



AGENDA

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|---|------|--|
| 1. Confirmation of Agenda | 4:15 | Dana Goedbloed |
| 2. Approval of Minutes (Nov. 3, 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 |
| 5. Sub-Committee Reports | 4:40 | |
| 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) | | Jan Carrie |
| 6. FPP: BBA Financial Services Management | 5:00 | Arthur Coren |
| 7. Articulation: School of Business
with Envision & Surrey Metro Sayings | 5:30 | Arthur Coren |
| 8. Advice to J. McGillivray for Long-term Education Plan | 5:45 | Caroline Daniels
Dana Goedbloed
Lorraine Irvine
Bob Perkins |
| | | <i>postponed to Jan 5 mtg.</i> |
| 9. Next Meeting: Monday Jan. 5, 2004 | | |
| 10. Adjournment | | |

Attached for your information:

1. School of Business: Block Transfer Request from Georgian College and College of the North Atlantic
2. School of Business: Divisional Curriculum Committee Minutes Sept. 2003

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



EDUCATION COUNCIL

Attendance, Date: Dec 1/03

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>Rigel Vincent</i>		
<i>Grant Allen</i>		
<i>Michael Leonard</i>		
<i>Dave Williams</i>		

band concert

Add Lyle to list - check Alice re mail.

Arthur



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Dec. 1, 03

AGENDA #: 2

PREPARED BY: Karen Metzger

ISSUE: Approval of minutes

ACTION: *THAT Council approve the minutes of the Nov. 3, 2003, meeting.*



MINUTES

Present:	Lisa Coan Caroline Daniels Dawna DeAdder Rob Edger Dana Goedbloed (Chair) Lorraine Irvine Anita Kranz Steven Lee Gerry Lengert	Judith McGillivray Karen Metzger (Recorder) Bob Perkins Tom Radesh Larry Rhodenizer Alexandra Richmond Skip Triplett Kate Young <i>Gary Jones</i>
Regrets:	Jan Carrie (Vice-Chair) Marge Damon (Member-at-Large)	Jody Gordon Derek Francis
Guests:	Sharon Andersen Kathleen Bigsby Sue Ann Cairns David Davidson Bob Davis	Colin Haigh George Hancock Brian Myette Panteli Tritchew Rigel Vincent John Warren

1. **Confirmation of Agenda**
The meeting was called to order at 4:17 pm, and the agenda was approved as presented.
2. **Approval of Minutes (Oct. 6, 2003)**
Moved by Judith McGillivray, seconded by Bob Perkins, THAT Council approve the minutes of the Oct. 6, 2003, meeting, with the following amendments:
Delete the last statement under item 8; change Donna DeAdder to Dawna DeAdder.
MOTION CARRIED.
3. **Chair's Report**
The Chair met with the following:
 - Judith McGillivray, David Davidson, and Alice Macpherson to write a letter to the Ministry re the new Degree Quality Assessment Board (DQAB) process. The Ministry responded that they will consider our feedback in six months on first the review of the new process, which starts Nov. 7, 2003. That is also the date on which colleges will be allowed to ~~grant 4-year~~ degrees.
 - Alice Macpherson, Jody Gordon, and Colin Haigh re the degree process for Trades. *process applied*
 - Judith McGillivray, Brian Carr, Newton Wainman, Dave Verner, John Inglis, and Paul Richard re MATH requirements related to high school graduation.
 - Judith McGillivray, Caroline Daniels, Bob Perkins, Lorraine Irvine re the Education Plan. This is the ad hoc committee struck at the Oct. 6, 2003, Education Council meeting.
 - Rob Adamoski, Judith McGillivray, Roger Elmes, David Davidson to discuss the peer review on the BA in Community Criminal Justice, all of which was positive. This is the first Kwantlen degree submitted to the new DQAB.
 - David Davidson and Panteli Tritchew to set up processes for a program implementation review process for the first program cycle review to be completed by DPAC.

EDUCATION COUNCIL AGENDA

Nov. 3, 2003

Page 2

The Chair will be attending a two-day Board retreat with Susan Stratton from the Association of Community Colleges (ACCT) on developing governance ends policies.

Dana Goedbloed was elected vice Chair of the Council of Education Councils (COEDCO) for the next year at the meeting at the Surrey Campus on Oct. 31. The COEDCO Chairs discussed various issues they have in common. The next meeting will be at the Richmond Campus in March 2004.

Council agreed by consensus to change the February 2004 meeting date from the 2nd to the 9th.

The Chair introduced and welcomed new student representatives Kate Young and Rob Edger.

4. Standing Committee Reports

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

David Davidson reported that as there were no proposals to review at the last meeting, the committee met to discuss the new DQAB guidelines. There seems to be universal dismay and concern re the process, which is viewed as being fairly intrusive, and the anticipated timelines, which lengthen processes considerably. A small group will meet to compare old and new guidelines and to create new template/guidelines for degree developers. A memo will be sent to the deans regarding the changes, and a memo will be sent to Senior Leadership outlining the difficulties the new process appears to create for Kwantlen.

4.2. Program Review Committee (Panteli Tritchew, Chair)

Panteli Tritchew reviewed the Level One Indicators/Questions document attached to the agenda package for information, and explained that it is still a work in process. All questions in the Level One Review may not apply to all programs to be reviewed. He will bring the finished version for approval when ready.

5. Sub-Committee Reports

5.1. Curriculum Approval

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

NEW COURSES

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
NRSR 3211	Health 4: Promotion and Community Empowerment
NRSR 3231	Self and Others 3: Reflecting on Caring Practice
NRSR 3241	Nursing Practice 6

REVISED COURSES

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

MOTION CARRIED.

EDUCATION COUNCIL AGENDA

Nov. 3, 2003

Page 3

(Question: Can we make G-drive accessible to students so they can see the course outlines under review? Karen Metzger ascertained through IET that we cannot. Note: They are welcome to attend the meetings.)

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

No report

5.3. International Education Committee (Derek Francis, Chair)

No report. Derek Francis clarified for new Council members that the role of this committee is to deal with policies and only reports when there has been activity in that area.

5.4. Policy Review Committee (Jan Carrie, Chair)

Judith McGillivray
Dana Goedbloed reported on Jan Carrie's behalf. She distributed the notes from Oct 21, 2003, meeting, as well as a version of the *Statement on Academic Freedom* that was reviewed by the Policy Review committee in May 2003. It was written as a statement rather than a policy on recommendation of legal counsel, as provincial and federal law overrides college policies. The statement was presented for information only and will be returned to the Policy Review committee for more work.

6. Revision: Associate of Arts, English Major

Sue Ann Cairns presented the requested revision to the Associate of Arts, English Major. She explained that the department is phasing out ENGL 1110 because of overlap with ENGL 1100. There had been unanimous approval for this change at the department level.

Moved by Judith McGillivray, seconded by Steve Lee, THAT Council approve the revision to the Associate of Arts pending the following change:

Change 'English 1100 or 1110' to 'English 1100 and/or 1110'.

MOTION CARRIED.

7. Program concept: Bachelor of Psychiatric Nursing

David Davidson elaborated on the notes for suggested revisions during re the DPAC review of this proposal.

Sharon Andersen attended to speak to the proposal for a Bachelor of Psychiatric Nursing, which is proposed to graduates to meet new requirements for licensure and registration, and to meet the need for new workers to replace the large number who will be retiring. The College of Registered Psychiatric Nurses is recommending the baccalaureate as minimum entry into the profession. Graduates may also go on to graduate studies.

Moved by Judith McGillivray, seconded by Anita Kranz, THAT Council approve the program concept for a Bachelor of Psychiatric Nursing, pending the following revision:

Page. 1: expected start date may need to be revised

Page 2, C.1: spell out 'high school transcript'; English entry requirements for semester one will need to be the same as for semester five; Biology 12 or equivalent with a C+ or BIOL 1110 or equivalent with a C; (compare entry requirements for the BSc in Nursing)

Page 2, C.2: College of RPNs

Page 3, first paragraph: missing period

Page 4: add 'Research' to modes of instruction

Page. 5, E.7: second sentence: ~~decide upon~~ PLA options; 2nd-last sentence - ...broaden the scope and understanding...

Page 5, E.8, 4th sentence: specify the diplomas from Douglas College

Page 5, F.2, last sentence: ... work force and could become...

Page 6, first paragraph: ...increase seats in...; second paragraph: ...that we are no longer able to fill...

Page 7, Costs: specify dollar amounts wherever possible; c) 0.5 FTE Chair; check with HR for actual cost of secretarial FTE; replace C2T2 with BCcampus; can you specify an amount under New Era Funding?

EDUCATION COUNCIL AGENDA

Nov. 3, 2003

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Internal Consultations: should be labeled as Appendix A.

Appendix B: break down into more specific steps within each year.

MOTION CARRIED.

8. Full program proposal: Citation in Millwright/Machinist

Colin Haigh, Bob Davis, and Brian Myette spoke to the full program proposal for a Citation in Millwright/Machinist, which is the first of four levels required in both the Millwright and Machinist occupations for trade qualification.

This program prepares students for entry-level position in the industry and provides the ability for the graduate to transfer into the Millwright/Machinist Certificate program under development. Students in this program may sign on as indentured apprentices.

Colin Haigh added as a point of interest that the biggest change in preparing for the new Trades programs has been to move to the academic grading system, and that it has been successfully accomplished.

Moved by Dawna DeAdder, seconded by Steve Lee, THAT Council approve the full program proposal for a Citation in Millwright/Machinist, pending some minor editing revisions.

Page 2, 2nd bullet: change 'skill shortage' to 'shortage of skilled workers'

Page 3, last paragraph: add (formerly referred to as ELTT)

Page 5, 2nd paragraph: change 'projects' and 'projected' to 'estimates' and 'estimated'

Page 7: add © after AUTHOR and refer to the trademark name

MOTION CARRIED. 1 abstention

9. Full program proposal: Citation in Autobody Basics

George Hancock explained that the proposed Citation in Autobody Basics program follows the guidelines of the Ministry, and meets British Columbia Trades Qualification standards and Red Seal standards recognized across Canada. The program provides technical training and prepares students for entry-level positions in the trades of Autobody Repair and Painting for certificate program. Graduates may also ladder into certificate and higher-level Autobody programs under development. Students completing the Citation may sign up as apprentices and gain credit.

Moved by Larry Rhodenizer, seconded by Bob Perkins, THAT Council approve the full program proposal for a Citation in Autobody Basics, pending some minor editing revisions.

Page 3, first section: please lay it out as for the Millwright/Machinist Citation proposal, and move the second-last paragraph to Admission and Transfer on p. 9.

Page 6: please lay out the chart as for the Millwright/Machinist Citation proposal.

Page 8: please add a statement referring to Policy B.12 for program review.

Appendix C: please change the cost of one faculty FTE to \$90,000.

MOTION CARRIED. 1 abstention

10. Next Meeting: Monday Dec. 1, 2003

11. Adjournment: Moved by Larry Rhodenizer to adjourn the meeting at 6:55 pm.



ISSUE: Approval of curriculum

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

NEW COURSES

- AUTO 2331 Advanced Manufacturing
- AUTO 2332 Data Networking
- AUTO 2333 Fundamentals of Control Systems
- AUTO 2334 Hydraulics and Pneumatics
- ACCT 4360 Computer Modeling for Managers
- ACCT 4445 Auditing 2
- ACCT 4455 Advance Financial Accounting
- ACCT 4650 Not for Profit Financial Management
- ECON 3455 International Economics
- ELTN 2331 Signals and Systems
- ELTN 2333 C++ Programming
- ELST 0283 Academic Listening and Speaking Skills – Level 2
- ELST 0383 Academic Listening and Speaking Skills – Level 3
- ENGL 1204 Reading & Writing About Genre: An Introduction to Literature
- ENGL 2301 Canadian Literature in English
- ENVI 2307 Environmental Physics
- HRTT 1320 Landscape Maintenance Skills
- POLI 2145 Introduction to Comparative Government and Politics

REVISED COURSES

- ABTY 1115 Bookkeeping Basics
- CMNS 1110 Introduction to Business and Technical Communication
- CMNS 1140 Business and Technical Communication: Theory & Application
- ENGL 1202 Reading & Writing about Selected Topics: An Introduction to Literature
- ENVI 2410 Water Resource Protection
- ENVI 2415 Air Quality Monitoring
- FASN 2100 Fashion Design I
- FASN 2200 Fashion Design & Drawing II
- FASN 2220 Drafting & Sewing IV

CISY 2312 Systems Development Methodologies



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Dec. 1, 03

AGENDA #: 7

PREPARED BY: Arthur Coren

ISSUE: Approval of an articulation agreement

ACTION: *THAT Council approve an articulation agreement between Kwantlen University College and Envision and Surrey Metro Savings.*



Karen Metzger
Sent by: Karen Metzger

To: Arthur Coren/emp/kwantlen/Ca,
cc:
Subject: Articulation with Envision and Surrey Metro

12/09/03 11:41 AM

Hi Arthur,

Yet another excerpt from the unapproved minutes from EdCo, Dec. 1:

Articulation: School of Business with Envision and Surrey Metro Savings

Arthur Coren presented the request to approve an articulation agreement between Kwantlen and Envision and Surrey Metro Savings. He said Kwantlen had been approached by the two entities several years ago to articulate the courses they offer their employees to enable them to get credit toward a Kwantlen credential. Envision currently articulates courses with UCFV, OUC, University of Phoenix, and ??? - was there another one?

Moved by Caroline, seconded by Judith, to approve an articulation agreement between Kwantlen and Envision and Surrey Metro Savings.

MOTION WITHDRAWN.

Council asked Arthur Coren to rework the attached chart to simplify it, to include an explanation for the variety of credits, and to resubmit this request in January.

Karen

Karen Metzger
Kwantlen University College
Ph: (604) 599-2475 Fax: (604) 599-2235



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Dec. 1, 03

AGENDA #: 2

PREPARED BY: Karen Metzger

ISSUE: Approval of minutes

ACTION: *THAT Council approve the minutes of the Nov. 3, 2003, meeting.*



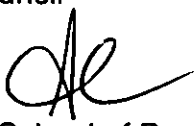
Kwantlen
UNIVERSITY COLLEGE

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MEMORANDUM

School of Business

TO: Education Council
C:
FROM: Arthur Coren 
Acting Dean, School of Business
DATE: October 23, 2003
RE: ENVISION AND SURREY METRO SAVINGS COURSE
ARTICULATIONS

Please find attached a list of the articulation recommendations for courses provided by Envision Credit Union and by Surrey Metro Credit Union. This project was headed by Jeremy Jarvis who was previously hired by the British Columbia Council on Admissions & Transfer to do the provincial business diploma project.

The number of credit hours recommended has been based on a review of the course outlines and discussions with Kwantlen University College Department Chairs or representatives for each department. The credit to be provided is general credit for the discipline shown and does not equate to any specific Kwantlen courses.

ACTION REQUIRED:

Education Council review and approval.

Attachments

AC/ms

Surrey Metro Credit Union

Disc / Course	Course Description	Class Hours	Suggested Credits	Level
ACCT 1160	Reading Financial Statements	5	<u>0.5</u>	1xxx
BUS 1250	Managing Human Rights	4	0.5	1xxx
	Assessing Performance	8		
BUS 1250	Managing Performance in a changing environment	8	0.5	1xxx
	Behavioural Interviewing	??		
BUSI 2315	Business as Unusual	8	0.5	2xxx
BUSI 2340	Negotiation Skills	10	1.0	2xxx
			<u>2.5</u>	
FSMG	Consumer Lending Basics	16	1.0	1xxx
FSMG	Intro to RRSPs	8		
	Advanced RRSPs	8	2.0	1xxx
	RESPs and Canada Education Savings Plans	8		
	Advanced Retirement Income Options	??		
FSMG	Mortgage Basics Agenda	16	1.0	1xxx
			<u>4.0</u>	
BUSI 1110	Business Literacy	8	0.5	1xxx
	Retirement Income Options for Locked in Plans	8	-	
	Introduction to Retirement Income Options	??	-	
	Estates	??	-	
			<u>0.5</u>	

Envision. edit Union
Course Articulation by Discipline

Page	ID	Disc.	Course Description	Provider	Duration	Kwantlen	Level		Phoenix	IBABC
103	233	ABT	Introduction to Personnel Files	Envision		-				
77	21	ACCT	Financial Competence -CBT	Envision	8	0.5	1		8hrs	
8	42	ACCT	Analyzing Business Financial Statements	CUCBC	8	0.5	1		8 Hrs	
126	126	ACCT	Managing Your Mismatch	CUCBC	8	0.5	1		8hrs	
104	17	ACCT	Introduction to Profitability - CBT	Envision	1	-			1.0	
198	297	ACCT	Understanding Business Accounts - CBT/Web Based	Envision	3	-				
						1.5				
1	34	BUSI	Accreditation Supervisor Training	CUCBC	12	0.5	1		0.5	
33	59	BUSI	Coaching for Results	Envision	16	0.5	1		0.5	12
68	93	BUSI	Enhancing Interpersonal Effectiveness - Dr Tom Olsen	Envision	16	0.5	1		0.5hrs	12
94	116	BUSI	Interviewing & Selecting Exceptional People	MICA	8	0.5	1		8hrs	2
188	170	BUSI	Team Building	Envision	16	0.5	1		0.5	
122	101	BUSI	Making Meetings Work (aka Facilitative Leader)	Envision	8	0.5	1		8hrs	
129	115	BUSI	Maximizing Results	Envision	16	0.5	1		0.5	
123	153	BUSI	Managing thru Performance	Envision	16	0.5	1		0.5	12
64	156	BUSI	Effective People Management (previously Practical	CUCBC	24	0.5	1		1.0	
165	159	BUSI	Pricing & Negotiation	Envision	16	0.5	1		0.5 Hrs	
112	118	BUSI	Leadership Development Program	Niagara Institute	40	1.5	2		2.0	
168	160	BUSI	Project Management Training	UBC	16	1.0	2		0.5	
187	168	BUSI	Strategic Planning	CMC	24	1.0	2		1.0	
201	182	BUSI	Writing a Business Plan: Canadian Management Centre	CMC	24	1.0	2		1.0	
127	124	BUSI	Managing: The Next Step	NETCUE	24	0.5	2		1.0	12
186	167	BUSI	Strategic Dynamics of Negotiations	UBC	16	0.5	2		0.5	
124	53	BUSI	Managing Transitions for Managers	Envision	8	-			8hrs	3.5
46	58	BUSI	Creative Problem Solving - MICA	MICA	8	-			8hrs	
63	87	BUSI	Defusing Hostility - CUCBC/Envision Financial	CUCBC	8	-			8hrs	2
125	89	BUSI	Managing Transitions for Staff	Envision	4	-			4hrs	3.5
87	109	BUSI	Harassment and Discrimination in the Workplace	Russell &	4	-			4hrs	
85	111	BUSI	H.O.W. to Coach TIPS	Envision	8	-				
89	114	BUSI	Home-Based Businesses	Envision	4	-			4hrs	
113	119	BUSI	Leading the Way	Envision	16	-			0.5	12
153	147	BUSI	Negotiations Skills for Insurance	IBABC	4	-			4hrs	
160	152	BUSI	Performance Counseling	Envision	8	-			8 Hrs	
161	154	BUSI	Personnel Policies	Envision	8	-				
184	165	BUSI	Six Thinking Hats Workshop	MICA	8	-			8 Hrs	
156	216	BUSI	New Manager Checklist	Envision	1 Wk	-				

Envision Credit Union
Course Articulation by Discipline

Page	ID	Disc.	Course Description	Provider	Duration	Kwantlen	Level		Phoenix	IBABC
99	219	BUSI	Introduction to Human Resources Manual	Envision		-				
107	229	BUSI	Introduction to Staff On-Job Training Guides	Envision	2	-				
101	258	BUSI	Introduction to Performance Management for Managers	Envision		-				
102	282	BUSI	Introduction to Performance Management for Staff	Envision		-				
155	309	BUSI	New Hire Registration Day	Envision	8	-				
						10.5				
131	129	CBSY	Microsoft Access: Level I	UCFV	8	0.5	1		8hrs	
135	131	CBSY	Microsoft Excel: Basic	UCFV	8	0.5	1		8hrs	
136	133	CBSY	Microsoft Excel: Intermediate	UCFV	8	0.5	1		8hrs	
139	137	CBSY	Microsoft PowerPoint	UCFV	8	0.5	1		8hrs	
143	140	CBSY	Microsoft Word: Basic	UCFV	8	0.5	1			
144	141	CBSY	Microsoft Word: Intermediate	UCFV	8	0.5	1			
141	142	CBSY	Microsoft Word: Advanced	UCFV	8	0.5	1			
140	242	CBSY	Microsoft Windows: NT	UCFV	8	0.5	1		8hrs	
132	130	CBSY	Microsoft Access: Level II	UCFV	8	0.5	2		8hrs	
134	132	CBSY	Microsoft Excel: Advanced	UCFV	8	0.5	2		8hrs	
137	134	CBSY	Microsoft Excel: VBA Macros	PBSC	16	0.5	2		0.5	
95	14	CBSY	Introduction Computer Based/Web Based Training Library	Envision		-				
75	99	CBSY	Exploring the Internet	UCFV	4	-			4hrs	
147	240	CBSY	Microsoft: Outlook Intermediate	Envision	8	-				
169	252	CBSY	REALTime Computer Training	Envision	8	-				
146	294	CBSY	Microsoft: Outlook 2000 Super User	UCFV	8	-				
149	319	CBSY	Microsoft: Word 2000 CBT and Exam	Envision	4	-			8hrs	
133	323	CBSY	Microsoft Excel 2000 CBT and Exam	Envision	4	-			8hrs	
						5.5				
145	179	CISY	Microsoft: Visual Basic	PBSC	40	1.0	1		2.0	
202	183	CMNS	Written Power	CUCBC	16	1.0	1		0.5	
203	184	CMNS	Written Power II	NETCUE	16	1.0	1		0.5	
84	107	CMNS	Group/Classroom Delivery	Envision	8	0.5	1		8hrs	
163	157	CMNS	Presenting Like Pro's	Envision	8	0.5	1		8 Hrs	
194	175	CMNS	Think on Your Feet	CUCBC	8	0.5	1		8 Hrs	
						3.5				
44	67	FNSR	Controlling the Future - CIFP #3	UCFV	22	3.0	1		3.0	
51	73	FNSR	Crime Loss Prevention - IAO School	IAO School	32	3.0	1		1.5	
29	181	FNSR	CIFP # 2: Wealth Accumulation	UCFV	44	3.0	1		3.0	

**Envision Credit Union
Course Articulation by Discipline**

Page	ID	Disc.	Course Description	Provider	Duration	Kwantlen	Level		Phoenix	IBABC
31	187	FNSR	CIFP #5: Risk Management and Estate Planning	UCFV	56	3.0	1		3.0	
30	189	FNSR	CIFP #4: Strategic Investment Planning	UCFV	44	3.0	1		3.0	
52	74	FNSR	CUIC 185: Credit Union Products & Services	CUIC	36	2.0	1		1.5	
41	65	FNSR	Consumer Lending - Classroom Training	Envision	16	1.5	1		0.5	
110	201	FNSR	Investment Funds in Canada Course	Envision		1.5	1			
93	113	FNSR	In-Branch Activity Training Preparation Course	Envision	16	1.0	1		0.5	
4	38	FNSR	Advanced RRIFs	CUCBC	8	0.5	1		8 Hrs	
5	39	FNSR	Advanced RRSP's	CUCBC	8	0.5	1		8 Hrs	
20	57	FNSR	Business Interruption	IBABC	8	0.5	1		8 Hrs	
34	60	FNSR	Collections and Enforcement of Credit Union Rights	CUCBC	8	0.5	1		8 Hrs	
49	71	FNSR	Credit Union Insurance Services (CUIS) TIPS III	Envision	3.5	0.5	1		0.5	
50	72	FNSR	Credit Union Law & Documents	CUCBC	3.5	0.5	1		5hrs	
117	120	FNSR	Let's Self-Direct our RRSPs!	Envision	8	0.5	1		8hrs	
23	209	FNSR	CAIB 2 Review Seminar	IBABC	8	0.5	1		0.5	
24	210	FNSR	CAIB 3 Review Seminar	IBABC	8	0.5	1		0.5	
22	440	FNSR	C16 Insurance on Property Part 1	IBABC	8	0.5	1		8 Hrs	
21	441	FNSR	C14 Automobile Insurance Part 1	IBABC	8	0.5	1		8 Hrs	
86		FNSR	Handling Estates	Envision	8	0.5	1		8hrs	
54	76	FNSR	CUIC 210: Credit Union Consumer & Residential Mortgage Lending	CUCBC	50	3.0	2		2.5	
55	77	FNSR	CUIC 220: Credit Union Financial Management I	CUIC	60	3.0	2		3.0	
56	78	FNSR	CUIC 240: Fundamentals of Personal Financial Planning - CIFP #1	UCFV	50	3.0	2		2.5	
53	75	FNSR	CUIC 200: The Credit Union System	CUIC	41	2.0	2		2.0	
119	122	FNSR	Liability Loss Prevention	IAO School	28	2.0	2		1.0	
172		FNSR	Residential Mortgage Lending	Envision	24	1.5	2		1.0	
15	49	FNSR	Branch Compliance Officer's Exam Prep	IFIC	28	3.0	3		1.0	
57	79	FNSR	CUIC 305: Credit Union Financial Management	CUIC	75	3.0	3		3.5	
58	80	FNSR	CUIC 315: Credit Union Strategic Management	CUIC	60	3.0	3		3.0	
59	81	FNSR	CUIC 325: Credit Union Human Resource Management	CUIC	76	3.0	3		3.5	
60	82	FNSR	CUIC 340: Credit Union Advanced Mortgage Lending	CUCBC	52	3.0	3		2.5	
61	84	FNSR	CUIC 345: Credit Union Commercial Lending	CUCBC	74	3.0	3		3.5	
62	85	FNSR	CUIC 346: Credit Union Agricultural Lending	CUIC	60	3.0	3		3.0	
26	200	FNSR	Canadian Securities Course		1 yr	2.5	3		3.0	
10	696	FNSR	Asset Liability Management	CUCBC	16	1.0	3		0.5	
6	40	FNSR	Advanced Strategies In Financial Risk Management	CUCBC	8	0.5	3		8 Hrs	
159	150	FNSR	Overview of Derivative Products	CUCBC	8	0.5	3		0.5	
3	3	FNSR	Advanced Registered Products - CBT	CUCBC	1.5	-			0.5	
78	5	FNSR	Financial Services Training Guide (FSG) - Volume I: Deposits	Envision	12wks	-			0.5	

**Envision Credit Union
Course Articulation by Discipline**

Page	ID	Disc.	Course Description	Provider	Duration	Kwantlen	Level		Phoenix	IBABC
79	7	FNSR	Financial Services Training Guide (FSG) Volume II:	Envision	7wks	-			0.5	
80	9	FNSR	FIRST Insurance Things - FIT Guide	Envision	5wks	-			0.5	12
92	11	FNSR	In-Branch Activities Binder - Manager Tool Kit	Envision	0.5	-				
38	15	FNSR	Comprehensive Homeowners Insurance - CBT	Envision	2.5	-			0.5	3
45	20	FNSR	Counterfeit Currency	Envision	0.75	-		1hrs		1hrs
90	23	FNSR	ICB-MFplus! Institute of Canadian Bankers	Envision	5	-				
109	24	FNSR	Investment Basics - Computer Based Training	Envision	1.5	-		4hrs		
121	25	FNSR	Making Cents of Investments - CBT/Web Based Training	Envision	2	-		3hrs		
154	26	FNSR	New Designs for Your Money: US Counterfeit Procedures	Envision	1	-				
174	27	FNSR	Residential Mortgages: Building the Future Together	Envision	2	-		4 Hrs		
199	30	FNSR	Understanding RRSPs -Computer Based Training	Envision	3	-		3 Hrs		
170	31	FNSR	Referring RRSPs - CBT	Envision	1	-		1 hr		
171	32	FNSR	Referring Term Deposits - CBT	Envision	1	-		1 Hr		
11	45	FNSR	Automobile Third Party Liability & Accident Benefits	IBABC	8	-		8 Hrs		8 Hrs
12	46	FNSR	Basic Homeowners Seminar	IBABC	4	-		4 Hrs		
14	48	FNSR	Boiler and Machinery	IBABC	4	-		4 Hrs		
16	50	FNSR	Brokers Errors & Omissions Loss Control Seminar	IBABC	8	-		8 Hrs		
27	56	FNSR	Case Law and Insurance	IBABC	4	-				
35	61	FNSR	Commercial General Liability Nuts & Bolts	IBABC	4	-		4 Hrs		
36	62	FNSR	Commercial General Liability Policy Wordings	IBABC	4	-		4hrs		
39	64	FNSR	Condominium Unit Owners and Related Personal Lines Extensions	IBABC	4	-		4hrs		
43	66	FNSR	Contract Analysis	IBABC	4	-		4hrs		
47	69	FNSR	Credit Union Insurance Services (CUIS) TIPS I	CUIS	3.5	-				
48	70	FNSR	Credit Union Insurance Services (CUIS) TIPS II	Envision	3.5	-				
70	94	FNSR	Essential Skills for New Commercial Lines Brokers	IBABC	4	-				
83	106	FNSR	Fundamentals of RESPs	CUCBC	8	-		8hrs		
88	110	FNSR	Home Evaluation Estimator	IBABC	8	-		8hrs		
106	117	FNSR	Introduction to Risk Management for Insurance Staff	IBABC	4	-		4hrs		3hrs
118	121	FNSR	Liability Insurance and the Law	IBABC	4	-		4hrs		
120	123	FNSR	Life Insurance Branch Referral Development Program	Envision	4	-		4hrs		
128	127	FNSR	Marine Insurance	IBABC	4	-		4hrs		
151	143	FNSR	Money Skills 101 - Intermediate	Envision	24	-			1.0	
162	155	FNSR	Pleasurecraft and Yacht Insurance	IBABC	4	-		4 Hrs		3 Hrs
164	158	FNSR	Presenting to Needs for PARs/PAs/PAMs/BDMs/Insurance	Envision	4	-		4 Hrs		4
192	172	FNSR	The ABC's of Travel Insurance	IBABC	4	-		4 Hrs		
193	174	FNSR	The Underwriting Broker (Personal Lines)	IBABC	4	-				
25	176	FNSR	CAM Proficiency Exam Prep (Third Party Multiple Funds Sales Administration)	Envision	8	-				

Envision. edit Union
Course Articulation by Discipline

Page	ID	Disc.	Course Description	Provider	Duration	Kwantlen	Level	Phoenix	IBABC
28	207	FNSR	Catalogue of Products & Services - Insurance Module	Envision	Self Study	-			
111	237	FNSR	Knowledge Exchange & Portfolio Selector	Envision	4	-		6hr	
150	324	FNSR	Money Laundering - CBT	CUIC	3	-		3hrs	3
40	19	FNSR	Consumer Lending - CBT	Envision	16			3hrs	
200	198	FNSR	Wrap up Liability	IBABC					
						67.0			
76	103	LBED	Fast Track to Creativity - MICA	MICA	8	0.5	4	8hrs	
81		MRKT	FIRSTSales	Envision	24	1.0	1	1.0	12
9	43	MRKT	Ask for the Business - Handle Uncertainty	Envision	8	0.5	1	8 hrs	
138	135	MRKT	Microsoft Maximizer	UCFV	8	0.5	1		
13	47	MRKT	Best on the Street Service	Envision	16	0.5	2	0.5	6
37	63	MRKT	Completing the Business, Maintaining the Relationship, & Looking for New Opportunities	Envision	8	0.5	2	8hrs	6
65	90	MRKT	Engage the Member and Seek Opportunities for Service Representatives	Envision	8	0.5	2	8hrs	
91	112	MRKT	Identifying & Interpreting Needs for Lending & Insurance Staff	Envision	8	0.5	2	8hrs	6
182	35	MRKT	Service Representative Accreditation Program	CUCBC	50 Day dur	9.0			6
183	10	MRKT	Service Representative Training Guide	Envision		-			
181	33	MRKT	Selling Loans & Mortgages - CBT	Envision	2	-		1 hr	
7	41	MRKT	Advisory Sales Process Course	Envision	8	-		8-Hrs	
177	234	MRKT	Sales & Service Orientation Kit	Envision		-			
						13.0			
18	52	REST	Building Construction, Fire Protection and Basic Hazards	IAO School	36	3.0	2	1.5	
185	166	REST	Special Hazards and Process	IAO School	36	3.0	2	0.5	
						6.0			
17	51	SOB	Budgeting Skills and Techniques for Non-Financial Manager	CMC	24	1.5	1	1.0	
32	58	SOB	Classroom Module Preparation Course	Envision	16	1.0	1	0.5	
82	105	SOB	Fundamentals of Finance and Accounting for Non-Financial Manager	UBC	16	1.0	1	0.5	
74	98	SOB	Everything Old is New Again: Examining the Gross Earning and Profits Forms	IBABC	8	0.5	1	8hrs	
148	138	SOB	Microsoft: Project	PBSC	8	0.5	1	8hrs	
114		SOB	Lending Policy	Envision	8	0.5	1	?	

**Envision Credit Union
Course Articulation by Discipline**

Page	ID	Disc.	Course Description	Provider	Duration	Kwantlen	Level		Phoenix	IBABC
180	748	SOB	Seeking Opportunities	Envision	24	1.0	2			
166	194	SOB	Product Basics	Envision	8	-			0.5	6
152	145	SOB	MPS Training Course	Envision	21	-		8hrs		
116	4	SOB	Lending System Training Guide	Envision	6	-				
167	8	SOB	Products & Services Guide	Envision	Self Study	-			0.5	12
19	18	SOB	Business Accounts - CBT/Web	Envision	2	-			0.5	
176	28	SOB	Robbery: Before, During & After	Envision	2.5	-		3 hrs		
175	29	SOB	Robbery Prevention	Envision	0.75	-		1 Hr		3 Hrs
2	36	SOB	Adult Learner / On-Job-Training	Envision	16	-			0.5	
66	91	SOB	Engaging the Member/Client for PARs/PAA/PAMs/BDMs/Insurance Staff	Envision	4	-		4hrs		6
67	92	SOB	Enhanced Telephone Techniques	Envision	8	-		5hrs		
73	95	SOB	Ethical Funds: Product Knowledge & Administration Course	Envision	8	-				
72	96	SOB	Ethical Funds: How to Create a Balanced Portfolio	Envision	4	-				
71	97	SOB	Ethical Funds: Advanced: How to Improve Confidence & Efficiency in Designing a Balanced Portfolio	Envision	4	-				
130	128	SOB	MemberCard	Envision	8	-				
178	162	SOB	Security Training for Assistant Manager/Supervisors	Envision	8	-			0.5	
191	171	SOB	Teleservicing: Classroom Module	Envision	8	-				3
195	177	SOB	Those Darned Forms! (Understanding the Personal Lines Application)	IBABC	4	-				
196	178	SOB	Time Management: Franklin Day Planner	Envision	1	-		8 Hrs		
197	191	SOB	Top 100 Fund Presentation	Credential		-				
97	220	SOB	Introduction to Envision U	Envision		-				
105	222	SOB	Introduction to Reports	Envision	1 Wk	-				
98	223	SOB	Introduction to Forms	Envision	1 Wk	-				
108	227	SOB	Introduction to Video/Book Library	Envision	1 Wk	-				
96	228	SOB	Introduction to Corporate Policies & Procedures	Envision		-				
100	256	SOB	Introduction to Insurance Policy & Procedure Manual	Envision	8	-				
69	314	SOB	EnvisionU for Faculty	Envision	8	-				
179		SOB	Security Training for Staff	Envision	4	-				
189	243	SOB	Tech Day - Basics	Envision	8	-				
190		SOB	TechDay - Outlook Email only	Envision	4	-				
158	149	SOB	Orientation - Classroom	Envision	4	-		8 Hrs		3
157	305	SOB	Orientation - Welcome to Our Credit Union - CBT/Web Based	Envision	3	-				
						6.0				

Total

104.00



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Dec. 1, 03

AGENDA #: 8

PREPARED BY: Dana Goedbloed

ISSUE: Approval of advice

ACTION: *THAT Council approve the advice to Judith McGillivray for the long-term Education Plan.*



Kwantlen
UNIVERSITY COLLEGE

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MEMORANDUM

School of Business

TO: Education Council
C: Transfer Credit Office - Registrar
FROM: Arthur Coren *de*
Acting Dean, School of Business
DATE: October 23, 2003
RE: Georgian College and College of the North Atlantic

We have completed a review of the courses submitted by Georgian College and College of the North Atlantic for transfer to Kwantlen. Both institutions requested block transfer.

Attached is a list of course by course transfer for both institutions. NO block transfer is recommended.

ACTION REQUIRED:
Provided for information purposes only in accordance with Policy 15/15A

Attachments

AC/ms

Georgian College Courses	Kwantlen University College Courses	Credit Granted
Computer Based Systems (CSC 2168) & Relational Database (CSC 2273)	CISY 1105	3.0
Intro Structured Programming (CSC 2160)	CISY 1113	3.0
Systems Analysis (CSC 2170) & Systems Design (CSC 2172)	CISY 1212	3.0
www Construction (CSC 2297)	CISY 1218	3.0
Computer Operating Systems (CSC 2290)	CISY 1213	3.0
Windows Server (CSC 2294) & Novell Netware (CSC 2296)	CISY 1215	3.0
Data Communications – Networking (CSC 2291)	CISY 2313	3.0
Advanced Database (CSC 2346)	CISY 2315	3.0
Introduction to Java Programming (CSC 2345)	CISY 2411	3.0
Systems Project 1 (CSC 2329) & Systems Project 2 (CSC 2339)	CISY 2415	3.0
Client Side Java (CSC 2361)	no course	no credit
Project Management (MAN 4204)	CISY 2414	3.0
Comp Arch & Assembly Language (CSC 2320)	CISY 2XXX	3.0
Society and the Internet (GED 9241)	CISY 1XXX	2.0
Career Success (GED 9190)	COOP 1XXX	3.0
Consumer Psychology (GED 9175)	MRKT 1299	3.0
Human Behaviour/Workplace (GED 9177)	no course	no credit
Fundamentals of Communication (COS 9100)	CMNS	1.0 unassigned
Techniques of Writing and Speaking (COS 9101)	CMNS	2.0 unassigned
Workplace Communications (COS 9102)	CMNS	2.0 unassigned
Fundamentals of Communication (COS 9100) & Techniques of Writing and Speaking (COS 9101)	CMNS 1110	3.0
Techniques of Writing and Speaking (COS 9101) & Workplace Communications (COS 9102)	CMNS 1140	3.0
Financial Accounting Principles 1 (ACC 2122)	ACCT 1110	3.0
Database/Direct Marketing (MAR 2270)	MRKT 2XXX	3.0
Logistics (MAR 2226)	MRKT 2XXX	3.0
Entrepreneurship & Small Business (BUSI 2332)	MRKT 1235	3.0
Marketing Foundations (MAR 9103)	MRKT 1199	3.0

Please note:

- This is not a block transfer, nor does it give students any preferred entry into the program. Students must still make application to the specific program and adhere to all applicable admissions criteria.
- Students must apply for transfer credit and pay any applicable fees.

In order to be eligible for admissions to the BTech Degree Program:

- Students need to take the following Kwantlen courses or their equivalent at Georgian College:
 1. CISY 1105, 1113, 1212, 1213, 1215, 1218, 2313, 2315, 2411, 2414 & 2415 (33 credits)
 2. (the following at Kwantlen since no equivalent courses are available at Georgian College) CISY 2311, 2312, 2315, 2413, (ENGL 1100 or 1110) and CMNS 1140 (18 credits)
 3. three Kwantlen equivalent business courses (BUSI, ECON, MRKT and/or ACCT) (9 credits)
- A GPA of 2.7 or higher.

I understand that this program is of primary interest to your students in India. International students must also satisfy additional requirements. More information is available on our website at: http://www.kwantlen.ca/interantional_ed/

Georgian College is in Ontario but has satellite campuses including one in Chandigarh, India.

College of the North Atlantic Courses	Kwantlen University College Courses	Credit Granted
Advanced Professional Selling (MR 2600)	MRKT 1XXX	3.0
Business Finance (FN 2110)	ACCT 3380	3.0
Business-to-Business Marketing (MR 2800)	MRKT 2XXX	3.0
Consumer Behaviour (MR 1500)	MRKT 1299	3.0
Financial Accounting I (AC 1240)	ACCT 1110	3.0
Financial Accounting II (AC 2240)	ACCT 1210	3.0
Income Tax (AC 1350)	ACCT 3335	3.0
Intermediate Accounting I (AC 2220)	ACCT 3310	3.0
Intermediate Accounting I (AC 2220) & Intermediate Accounting II (AC 3220)	ACCT 3510	6.0
Intermediate Accounting II (AC 3220)	ACCT 3410	3.0
International Marketing (MR 2700)	MRKT 2455	3.0
Introduction to E-Commerce (MR 2350)	MRKT 2XXX	3.0
Macroeconomics (EC 1200)	ECON 1250	3.0
Managerial Accounting I (AC 2250) & Managerial Accounting II (AC 3250)	ACCT 3320 & ACCT 3420	6.0
Marketing Communications (MR 2400)	MRKT 2401	3.0
Marketing I (MR 1100) & Marketing II (MR 2100)	MRKT 1199	3.0
Marketing Research (MR 2300)	MRKT 2430	3.0
Mathematics of Finance I (MA 1400) & Mathematics of Finance II (MA 2400)	ACCT 1130	3.0
Microeconomics (EC 1100)	ECON 1150	3.0
Oil and Gas Production Accounting (AC 2530)	Diploma Level Accounting	3.0 unassigned
Oral Communications (CM 2200)	Communications Course	1.5 unassigned
Professional Selling (MR 1600)	MRKT 1XXX	3.0
Report Writing (CM 2300)	Communications Course	1.5 unassigned
Retailing (MR 2200)	MRKT 2321	3.0
Small Business Development (EP 2250)	MRKT 1235	3.0
Statistics I (MA 1670)	ACCT 1230	3.0
Workplace Safety Legislation (SE 1060)	SOBU 1XXX	3.0

Please note:

- This is not a block transfer, nor does it give students any preferred entry into the program. Students must still make application to the specific program and adhere to all applicable admissions criteria.
- Students must apply for transfer credit and pay any applicable fees.

Head office for the College of the North Atlantic is in Newfoundland.



SCHOOL OF BUSINESS

**DIVISIONAL CURRICULUM COMMITTEE
MINUTES**

MONDAY, SEPTEMBER 22nd, 2003

SURREY CAMPUS - ROOM #B-206

9:00am – 11:00am

Present:

Bob Benwick
Jocelyn Choy
Arthur Coren (chair)

Richard Crothers
Sigrid Ewender
Jackie Halliday

Marie Lichimo
Marnie McFarlane
John Western

David Wiens

Guests:

Peter Thesiger

1.0 APPROVAL OF AGENDA

Agenda approved with no additions.

2.0 APPROVAL OF THE MONDAY, JUNE 9th, 2003 MINUTES

The Monday, June 9th, 2003, minutes were approved with no changes.

CARRIED UNANIMOUSLY

3.0 BUSINESS ARISING

3.1 COURSE-OUTLINES (ACCT 4150, 4199, 4335, 4360, 4445, 4455 AND 4650)

ACCT 4335 – new course outline and the last course for the BBA in Accounting Degree Program

Moved by J. Western, seconded by B. Benwick to approve ACCT 4335 – new course outline CARRIED UNANIMOUSLY

ACCT 4150 – updated the prerequisite number from ACCT 2380 to 3380

ACCT 4199 – updated the prerequisite number from ACCT 2380 to 3380

The next four course outlines have had the course numbers changed from a 3rd year level course to a 4th year level course. John explained that these courses essentially are 4th year level however with the 3 in front of the course students are assuming it is only considered 3rd year.

ACCT 4360 – course number changed from 3360 to 4360

ACCT 4445 – course number changed from 3445 to 4445

ACCT 4455 – course number changed from 3455 to 4455 and ACCT 3510 added under the prerequisites

ACCT 4650 – course number changed from 3650 to 4650 and ACCT 3510 added under the prerequisites

Moved by B. Benwick, seconded by D. Wiens to approve ACCT 4150, 4199, 4360, 4445, 4455 and 4650 with the above changes. CARRIED UNANIMOUSLY

4.0 NEW BUSINESS

4.1 BBA – SPECIAL ENTRANCE REQUIREMENTS (COURSE & PROGRAM CHANGE) – P. THESIGER

The BBA Degree program started-off with three different sets of requirements for entrance into the degree. Peter proposes that the exceptional circumstances entrance requirement be removed from the degree program as it was initially placed in the system to build the number of students in the program. Since then the BBA Degree has become oversubscribed and removing this will help alleviate the number of problems and/or questions students have for the Office of the Registrar and Counseling departments.

Moved by J. Western, seconded by J. Halliday to remove the exceptional circumstances and have the following entrance requirements for entrance to the BBA Entrepreneurial Leadership: • completion of a business-related diploma from a recognized college or university, with a minimum of 60 credits, a cumulative GPA of 2.7 or higher, and a C+ or higher in Accounting and a C+ or higher in Statistics; OR, • completion of 60 university transferable credits from any recognized college, including the six bridging courses, or transferable equivalents, with a minimum cumulative GPA of 2.7 and with a C+ or higher in Accounting and a C+ or higher in Statistics. CARRIED UNANIMOUSLY

ENTR 4200 – prerequisite change only

Both the BBA in Entrepreneurial Leadership and BBA in Accounting Degree programs require ENTR 4200. The 3 prerequisites for this course are: ENTR 3130, 3140 & 3170. BBA in Accounting students take ACCT 3380, which is similar to the ENTR 3170. Therefore the proposed change in the prerequisite to ENTR 4200 is: ENTR 3130 and 3140 and (ENTR 3170 or ACCT 3380) – implementation date January 2004. BBA in Accounting; students are aware that they cannot receive credit for both ENTR 3170 and ACCT 3380.

*Moved by J. Western, seconded by R. Crothers to change the ENTR 4200 prerequisites to read:
ENTR 3130 and 3140 and (ENTR 3170 or ACCT 3380).*

CARRIED UNANIMOUSLY

4.2 TRANSFER CREDITS ON COURSE OUTLINES

Transfer Credits on Course Outlines: a memo was distributed detailing when a course outline needs to be sent for re-articulation. The major concern is that changes to course outlines get made but the course is not sent in for a re-evaluation for articulation. Please share this information with your departments.

4.3 ECON 1101 SEQUENCING

Sigrid was looking for clarification on the ECON 1101 being taken before ECON 1150 & 1250. She had a student who had taken ECON 1101 and 1150 concurrently and received a 'D' and the student would like to re-take the 2 courses. It was clarified that students can retake a course up to 3 times. It was also explained that students who take ECON 1101 after 1150 or 1250 will not receive credit for ECON 1101 for their program, which is stated in the calendar.

4.4 LANGARA BLOCK TRANSFER

Deferred to the October 2003 meeting.

4.5 COMMERCE PROGRAM

Jocelyn informed the committee regarding ECON 2350 at Kwantlen not transferable to UBC as 3rd year for the Commerce program. Students are referred to Langara or Capilano College if they need to take this course and transfer to UBC. The ECON department discussed this issue at their departmental meeting and a new course outline would need to be developed for transferability to UBC; however the department indicated development of the new course outline was not in the near future. Arthur suggested to the committee to think about whether or not we want to prepare our students for transferability to other institutions or have them move directly into one of our degree programs.

4.6 ENTR 3170 VS ACCT 3380 FOR THE BBA PROGRAM REQUIREMENTS

Discussed this issue under agenda item 4.1 by Peter Thesiger.

4.7 COURSE OUTLINES (CMNS 1120 & 1140)

CMNS 1120 – changes under descriptive title and prerequisites; also minor changes in other areas (learning objective) to make this course more attractive as a LBED elective.

CMNS 1140 – no changes to the course outline only presented at curriculum for approval as being taught mixed-mode for the Spring 2004 semester.

Moved by D. Wiens, seconded by J. Western to approve CMNS 1120 with changes indicated and to approve CMNS 1140 to be taught as a mixed-mode course.

M. McFarlane to check the 'C-' for the ABEE and PSPE courses – should it be a 'C' for CMNS 1120?

CARRIED UNANIMOUSLY

4.8 COURSE OUTLINES (CISY 2312, 2413 AND INFO 3210)

CISY 2312 – major changes to update the course outline: calendar description, addition to prerequisites, learning objectives, course content and learning resources.

CISY 2413 – revised with changes to descriptive title, calendar description, learning objectives, course content and learning resources.

INFO 3210 – revised with changes to learning objectives, assessment methods and learning resources.

*Moved by R. Crothers, seconded by J. Halliday to approve CISY 2312 and CISY 2413 with the changes to the above areas.
Moved by J. Western, seconded by S. Ewender to approve INFO 3210 with the changes to the above areas.*

CARRIED UNANIMOUSLY

5.0 OTHER BUSINESS


Judith McGillivray in consultation with various departments is working on the educational plan for Kwantlen. Please note a discussion paper is available on Plaza.

6.0 NEXT MEETING

Next meeting is scheduled for:
Monday, October 20th, 2003 at the Surrey Campus in room #B-206 from 9:00am – 11:00am

7.0 ADJOURNMENT

The meeting adjourned at 10:30am.



Arthur Coren
Acting Dean, School of Business

/kkg

c:

Pat Browne (MRKT)
Liberty Hansen (Articulation Office)
Iris Goodlet (Testing Services)
Robert Gore (Library)
David Ingre (CMNS)

Joan McEachern (ECON)
Judith McGillivray (VP's Office)
Karen Metzger (30 – Ed. Council)
David Sale (ACCT)
Abhijit Sen (CISY/CPSC)

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

KWANTLEN ORGANIZATIONAL CHART

Learning	Learner Support	Strategic Services	Financial Resources & Market Development	Human Resources
<p>Faculties/Schools/Centres:</p> <ul style="list-style-type: none"> • Applied Design & Communication • Applied Technology, Trades & Career Technical • Community & Health Studies • Humanities • Science, Mathematics, Technology & Horticulture • Social Sciences & Music • Business • (Under consideration) Research & Industry Liaison • Office of Research & Scholarship • Venture Programs • Public Safety <p>Communications</p> <p><i>Assoc. VP Research & Scholarship</i></p>	<p>International Education</p> <p>Student Judicial Affairs</p> <p>Violence/Emergency Response</p> <p>Office of the Registrar</p> <p>Access Programs & Student Services</p> <ul style="list-style-type: none"> • Academic & Career Preparation • Access Programs for People with Disabilities • Assessment Services • Counselling/Advising • Employment Access • First Nations Education • Learning Centre • Recreational/Athletic Services • Special Needs Services • Financial Awards • Testing Services <p>College Resources</p> <ul style="list-style-type: none"> • Freedom of Information • Job Placement • Library • Co-op Education <p>Information & Educational Technology</p> <p>Bookstore</p> <p>Materials Management</p> <p>Facilities</p> <p>Risk Management</p> <p>Facilities Rental</p>	<p>Strategic Planning & Implementation</p> <ul style="list-style-type: none"> • Office of Institutional Research <p>Employee Development</p> <ul style="list-style-type: none"> • Professional Development & Training • Leadership Development <p>Change Management and Facilitation</p>	<p>Financial Resources</p> <ul style="list-style-type: none"> • Accounts Payable • Accounts Receivable • Budget Development • Payroll <p>Communications</p> <ul style="list-style-type: none"> • Marketing • External Relations • Enrolment Management / Student Recruitment • High School & Community Liaison <p>Market Development</p> <ul style="list-style-type: none"> • Feasibility Studies • Commercialization • Business Plans <p>Emerging Markets</p> <ul style="list-style-type: none"> • Implementation • Quality • Improvement • Market Expansion <p>Alumni Affairs</p>	<p>Employee Relations / Personnel Services</p> <ul style="list-style-type: none"> • Collective Bargaining • Labour Relations • Job Evaluation • Benefits Administration • Recruitment • Employment Equity • Human Resources Information Systems • Harassment & Human Rights • Disability Management
Provost & Vice President Judith McGillivray	Vice President Derek Francis	Associate Vice President Gordon Lee	Vice President David Ross	Associate Vice President Liz McKinlay
Barb Melnyk Executive Assistant	Penney Grylls Executive Assistant	Carolyn Oliver Executive Assistant	Wendy Agrey Confidential Assistant	Laurie Settrington Confidential Assistant
Campus Dean / Langley Associate Dean, School of Business Arthur Coren	Campus Dean/Newton Dean, Applied Technology, Trades & Career Technical Gerry Lengert	Campus Dean/Richmond Dean, Access Programs & Student Services Derek Nanson	Campus Dean/Surrey Dean, Faculty of Science, Math, Technology & Horticulture Brian Carr	
Executive Assistant to the President Tricia Townsend	Executive Director, Foundation Lenore Gilchrist	Executive Administrator, Offices of the Board & President Sandi Klassen		
<div style="border: 2px solid black; padding: 5px; display: inline-block;"> President Skip Triplett </div>				

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