loans may attend).



EDUCATION COUNCIL

ISSUE: Curriculum Approval

ACTION: THAT Council approve the following new course outlines

NRSG 2110	Episodic Health Challenges
NRSG 2140	Nursing Practice 3
NRSG 2241	Nursing Practice 4
GRBC 2010	Professional Practice
GRBC 2020	The Therapeutic Process
GRBC 2030	Valuing Ethnicity and Diversity
GRBC 2050	Practicum II
GRBC 2070	Identity and Professionalism
GRBC 3050	Practicum III
GRVD 1135	Fundamentals of Typographic Design
GRVD 1120	Visual Synthesis I
GRVD 1150	Production Art I
JRNL 4200	History of Canadian Journalism
MWIN 1101	Millwright Trade Safety
MWIN 1105	Print Reading and Sketching
MWIN 1115	Layout and Machine Foundations
MWIN 1130	Welding Basics for Millwrights
MWIN 1120	Hand Tools and Bench Work
MWIN 1110	Measuring
MWIN 1205	Lubrication
MWIN 1210	Power Hand Tools
MWIN 1215	Rigging
MWIN 1220	Machine Tool Basics
MWIN 1225	Machine Tools
MWIN 1230	Fasteners and Fittings
MWIN 1235	Hydraulics
MWIN 1240	Pneumatics
MWIN 1250	Metallurgy
MWIN 1255	Machine Components
MWIN 1260	Bearings and Seals
MWIN 1265	Power Transmission

Discontinued Courses:

NRSG 1110	Health 1: Health Styles
NRSG 1120	Professional Growth 1: Nurses'
NRSG 1120	Professional Growth 1: Nurses' Work
NRSG 1240	Nursing Practice 1
NRSG 2110	Healing Workshop 1: Episodic Health Challenges
NRSG 2140	Nursing Practice 2
ENLT 0100	Intensive English Language Training 1
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ENLT 0077	Introductory Business Writing: Intensive Practice for Non-Native Speakers



Kwantlen
UNIVERSITY COLLEGE

MEETING DATE: May 6, 2002
AGENDA #: 2
PREPARED BY: Karen Metzger

EDUCATION COUNCIL

ISSUE: Approval of Minutes

ACTION: That Council approve the Minutes of April 8 and 11, 2002.

*Approved as
written. KM*



EDUCATION COUNCIL

MINUTES

Present: Larry Anderson (8)
Roni Clubb
Darren Gallagher
Steven Lee
Jack Finnbogason
Jody Gordon
Dana Goedbloed
Charon Graham
Barbara Melnyk
Robin Russell (Chair)
Karen Metzger (Recorder)

Derek Francis
Karin Green
Susan Morris
Gary Jones
Judith McGillivray
Maxine Mott
Marge Damon (8)
Graham Rankin (8)
Skip Triplett
Tana Plewes
Newton Wainman
Doug Wiebe (for Gary Armeja) (8)

Absent: Larry Anderson (11)
Brook Walker (8)
Marge Damon (11)
Graham Rankin (11)

Guests: Roy Daykin (8 & 11)
Sue Doucette (8)
Tom Radesh (8)
Kathryn Waldie (8 & 11)
Gordon Lee (8 & 11)
Brian Carr (8 & 11)
Laurie Papas (8)

Susan Powell (8)
Jane Yamamoto (8 & 11)
Arthur Coren (8 & 11)
David Ross (8 & 11)
John Jenness (11)
Ann Stafford (11)

1. Confirmation of Agenda

Items 6, 11, and 14 were deferred to the May 7, 2002, meeting; new item was added: Program Cancellations and Reductions.

Moved by Darren Gallagher, seconded by Susan Morris, that Council approve agenda as amended.

MOTION CARRIED.

2. Formal adjournment of March 4, 2002, meeting

Moved by Charon Graham, seconded by Marge Damon, to adjourn meeting of March 4, 2002.

MOTION CARRIED.

3. Approval of Minutes

Item 6: Newton Wainman was also on the committee.

Approved as amended.

4. Chair's Report

- a. Has been busy working on the Principles of Program Review document.
- b. Attended a dinner at the Richmond School Board with the board of governors; Richmond School Board lamented that ECE had moved from the Richmond campus.

- c. Distributed a draft version of the Appeals of Academic Decisions document for Council's perusal; will send to members via email so they can make the document available to their constituent groups. To be discussed at the May meeting.
- 5. Committee Reports**
- 5.1. Degree Proposal Assessment Committee
 - a. DPAC approved the Adventure Tourism (CE) Letter of Intent.
 - b. Dana Goedbloed noted that DPAC has not yet seen a student rep, and asked Darren Gallagher to pass on that information to the Student Council.
 - 5.2. Curriculum approval

Moved by Darren Gallagher, and seconded by Maxine Mott,
THAT Council approve the following new course:
DRAF 1310 – Architectural III - Commercial
EASL 0030 – Academic Listening and Speaking Skills
EASL 0040 - Academic Listening and Speaking Skills
HAUC 1100 – Treatment and Medication Orders
HAUC 1110 – Laboratory Orders I
HAUC 1115 - Laboratory Orders II
HAUC 1120 – Diagnostic Orders
HAUC 1125 – Medical/Surgical/Maternity Orders
HAUC 1200 – Practicum
POLI 2121 – Charter Politics in Canada
POLI 2131 – European Integration
MOTION CARRIED
 - 5.3. Grant Applications Panel

With today as the closing date, there are 16 numbered applications, with more received but not numbered. Total number of applications may be higher than last year; may have to use \$9,000 as the divisor rather than \$15,000, which was used last year. The Panel will meet April 24. Notice of Motion to the May 7 meeting.
 - 5.4. Liberal Education Committee

No report.
 - 5.5. International Education Committee

No report.
 - 5.6. Language Competency Liaison Committee

They are putting out a new version of Pathways to Success.
 - 5.7. Intake Testing and Assessment Committee

The committee reviewed the last round of reports on entry requirements for firstyear English and found some difficulties with those, but intends to continue the process. ACEP and English departments have answered question re variances between campuses.
 The Committee is gradually becoming less representative and is considering how to refresh it.
 - 5.8. Program Evaluation Committee

Panteli Tritchew will start as Chair in September 2002.
 - 5.9. Policy Review Committee

Will be setting up meeting dates on Derek's and Robin's return.
 - 5.10. Appeals Policy Review Committee

See item 4: Chair's Report
 - 6. **Change in Education Council By-laws for "Terms and Conditions of Membership"**
 Deferred to next meeting.
 - 7. **Program Concept: Community Support Worker Diploma Program**
 Brief discussion; DPAC recommended acceptance.
 Moved by Larry Anderson, seconded by Maxine Mott

THAT Council approve the Community Support Worker Diploma Program.

MOTION CARRIED.

2 abstentions.

8. Associate of Arts Degree in Political Science

Concern was expressed that students may not have access to the five Political Science courses required to complete the first year of the associate degree. Karin Greene pointed out that those courses can be spread out over several years.

ACTION: Chair will contact Political Science re apparent lack of second-year courses.

Moved by Steven Lee, seconded by Newton Wainman,

THAT Council approve the Associate of Arts Degree in Political Science.

MOTION CARRIED.

1 abstention.

9. Health Unit Coordinator Program Hours Change

Council was notified about the recent changes that had been approved by DPAC.

10. Initial Development Team Members – Massage Therapy Degree

Brian Carr explained that the high number of team members is required to represent all the stakeholders (Kwantlen, Westcoast College of Massage Therapy, and College of Massage Therapists of BC)

Moved by Jack Finnbogason, seconded by Susan Morris,

THAT Council approve the Initial Development Team for the Massage Therapy Degree.

MOTION CARRIED.

11. Requirements for Graduation

Deferred to next meeting.

12. Final Review of the ‘Principles’ and Vote on item 6

Moved by Newton Wainman, seconded by Maxine Mott,

THAT Council approve item 6 a) 1 and delete 6 a) 2.

MOTION CARRIED

Moved by Newton Wainman, seconded by Charon Graham,

THAT Council accept whole document as amended.

MOTION CARRIED

3 abstentions.

13. Appeals Policy Report from the Appeals Policy Review committee

See Chair’s Report.

14. Review of the Education Council Self-Evaluation Document (*verbal*) and Report of the External Validation Team

Deferred to next meeting.

15. Begin Review of Program Cancellations and Reductions

Judith outlined criteria for decision to cancel the ECE program.

Roni Chubb requested further info re the process; Maxine provided additional information.

Laurie Papas and Jane Yamamoto presented their report asking that Council reconsider the decision, and cancel only the ECE EAL program. *Report distributed.*

ACTION: Judith will verify the figures and will separate them out for the Basic, Post-basic, and EAL programs.

Gary Jones mentioned that there are discrepancies in factual information.

There was some discussion re Education Council’s authority to discuss the programs being reduced as opposed to cut. It was decided by consensus that Education Council would offer the Board advice on all the decisions.

Representatives have been invited to forward questions to the appropriate managers re factual information or need for additional info.

It was agreed by consensus to meet again on Thursday to continue the review process.

16. Next Meeting

Meeting to be resumed Thursday April 11, 4:15 pm, Room G2110, Surrey Campus.

17. Adjournment

Meeting was recessed at 6:20 pm.

Moved by Maxine Mott, seconded by Karin Green, to reconvene April 11, 4:15 pm.

Motion carried.

18. Advice to the Board

Judith McGillivray, on behalf of Skip Triplett, commended members of Council for their professional conduct in this difficult situation, and said that Senior Administration plans to minimize pain and maintain provisions of collective agreement. She reiterated that all data used in the process is subject to auditing.

Robin Russell stated that reduced programs all offer training in one year or more, shorter than degree programs.

Percentages according to Principle 1:

	<i>Before</i>	<i>After</i>
Prep:	11	11
UT:	34	36
Career	38	39
Trades/Voc.	17	13

Note: The biggest reduction is CAP reduction

Gary Jones expressed concern re future cuts to the programs that have been cut in this round, and wondered if the percentages from the Principles document will apply in future.

It was noted that the institution must carry out Ministry policy while pursuing our own Mission Statement.

There was general agreement on the format for review, with ECE first followed by reduced programs.

ECE:

Concern was expressed that this program is relatively short, job-specific, and primarily for women, and that there may be increased demand for it in future with changes to the provincial welfare rules. It is the only program of its kind in the catchment area articulated to UVic.

ACP:

Newton Wainman expressed concern that the figures used appear not to be the current ones. The current figures are available.

What is the role of prep programs to be? Only 25 - 30% of students proceed to UT, Trades/Vocational, Career programs. The question remains as to whether Kwantlen should put resources into this area.

Impact is 49 rather than 70 FTEs, and this may change with a new plan. Faculty feel that the process has been useful.

ABT:

Dana Goedbloed asked for assurance that the department would not become a target for future cuts. Current cuts amount to 3 sections (50 FTEs). She expressed concern that the numbers reflected only 2nd semester enrollment, which had been affected by attrition in this lockstep program. Restructuring to include part-time access is having a positive effect. She stated that the provincial on-line program (CCTT) courses have lower standards than Kwantlen's.

ABTY is one of few vocational programs at Richmond, and offers important shortterm job-skills training needed by businesses.

Drafting:

The Ministry has asked Kwantlen to consolidate all programs at one campus; current plans advance that objective.

Music:

Gary Jones stated that the weighting of principles does not appear to have been applied, and that the process in general has been too fast. The principles are for retention, not reduction, but Education Council has not been able to compare. It was noted that the program has been asked to reduce current subsidy of \$365,000 over 3 years to more reasonable figures.

Horticulture:

All comments have been incorporated into the advice to the Board. Impact is not quantifiable at this early stage. It will take 14 months to reorganize field labs.

ELTN

Brian Carr stated that the program is well recognized in the community, with many repeat hirers. Enrollment has been affected by the economy downturn. Low firstyear enrollment is a problem. Major competition is BCIT; some students transfer from BCIT into 2nd year. Recent bad press poses a threat to the program, in that public perception equates reduction to elimination.

Moved by Charon Graham, seconded by Steve Lee, to accept this template version, but that it be checked by Council representatives for the affected areas before it is considered to be official.

MOTION CARRIED.

The Chair will work with individual representatives on their advice to the Board.

Motion by Newton Wainman to adjourn.



**GRANTS APPLICATION PANEL
FINAL REPORT TO EDUCATION COUNCIL
MAY 6, 2002**

The Grants Application Panel met on February 13th and April 24th, 2002. At the February meeting, GAP members decided on the terms and conditions governing applications, and at the April meeting they evaluated the 33 submissions.

The successful applicants are as follows:

Title of Project	Funding
1. ELTT Auto Parts & Light Warehousing Curriculum Update	\$10,000
2. Workplace Communication Project	\$14,000
3. Analytical Chemistry Course & Lab Manual (Note: \$3,167 for that Release was not approved) -	\$ 9,504
4. ELTT Millwright Project Orders (Note: Application was for \$5,462)	\$ 2,472
5. Mobile E-Learning - A Faculty Initiative	\$ 9,000
6. Additional Astronomy and Physics Courses at Kwantlen University College	\$ 9,503
7. Gerontology Instruction Manuals for GBRC 1000, 1020, 1030, and 2010	\$ 6,528
8. Development of Certificate Program for EASL Students at Kwantlen	\$14,000

→ survey actual needs in businesses
enhancements on AOR

TOTAL: \$75,007

The Committee instructed the Chair to emphasize the following point in reporting to Education Council on behalf of the Grants Application Panel.

The Panel struggled for some time in response to the application from the Department of Psychology for 14 curriculum projects. The Panel notes that since Kwantlen's mandate was expanded to offer degree programs, different areas have had several levels of financial support in creating new curricula. The Panel also noted the Vice President, Learning's, support for and endorsement of, the Psychology Department's application for GAP funds for curricula not yet developed. In the end, however, in part because the majority of the applications were retroactive, in part because the applications in total equaled \$98,000, but principally because GAP does not consider the creation of new curricula for degrees part of its mandate, the application was not granted.

- wide variety interesting manuals would have been included last year

- suggested DPAC ... level of support

**GRANTS APPLICATION PANEL
FINAL REPORT TO EDUCATION COUNCIL
MAY 6, 2002**

Motion:

The Grants Application Panel requests that Education Council mandate DPAC to recommend a support process for degree curricula creation that will be seen by faculty as fair and equitable. The Panel urges that this be accomplished quickly.

Summary of Adjudication

Total number of applications	33
Total value of all applications	\$279,642
Total value of unapproved applications	\$204,634
Total value of GAP Grants (8 applications)	\$ 75,007

Note 1: Discussions with Roy Daykin, Director of Finance, led to the Committee placing the value of \$7,000 or .125 faculty time release as the most common form of requested assistance. Future applicants should note this change in value.

Note 2: The Panel members asked the Chair to distribute copies of the reports from the 2001/2002 successful applicants. After discussion, it was agreed that one set of reports would be distributed to each campus together with a distribution list.

Note 3: Prior to adjournment, the Panel reviewed the unsuccessful applications and highlighted the reasons they were not successful for the future reference of those applicants.



Kwantlen
UNIVERSITY COLLEGE

MEETING DATE: May 6, 2002
AGENDA #: 10
PREPARED BY: Karen Metzger

EDUCATION COUNCIL

ISSUE: Appeals Policy Report from the appeals Review Committee

ACTION: THAT Council accept the revised policy C.5 Appeals of Academic or Admissions Decisions to be renamed C.5 Appeals of Academic Decisions.



Kwantlen
UNIVERSITY COLLEGE

MEETING DATE: *May 6, 2002*
AGENDA #: *6*
PREPARED BY: *Karen Metzger*

EDUCATION COUNCIL

ISSUE: Review of the process for Course Outline revisions

ACTION: THAT Council delegate to the divisional curriculum committees the review and approval of Course Outline revisions that are minor in nature.

Course Acronym and Number:

Fill in the appropriate boxes:

New Course

Does this course replace another course?

Yes No

If yes, please specify:

Discontinued Course

This course is being discontinued effective date:

Brief rationale:

Course Revision A

Revisions affecting the following are the responsibility of the Divisional Curriculum Committee: (Please submit for tracking purposes)

- Descriptive Title
- Calendar Description
- Content
- Employability Skills
- Required/Recommended for credential

Revision **NOTE: Revisions to this course do not impact the following areas:**

- Credits
- Prerequisites
- Course number
- Transfer status
- Access
- Other programs

Course Revision B

Revisions affecting any of the following require review by Education Council:

- Credits
- Prerequisites
- Course number
- Transfer status
- Access
- Assessment methods
- Teaching modes
- Other programs

Transfer Credits:

New course:

Transfer credit? Yes No

Institution:

Transfer credit applied for:

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Revision:

Will this revision affect transfer credit status? Yes No

Internal Consultations

For course changes that are of interest to or fall under the mandate of Liberal Education, Language Competency Liaison Committee (LCLC), or other program areas, submit confirmation of consultation.

Liberal Education: LCLC: Other:

Please see attached consultation sheet verifying required consultations.

Chair's Report: May 6, 2002

Thanks to Newton and Susan for presenting to the Board on the Advice.

June Meeting and Retreat: One of the comments in the self-evaluation study was a request for an annual retreat and an annual training day. A start would be a 4 hour session with lunch. Invite the new members to attend. and have a transition meeting.

Four key activities:

- 1. The old Council to clear up any business and hand over the reins to the new Council**
- 2. Election of the new chair by the incoming Council as required by the By-laws.**
- 3. Review the tasks accomplished over the last two years and outline the remaining and undone matters.**
- 4. Review the advice to the Board process and outcome.**



Kwantlen
UNIVERSITY COLLEGE

MEETING DATE: May 6, 2002
AGENDA #: 7
PREPARED BY: Karen Metzger

EDUCATION COUNCIL

ISSUE: Program Concept: Home Support/Resident Care Attendant

ACTION: THAT Council approve a Program Concept for Home Support/Resident Care Attendant

*Copy placed in
file May 10/02
KM*

Policy Review Committee Update: May 6, 2002

Policies Identified for Review and Status of Review

Policy	Comment
B.4 Final Examinations and Grade Reporting for Semester-Based Courses	Revised Template to Council May 6, 2002 ✓
B.7 Attendance and Performance in Semester and Other Term Based Courses	Revised Template to Council May 6, 2002 ✓
B.8 Credit for Advanced Placement Program Courses	Revised Template to Council May 6, 2002 ✓
B.9 Credit for International Baccalaureate Program Courses	Revised Template to Council May 6, 2002 ✓
B.11 Program and Curriculum Development and Change	Out of date: Rewrite
B.12 Program Review	Out of date: Rewrite 2002/2003
B.13 Curriculum Approval	Out of date: Rewrite
B.14 Credit for Prior Learning	Reviewed 11/2000: Current
B.15 Transfer of Articulated Courses from other Post-Secondary Institutions to Kwantlen University College	Revised Template to Council May 6, 2002 <i>AK</i>
B.15a Transfer Credit Approval Process (Attachment to Policy B.15)	Revised Template to Council May 6, 2002
B.16 Principles of External Alliances	Revised Template to Council May 6, 2002 <i>AK</i>
C.5 Appeals of Academic or Admissions Decisions	Revised policy to Council May 6, 2002
C.7 Kwantlen University College Scholarships	In committee
C.8 Plagiarism and Cheating	In committee
C.18 Admission to the College	In committee

C.20 Student Evaluation and Grading	In committee
C.23 Minimum Academic Standards for Programs in which Letter Grades are Assigned	In committee
C.29 Application Timelines for College Programs	In committee
C.31 Academic Renewal	In committee
C.34 Compassionate Withdrawal	In committee
C.42 Requirements for Graduation	In committee



Barbara Melnyk
05/02/02 10:02 AM

To: Karen Metzger/kwantlen/Ca@kwantlen
cc:
Subject: Ed Council meeting Monday May 6th

For your info.

----- Forwarded by Barbara Melnyk/kwantlen/Ca on 05/01/02 10:02 PM -----



Gary Jones
05/02/02 09:00 AM

To: Robin Russell/emp/kwantlen/Ca@kwantlen
cc: Barbara Melnyk/kwantlen/Ca@kwantlen
Subject: Ed Council meeting Monday May 6th

I am sorry to have to do this, but I am unable to make the next Ed Council meeting due to a long standing conference commitment next week.

A couple of points however, for your attention:

1. Confirmation of Agenda/Approval of minutes:

(a) Under the minutes of the last meeting, item 3, I believe it was Susan Morris who should be added to the list of mentions, not Newton (although he was also on the committee). A small point.

(b) Item 6 of the minutes of previous meeting said we would carry this item forward to the next (ie this Monday's) meeting. It does not appear to have been carried forward, so perhaps it needs adding to the agenda?

On this issue, feedback from my Faculty is that they would support a substitute representative, and would like that person to also have voting rights if required. Given that we have just had elections of reps for the next two year term, could we have a method of allowing substitutes for this period also, otherwise it is going to be two years hence before many of the positions actually get to have a substitute. Assuming of course that Ed Co support substitutes!

2. Item 10 on May agenda: one of the Faculty in my dept suggested we make a monetary charge for students making an appeal. This could help cover admin costs and time, and may be favourable in these financially challenging times!

Have a great meeting,
GARY

Gary Jones,
Horticulture Instructor,
Kwantlen University College,
12666 - 72nd Avenue,
Surrey
BC
Canada V3W 2M8

Tel (001) 604 599 3311
Fax (001) 604 599 3277



Kwantlen
UNIVERSITY COLLEGE

MEETING DATE: April 8, 2002

AGENDA #: 119

PREPARED BY: Brian Carr

EDUCATION COUNCIL

ISSUE: Requirements for Graduation

ACTION: THAT Education Council approve the following addition to Policy C.42 – Requirements for Graduation:

For partnerships between Kwantlen University College and another institution (or institutions) which result in a joint credential, all courses offered by institutions in the partnership that count towards the joint credential are defined as falling within Kwantlen's residency requirements.



TO: **Robin Russell, Chair, Education Council**

C:

FROM: **Brian Carr**

DATE: **March 25, 2002**

SUBJECT: **Requirements for Graduation**

Policy C.42, *Requirements for Graduation*, defines the terms for graduation from a Kwantlen University College program. Included in this policy is the following statement with respect to limitations on learning achieved outside Kwantlen.

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.

The process for recognizing learning from elsewhere is defined in Policies B.14, *Credit for Prior Learning*, and B.15, *Transfer of Articulated Courses from other Post-Secondary Institutions to Kwantlen*, and, particularly for prior learning from courses at other colleges or universities, has been well established for some time.

In the last couple of years, Kwantlen has begun to explore formal partnerships with other recognized post-secondary institutions towards the establishment of a joint credential for graduates of the resulting program. Partnerships of this nature must adhere to Policy B.16, *Principles of External Alliances*, which not only ensures that such alliances are with reputable organizations or bodies, but also that they are consistent with Kwantlen's philosophy, values and goals.

Learning outcomes originating from the partnered institution are deemed to be consistent with the standards and expectations of Kwantlen University College, and the curriculum is carefully twinned with the courses Kwantlen offers in a manner that creates a desired jointly offered program and credential.

Robin Russell
March 25, 2002
Page Two

In essence, the partner institution becomes an extension of Kwantlen University College for that program.

What emerges out of such partnerships is a newer view of the residency requirements outlined in Policy C.42. Since the two institutions have essentially become one in the delivery of the particular credential, courses taken at the partnered institution towards the joint program and credential (the focus here is on the joint credential), should be defined as meeting Kwantlen's residency requirements.

Since this is not specifically stated, nor necessarily considered or debated in the past, it is proposed that the following addition be made to Policy C.42:

For partnerships between Kwantlen University College and another institution (or institutions) which result in a joint credential, all courses offered by institutions in the partnership that count towards the joint credential are defined as falling within Kwantlen's residency requirements.

I am requesting Education Council's approval of the above addition, or at least for Council to recognize this interpretation.



BGC/m

1. Education Council

The External Team acknowledged the pressures on Education Council in the past few years as it sought to identify and fulfill its legislated mandate while simultaneously coping with the demands of a rapidly expanding and newly mandated educational institution. The Team concurs with the findings of the report that Education Council has no formal processes in place for self-evaluation.

The Team concurs with the general thrust of the recommendations; however, it is not prepared to endorse them in their entirety. The extent of the recommendations is too ambitious and they need to be prioritized. Moreover, the Team notes that some of the recommendations have far reaching implications and require careful review to ensure that Education Council focuses on those matters that fall within its mandate.

Specifically the Team concurs with the recommendation that Education Council performs periodic self-evaluations and commends Education Council for already beginning to discuss requirements and mechanisms for self-evaluation at its June 2001 retreat. The Team suggests that, in the self-evaluation process, Education Council place a high priority on the Working Group Committee's recommendation: *That Education Council consider whether its sub-committee structure is appropriate. In particular it should consider the mandates, composition and process of subcommittees.*

The Team observes that Education Council is already enacting the Working Group Committee's recommendation: *That Education Council should review legislation to ensure that it is fulfilling its mandate as set out in legislation.* The Team commends Council for its immediate acknowledgement of its legislated role in program review by establishing a Program Evaluation Committee.

While the Team concurs with the recommendation that Education Council review reports on indicators and trends, the Team notes, however, that the goals and objectives of Education Council should be derived from the institution's strategic plan rather than from data collection. The Team supports the recommendation for a consultative process with constituencies in developing and reviewing Education Council's goals and objectives, suggesting that this will not only assist Council in fulfilling its responsibilities but will also help foster a "culture of evaluation" throughout the institution.

2. Educational Programs

The External Team finds that Kwantlen University College program review processes do not adequately meet all the SCOEA criteria. This finding is based upon interviews with a number of faculty and administrators and reviewing materials accumulated for the Meta-evaluation by the Educational Programs Working Group Committee.

The Team notes the energies expended on the development of new educational programs, which ultimately require the approval of the Ministry of Advanced Education's Degree Program Review Committee

The Team notes that annual reviews of some data (such as Student Outcomes Reporting System, SORS, enrollment figures, success rates and grade distributions) do occur in some programs, but the depth, scope and frequency of these reviews varies across the institution.

In-depth reviews of existing programs have not been performed on a routine basis for a number of years, largely due to frustrations with the lengthy, cumbersome and time-consuming process of data gathering and analysis. The Team notes that external accreditations and articulation agreements may also provide useful data. The quality control mechanism associated with program Advisory Committees is present but confusion exists as to the role and purpose of these committees.

The Team concurs with the three general recommendations of the Meta-evaluation Educational Program Working Group Committee. These are:

That Kwantlen University College performs Regular and Centralized Education Program Reviews.

That Kwantlen University College adopts a Two-Tiered Program Evaluation Process.

That Kwantlen University College adopts Program Review Monitoring Mechanisms.

The Team wishes to make the following observations and suggestions regarding the notes after each general recommendation [See end of section for full text]. Firstly, the Team suggests that other models in addition to the Red Deer College model for Program Review be considered. Secondly, the Team endorses the recent creation of a Program Evaluation Committee (PEC) and congratulates Kwantlen University College on initiating this committee in January 2002. The committee's mandate and terms of reference will need to be clear. Thirdly, standards for the annual review process are needed, so that an immediate in-depth program review may be initiated, if required.



Kwantlen
UNIVERSITY COLLEGE

MEETING DATE: May 6, 2002
AGENDA #: 8
PREPARED BY: Karen Metzger

EDUCATION COUNCIL

ISSUE: Graphic and Visual Design Revised Program Proposal

ACTION: THAT Council approve a revised Graphic and Visual Design Program Proposal.

~~Done, Graham~~

Steven, Graham

- carried.

- copy placed in file
May 10/02
KMM



Kwantlen
UNIVERSITY COLLEGE

MEETING DATE: May 6, 2002
AGENDA #: 10
PREPARED BY: Karen Metzger

Jane M

EDUCATION COUNCIL

ISSUE: Appeals Policy Report from the appeals Review Committee

ACTION: THAT Council accept the revised policy C.5 Appeals of Academic or Admissions Decisions to be renamed C.5 Appeals of Academic Decisions.

POLICY

TITLE: Appeals Of Academic Decisions
APPROVED BY: Education Council
EFFECTIVE: 12 October 1988
REVISED: April 2002

RELATED POLICIES:

B.2 Attendance & Performance in Individualized Continuous Intake Programs

B.7 Attendance & Performance in Semester and Other Term Based Courses

C.8 Plagiarism and Cheating

C.21 Student Conduct

C.23 Minimum Academic Standards for Programs in which Letters Grades are Assigned

Board Governance Policy No. 3.10 Standard Procedures for Conducting an Appeal before the Board of Governors

G.2 Human Rights

Kwantlen recognizes that, from time to time, a student may be dissatisfied with an academic decision made by a University College employee or may wish to appeal a grade. For this reason, Kwantlen provides an appeal procedure through which these and similar issues may be addressed.

Any University College employee whose decision is being appealed at any level of the process must be made aware of the appeal and given the opportunity to state their position. While an appeal is in progress, the original decision will stand.

PROCEDURAL GUIDELINES

The student must attempt informal resolution with the concerned individual prior to proceeding with a formal appeal in the case of academic decisions or grade appeals. Prior to submitting a formal appeal, the student should consult with a counselor to obtain information and advice on how to proceed.

A. First Stage *non-grade appeal*

1. If informal resolution is not successful the student should obtain an appeal form from the Office of the Registrar on any campus and complete it in full. It should contain:
 - a. A written statement of the matter being appealed;
 - b. a written statement of the solution sought;
 - c. a brief chronological statement of the circumstances relating to the appeal;
 - d. copies of any documents that the student intends to rely on during the appeal hearing;
 - e. written statements from other people that relate to the appeal.

their or before consistently throughout

2. To initiate the appeal procedure the student must submit the appeal form to the Office of the Registrar on any campus within twenty working days of the matter giving rise to the appeal.
3. Upon receipt of the appeal form, the Registrar or his/her delegate, will either investigate and make a decision to grant or deny the appeal or forward it to the appropriate administrator to investigate and make a decision. The concerned academic personnel will be consulted.
4. Should the appeal ^{application} involve allegations of human rights violation (even if the appeal involves other appealable matters), the appeal will proceed directly to the third stage, the Vice President, Learner Support.
5. If the Registrar requires further information ^{if the registrar's request} from the student, that information must be provided within ten working days or the appeal will be deemed to be permanently abandoned and the original decision will stand.
6. Once the investigation is completed, the Registrar or his/her delegate, or other administrator will make a decision to approve or deny the appeal and will record this decision on the appeal form, together with the reason(s) where appropriate. The student will be informed of the decision in writing, with copies of the appeal and the letter sent to the student being returned to the Office of the Registrar for inclusion in the student's file.
7. **Grade Appeal**
If informal resolution does not resolve the matter to the student's satisfaction then the student can submit a formal grade appeal. There is a fee that is refundable if the grade is raised.

Procedures

- a. The student must have the instructor sign off on the attempt to reach informal resolution (refer to the back of the appeal form). The student is then required to state specifically which aspect of their work they wish to have reviewed. All work returned to the student, however, must be submitted with the formal grade appeal.
- b. The Dean will notify the faculty member responsible in a timely fashion that a grade appeal has been initiated. The Dean will contact the Faculty member to ensure that informal resolution with the student had been sought and to verify that the body of work submitted by the student is authentic, accurate and complete. The instructor may be required to submit to the Dean, all additional course work completed by the student that was not returned to the student and any additional instructional materials that were provided by the Instructor to the student.
- c. Once a formal grade appeal has been forwarded to the Dean from the Office of the Registrar, the Dean will decide to either solicit input from a ~~Committee of Independent Reviewers~~ or to reach a decision on his/her own. Under most circumstances, the Dean will direct a Committee of Independent Reviewers, composed of two faculty members from the same or related discipline, to review

- the student's work in question.
- d. The Dean, in consultation with the instructor, will confirm that the merits of the appeal are limited to the reevaluation of the student's work and do not involve a complaint about instruction received or academic honesty issues.
 - e. Each of the investigating reviewers members is provided with copies of the work the student wishes to have reviewed (retyped if necessary to ensure that previous marking and/or grades are not visible). At any point in the review, either reviewer can request to see all of the body of work completed by the student (retyped if necessary to ensure that previous marking and/or grades are not visible), but this does not require the reviewer to re-evaluate all of the course work.
 - f. Unless there are extenuating circumstances, the reviewers must review the work and arrive at an independent assessment within ten working days of receipt of the appeal package. The reviewers will independently submit in writing the reasons for the grade determination on the remarked work and forward this to the Dean. Neither reviewer will share or discuss this with the other member.
 - g. Upon receipt of the assessments from the two reviewers, the Dean will consider them and reach a decision on the appeal. If a change in grade is being considered, consultation with the Instructor(s) involved must occur prior to the decision being finalized. A grade reconsideration may raise the grade, lower the grade, or leave the grade unchanged. That decision shall be final. The Dean will then report to the student in writing conveying the outcome of the grade appeal including the reason for the grade change if applicable. The Dean will also inform the instructor of the outcome of the grade appeal.
 - h. A student can appeal the decision of the Dean to the Appeal Committee but the Appeal Committee will not attempt to evaluate the academic merits of any course grade. It will deal only with cases of alleged unfairness or bias. *of the process*

B. Second Stage

1. Should the student not be satisfied with the decision at this level he/she has the right to request that the appeal be considered by the Appeal Committee. To initiate this step, he/she must so inform the Office of the Registrar within ten working days from the date of the postmark on the letter sent to the parties by the administrator. The Office of the Registrar will forward the appeal to the Appeal Committee for consideration.
2. There will be three standing Appeal Committees; one at the Richmond Campus, one at the Surrey Campus (to serve both Surrey and Newton Campus) and one at the Langley Campus. Each will be comprised of the following members:
 - Chair: Dean, Student Services *Learning Support*
 - Voting members: One campus faculty member (recommended by the Educational Deans and selected by the Chair)
 - One campus student member (two students recommended by the K.S.A., one as a principal member, and one as an alternate)
 - One educational administrator (selected by the Vice President, Learning)The Chair will be non-voting except when required to vote to break a tie.
A member of the Committee shall not take part in an appeal where to do so would

involve the member of the Committee in a conflict of duty and interest. Members of the Committee will be expected to serve at least one year on the committee. New members will participate in an annual orientation designed and facilitated by the Chair. Replacement of members will be initiated by the Chair as necessary.

3. The Chair may, of her/his own volition or at the request of the student or the person(s) who have made the decision being appealed, extend the time limits provided for in these regulations. If the Chair refuses to extend the time limits on the request of the student or the person(s) who have made the decision being appealed, her/his decision may be appealed to the Committee as a whole, and the Committee may extend the time limits as it sees fit.

4. Procedures Prior to the Hearing

Upon receipt of an appeal, the Chair will schedule the appeal to be heard before the appropriate Appeal Committee at the next available meeting of that Committee. All other parties to the Appeal will also be invited to appear.

The student will be informed in writing of the date of the hearing.

The student is expected to confirm his/her attendance at the Appeal Committee hearing for which he/she has been scheduled within ten working days from the postmark on the letter. If the student fails to confirm attendance within the ten working days, the Appeal will be deemed abandoned. Once attendance is confirmed, if the student is unable to attend, he/she must notify the Chair no later than twenty-four hours prior to the hearing (unless there are extenuating circumstances as reviewed by the Chair). Failure to notify the Chair in a timely manner will result in the appeal being deemed to be permanently abandoned.

The Chair will circulate copies of material submitted by the student and the person(s) who have made the decision being appealed to the members of the Appeal Committee, the student and the person(s) who have made the decision being appealed.

Information from previous semesters may be included if the information is judged to be relevant. The determination of relevance will be left to the discretion of the Chair, who will use the principle of "direct relevance to the current appeal" in his/her determination. All information must be submitted in advance to the Chair.

5. Procedures at the Hearing

- a. Attendance of any party to the Appeal may be waived if the party so desires. As the matters discussed are sensitive, proceedings of the Appeal Committee are private. For this reason and because it would inhibit the process, it is the University College's practice NOT to allow sound recording of Appeal Committee hearings. Any party may be accompanied by an adviser.

- b. At the hearing, subject to the rulings of the Committee, the following procedure should be followed:

- The student may make a verbal statement.
- Other people who are involved in the appeal may make a verbal statement.
- Members of the Committee, the student, and the person whose decision is being appealed may ask questions of parties to the appeal to clarify the verbal

and written information presented to the Committee.

- The student may make a closing statement.
- The person whose decision is being appealed may make a closing statement.
- The student may respond to any matters arising out of the above closing statement to which he/she has not yet spoken.

The Committee may request that it be provided with further information other than that supplied initially by the parties to the appeal. Without limiting this general power, if, after a hearing, the Committee is of the opinion that it requires further information in order to reach a decision, it may either ask that the information be supplied at a further hearing, or without a hearing, it may ask that the information be supplied to it in writing. In the latter case, all parties must be given the opportunity of commenting on the information so supplied before the Committee reaches a final decision.

- c. The Committee will move to an in-camera session to make a decision on the appeal according to a majority vote. No new information may be introduced at this session. All members present will be bound by the requirement of confidentiality.
- d. The committee may break during the in-camera session to acquire further information from one of the parties. In these cases, both parties will return to the hearing and there will be an opportunity for both the parties to respond to the further information. The student will make the final statement.
- e. The Committee will render its decision and supporting reasons to the parties orally at the conclusion of the hearing where possible and in writing within ten working days from the date the decision was rendered. Copies of the decision will be sent to the Registrar and included in the student file.
- f. Whether an appeal is granted or denied, the Committee may make recommendations that the Committee sees as a reasonable outcome to the appeal issue.
- g. Written records of the appeal, a brief summary of the reason(s) for the decision, and documents used will be kept on file.

C. Third Stage

1. Should the student wish to pursue the matter beyond the decision of the Appeal Committee, he/she can request further consideration of the Vice President, Learner Support.
2. The Vice-President, Learner Support may conduct a hearing and/or investigation in the manner he/she deems appropriate, at which all parties will be given an opportunity to make submissions.

Robin Russell
05/15/02 12:14 PM

To: Karen Metzger/kwantlen/Ca@kwantlen
cc:
Subject: Appeals Policy Review

FYI

----- Forwarded by Robin Russell/emp/kwantlen/Ca on 05/15/02 12:14 PM -----



Graham Rankin
05/15/02 12:08 PM

To: Robin Russell/emp/kwantlen/Ca@kwantlen
cc:
Subject: Appeals Policy Review

Robin, please note the following:

- 1.) Part h, under Grade Appeal procedures (discussed at our last meeting) will include the amended line: "It will deal only with cases of alleged unfairness or bias of the process. "
- 2.) Part 4, under First Stage reads: "Should the appeal involve allegations of human rights..."
Should this not be omitted on the grounds that;
 - i) this is not an appeal of an academic decision,
 - ii) there is a policy in place on this matter (G.2 ?),
 - iii) and the word appeal is not appropriate in describing the action to be taken.
- 3.) Part b, under Grade Appeal procedures (discussed) will omit the word, committee in the wording, "Committe of independent reviewers".

Graham



Kwantlen
UNIVERSITY COLLEGE

MEETING DATE: May 6, 2002

AGENDA #: 11

PREPARED BY: Karen Metzger

*Revised to
June 3*

EDUCATION COUNCIL

ISSUE: Review of the Education Council Self-Evaluation Document (verbal) and Report of the External Validation Team



SCHOOL OF BUSINESS

***DIVISIONAL CURRICULUM COMMITTEE
MINUTES***

MONDAY, APRIL 15th, 2002

SURREY CAMPUS - ROOM #G-1140

4:30 PM – 6:30 PM

Present:

Cheema, Chamkaur
Coren, Arthur
Crothers, Richard

Green, Karin
Lee, Gordon
Leung, Christopher

Lichimo, Marie
McEachern, Joan
McFarlane, Marnie

Owen, Derwyn
Western, John
Williams, David

Absent:

Sawasy, Jackie

1.0 APPROVAL OF AGENDA

Agenda approved with the following addition:

5.1 Budget Update

2.0 APPROVAL OF THE MONDAY, MARCH 11th, 2002, MINUTES

The Monday, March 11th, 2002, minutes were approved with no changes.

CARRIED UNANIMOUSLY

3.0 BUSINESS ARISING

3.1 ACCT 1130 & ACCT 1230 PREREQUISITES

Moved by John Western, seconded by David Williams to approve the prerequisites for:
ACCT 1130 & ACCT 1230.
ACCT 1130: 'C' in Principles of Math 11 or Applications of Math 11 or ACCT 1230.
ACCT 1230: 'C' in Principles of Math 11 or Applications of Math 11 or ACCT 1130.

CARRIED UNANIMOUSLY

4.0 NEW BUSINESS

4.1 STRATEGIC PLAN FOR WEB BASED LEARNING

Bernett Cody, English Instructor, briefly described the Strategic Plan for Web Based Learning. There are three components: Academic Online Resources (AOR), Mixed-Mode Course Delivery and Fully Online Course Delivery. It is left up to the individual faculty to decide how much course material they want offered online. For offering a fully online course, more than one section must be offered to give the students the opportunity to choose their preference. Prior to offering mixed-mode and fully online delivery courses, approval by the Divisional Curriculum Committee is required. Currently there are nine courses offered fully online with Lotus Notes as the delivery tool. Note that only students registered in the course can log on to see the course material.

Some of the suggestions from faculty: need support at all levels, missed-mode percentages (mixed mode does not need to be split in half it can be 70% / 30%), student requirements (resources are available at the College or a decent internet connection from home) and what kind of support will be available for the students. There was a general discussion regarding web-based learning. Faculty training sessions will be held on Monday, April 29th at Surrey and Tuesday, April 30th at Richmond. Demonstration sessions will also be set-up for later this month. Training will be available for faculty who want to set-up online courses on: Friday, May 10th; Friday, May 17th and an advanced level on Friday, May 24th.

Meg Goodine, IET, went over the following web site: www.c2t2.ca/cycle

If you have any questions, please e-mail:

Bernett: bernett.cody@kwatlen.ca Meg: meg.goodine@kwatlen.ca

4.2 LETTER OF INTENT – SOCIAL AND AFFORDABLE HOUSING

Moved by Richard Crothers, seconded by Karin Greet to approve the Letter of Intent for the one-year Certificate Program in Social and Affordable Housing.

CARRIED UNANIMOUSLY

5.0 OTHER BUSINESS

5.1 BUDGET UPDATE

The ABTY department will be offering 3 sections at Surrey and 3 sections at Langley, in the Legal, AOS and Medical options. Bookkeeping is under review to offer a program for the students who do not make the ACCT certificate program. It will be a program with a strong secretarial option and computerized accounting. Effective September the CISY and CPSC courses will be combined and administered by one Department Chair with separate courses maintained. Advertisements for inventory faculty for the CBSY, CISY and CPSC departments have been posted. The Ministry has provided for additional funding for the computing departments. CISY will be offering another stream starting January 2003.

6.0 NEXT MEETING

Next meeting is scheduled for:

Monday, May 13, 2002, at the Surrey Campus in room #G-1140 from 4:30pm – 6:30pm

7.0 ADJOURNMENT

The meeting adjourned at 6:00pm.



Arthur Coren
Associate Dean, School of Business

AC/kgg

c:

Pat Browne (MRKT)
Eugenia Culham (CPSC)
Iris Goodlet
Robert Gore
Judith McGillivray

Karen Metzger (30)
David Sale (ACCT)
Abhijit Sen (CISY)
Lance Shandler (ECON)
Ron Shay (BUSI)

Barb Smith
Kathryn Waldie (ABTY)
Dorothy White
Jock Wylie (CBSY)

SCHOOL OF BUSINESS

***DIVISIONAL CURRICULUM COMMITTEE
MINUTES***

MONDAY, MARCH 11th, 2002

SURREY CAMPUS - ROOM #G-1140

4:30 PM – 6:30 PM

Present: Cheema, Chamkaur Coren, Arthur Crothers, Richard	Green, Karin Leung, Christopher McEachern, Joan	McFarlane, Marnie Western, John	Absent: Lee, Gordon Lichimo, Marie Owen, Derwyn	Sawasy, Jackie Williams, David
---------------------------------------------------------------------------	--------------------------------------------------------------	-------------------------------------------	-----------------------------------------------------------------	------------------------------------------

1.0 APPROVAL OF AGENDA

Agenda approved with the following addition:

5.1 ACCT 1130 & 1230 Prerequisites – K. Green

2.0 APPROVAL OF THE MONDAY, FEBRUARY 11th, 2002 MINUTES

The Monday, February 11th, 2002, minutes were approved with no changes.

CARRIED UNANIMOUSLY

3.0 BUSINESS ARISING

3.1 CBSY 2205 UPDATE

Moved by C. Cheema, seconded by J. Western to approve the CBSY 2205 course outline with the following prerequisite as per Ed. Council's sub-committee: "15 credits from any 1000 level or higher Kwantlen courses."
CARRIED UNANIMOUSLY

3.2 ONLINE DELIVERY OF ACCT 1110

ACCT 1110 may be offered as an online or mixed-mode course (likely start date is Spring 2003).

Moved by J. Western, seconded by R. Crothers to offer an ACCT 1110 as an online or mixed-mode course.
CARRIED UNANIMOUSLY

It was mentioned that some required courses for a program/graduation were offering all of their sections online, which was a concern for the students, forcing them only to take an online course.

Moved by K. Green, seconded by J. Western to approve the following: if a course is required for a program and/or graduation, 50% or more of the sections being offered, in a semester, must be in a "traditional" classroom environment.
CARRIED UNANIMOUSLY

4.0 NEW BUSINESS

4.1 PROGRAM DEVELOPMENT – Dana Goedbloed

Dana did a presentation on the Degree Approval Process. She explained the processes and procedures of implementing a degree program. The following handouts were distributed: the Mandate for DPAC and Helpful Hints including a flowchart. If you have any questions, please contact Dana at local: 2486, voice mail: 9424 or e-mail: dana.goedbloed@kwantlen.ca

4.2 MRKT 2455

<i>course</i>	<i>changes</i>	<i>approval</i>
MRKT 2455	Employability Skills Learning Objectives	Moved by C. Cheema, seconded by J. Western with minor changes

CARRIED UNANIMOUSLY

5.0 OTHER BUSINESS

5.1 ACCT 1130 & 1230 Prerequisites – K. Green

Karin requested that the letter grade in ACCT 1230 be changed from a 'P' to a 'C' to match the ACCT 1130 prerequisite. She also suggested making ACCT 1130 a prerequisite to ACCT 1230.

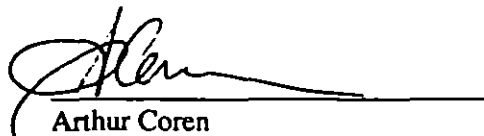
The issue of the prerequisites for ACCT 1130 and 1230 is tabled to the April meeting with additional information brought forward by J. Western from the Accounting Department. ACTION John Western

6.0 NEXT MEETING

The next meeting is scheduled for:
Monday, April 15th, 2002, at the Surrey Campus in room #G-1140 from 4:30pm – 6:30pm.

7.0 ADJOURNMENT

The meeting adjourned at 5:40pm.



Arthur Coren
Associate Dean, School of Business

/kkg

c:

April Andrews
Pat Browne (MRKT)
Eugenia Culham (CPSC)
Iris Goodlet
Robert Gore

Judith McGillivray
Barbara Melnyk (30)
David Sale (ACCT)
Abhijit Sen (CISY)
Lance Shandler (ECON)

Ron Shay (BUSI)
Barb Smith
Kathryn Waldie (ABTY)
Dorothy White
Jock Wylie (CBSY)