



AGENDA

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|--|------|------------------|
| 1. Confirmation of Agenda | 4:15 | Dana Goedbloed |
| 2. Approval of Minutes (Oct. 6, 2003) | | Dana Goedbloed |
| 3. Chair's Report | 4:20 | Dana Goedbloed |
| 4. Standing Committee Reports | 4:30 | |
| 4.1. Degree Proposal Assessment Committee
(David Davidson, Chair) | | David Davidson |
| 4.2. Program Review Committee
(Panteli Tritchew, Chair) | | Panteli Tritchew |
| 4.2.1. Level One Indicators/Questions (attached) | | |
| 5. Sub-Committee Reports | 4:50 | |
| 5.1. Curriculum Approval | | Dana Goedbloed |
| 5.2. Liberal Education Curriculum Committee
(Maxine Mott, Chair) | | Maxine Mott |
| 5.3. International Education Committee
(Derek Francis, Chair) | | Derek Francis |
| 5.4. Policy Review Committee
(Jan Carrie, Chair) | | Dana Goedbloed |
| 6. Revision: Associate of Arts, English Major | 5:10 | Sue Ann Cairns |
| 7. Program concept: Bachelor of Science in Psychiatric Nursing | 5:20 | Sharon Andersen |
| 8. Full program proposal: Citation in Millwright/Machinist | 5:40 | Colin Haigh |
| 9. Full program proposal: Citation Autobody Basics | 6:00 | George Hancock |
| 10. Next Meeting: Monday Dec 1, 2003 | | |
| 11. Adjournment | | |

Attached for your information:

1. *Program Review: Level One Indicators/Questions*

Note: This agenda will be distributed electronically to the Deans' mailing list and to the presenters.



EDUCATION COUNCIL

Attendance, Date: ~~Nov~~ ^{Nov} 3/07

3 starts

NAME	PRESENT	ABSENT
Carrie, Jan (D)		✓
Coan, Lisa (Student)	✓	
Courtney, Lyle (F)		
Damon, Marge (F)		✓
Daniels, Caroline (F)	✓	
DeAdder, Dawna (F)	✓	
Edger, Rob (Student)	✓	
Francis, Derek (A)		✓
Goedbloed, Dana (F)(Chair)	✓	
Irvine, Lorraine (F)	✓	
Jones, Gary (F)	✓	
Kranz, Anita (S)	✓	
Lee, Steven (Student)	✓	
Lengert, Gerry (D)	✓	
McGillivray, Judith (A)	✓	
Metzger, Karen (S)	✓	
Perkins, Bob (F)	✓	
Rhodenizer, Larry (F)		
Richmond, Alexandra	✓	
Young, Kate (Student)	✓	
Ex Officio Members		
Radesh, Tom	✓	
Triplett, Skip	✓	
Gordon, Jody		✓
Guests		
Davidson, David	✓	
Macpherson, Alice		✓
Tritchew, Panteli	✓	
<i>Sue Ana Cairns</i>		
<i>Sharon Anderson</i>		
<i>Colin Bligh</i>		
<i>Bob Dones</i>		

sent note

*email:
via Dana
ops@yourksa.
ca.*

*email:
Kate_young@telus.net*

*1 send other
items sent.*

*George Hancock
2 others - Colin*



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Nov. 03, 03

AGENDA #: 2

PREPARED BY: Karen Metzger

ISSUE: Approval of minutes

ACTION: *THAT Council approve the minutes of the Oct. 6, 2003, meeting.*



MINUTES

Present:	Jan Carrie (Vice-Chair) Lisa Coan Caroline Daniels Dawna DeAdder Dana Goedbloed (Chair) Jody Gordon Lorraine Irvine Anita Kranz	Steven Lee Gerry Lengert Karen Metzger (Recorder) Bob Perkins Tom Radesh Larry Rhodenizer Judith McGillivray
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Regrets:	Marge Damon (Member-at-Large) Derek Francis	Alexandra Richmond Skip Triplett
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Guests:	Kathleen Bigsby David Davidson Alice Macpherson Rob Edger	Panteli Tritchew Rigel Vincent Kate Young
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1. **Confirmation of Agenda**
The Chair called the meeting to order at 4:20 pm, and the agenda was confirmed with an additional item before item 6: Election of Education Council Vice-Chair.

2. **Approval of Minutes (Sept. 8, 2003)**
Moved by Judith McGillivray, seconded by Donna DeAdder, that Council approve the minutes of the Sept. 8, 2003, meeting as presented.
MOTION CARRIED.

3. **Chair's Report**
The Chair attended sessions on governance and governance models at the Association of Community Colleges (ACCT) conference in Denver in September on the Carver model, which Kwantlen's Board of Governors follows. On Tuesday, Oct. 14, 2003, there will be an all-day session on that topic for Board members, led by Susan Stratton.

 Liberal Education has funding for the development of four courses next term and is now taking applications.
 Dana reported that she and Alice Macpherson have completed the ID 101 course with Trades instructors, and have assisted in setting up a Trades curriculum committee.
 The results of the Elections for Education Council representatives are as follows:
 Four students elected by acclamation: Lisa Coan (incumbent), Rob Edger, Steve Lee (incumbent), Kate Young. All student representatives will take their seats effective November 2003 for a one-year term.
 Lyle Courtney was elected to represent Social Science. Wayne Jeffrey will represent Horticulture/Music when Gary Jones vacates the position effective January 2004.
 The Chair also joined Skip Triplett and Gordon Lee in a meeting with a delegation from the Cayman Islands, where they are in the process of developing a post-secondary system. They would like to use the university college model.

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4. Standing Committee Reports

4.1. Degree Proposal Assessment Committee (David Davidson, Chair)

David Davidson reported that DPAC met Sept 24 and recommended approval of revisions to the Associate of Arts in English Major, the program concept for a Bachelor of Science in Psychiatric Nursing, pending a number of revisions, and the full program proposal for a Millwright/Machinist Citation, which required only minor revisions. He reminded Council that DPAC had recommended approval of the two Trades full program proposals on the agenda today, and that they have been resubmitted to Council for approval on Council's request.

4.2. Program Review Committee (Panteli Tritchew, Chair)

Panteli Tritchew reported that the Program Review Committee met on June 18, 03, and approved the following eight Level One Indicator Categories.

1. Completion success rate
2. Transfer to further study (internal and external)
3. Obtained related employment
4. Overall satisfaction with studies
5. Quality of education
6. Satisfaction with skills development
7. Relevance of education for employment
8. Relevance of education for further studies

Specific questions and sub-items for each indicator category will be developed at the Oct 22 meeting. Once the Level One Indicators and the associated questions are approved, Kwantlen can proceed with a pilot Program Review.

The Policy Review sub-committee met in June and approved revisions to Policy B. 12 Program Review, which is on this agenda.

5. Sub-Committee Reports

5.1. Curriculum Approval

Moved by Steve Lee, seconded by Caroline Daniels, THAT Council approve the following new and revised course outlines:

NEW COURSES

ASTR 2101	Astrophysics I: Stellar Astrophysics
ASTR 2102	Astrophysics II: Galactic Astronomy
ENVI 1121	Environmental Issues
ENVI 2426	Health and Safety
GDMA 1200	Fundamentals of Typographic Design 2
GDMA 1210	Fundamentals of Image Development 2
GDMA 2140	Communications Design, Consumerism, and Popular Culture
MATH 1117	Environmental Mathematics

REVISED COURSES

ENVI 1216	Introduction to Earth Sciences
ENVI 2305	Environmental Toxicology
ENVI 2310	Solid Waste Management
ENVI 2315	Water and Soil Sampling
ENVI 2410	Water Resources Protection
ENVI 2415	Air Quality Monitoring
ENVI 2420	Contaminated Sites Management
FINA 1142	Introduction to Print Media
IDDS 1222	Interdisciplinary Design History II

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JRNL 3200	Media and Diversity
JRNL 4120	Advanced Research for Journalism
PRLN 1140	Computer Skills I
PRLN 1150	Public Relations Practice
PRLN 1210	Electronic Media Strategies
PRLN 1236	Visual Presentations
PRLN 1240	Computer Skills II
PRLN 1241	Organizational Communications
PRLN 2320	Public Relations Writing II
PRLN 2350	Public Relations Advertising
PRLN 2476	Public Relations Work Experience

MOTION CARRIED.

5.1.1. Course Outline Manual

Moved by Judith McGillivray, seconded by Dawna DeAdder, THAT Council approve the suggested revisions to the Course Outline Manual. (To include the addition of references to policies where they apply, and any further suggestions to be submitted to Karen Metzger by Oct. 10, 03, for inclusion.)

Revisions to the Course Outline Manual are to take effect annually Nov. 1.

MOTION CARRIED.

5.2. Liberal Education Curriculum Committee (Maxine Mott, Chair)

No report

5.3. International Education Committee (Derek Francis, Chair)

No report

5.4. Policy Review Committee (Chair vacant)

No meetings have yet been scheduled, pending election of a Vice Chair.

5.4.1. Policy B.12 Program Review

Panteli Tritchew explained that this policy has been reviewed and revised extensively because the previous version reflected Ministry requirements and structures that no longer exist. It includes process information on the program review process.

Moved by Judith McGillivray, seconded by Dawna DeAdder, that Council approve the revised Policy B.12 Program Review, pending revisions.

MOTION CARRIED.

5.5. Election of Council Vice Chair

Jody Gordon took the Chair to conduct the election of Council vice Chair. Jan Carrie was nominated by Caroline Daniels, and Steve Lee was nominated by Lisa Coan.

Jan Carrie was elected.

6. FPP: Painting & Decorating & Drywall Finishing Citation

Gerry Lengert reminded Council that this proposal had been before Council in May, at which time Council asked for a number of revisions to be made, and for the proposal to be resubmitted. He assured Council that all requested revisions have been made.

Moved by Steve Lee, seconded by Lorraine Irving, THAT Council approve the full program proposal for the Painting & Decorating & Drywall Finishing Citation, pending the following revisions:

P.2, *Job Keeping Skills*: replace 'trainees' with 'students.'

P. 2, *Trade Objectives*: delete third paragraph.

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P. 2, *Basic Skills*: ensure number of weeks listed is consistent with other references throughout the proposal.

P. 3, *Identify the target student ...*: delete 'any gender.'

P. 4, *Curriculum*: assign more generic acronyms to PNTD 1000 and 1001 as the same course will be included in other Trades programs.

Reword as follows:

PNTD 1000: Students will complete assessment tests and required exercises. They will reinforce basic math skills including solving a variety of Trades-related problems. Students will work with whole numbers, fractions, ...

PNTD 1001: Students will complete assessment tests and required exercises. They will reinforce basic English skills. Students will ...

Note: second statement: Those who pass will not be required to complete these courses.

(Follow the same pattern for all the calendar descriptions.)

P. 5: D.C. Joint Trade ...

P. 7, *first section*: Add a statement such as 'The program will be subject to Policy B.12 Program Review.'

P. 7, *Admission and Transfer*: ...transfer from high school to the university college. Prior Learning ...; please add entrance requirements from the program concept.

P. 7, *second-last paragraph*: ...Citation will give ...on to a degree which ...

P. 7, *last paragraph*: replace 'a new Bachelor of Science in Mechanical Engineering' with 'an appropriate degree route, which ...'

Appendix B: spell out Industry Training Authority (ITA) the first time used in the document.

Costs: correct number of weeks throughout; 4.c: This is part of Kwantlen's proposed multi-year educational plan, as well as the plan to replace the Newton Campus, and will be a funded program. Admission estimates costs of 1/9 FTE for 2 intakes.

MOTION CARRIED. (1 abstention)

7. FPP: Architectural Sheetmetal & Steep Roofing Citation

Moved by Judith McGillivray, seconded by Lorraine Irving, THAT Council approve the full program proposal for an Architectural Sheetmetal & Steep Roofing Citation, pending the following revisions:

Please make the same editorial changes as for the Painting & Decorating & Drywall Finishing Citation where they apply

P. 2, *Program Rationale*: 385 hrs.

P. 3, *State how the institution...*: insert (RTI) after Roofing Training Institute

P. 13: please make consistent use of first and last names.

MOTION CARRIED. (1 abstention)

8. Library Sub-committee

Caroline Daniels brought this item to Council for discussion. There are concerns that the Library may not be able to enforce certain policies. For example, students may be required for some courses to visit sites that would not be permitted otherwise under the *Internet Access and Appropriate Use* policy. She wondered if Council and faculty are sufficiently aware of Library policies, and if certain policies should come through Council to make them more legitimate.

Discussion followed about the possibility of establishing a library advisory committee, with representation from the divisions, as the Library plays a key role in the degree program development process. The Act allows for Council to provide advice on Library policy. Concern was expressed over the development of policy within the

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Library that may contravene institutional policy. There was no expression of interest in extending beyond providing advice on policies at this time.

ACTION: Caroline Daniels will work with the Council Chair and Vice Chair to identify Library educational policies that lack clarity re education, will differentiate educational policies from all others, and will prepare a recommendation for Council according to the College and Institute Act.

ACTION: A Library representative will attend the Council curriculum sub-committee meetings, where potential problem areas re Library use could be identified.

9. Next Meeting: Monday Nov. 3, 2003
10. Adjournment: Moved by Bob Perkins to adjourn the meeting at 6:05 pm.



EDUCATION COUNCIL

ISSUE: Curriculum Approval

ACTION: THAT Council approve the following new and revised course outlines

NEW COURSES	TITLE
ABER 0095	College Preparatory Reading
PSPR 1095	College Preparatory Reading
ACCT 4335	Taxation 2
CSWD 2110	Developing Leadership Capacity
CSWD 2145	Changing Perspectives and Paradigm Shifts
CSWD 2150	Directed Study: Community Living
CSWD 2175	The Professional Practice: Service-Learning
GDMA 1220	Print Production Software Applications 2
GDMA 1240	Graphic Design and Society II
HSRC 1225	Personal Care Skills II
HSRC 1240	Practicum – Special Care Unit
HSRC 1244	Work Role II
HSRC 1245	Home Support/Resident Care Attendant Practicum
NRSG 3211	Health 4: Promotion and Community Empowerment
NRSG 3231	Self and Others 3: Reflecting on Caring Practice
NRSG 3241	Nursing Practice 6
ACCT 4335	Taxation 2

REVISED COURSES	TITLE
CMNS 1120	Applied Oral Communications
FASN 4250	Self-Directed Study
NRSG 3220	Professional Growth 4: Research
NRSG 3225	Professional Growth 3: Nursing Inquiry
NRSG 3250	Healing/Professional Growth: Bridge Out
PHIL 2101	20th Century Analytic Philosophy

Name of Institution:	Kwantlen University College
Title of Program:	Citation Program for the Millwright and Machinist Trades
Credentials to be awarded to graduates:	Citation in Millwright/Machinist
Length of Program:	5 months

Institutional Contact: Gerry Lengert	Title: Dean, Applied Technology, Trades and Vocational
Phone: 604 599-2973	Email: gerry.lengert@kwantlen.ca
Date: October, 2003	

Non-Degree Program Proposal

Executive Summary:

Summarize the purpose of the proposal

This proposal outlines the elements of the five month Millwright/Machinist Citation Program at Kwantlen University College. This citation is the first step in the process of a post secondary academic education path through the acknowledgment of the skills, knowledge and attitudes developed through trades training in Millwright/Machinist. The proposal identifies how students will be trained in the skills and outcomes industry requires to become job ready. Particular attention is paid to ensuring that all students gain these critical basic core skills. The educational elements come from some of the existing certificate courses, which have been reorganized to provide a new recognizable credential – this citation. This will meet industries immediate demands, while allowing the student to graduate after one semester of training and still be able to go on to further education. Using references to labour market data and the identified needs of industry, the proposal will elaborate on the need for this program; who has been consulted; how the program will be delivered; and the outcomes that will be accomplished.

Outline the key objectives and outcomes of the proposed program in one or two pages

The key objective of this program is to combine the best curricular and pedagogical practices of academic and vocational education into a single integrated program that acknowledges demonstrated skills and theoretical understanding. Graduates will meet the job requirements in the Millwright and Machinist trades, which benefit the individual, industry, and the whole community.

The Citation program will:

- Prepare students for entry-level employment in the Millwright and Machinist Trades.
- Provide transferable credits to Kwantlen University College Certificate, Diploma, and Degree programs that are based upon the National Occupational Analysis (NOA) for the Millwright and Machinist Trades.

- Establish the basic core knowledge and skills that are a prerequisite to the Millwright/Machinist Certificate Program.
- Provide a skilled workforce that will help fill the ~~skill~~ ^{of skilled workers} shortage in industry.
- Provide opportunity for younger students to enter the trades by partnering with the local school districts. Partnership students will gain dual credits towards high school graduation and a citation. This will integrate with the Provincial New Graduation requirements.
- Attract students, who would normally not be able to attend, by giving them the opportunity to experience the trade without having to make a huge commitment in both finances and time.

This direct entry trades program for Millwrights and Machinists is based upon the National Occupational Analysis (NOA), which is the Canadian National Standard, developed in conjunction with all of the provinces and territories. It builds upon a comprehensive employability skills framework and the first level of Apprenticeship for the Millwright and Machinist Trades. The objective is to provide the student with the basic entry-level skills and theoretical knowledge in the areas of machine tool use, mechanical maintenance and construction in industrial settings.

Graduates are ready to look for entry employment positions; they are well prepared for this task having just completed months of rigorous training supplemented with required employability skills. Kwantlen's Citation program will continue to be very successful in placing graduates due to their advanced knowledge, skills, safe working habits and advanced employability skills.

Citation courses include:

- | | |
|-----------------------------|---|
| ■ Millwright Trade Safety | ■ Print Reading and Sketching |
| ■ Measuring | ■ Layout and Machine Foundations |
| ■ Hand Tools and Bench Work | ■ Welding Basics for Millwrights and Machinists |
| ■ Communications | ■ Applied Trade Math and Science |

Program Rationale:

Provide rationale for the credential

The lack of skilled tradespersons in the millwright and machinist trades has reached a critical stage where the demand for personnel is high. Kwantlen University College has responded to industry's requests to address this dilemma, which will respond to industry's immediate needs. The citation will provide an exit point for those students only requiring the very basic core skills. The 17.5 credit curriculum includes the necessary courses for an entry level position in industry and provides the ability for the graduate to transfer into the Millwright/Machinist Certificate program. Graduates can go onto further studies in the Millwright and Machinist trades, the Diploma and Degree programs. ?

The citation provides the equivalent of 'level one' training in both the Millwright and Machinist trades. Level one is the first of four levels required for the trade qualification.

Program Description:

State the goals and objectives of the new program

Areas of study include safety, basic mechanical blueprint reading, precision measuring tools, machine installation and layout, basic fitting/bench work skills, and basic welding/cutting. These courses introduce the student to the foundation skills and knowledge necessary to enter the millwright and machinist trades. Students will be required to gain proficiency in trade terminology, interpersonal and employability skills. They will develop the safe work habits, knowledge and ability required to be successful employees in industry today.

Because these trades are recognized as apprenticeable occupations in British Columbia, individuals completing this program may sign up as indentured apprentices with the province and employers and gain credit toward trade certification for completing the program.

This program follows Kwantlen University College's twenty-year education plan as it is being developed in which Trades programs will be a significant element. All Millwright, Machinist, Direct Entry and apprenticeship training will lead to credentials that ensure that a career path leading to a degree is available. This program will be an integral part of the Cloverdale campus with its focus on the blending of trades and technology. This program also matches the direction that has been proposed for Kwantlen University College in the Trades division by the BC Ministry of Advanced Education.

Identify the target student audience(s) for this program

The target audience is made up of a diverse group:

Partnership Students

The partnership program is an articulated arrangement between Kwantlen University College and local school districts. Grade 11 and 12 high school students between the ages 16 to 19 are required to complete the credit requirements for the Millwright / Machinist Citation and high school graduation. This is an individual arrangement with each school district.

South Fraser CTC students

Career Technical Consortium provides an agreement between the college and the South Fraser school districts (Delta, Richmond, Surrey, Langley) to accept students into regular college programs while they are still in high school. Students may achieve dual credits for high school graduation and college programs.

Direct Entry students *(formerly referred as ELTT)*

They may have already started education in this area through high school programs. Students may also ladder into this program from high school with advanced credits through articulated agreements with the Secondary School Districts.

Experienced Direct entry

It is also possible that they will be working in industry without current trades certification, and wish to upgrade their qualifications for advanced positions. These students will gain credits through PLA and credit for demonstrated skills.

Registered Apprentices

Students may be indentured as an apprentice to an employer before entering the Citation Program. The Citation program is equivalent to the first level of training as per the British Columbia Millwright (Industrial Mechanic) and Machinist Apprenticeship Outlines.

Engineering Students

They may start the program with no work related background but with a strong interest in applying mechanical engineering skills. The joining of theoretical knowledge and applied skills will enhance employment opportunities.

Non Traditional Workers

Efforts will be made to encourage females to participate in a traditionally male dominated trade through recruiting strategies and a supportive educational environment.

Students in this program are required to demonstrate the ability to perform a variety of cognitive, emotional, and psychomotor skills safely and knowledgably. Students with disabilities will be accommodated according to Kwantlen University College policies. Students with disabilities will contact the program coordinator to discuss the required skills and competencies to ensure that accommodation can be made depending on their abilities and the specific program elements.

State how the institution satisfied itself that there is not unnecessary duplication in the system

Currently there are a number of institutions offering Entry Level Training (ELT) in the Province of BC. The concept of this program is to take the current 10-12 month Millwright Certificate program and provide the earliest feasible exit point acceptable by industry. The increasing labour market demands outweigh any chance of unnecessary duplication in the system for this type of educational program. We are providing leadership for other institutions to do the same.

The Millwright and Machinist Citation would be a prerequisite to enter the Millwright or Machinist Certificate program currently under development. The proposed Citation program has common requirements shared by both trades.

Provide evidence of labour market demand

There is a growing body of evidence regarding the current and increasing shortage of skilled workers in British Columbia. The report entitled "Ensuring a Skilled Workforce in British Columbia" (ITAC March 2001) calls on labour and business to address skill shortages. The report was prepared "to stimulate dialogue and joint action on addressing trades and technical

skill shortages in B.C., and ensure the expected 700,000 new job openings between 1998 and 2008 are filled.”(Ibid)

The Canadian Occupational Projection System (COPS) ^{estimates} projects employment in this group to grow at an annual rate of 1.0%. According to this projection, 5,400 positions will become available from 1998 to 2008. Over 60% of these openings are ^{estimated} projected to come from the need to replace workers who retire, and the remainder will come from growth in the number of new positions (Information from Work Futures at <http://www.workfutures.bc.ca/> as of November 1, 2000). ~~Curriculum:~~

The provincial government held discussions with the key sectoral groups around the province. The goal was to canvas employers for their views on labour market balance today. These eight sectors identified a critical shortage in the millwright trade. (BC Skills Update May 2003)

The Canadian Manufacturing & Exporters BC Division reported immediate need of trained Millwright/Machinist and are experiencing extreme shortages. (Discussion Paper 'A Catalyst for Change' March 24th 2003)

Describe the skills, knowledge, or other attributes students will develop from the program

The Citation Program will be based upon competencies from the National Occupational Analysis (NOA) for the Millwright and Machinist Trades. These competencies are the criteria for trade certification. The Citation program is the foundation for future training.

MWIN 1101 Millwright Trade Safety – 2 credits

Students will address safe work practices and how they pertain to industrial work sites. They will examine the Provincial Regulations of the Worker's Compensation Board applicable to both the Millwright and Machinist trades. They will practice the safe handling and storage methods for materials and equipment. Students will participate in toolbox safety orientation sessions every week. They will interact with other students on a program safety committee to achieve an effective safe working environment.

MWIN 1105 Print Reading and Sketching – 2 credits

Students will interpret engineering drawings and sketches and make decisions pertaining to the manufacture, installation, positioning, and/or maintenance of machines or machine components. They will make standardized sketches of machine shop drawings, machine installation drawings, assembly drawings, and detailed engineering drawings. They will communicate technical information as to the size, shape, construction, and installation details of parts, mechanisms or machines.

MWIN 1110 Measuring – 2 credits

Students will use a variety of measuring tools and measuring techniques appropriate and necessary to make non-precision and precision measurements in either inch or metric standard. They will complete assignments that challenge them to make informed decisions on selection, use, concepts and procedures used with each tool or combination of tools taught. Students will develop an understanding of the need for consistency and accuracy based on equipment use. They will make sketches that use detailed methods of reporting.

MWIN 1115 Layout and Machine Foundations – 2 credits

Students will perform two distinctly different types of layouts; shop layout and machine foundation layout. In shop layout, the student will develop strategy from a blueprint or sketch, then layout the shapes of objects (parts) for manufacturer. In machine foundation layout, the student details all aspects of machine foundations, including identifying types of bases, methods of anchoring, setting, and levelling bases to correct elevations. They will identify, select, and use the appropriate layout tools to produce machine foundation layouts to the desired accuracy required for setting industrial machines.

MWIN 1120 Hand Tools and Bench Work – 1.5 credits

Students will develop basic hand skills that are the foundation for becoming a millwright (industrial mechanic) craftsman. They will complete shop projects that involve bench work to practice hand skills using metal cutting tools, holding tools, striking tools, and assembling tools. Students will work in the tool crib selecting tools required by their peers to complete designated shop projects. They will develop knowledge and skill in tool identification, tool selection, and tool maintenance.

MWIN 1130 Welding Basics For Millwrights – 5 credits

Students will use a variety of welding processes, welding equipment and other metal working tools appropriate and necessary for the task of joining metals. They will learn and practise procedures, terminology and appropriate safety precautions, as applied to oxy-acetylene use and shielded metal arc welding processes.

MWIN 1135 Millwright Communications – 1 credits

Students will analyze and apply the elements of inter and intrapersonal communication skills, conflict resolution, and team building in a team environment.

MWIN 1140 Millwright Applied Trade Math and Science – 2 credits

Students will learn mathematics, algebra and trigonometry, with an emphasis on trade calculations. They will use whole numbers, fractions, decimals, percentages, and exponential functions, geometry, measurements, calculator skills, and the sine and cosine laws. Students will study basic applied mechanical and chemical principles with specific applications to the millwright/machinist trade. They will be prepared to the millwright/machinist National Occupational Analysis standard.

Describe the program/course structure

Instructional strategies are a key component to the success of the program and will focus on the individual student needs. Credit will be given when appropriate skills, knowledge and attitudes are demonstrated by past work experience or previous training through a Prior Learning Assessment process.

A variety of ^{teaching/learning} strategies will be used in the classroom and shop. Primary strategies include the use of modules with assignments and self-tests supplemented with a wide selection of audiovisual material. Group projects, teamwork and small group lectures will also be employed.

The educational strategies of modular training will allow a greater number of students to enter the work force with task specific skills. Other departments will be utilized for their expertise, for example: four students will be rotated through the Welding department for the course "Welding Basics for Millwrights"

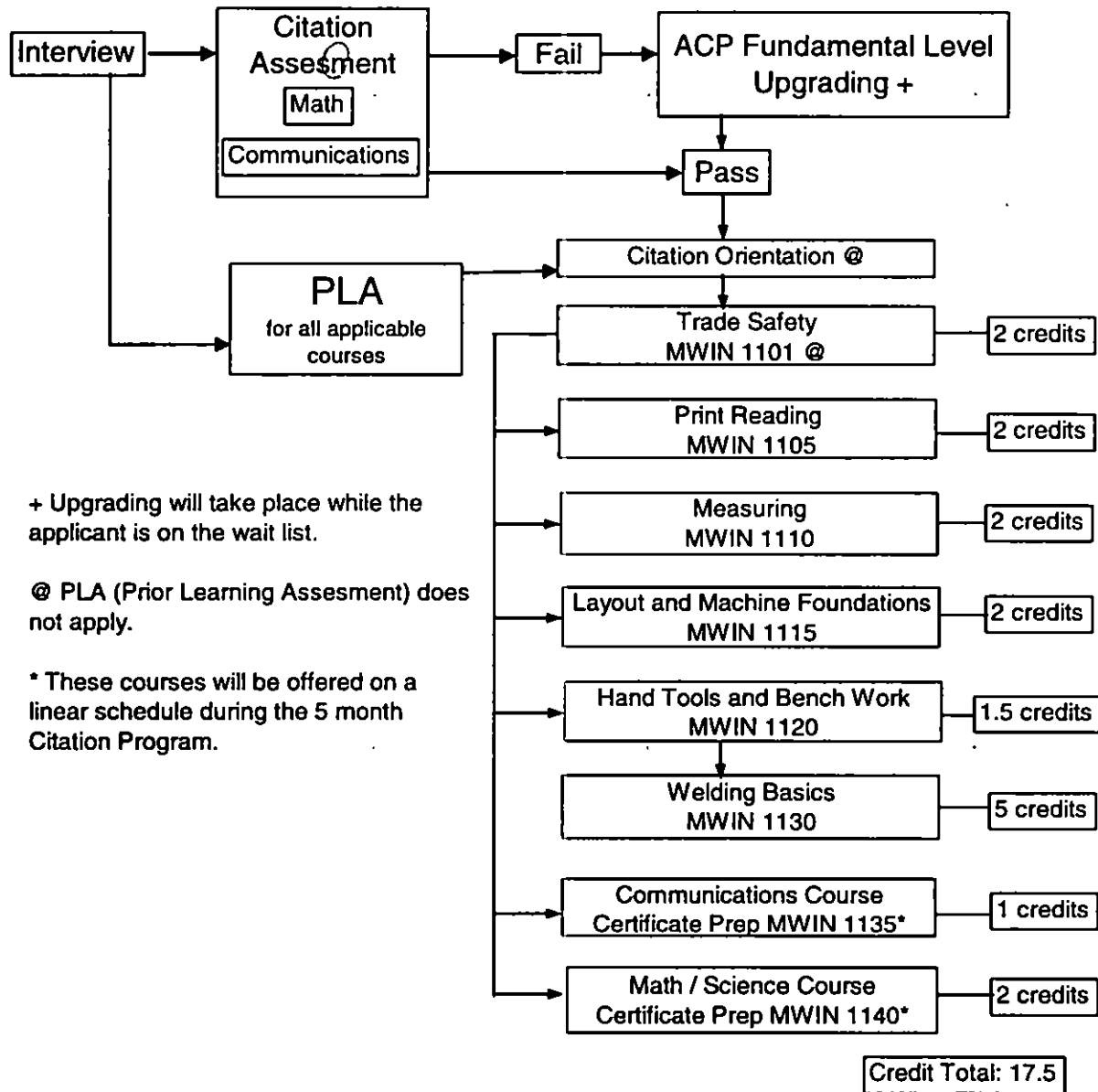
AUTHOR^(c), the computerized Training Management System (TMS) will be used to give students direct access to their assignments, marks, progress and direction through the program. Work orders and request forms are used to direct and teach students through shop assignments.

Key elements:

- Training Management System
- Logbook
- Modules
- Competencies from the National Occupational Analysis
- Direct Entry from Industry
- Individually Paced
- Work orders
- Grading System
- Assessment

Integration of the computerized Training Management System, Logbook, and Course Outlines enables a smooth flexible delivery system. Along with unique instructional strategies, a modular program will allow tailor made courses to meet the needs of the learner and industry. These courses will be delivered in many ways: lectures, small and full group discussion sessions, team assignments, individualized learning environments, practical demonstrations, hands-on training, group work, structured projects, and individual demonstration of technical skills. Web based delivery and co-op placements are being considered. Student learning is managed through a comprehensive computerized training management system (AUTHOR). Specific information is accessed by the student in the form of: computer based training lessons, resource guides, text books and interprovincially developed modules. These modules have been designed to meet the requirements of the National Occupational Analysis (NOA). The Citation program will allow access to education for direct entry and partnership students. Students will follow a clearly defined career path that could begin in secondary school or after they have graduated or after being in the workforce.

Millwright and Machinist Education and Career Pathways Millwright / Machinist Citation Program



Identify the provincial, national and/or international certifications and standards achieved in the new program, if applicable

The following certifications and standards are outcomes of the program:
Citation in Millwright / Machinist

Program Consultations and Evaluation:

List the other provincial post-secondary institutions consulted about the proposed program

Selkirk College – Danny Bradford, millwright Instructor – May 8th 2003 – discussed and provided information concerning the proposed programs

British Columbia Institute of Technology – Ken Harrewynen, Program Head – Mr. Harrewynen was cordial and wished Kwantlen well in its endeavours.

Okanagan University College – John Haller, Dean of Trades – Supports the model and the progression to a new format. Faculty have chosen to continue working in their previous format and do not wish to consult.

Simon Fraser University – Evan Alderson, Faculty of Business Administration – May 9th 2003 - 'It's pretty clear to me that Kwantlen is embarked on a well considered and much needed path in extending learning opportunities for trades and technical workers. Some of us at SFU have been considering how a university could best contribute to meeting these and similar needs, building on the sort of alternative programs we already run and collaborating with other post-secondary institutions. My colleague Mark Selman and I have been delegated to examine this issue on behalf of the university. I for one am convinced that in order to make a real difference in this area, post-secondary institutions should come together to create a highly visible and systemic approach to the problem/opportunity, so that such admirable initiatives as yours can be integrated with the strengths of other institutions to create a real sense of career opportunity for those attracted to trades.'

North Island College – Don Gillingham, Dean of Trades and Tourism- May 15th Don expressed interest in what Kwantlen is doing and would like his Director of Industry Training to discuss approaches to apprenticeship training with our faculty.

Provide a list and summary of the nature of all other consultations

Jim Mantei Vancouver Gear, Chair Program Advisory Committee for the Millwright Program – October 18, 2002 – Full support and wants to ensure that the college expand its offering to the degree.

Darryl McIntosh, Maintenance and Production, Stanley Canada, Inc. – July, 2002 – Full support to expand the offering to a degree.

G. Brett Lovell, P.Eng, Plant Engineer, CKF Inc. – July 2, 2002 – Supports the idea and wants students trained in most facets of the trade with an emphasis on professionalism.

Dave Hardy, Maintenance Supervisor, BC Ferries Corp. – July 9, 2002 – Supportive and looking for ways to help. He wants millwright courses available for individual access.

Brian Zdrilic, Business Agent, B.C. Millwright Union loc 2736 – October 21, 2002 – Supports the idea and felt that this and future offerings will only raise the status and academic profile of the millwright trade.

A full meeting of the Program Advisory Committee was held in July 2003. The discussion on the citation, certificate, diploma and degree development continued with the previous meeting's show of support. The PAC minutes shows that various stakeholders were very interested and each elaborated on their own company needs.

State whether or not the program meets the program eligibility requirements as outlined at www.bcsap.bc.ca

Yes

Indicate what policies/procedures are planned for ensuring adequate depth and breadth of ongoing review and evaluation once the program has been implemented

A detailed Revision process is currently being developed for all of Kwantlen University College Trades program. The timeline is attached as Appendix B.

This program has an active Program Advisory Committee (PAC). All course outlines go through the division Curriculum Committee before going to Education Council.

Indicate whether safety and other risk management factors have been addressed where appropriate

Kwantlen University College will incorporate appropriate safeguards into the design and manufacture of our trades facility. Special attention will be given to interior air quality, adequate lighting and pathways.

All regulations given by WCB and WHMIS will be rigorously adhered to at all times with students receiving thorough training in these areas. Copies of all pertinent regulations will be prominently displayed onsite.

All successful applicants to Kwantlen's Millwright / Machinist programs will be required to complete a comprehensive Safety Module as a pre-requisite to all other elements of the program.

Admissions and Transfer:

What entry requirements should applicants be expected to meet?

Applicants are required to meet the general admission standards as per the General Admission policy at Kwantlen University College.

Partnership students need to: have completed grade 10; be enrolled in Grade 11 English, math and science courses; have met school district requirements; be interviewed by a selection committee, have successfully completed college millwright/machinist assessment testing.

Indicate how the institution plans to ensure students' ability to access the program through transfer

Kwantlen University College is working with the secondary school system to promote early enrolment and transfer from high school to the college.

Prior Learning Assessment and Recognition, following current Kwantlen University College and Provincial standards, will be used extensively to place individuals with industry experience / certification at the appropriate training level in the career path for them to achieve maximum educational success.

Refer to policy B.12

Describe how students will be able to transfer out of the proposed program into other programs within the same institution or at another institution

The Citation in Millwright / Machinist will enable the graduate to transfer directly into the Millwright Certificate, Diploma and then on to a Degree level currently in the planning stage.

Indicate how students will be able to transfer into related degree-level programs, if applicable

The Citation in Millwright / Machinist will give the graduate the ability to enter the Millwright / Machinist Certificate program. Progression can then be made into the Diploma and transfer into the new Bachelor of Science in Mechanical Engineering and Bachelor of Science in Metal Trades, which are still in the planning stages.

Other:

Include any additional information not addressed in the sections above that may be helpful in better understanding the major components of the proposal

Appendix A

Industry Survey Results

Our survey of industry has shown us that a new employee who is 'job ready' is very attractive to any company. Perry Makinen of Stag Timber stated "If a person comes to me after undertaking a training course, such as this citation, it shows me that they have taken the initiative on their own. That is the kind of employee that I am looking for". G. Brett Lovell, P.Eng, Plant Engineer, CKF Inc stated "I am looking for emphasis on professionalism as well as learning the trade". The Canadian Manufacturers and Exporters (BC Division) stated at their 2003 forum that the skills shortage is here now and they are looking for long term solutions that start with effective short term solutions to provide workers with entry level skills as soon as possible. Gregory Ramsay specifically stated that they are looking for both short term and long term solutions to the skilled trades shortage in the areas of Millwrights and Machinists.

The industry has made it clear that there is a wide spectrum of needs required. "We need people with a range of specific skills. We need them when they walk in the door." (Discussion paper, A Catalyst for Change, March 24 2003, Canadian Manufacturers and Exporters (BC Division)) Some companies want basic core skills while others want graduates to be able to work on their own as if they were a journeyperson. While every company has different levels of training requirements the one common thread is that all sector groups, union/non-union, require some level of training. Some sectors go as far as not hiring anyone unless they have completed a training program such as Kwantlen's.

Employers made it clear to us that they are looking to Kwantlen University College to lead and organize a system of effective training. With this citation, students will have useful skills before they start on the job. The Citation is only the first stage and employers state that they will require their employees continue onto further education to meet the National Occupational Analysis.

Employers consulted in this process included:

Jim Mantei Vancouver Gear, Chair Program Advisory Committee for the Millwright Program

Darryl McIntosh, Maintenance and Production, Stanley Canada, Inc.

G. Brett Lovell, P.Eng, Plant Engineer, CKF Inc.

Dave Hardy, Maintenance Supervisor, BC Ferries Corp.

Brian Zdrilic, Business Agent, B.C. Millwright Union loc 2736

Gregory Ramsay, President, Ramsay Machines Works Ltd.

Benno Bucher, President, Unfiller Systems Inc.

Andrew Martin, HR Manager, Hain Celestial Canada

Dan Reader, President, Murray-Latta Machine Co. Ltd.

Werner Knittel, VP, BC Division, Canadian Manufacturers & Exporters

Appendix B – Process for Program Review

Task	Length	Start date	Finish date	predecessors	Personnel
1 Scope	2 days	1/3/05 8:00	1/4/05 17:00		
2 Define project scope	4 hrs	1/3/05 8:00	1/3/05 12:00		Dean
3 Identify Review Team members and preliminary resources	4 hrs	1/3/05 13:00	1/3/05 17:00	2	Coordinator
4 Secure core resources (time release/personnel/space)	1 day	1/4/05 8:00	1/4/05 17:00	3	Dean
5 Scope complete	0 days	1/4/05 17:00	1/4/05 17:00	4	
6 Analysis of Program	11.5 days	1/5/05 8:00	1/20/05 12:00		
7 Meet to confirm program review process from PRC	4 hrs	1/5/05 8:00	1/5/05 12:00	5	Review Team
8 Conduct program elements review	5 days	1/5/05 13:00	1/12/05 12:00	7	Review Team
9 Develop preliminary budget	1 day	1/12/05 13:00	1/13/05 12:00	8	Coordinator,Dean
10 Review findings and budget with team	1 day	1/13/05 13:00	1/14/05 12:00	9	Review Team,Coordinator
11 Incorporate feedback on findings	1 day	1/14/05 13:00	1/17/05 12:00	10	Coordinator
12 Develop timeline for Program Revision	1 day	1/17/05 13:00	1/18/05 12:00	11	Coordinator
13 Obtain approvals to proceed (concept, timeline, budget)	1 day	1/18/05 13:00	1/19/05 12:00	12	Dean
14 Secure required resources	1 day	1/19/05 13:00	1/20/05 12:00	13	Dean
15 Analysis complete	0 days	1/20/05 12:00	1/20/05 12:00	14	
16 Survey	26 days	1/20/05 13:00	2/25/05 12:00		
17 Meet with Program Advisory Committee to review analysis	1 day	1/20/05 13:00	1/21/05 12:00	15	PAC,Review Team,Dean,Coordinator
18 Identify Survey target audience	1 day	1/21/05 13:00	1/24/05 12:00	17	Review Team
19 Develop Survey Instruments for Graduates/Business	1 day	1/24/05 13:00	1/25/05 12:00	18	Coordinator
20 Review Survey Instruments	4 hrs	1/25/05 13:00	1/25/05 17:00	19	Review Team
21 Incorporate feedback into survey instrument	4 hrs	1/26/05 8:00	1/26/05 12:00	20	Coordinator
22 Implement Survey	20 days	1/26/05 13:00	2/23/05 12:00	21	Support
23 Tabulate Survey Results	2 days	2/23/05 13:00	2/25/05 12:00	22	Coordinator
24 Survey complete	0 days	2/25/05 12:00	2/25/05 12:00	23	
25 Revise Program Concept	29.5 days	2/25/05 13:00	4/7/05 17:00		
26 Review Survey Results	1 day	2/25/05 13:00	2/28/05 12:00	24	Review Team
27 Identify changes/updates needed	1 day	2/28/05 13:00	3/1/05 12:00	26	Review Team
28 Assign faculty for revisions	1 day	3/1/05 13:00	3/2/05 12:00	27	Dean
29 Revise Concept	2 days	3/2/05 13:00	3/4/05 12:00	28	Faculty
30 Review/amend proposed changes	5 days	3/3/05 8:00	3/9/05 17:00	29FS-75%	Review Team, Faculty
31 Take Revised Concept to DPAC	7 days	3/10/05 8:00	3/18/05 17:00	30	Review Team,DPAC
32 Take Revised Concept to ED Council	14 days	3/21/05 8:00	4/7/05 17:00	31	Review Team,EdCo
33 Concept approved	0 days	4/7/05 17:00	4/7/05 17:00	32	
34 Revise Program Materials	20.5 days	4/8/05 8:00	5/8/05 12:00		
35 Develop revision plans using survey and other data	2.5 days	4/8/05 8:00	4/12/05 12:00	24,33	Faculty,Review Team
36 Course Revision	19.5 days	4/8/05 8:00	5/5/05 12:00		
37 Hold DACUM session with Program Advisory Group	2 days	4/8/05 8:00	4/11/05 17:00	33	PAC,Review Team,Dean,Coordinator
38 Review courses utilizing DACUM chart	2 days	4/12/05 13:00	4/14/05 12:00	35,33	Review Team, Faculty
39 Analyze courses to program specifications	1 day	4/14/05 13:00	4/15/05 12:00	33,38	Review Team, Faculty
40 Modify courses	2 days	4/15/05 13:00	4/19/05 12:00	39	Review Team, Faculty
41 Confirm course outlines with Division Curriculum Committee	5 days	4/19/05 13:00	4/26/05 12:00	40	CurrComm,Review Team
42 Take Revisions to Ed Council	7 days	4/26/05 13:00	5/5/05 12:00	41	Review Team,EdCo
43 Course Revision complete	0 days	5/5/05 12:00	5/5/05 12:00	42	
44 Program Flow Revision	1 day	5/5/05 13:00	5/6/05 12:00		
45 Test integration of courses to program	0.33 days	5/5/05 13:00	5/5/05 15:40	43	Review Team,Dean,Coordinator
46 Modify courses schedules	0.67 days	5/5/05 15:40	5/6/05 12:00	45	Review Team,Dean,Coordinator
47 Program Flow Revision complete	0 days	5/6/05 12:00	5/6/05 12:00	46	
48 Design Instruction	13 days	5/5/05 15:40	5/24/05 15:40		
49 Develop instructional design for deliver to students	1 day	5/5/05 15:40	5/6/05 15:40	24,45	Faculty
50 Identify course supports	1 day	5/6/05 15:40	5/9/05 15:40	49	Faculty
51 Identify delivery methodology (computer based training, etc)	1 day	5/6/05 15:40	5/10/05 15:40	50	Faculty
52 Identify course texts	5 days	5/10/05 15:40	5/17/05 15:40	49,50,51	Faculty
53 Finalize course materials	3 days	5/17/05 15:40	5/20/05 15:40	52	Faculty
54 Schedule courses	2 days	5/20/05 15:40	5/24/05 15:40	53	Faculty
55 Instructional Design complete	0 days	5/24/05 15:40	5/24/05 15:40	54	
56 Documentation	18 days	5/24/05 15:40	6/17/05 15:40		
57 Develop Full Program Review Documents	2 days	5/24/05 15:40	5/26/05 15:40	24,54	Review Team,Coordinator
58 Develop Consultation Documents	1 wk	5/26/05 15:40	6/2/05 15:40	57,29FS-50%	Review Team,Coordinator
59 Finalize Program Review Documents	1 day	6/2/05 15:40	6/3/05 15:40	58	Review Team,Dean
60 Take Revised program to DPAC	1 wk	6/3/05 15:40	6/10/05 15:40	59	Dean,DPAC
61 Take Revised Program to Ed Council	1 wk	6/10/05 15:40	6/17/05 15:40	60	Dean,EdCo
62 Documentation complete	0 days	6/17/05 15:40	6/17/05 15:40	61	
63 Implement Revisions	3 days	6/17/05 15:40	6/22/05 15:40		
64 Determine final implementation strategy	1 day	6/17/05 15:40	6/20/05 15:40	62	Faculty
65 Secure resources	1 day	6/20/05 15:40	6/21/05 15:40	64	Dean
66 Begin Revised Program	1 day	6/21/05 15:40	6/22/05 15:40	65	Faculty
67 Implementation begun	0 days	6/22/05 15:40	6/22/05 15:40	66	
68 Post Implementation Review	3 days	6/22/05 15:40	6/27/05 15:40		
69 Document lessons learned	1 day	6/22/05 15:40	6/23/05 15:40	67	Dean,Coordinator,Review Team, Faculty

Costs

1. Outline anticipated requirements for equipment, specialized space, etc.:

The current equipment at the Newton Campus is sufficient.

2. Outline anticipated requirements for general space:

The current space at the Newton Campus is sufficient.

3. What expertise, equipment, facilities and library resources will the program require to support student learning? Ensure that any required new resources in these areas are identified below.

Newton Campus needs library resources that are currently not available. Students are required to complete research projects to achieve successful completion of the program.

4. What will be the following costs?

a) non-recurring start-up costs (e.g. equipment costs/other)

No non recurring start up costs to Kwantlen

b) the capital costs (facilities)

No capital costs to Kwantlen University College for facilities, as existing equipment and classrooms will be used.

c) the operating costs (including the number of student FTEs, faculty FTEs including estimated co-ordination, and additional resources for support areas)

Operating costs are shared with the current Millwright certificate program.

5. Indicate the intended source(s) of funding for development.

GAP Funding with the potential of Federal or other funding. (see attached letter)

6. Indicate the intended source(s) of funding for delivery.

Base Funding.

7. Time release required for program & curriculum development.

3 months full time for one instructor to adapt materials from Alberta to the BC program, to reorganize the Training Management System (new codes, numbers, work orders and competency titles).

DRAFT (2)

Template for
Kwantlen University College Library
Impact Assessment Process for:

New Programs
Revised Programs

December 2002

Kwantlen Library Impact Assessment Process for New Programs and Revised Programs

Assessment Policy:

1. Library impact assessments will be completed for new degree, diploma, certificate, or citation programs and major program revisions.
2. Requests for a library impact assessment are to be directed to the Degree Proposal Assessment Committee (DPAC) liaison librarian.
3. The development of library impact assessments for programs is based on a consultative model. The DPAC liaison librarian will review proposals and consult with both proposing faculty and with appropriate librarians. In the case of revised programs, the DPAC liaison librarian will make a decision on whether the revised content requires a library impact assessment.
4. The Education Council Office will provide program developers with information regarding timelines for completion of library impact assessments for new or revised programs. Timelines are:
New Programs: Developers must allow a minimum of 3 weeks for the completion of a new program library collection assessment.
Revised Programs: Developers must allow a minimum of 2 weeks for the completion of a revised program library collection assessment.
To allow adequate time for preparation of the assessment, proposals in draft format are welcomed. Draft proposals must include a detailed description of the new or revised program and, where applicable, course outlines for new courses. Where sufficient time is not given to complete the assessment the DPAC liaison librarian will notify the program developer.
5. Completed library impact assessments will be sent to both the program developer and the Education Council office after the program developer has reviewed and signed the assessment(s). Assessments will be sent electronically to the Education Council office and will be followed by signed paper copies.
6. The library collection assessment will normally include projected and retrospective monograph and periodical costs based on average costs for materials in the subject area, collection needs of the program or course, average price increases in the subject area as well as the strength or weakness of the existing collection. Audio-visual purchase costs will be included where appropriate. Projected enrolments will be included in the cost calculations where multiple sections or multiple campus enrolments are indicated or in cases where most resources will be provided by interlibrary loan.

7. Specialized or subject-specific databases not already held by the library will be costed against the number of 300 and 400 level courses in the subject area. Upper level field courses, co-ops, and practicums will be deducted from the total number of subject area 300 and 400 level courses
8. Periodical and database subscription costs will include average annual price increases.
9. Library collection assessments will be presented in a narrative format with a covering page for signatures. (See Appendix B) The major components of the narrative will be:
 - summary
 - previous collection development
 - future collection needs
 - collection development obstacles
 - summary of start-up and subsequent costs (see Appendix A)

December, 2002

LIBRARY RESOURCES COLLECTION ASSESSMENT
New Program Proposal/ Program Revision

Name of program	Citation Program for the Millwright and Machinist Trade	
Is this a revision of an existing program?	yes X	no
Name(s) of program developer(s)	Colin Haigh, Bob Davis, Brian Myette	

KEY ONLINE DATABASES (PERIODICAL INDEXES/ABSTRACTS):		
1	Academic Search Premiere	
Held by KUC Library?	Yes X	no
If no, estimated annual cost to provide.		
2	General Science Index	
Held by KUC Library?	Yes X	no
If no, estimated annual cost to provide.		
3	Applied Science and Technology Index	
Held by KUC Library?	Yes X	no
If no, estimated annual cost to provide.		
Comments: These existing databases should provide sufficient coverage for this program.		
Sub Total		n/a

KEY AUDIO-VISUAL EQUIPMENT:		
1	Laptop computer	
Held by KUC Library?	Yes	No X
If no, estimated cost to provide.	\$3,100	
2	VCR (x2)	
Held by KUC Library?	yes	No X
If no, estimated cost to provide.	\$400	

3 DVD (x2)		
Held by KUC Library?	yes	No X
If no, estimated cost to provide.		\$350
4 TV (x2)		
Held by KUC Library?	yes	No X
If no, estimated cost to provide.		\$1,600
Comments: Additional purchases of equipment are required in the near future to facilitate access for students and faculty.		
Sub total:		\$5,450

AUDIO-VISUAL MATERIALS: (VIDEORECORDINGS AND DVDS)		
Number of titles held by KUC Library in this subject area.		100
Number of titles published annually in this subject area.		15
Average number of titles purchased annually.		5
Average cost per volume of titles in this subject area.		\$300
Is the collection current?	Yes X	no
Data/comments on the currency/comprehensiveness of the audio-visual collection in this subject area: In order to support the proposed citation program the library has to upgrade the video collection on a continuing basis.		
Estimated cost for audio-visual collection for this program:		\$2,000

KEY PERIODICALS: Core titles in the subject area		
1	American Machinist	
	Held by KUC Library?	yes No X
	If no, annualized cost.	\$112
2	Canadian Machinery and Metalworking	
	Held by KUC Library?	yes No X
	If no, annualized cost.	\$48
3	Cutting Tool Engineering	
	Held by KUC Library?	yes No X

	If no, annualized cost.		\$119
4	Design Engineering		
	Held by KUC Library?	yes	No X
	If no, annualized cost.		\$46
5	Furnaces International		
	Held by KUC Library?	yes	No X
	If no, annualized cost.		\$260
6	Hydraulics and Pneumatics		
	Held by KUC Library?	yes	No X
	If no, annualized cost.		\$105
7	Modern Machine Shop		
	Held by KUC Library?	yes	No X
	If no, annualized cost.		\$138.60
8	Modern Materials Handling		
	Held by KUC Library?	yes	No X
	If no, annualized cost.		\$188.86
9	Modern Metals		
	Held by KUC Library?	yes	No X
	If no, annualized cost.		\$161
Sub Total			\$1178.46
Comments:			

KEY REFERENCE TITLES:			
1	Machinery's Handbook (26th ed.)		
	Held by KUC Library?	yes	No X
	If no, estimated cost.		\$114.64
2	Audel Millwright and Mechanics Guide (5th ed.)		
	Held by KUC Library?	yes	No X
	If no, estimated cost.		\$67.44
Comments: Costs are based on copy price: if more copies are required cost will increase accordingly.			
Sub Total			\$182.08

MONOGRAPHS:		
	Number of titles held by KUC Library in this subject area.	400
	Number of titles published annually in this subject area.	400
	Average number of titles purchased annually.	20
	Average cost per volume of titles in this subject area.	\$100
	Is the collection current?	yes no
	Data/comments on the currency/comprehensiveness of the monograph collection in this subject area: Because teaching and learning methods are very visually oriented in this course, monographs are less of a priority than videos. However, a core of basic, current monographs should be maintained. Although there are a fairly large number of monographs published annually in these subject areas only a small percentage would be of practical use to students.	
	Estimated cost for monograph collection for this program:	\$5,000
	Sub Total:	
Additional comments: Subjects considered: Industrial safety, millwright, machinery – drawings, machining, metal-cutting tools, metal-work, machine shop practice, manufacturing processes, bearings (machinery), hydraulics, welding, machine tools, hydraulic machinery, fluid power technology, lubrication and lubricants, blueprints, metals, mechanical engineering, machinery, non-destructive testing, power transmission, compressors, fasteners, pneumatics, shop mathematics, belt conveyors		

INTERLIBRARY LOAN:	
Estimated annual costs:	N/A


STUDENT RESEARCH SKILLS CLASSES AND DOCUMENTATION:
List documentation to be created/revised: Guidepost
List web pages/internet subject guides to be created/revised: Internet subject guide
Anticipated number and type (basic/advanced/specialized) of library orientations per semester: 1-3 hour orientation per Intake group or semester. Should include basic search skills, catalogue and web readiness.

General Comments:

The Library is committed to providing resources and services to Newton students and faculty to the best of our ability given the current situation.

Summary Statement:

The Library supports the proposed Citation Program for the Millwright and Machinist Trades. However, some equipment and resources should be updated or expanded in order to provide students with adequate research material.

Total Estimated Startup Costs (One-Time):		\$5,450.00
Total Estimated Annual Costs (Ongoing):		\$8,360.54
Assessment prepared by		
	(Degree Proposal Assessment Committee Liaison Librarian - signature)	
	Oct 16/03	
	Date	
Assessment reviewed by		
	(Dean of College Resources- signature)	
	Date	

I support this assessment	
	(Program developer)-Signature
I do not support this assessment *	
	(Program developer)-Signature
	Date

* Please provide reasons for non-support of assessment. These will be attached to the assessment document.

**KWANTLEN UNIVERSITY COLLEGE
LIBRARY COLLECTION ASSESSMENT:
SUPPORT FOR
PROGRAM PROPOSAL/REVISION**

**NAME OF PROGRAM: Citation Program for the
Millwright and Machinist Trades**

DATE: October 16, 2003

Prepared by:

Degree Proposal Assessment Committee liaison librarian: Linda Rogers

Signed:



**Degree Proposal Assessment Committee liaison
Librarian**

Signed:

Dean of College Resources

SUMMARY:

The Library supports the development of a Citation Program for the Millwright and Machinist Trades. However, the existing Library collection should be updated and expanded in order to more fully meet student needs.

PREVIOUS COLLECTION DEVELOPMENT:

Collection development has been based on the existing curriculum, with considerable input from teaching faculty.

FUTURE COLLECTION NEEDS:

As further Millwright programs are developed (certificate, diploma, and/or degree programs), students need for adequate research materials will dramatically expand. It is essential for the development of an effective library collection that funding be dedicated to this goal.

COLLECTION DEVELOPMENT OBSTACLES:

The current lack of library space at Newton campus requires housing the bulk of the Millwright collection at Surrey campus: this is hardly ideal, considering that the Surrey collection is already crowded.

Another obstacle to collection development has to do with the fact that it is often very difficult for Library faculty to assess the specific efficacy of a particular resource without the expertise of teaching faculty: previewing videos or analyzing text resources consumes a disproportionate amount of time for both teaching and Library faculty.

SUMMARY OF STARTUP & SUBSEQUENT COSTS:

Startup costs: \$5,450 (equipment)

Ongoing costs: \$8,360.54 (resources)

I support this collection assessment

(Program developer)-Signature

I do not support this collection
assessment *

(Program developer)-Signature

Date

* Please provide reasons for non-support of assessment. These will be attached to the assessment document.

**DPAC Summary of
the Full Program Proposal for a
Citation in the Millwright and Machinist Trades**

DPAC meeting date: September 24, 2003

Approval: Approved with minor revisions (primarily editing)

Comments

This program was originally passed by DPAC and Education Council as part of the School Applied Technology, Trades and Vocational Training's Mechanical Engineering program revisions.

Recommended changes were minor, the discussion was brief and the comments were positive. The most substantive request was for the developers to complete the library assessment. The original concept was passed prior to the adoption of the current form of the library assessment.



LEVEL ONE PROGRAM REVIEW INDICATOR CATEGORIES

Education Council Committee:

This document contains a breakdown of Level One Review Indicator Categories that the Program Review sub-committee to Education Council is using as a framework for the development of a Level One review process.

The Level One Review is still in progress, so please consider these categories as a work-in-progress Table of Contents for the Program Review document that will be submitted for Education Council's approval once specific questions for each category have been developed.

This is an FYI document, and any feedback (comments, questions, or concerns) would be most welcome as the Program review Committee heads into the next stage of our development.

Regards,

Panteli

599-2484 (vm: 9828)

LEVEL ONE PROGRAM REVIEW INDICATOR CATEGORIES

	PROGRAM REVIEW INDICATOR CATEGORY
1.	COMPLETION (Graduation) SUCCESS RATE
2.	RELEVANCE OF EDUCATION FOR FURTHER STUDIES (at KUC or Other Institutions)
3.	RELEVANCE OF EDUCATION FOR EMPLOYMENT
4.	QUALITY OF EDUCATION
5.	SATISFACTION WITH SKILLS DEVELOPMENT
6.	QUALITY OF SERVICES, RESOURCES AND FACILITIES
7.	CURRICULUM REVIEW
8.	ADVISORY COMMITTEE
9.	EXTERNAL OR INTERNAL REVIEW PROCESS (e.g. accreditation)

LEVEL ONE PROGRAM REVIEW INDICATOR CATEGORIES

#1 COMPLETION (Graduation) SUCCESS RATE
Program Withdrawal Rate
Withdrawal Rate from Required Courses
Grade Distribution for the program
Number of Credentials Awarded Annually
2 RELEVANCE OF EDUCATION FOR FURTHER STUDIES (at KUC or Other Institutions)
Number of students who transferred to further studies <ul style="list-style-type: none">• citation to certificate• certificate to diploma• diploma to degree• degree to graduate school
Quality of Preparation for Further Studies
Articulation with other (receiving) institutions
#3 RELEVANCE OF EDUCATION FOR EMPLOYMENT
Obtained employment related to education
Education suitably prepared student for employment
Currency of course content
Topics and course content relevant to field
Program recognized by industry (e.g. advisory committee)
4 QUALITY OF EDUCATION
Overall satisfaction with educational experience
Main reason for enrolling met
Quality of instruction
Overall structure and organization of the program (for PAC)
5 SATISFACTION WITH SKILLS DEVELOPMENT
Literacy (written and oral)
Numeracy
Technology
Critical Thinking

LEVEL ONE PROGRAM REVIEW INDICATOR CATEGORIES

# 6 QUALITY OF SERVICES, RESOURCES AND FACILITIES	
Satisfaction with and availability of learning materials (texts, course packages, etc.)	
Satisfaction with and availability of library materials (books, journals, articles, online databases etc.)	
Satisfaction with and availability of support staff (registration, library etc.)	
Satisfaction with and availability of laboratory resources (space, equipment, material) for program needs	
Satisfaction with and availability of computers	
Satisfaction with and availability of counselling, advising and learner support	
Satisfaction with and availability of recreational facilities	

# 7 CURRICULUM REVIEW	
Program and course revisions: review cycle current	(Y/N)
Program breadth (liberal education) conforms with EdCo <ul style="list-style-type: none"> o For degrees o For diplomas 	(Y/N)
Pre-requisites in course programs have been reviewed for relevance and currency by curriculum committee within last 3 years?	(Y/N)
Duplication of curriculum (learning outcomes and objectives) within a program	

# 8 ADVISORY COMMITTEE	
Exists (Y/N)	
Current: date of last meeting	
Courses in program have been reviewed for relevance and currency by advisory committee with last 3 years?	(Y/N)
Recommendations made (Y/N) and acted upon (Y/N)	

# 9 INTERNAL OR EXTERNAL REVIEW PROCESS	
Internal (KUC) Program Review completed (Y/N) or scheduled?	
Date of last KUC program review	
Internal Program Review recommendations made (Y/N) and acted upon	(Y/N)
External review process exists? (Y/N)	
List bodies or agencies	
Accrediting body?	(Y/N)
Duration of accreditation	
Current: date of last accreditation meeting	
Report written and acted upon.	