



AGENDA

1. Confirmation of Agenda	4:15	Dana Goedbloed
2. Approval of Minutes (Dec. 1, 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
4.1.1. Mandate		
4.2. Program Review Committee (Panteli Tritchew, Chair)		Panteli Tritchew
5. Sub-Committee Reports	4:45	
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. Advice to J. McGillivray for Long-term Education Plan <i>(distributed for the Dec. 1, 03, meeting)</i>	5:00	Caroline Daniels Dana Goedbloed Lorraine Irvine Bob Perkins
7. School of Business: BBA Change in Entrance Requirements	5:30	Arthur Coren
8. <i>To Board</i> Business Administration Diploma: Group C Electives	5:40	Coren/Ewender
9. School of Business: Liberal Education Courses	5:50	Arthur Coren
10. <i>Informed Review & Send to Board.</i> Articulation: School of Business with Envision/Surrey Metro Savings	6:00	Arthur Coren
11. Next Meeting: Monday Feb. 9, 2004		
12. Adjournment		

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

*Distributed via email Jan 12:
LCC minutes Oct 03.*

Attendance, Date: Jan 5/04

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)	✓	
<i>Jeffrey, Wayne</i>	✓	
Ex Officio Members		
Radesh, Tom	✓	
Triplett, Skip		✓
Gordon, Jody	✓	
Guests		
Davidson, David	✓	
Macpherson, Alice	✓	
Tritchew, Panteli	✓	
<i>Maxine Kott</i>		✓
<i>Jeremy James</i>	✓	
<i>Newton Wainman</i>	✓	
<i>Art Coon</i>	✓	
<i>Sigrid Swesda</i>	✓	

teaching
away
working
sabbatical



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Jan 5, 04

AGENDA #: 2

PREPARED BY: Karen Metzger

ISSUE: Approval of minutes

ACTION: *THAT Council approve the minutes of the Dec. 1, 2003, meeting.*



MINUTES

Present:	Jan Carrie (Vice-Chair) Lisa Coan Lyle Courtney Marge Damon (Member-at-Large) Caroline Daniels Dawna DeAdder Rob Edger Derek Francis Dana Goedbloed (Chair) Jody Gordon Lorraine Irvine Gary Jones	Anita Kranz Steven Lee Gerry Lengert Judith McGillivray Karen Metzger (Recorder) Bob Perkins Alexandra Richmond Skip Triplett Kate Young
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Regrets:	Tom Radesh Larry Rhodenizer	
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Guests:	Grant Allan Arthur Coren David Davidson Michael Leonard	Alice Macpherson Panteli Tritchew Rigel Vincent Dave Williams
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- 0) **Call to order**
The Chair called the meeting to order at 4:16 pm. She welcomed Grant Allan, Associate VP of Research, and Lyle Courtney, new representative for Social Sciences and Music.
- 1) **Confirmation of the Agenda**
Moved by Steve Lee, seconded by Bob Perkins, **THAT Council approve the agenda as presented.**
MOTION CARRIED.
- 2) **Approval of Minutes (Nov. 3, 2003)**
Moved by Lorraine Irvine, seconded by Judith McGillivray, **THAT council approve the minutes of the Nov. 3, 2003, meeting as amended:**

Add Gary Jones to the list of those present; Chair's report: 'on first the review' should be 'on the first review', and change 'grant 4-year degrees' to 'propose applied degrees.' Item 5.3, replace "Derek Francis" with 'Judith McGillivray.'

MOTION CARRIED.
- 3) **Chair's report:**
The chair reported that the proposed BA in Psychiatric Nursing program concept was approved by the Board at the Nov. 19, 2003, meeting. The full program proposals for citations in Millwright/Machinist and Autobody Basics were presented to the Board for information only.

She attended a conference in Charlottetown Nov. 15-18, 2003, on essential employability skills, along with Geoff Dean and Gordon Lee. Gordon Lee and Jim Zimmer, Mount Royal College, Calgary, co-presented a case study on integrating employability skills into professional degrees. Kwantlen appears to be ahead of other B.C. institutions in integrating employability skills. There are discussions about setting up a task force to look at assessment tools for employability skills. Geoff Dean would like to be involved in proposing a policy for that purpose.

Dana also attended a Board retreat for the purpose of examining the Carver governance model to develop ends policies. Following that model could lead to more clearly defined roles for the Board and Education Council, with Council having the authority and responsibility to develop educational policy.

The Chair met with David Davidson, Chair of DPAC, and Panteli Tritchew, Chair of PRC, to discuss and plan for monitoring the implementation of new programs according to the DPAC mandate. It has not been previously acted upon. See also item 4.1.

The Chair asked Council members to replace the program development information in their binders with the current package distributed at the meeting.

She also met with Caroline Daniels, Cathy McDonald, and Judith McGillivray to review library policies. They determined that most of the 'policies' are actually procedures. Those that are actually policies will be dealt with as policies via Board and Education Council governance.

4) Standing Committee Reports:

a) Degree Proposal Assessment Committee

David Davidson reported that DPAC met on Nov. 26, 2003, and recommends approval of the following:

- a change in electives for the Business Administration Diploma,
- a change in entrance requirements for the BBA in Entrepreneurial Leadership, and
- a list of Liberal Education courses for School of Business degrees.

These items will be brought to a future Education Council meeting for approval.

The Committee also revised its mandate and suggested a change in its name to Degree and Program Assessment Committee to better reflect its actual work. These will be brought to the next Council meeting for approval.

An ad hoc committee met to update program development documents according to the latest guidelines from the Ministry. The Costs section of the program concept form was given more specific details for internal use only.

David cautioned program developers to follow ministry requirements very specifically according to the requirements listed under each section for degree proposals.

He reported that the full program proposal for a BA Community Criminal Justice was updated according to latest requirements, which includes hotlinks wherever possible, and submitted for review by the DQAB on Dec. 8. The favourable reviews from the peer review process were incorporated into the final version of the proposal. Only favourable comments had been received.

Roger Elmes was successful in getting agreement from the Ministry not to include instructor CVs in the public document. They may be sent separately if external review is required.

Members expressed concern about the duplication of effort and increasing 'red tape' in the process. Judith McGillivray said she will bring those concerns to two meetings with the Ministry next week. She also said the Ministry had waived the \$3,500 fee for the review for this proposal because of Kwantlen's effort to move it to the new format with such short notice.

ACTION: Karen Metzger to make program development documents available on Plaza and to notify the community when it is done.

b) Program Review (Panteli Tritchew, Chair)

Panteli Tritchew reported on the activities of the Program Review Committee as follows:

1. On November 13, presented an overview to the Deans about some of the challenges facing the committee meeting, as well as a brief overview of Policy B12.
2. Some Deans expressed concern re potential workload implications arising from a regular review process.
3. MAIN CHALLENGE: To develop a process that is both relevant and user-friendly.
4. On November 19, PRC committee discussed some different approaches to promote the PR process, as well as diminish anxiety about program reviews.

5. Will be making presentations to and getting feedback from divisional Chairs' meetings over the next few weeks.
6. Presented an overview to the Social Sciences Chairs today.
7. Will present to Humanities Chairs next week.
8. In the process of scheduling other divisions, probably for the next semester.

5) **Sub-Committee Reports**

a) **Curriculum Approval**

Moved by Caroline Daniels, seconded by Steve Lee, 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 Advanced 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 Communications: Theory and Application
ENGL 1202 Reading and 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

MOTION CARRIED

ACTION: Karen Metzger to look for a way to get students access to course outlines scheduled for review.

- b) **Liberal Education (Maxine Mott, Chair)**
No report
- c) **International Education (Derek Francis, Chair)**
No report

d) Policy Review Committee (Jan Carrie, Chair)

Jan Carrie reported on the Nov. 17, 2003, meeting. The committee will determine which policies fall under the purview of Education Council and which fall under the Board, and will recommend a schedule for review according to priority.

There is still some work to be done on the Statement of Academic Freedom.

6) FPP BBA Financial Services Management

Arthur Coren, Michael Leonard, and David Williams attended to speak to the full program proposal for a BBA in Financial Services Management. The proposal was first begun eight years ago at the request of the financial industry and has been developed on the basis of heavy consultation with that industry to meet various association requirements. Regulating authorities now require a baccalaureate degree, which is not yet offered by any institution.

Moved by Gary Jones, seconded by Alexandra Richmond, THAT Council approve the full program proposal for a BBA in Financial Services Management, pending the following revisions:

Page 7, item 5.1: change '60 credits' to '60 undergraduate credits' and update the residency requirements to reflect current standards.

Page 8, item 7.1: change DACUM (Developing A CurriculUM process)' to 'A curriculum development process'.

Page 9, item 7.2: include wording that Kwantlen Liberal Education requirements will be met.

Label appendices and refer to them that way in the document.

Library Assessment form needs signatures.

Ensure that labour market data is the latest available.

MOTION CARRIED. (3 opposed: Rob Edger, Lisa Coan, Kate Young)

David Davidson reminded the proponents that the proposal will need to be reformatted to fit new Ministry guidelines before being posted for peer review, and that the executive summary becomes the new Notice of Intent. Alice Macpherson is available to assist with the process. David Davison and Dana Goedbloed will both need to sign off the revised proposal.

Judith McGillivray said there must be an enrollment plan for this degree, and that students' pathways must be clear for the provincial process.

7) Articulation: School of Business with Envision and Surrey Metro Savings

Arthur Coren presented a 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, and University of Phoenix.

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.

8) Advice to J. McGillivray for Long-term Education Plan

Moved by Steve Lee, seconded by Bob Perkins, THAT Council table this item to Jan. 5, 2004.

MOTION CARRIED.

9) Next Meeting: Monday, Jan. 5, 2004, 4:15 pm.

10) Adjournment: Moved by Bob Perkins to adjourn the meeting at 6:30 pm.

Chair's Report – January 2004

Policy review matrix

Met with Jan and Sandi and came up with a matrix of EdCo policies that come under the purview, as the governing body (College & Institute Act) as well as the policies to be reviewed by Education Council that fall under administrative responsibility. There are 16 policies that fall within EdCo's governing structure, and 11 that fall within the review process.

I will be meeting with the Chair of the Board to review this matrix and presenting to the Board for their information on January 21.

Attended the official recognition of the Horticulture program's partnership with the BC Landscape Association at Langley campus. Shirley Bond spoke very highly of Kwantlen's innovation in the trades' areas and recognized the efforts of creating partnerships with high school students to get started in their apprenticeship programs.



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Jan 5, 04

AGENDA #: 4.1.1

PREPARED BY: David Davidson

ISSUE: Approval of revised DPAC agenda

ACTION: *THAT Council approve the revised Degree and Program Assessment Committee mandate.*

DEGREE AND PROGRAM ASSESSMENT COMMITTEE (DPAC)

DRAFT MANDATE NOVEMBER 2003

MANDATE

notice of intent

The Degree and Program Assessment Committee is a sub-committee of the Education Council with a mandate to:

1. Receive and review Program Concepts and Full Program Proposals for degree and non-degree programs (such as Associate Degrees, Diplomas, Certificates, and Citations).
2. Report with recommendations to the Education Council on the status of all program concepts, full program proposals, and program implementations in such a manner and at such times as the program approval/implementation process and the Education Council may require.
3. Oversee the implementation of new degree and non-degree programs according to the following schedule:
 - One complete cycle of new degree and diploma programs
 - Two complete cycles of new certificate and citation programs

Any and all changes will be presented to DPAC for consideration and approval. After the initial implementation schedule is complete, the division implementing the new program can request to stay under the purview of DPAC for an additional cycle (or cycles) if they will be making significant revisions. Otherwise, further reviews will be conducted under the direction of the Program Review Committee pursuant to Policy B.12.

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

MEMBERSHIP

The composition of DPAC consists of:

- one faculty member to be selected by each of the University College's educational divisions (plus membership from Library, Counselling, and Cooperative Education);
- one student to be selected by the Education Council;
- two deans to be selected by the Vice President, Learning

TERMS OF OFFICE

Faculty Members

- Three years with one-third of the faculty to be selected each year (4, 4 and 4 members) – DPAC to determine the cohort groups. The faculty selection procedure is the responsibility of each division or service area.

Student Members

- One year with selection made as soon as possible following the seating of student members on Education Council.

Administration

- To be determined by the Vice President, Learning

SUPPORT

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

- managing all internal and external correspondence, materials distribution, etc., as required;
- providing research and proposal writing advice (as resources permit), to interested applicants;
- ^{DPAC} serving as the University College's principal contact with the Ministry concerning Letters of Intent and Full Program Proposals once these have been approved by the Education Council and the Board;
- notifying DPAC and the Education Council of any changes to Ministry regulations, procedures or timelines that might impact on the degree approval process.



EDUCATION COUNCIL

ISSUE: Curriculum Approval

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

NEW COURSES

	TITLE
ELST 0160	Trades English 1
ELST 0260	Trades English 2
GEOG 1185	Regional Geography of East Asia
GEOG 1190	Regional Geography of South and Southeast Asia
GEOG 2330	Introduction to Hydrology
GNQU 1300	Mental Health Theory - Graduate Nurse Qualifying
GNQU 1305	Mental Health Preceptorship- Graduate Nurse Qualifying
GNQU 1310	Maternal-Child Theory - Graduate Nurse Qualifying
GNQU 1315	Maternal-Child Preceptorship - Graduate Nurse Qualifying
GNQU 1320	Pediatric Theory - Graduate Nurse Qualifying
GNQU 1325	Pediatric Preceptorship - Graduate Nurse Qualifying
GNUR 1180	Labs and Workshops - Graduate Nurse Program
GNUR 1210	Preceptorship - Graduate Nurse Program
JRNL 4100	Daily Newspaper Publication*
JRNL 4130	Advanced Editing*
POLI 3147	Foreign Policies of the Major Powers

also
FSDN 4100
FSDN 4100

REVISED COURSES

	TITLE
ENTR 4200	Business Strategy
GNUR 1100	Theory - Graduate Nurse Program
JRNL 3200	Media and Diversity
JRNL 4110	Business and Management
JRNL 4120	Advanced Research for Journalism
JRNL 4140	Work Experience II

* to be assigned new course numbers



TO: Ed Council Curriculum committee
C: Mary Boni
FROM: Barbara Duggan, Dean Applied Design and Communications
DATE: January 2, 2003
SUBJECT: FSDN 1100 and 1101

Background:

Two highly successful and waitlisted teacher training courses, FSDN 1100 and FSDN 1110, were delivered for the first time last summer (August 2003) They are two of five courses offered in conjunction with UBC for a post graduate Certificate in Textile Studies issued by UBC. These are one week workshops held in August, and geared to High School teachers.

The 1000 numbers assigned by CE did not accurately reflect the level of education (degree holders) of the teachers taking the courses. The other three UBC courses, which are similar in nature to the Kwantlen courses, and used in conjunction with Kwantlen for the completion of the certificate, are all numbered at the 4th year level. It was discovered, from the participants last summer, that the Kwantlen courses were not transferable as 1000 level courses and must be 4000 level courses before teachers register in order for them to receive transfer credit to UBC. With much negotiation, as a one time consideration, the teachers did receive the credit for FSDN courses taken in summer 2003, but unless the course numbers are at the 4th year level for summer 2004, transfer credit to UBC will not be granted.

These are revisions in course number and in Department only, (since CE no longer exists the department would therefore be Fashion Design and Technology). While they were passed at the August/2003 division curriculum committee meeting, due to a change-over in personnel, they were not sent to Ed Council in the fall for approval as anticipated.

Minutes of August 27, 2003 Applied Design Curriculum Committee meeting:

Motion by S Lee to amend course numbers for FSDN 1100 and 1101 to FSDN 4100 and 4101 as the courses are for teachers (carried)

While this may not seem like an issue that needs to be brought forward so urgently, we would like to market these courses early in the new year as a number of teachers are expecting to take them this summer (August 2004) to complete the (UBC/Kwantlen) certificate in Textile Studies. They need to get PD approval from their respective schools as well as plan for the summer.)

We ask that Ed Council review and approve these changes.

Thank you for your consideration in this matter. See attached Course Outlines.

KWANTLEN ORGANIZATIONAL CHART

<p style="text-align: center;">Learning</p> <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 <i>soon.</i> <i>VP of Research</i> <i>Scholarship</i></p>	<p style="text-align: center;">Learner Support</p> <p>International Education Student Judicial Affairs Violence/Emergency Response Office of the Registrar 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 Bookstore Materials Management Facilities Risk Management Facilities Rental</p>	<p style="text-align: center;">Strategic Services</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 style="text-align: center;">Financial Resources & Market Development</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 style="text-align: center;">Human Resources</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
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Provost & Vice President Judith McGillivray	Vice President Derek Francis	Associate Vice President Gordon Lee	Vice President David Ross	Associate Vice President Liz McKinlay
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Barb Melnyk Executive Assistant	Penney Grylls Executive Assistant	Carolyn Oliver Executive Assistant	Wendy Agrey Confidential Assistant	Laurie Setterington Confidential Assistant
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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
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Executive Assistant to the President Tricia Townsend	Executive Director, Foundation Lenore Gilchrist	Executive Administrator, Offices of the Board & President Sandi Klassen
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<p>President Skip Triplett</p>



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Jan 5, 04

AGENDA #: 6

PREPARED BY: Dana Goedbloed

ISSUE: Approval of advice

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



Education Council

TO: Council
C: - - -
FROM: Dana Goedbloed, Bob Perkins, Lorraine Irvine and Caroline Daniels
DATE: November 6, 2003
SUBJECT: Ad Hoc Committee Response to Request for Advice on Long-term Education Plan

The Board of Governors sent a letter to Education Council on August 20, 2003 requesting that we provide Judith McGillivray with advice for the Long-term Education Plan. The ad hoc committee presents the following for Education Council to consider and approve as the advice to forward to Judith.

The committee met with Judith on October 22 to identify the areas in which we would provide advice. Four questions were identified at that meeting: 1) Are the assumptions realistic? 2) If more FTEs are required, where should they be assigned? 3) How will programs be prioritized? 4) Has Preparatory Education been adequately covered? Each committee member was assigned the task of clarifying one of the questions. The committee met again on November 5 to discuss the four questions.

1) Are assumptions realistic?

Based on the information provided in the Strategic Plan for the 18-24 year old cohort, are the statistics provided by Judith, in her Assumptions document, a bit low? The numbers appear to be as high as 25% in the Strategic Plan, with only an 11% increase identified for Kwantlen over the next 20 years. Numbers in the Education Plan and Long-term plan must be supportive. Also, are the projections meant to cover the entire 20 years, or for the next eight years now identified in the plan (i.e. 2003 - 2011)?

2) If more FTEs are required, where should they be assigned?

In addition to the programs identified in the Education Plan, there are a number of course offerings that will need to be enhanced. These courses support current and projected programs areas. The development of Science and Arts degrees will affect course offerings in years three and four. Years one and two will require more course offerings in Science, Computer Based Studies (CBS) and English. Associate degrees, often pathways to the degree completion will increase demand, as likely fewer students will transfer out of the institution.

The identification of individual course offerings that support program offerings is essential. This will help to qualify the increased number of FTEs required.

3) How will be programs be prioritized?

The proposed multi-year Education Plan outlines the programs that are planned, without indicating priorities for implementation. It is noted that these programs, and any others which may be added to the proposed plan, will need to be prioritized to ensure proper allocation of limited resources.

Based on the Strategic Framework, it is appropriate to structure the prioritization list in terms of the vision statement and the three core values of Learning, Community, and Quality. The emphasis is on student and graduate success; education and service excellence; and service to communities.

First, and foremost, it needs to be recognized that the financial resources required for instruction, student support, library, counseling, advising and admissions to ensure program success must be available. This also refers to ensuring that both capital and operational funds are available.

A checklist of criteria should be provided for programs developers to ensure they have indicated the priority for implementation of the program. Following are further suggested criteria, which should guide the prioritization of programs.

LEARNING

1. History, Development, and Expectations of the Program

- That the program meets the changing demographic characteristics of Kwantlen's students (i.e. preparatory education because of an increase in mature learners).
- Those academic antecedents that require the establishment of the program are addressed.

2. Program Delivery

- That appropriate services are available to support student learning.
- Faculty is available to deliver the program or additional faculty and support will be required.

3. Curriculum

- Engages in the use of a variety of modes best utilized by students.
- Contains the appropriate depth, breadth and level for the discipline.

COMMUNITY

4. External demand

- Sufficient alumni, employer and/or association demand is indicated.
- Trend lines that track the demand, over a period of time at both local and national levels.

5. Internal demand

- There is a pattern of current student enrollment in courses that could establish the need for the program.
- The program supports the success of students in other programs.
- The program fits within the scope of breadth that Kwantlen has chosen to maintain.

QUALITY

6. Quality of programs inputs and processes

- The appropriate internal and external individuals and bodies had the opportunity to provide structure and curricular content.

7. Quality of program outcomes

- The program will allow for students to gain employment, or further education.

- The curricular content and structure of the program allow for accreditation by appropriate external bodies.

RESOURCES

8. Cost and other expenses

- The significance of the required library holdings.
- Adequate facilities and services are available.

9. Revenue and other resources

- Identification of the potential for revenue or cost recovery.
- Availability of research grants to assist in offsetting program costs.
- The cultivation of external relationships to benefit Kwantlen.

4) Has Preparatory Education been adequately covered?

The increases built into the plan appear, in a status quo situation, to reflect a reasonable amount of growth in Prep Ed for the time period covered. However, the following relatively recent developments should be factored into the plan:

- Anticipated growth in International Education
- The organization of Preparatory Education into a "virtual" division
- First year experience programs that focus on at risk students from the local high schools

In addition, the following was presented in the Task Force on Preparatory Education Executive Summary Report for the Kwantlen Community and should be noted in the Education Plan.

- Provisions for assessment, advising, counseling and all aspects of student support need to be reviewed and enhanced.
- Excellence in curriculum and instructional delivery must be ensured in all preparatory programs, in recognition of the learning challenges faced by this student group.
- Curricular review and revision are necessary to ensure preparatory courses, where possible, are clearly relevant to occupational goals, given evidence that this promotes student motivation and success.
- Mechanisms for improved tracking of student outcomes need to be developed and implemented.

Although these have been identified as relative to preparatory programs, the principles should be applied to all programs offered at Kwantlen University College, to improve student success rates.

Development of Baccalaureate Programs

Finally, we advise that further rationale should be identified as to the development of the BA degree programs. The only programs specified in the Strategic Framework Plan as priority are for the offerings that include undergraduate degrees in Arts. Some appropriate rationale may be that the development and implementation of the programs is essential to the success of other programs at Kwantlen. The BA programs are also essential in that they respond to the demographic requirements of our community, the ability for our learners to successfully complete a general baccalaureate degree, and to the use of valued teaching and learning methodologies that create quality.



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Jan 5, 04


AGENDA #: 7

PREPARED BY: Arthur Coren

ISSUE: Approval of a change in entrance requirements

ACTION: *THAT Council approve a change in entrance requirements for BBA degrees.*



TO: Education Council
C:
FROM: Arthur Coren, Dean 
DATE: December 3, 2003
RE: ***BBA DEGREE SPECIAL ENTRANCE REQUIREMENTS***

1. The BBA Degree program started-off with three different sets of requirements for entrance into the degree. At the September 22nd, 2003 School of Business Divisional Curriculum Committee meeting Peter Thesiger (Department Chair, BBA in Entrepreneurial Leadership) proposed that the exceptional circumstances entrance requirement be removed from the degree program.

The following are the new entrance requirements for the BBA Entrepreneurial Leadership Degree Program:

- completion of a business-related diploma from a recognized college or university, with a minimum of 60 credits, a minimum cumulative GPA of 2.7, and a minimum C+ in Accounting and a minimum C+ 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 with a minimum C+ in Accounting and a minimum C+ in Statistics.

2. This proposal was approved by DPAC on November 26th, 2003

ACTION REQUIRED:
Education Council Approval



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Jan 5, 04

AGENDA #: 8

PREPARED BY: Arthur Coren

ISSUE: Approval of electives

ACTION: *THAT Council approve astronomy courses as group 'C' electives for the Business Administration Diploma.*




Kwantlen
UNIVERSITY COLLEGE

MAILING ADDRESS
12666 - 72nd Avenue
Surrey, BC
Canada V3W 2M8

TELEPHONE
(604) 599-2100
WEBSITE
www.kwantlen.ca

Memorandum

SCHOOL OF BUSINESS

TO: Education Council
C:
FROM: Arthur Coren (Dean, School of Business) 
DATE: December 16, 2003
RE: ***BUSINESS ADMINISTRATION DIPLOMA – GROUP 'C' ELECTIVE***

At our October 20th, 2003, meeting the School of Business Curriculum Committee approved that Astronomy be used for a group 'C' elective for use towards the Business Administration Diploma as one of the dedicated science electives.

Approved at DPAC on November 26th, 2003.

ACTION REQUIRED:
Education Council Approval

[X Close this Window](#)**DATABASE SEARCH RESULTS:**

You searched for:	KWAN ASTR *
taken during:	All years (1995-96 onward)
to find available transfer credit at:	All Receiving Institutions

Transfer credit available...

Course	Receiving Institution	Transfer Credit	Effective Dates (mm/dd/yy)
KWAN ASTR 1100 (5)	SFU	SFU PHYS 190 (3)	9/1/98 to 8/31/00
KWAN ASTR 1100 (5)	SFU	SFU PHYS 190 (3) & SFU PHYS (2)	9/1/00 to -
KWAN ASTR 1100 (5)	TWU	TWU NATS (3) 100 lev (lab science)	9/1/98 to -
KWAN ASTR 1100 (5)	UBC	UBC ASTR (3) 2nd. Precludes credit for UBC ASTR 310 and UBC ASTR 311	9/1/98 to -
KWAN ASTR 1100 (5)	UCFV	UCFV PHYS 103 (4)	9/1/98 to -
KWAN ASTR 1100 (5)	UVIC	UVIC ASTR (1.5) 100 lev	9/1/98 to -
KWAN ASTR 3110 (3)	SFU	SFU PHYS 190 (3)	1/1/04 to -
KWAN ASTR 3111 (3)	SFU	SFU PHYS (3)	1/1/04 to -

8 match(es) found.**Press your "back" button to search again.**

Admission Requirements

General Admission requirements apply.

Students wishing to complete the program without having to undertake any preparatory courses must enter with:

- BC English 12 with a B grade or better, or equivalent.
- Math 11 with a C grade or better, or equivalent.

Content

The diploma requires the following courses:

Required Courses

Group A - Both of

ACCT	1110	Principles of Accounting I
ACCT	1210	Principles of Accounting II

or

ACCT	2293	Introductory Financial Accounting
------	------	-----------------------------------

Group B - All of

ACCT	3320	Introductory Management Accounting
BUSI	1215	Organizational Behaviour I
CBSY	2205	Computers and Information Processing
ECON	1150	Principles of Microeconomics
ECON	1250	Principles of Macroeconomics
ECON	2350	Intermediate Microeconomics
MATH	1140	Calculus I (Business Applications)*
MATH	2340	Economic and Business Statistics I

Group C - One of

ECON	2208	History of Economic Thought
ECON	2210	Money and Banking
ECON	2211	Economic History of Canada
ECON	2260	Environmental Economics
ECON	2280	Labour Economics

Group D - Two of

ENGL	1100	Writing, Reading, & Thinking: an Intro.
ENGL	1205	Drama and the Short Story
ENGL	1206	Poems and Novels
PHIL	1100	Introduction to Philosophy
PHIL	1110	Confronting Moral Issues: Ethics
PHIL	1145	Critical Thinking

* MATH 1120 can be substituted for MATH 1140

Dedicated Electives

Group A:

No more than three courses (including courses listed under "Required Courses") from any one discipline may be applied toward this requirement.

Two of:

- English
- Fine Arts
- History
- Humanities
- Languages
- Philosophy.

Group B - One course:

- Anthropology
- Canadian Studies
- Criminology
- Geography (excluding Physical Geography)
- Political Science
- Psychology
- Sociology

Group C - One course:

- Biology
- Chemistry
- Computer Science
- Mathematics
- Physical Geography
- Physics

Suggested Electives

Four additional electives for a total of sixty (60) credits to complete the diploma.

When making your choice, consider that the following suggested courses are prerequisites or introductions for some of the required courses within this diploma:

BUSI	1110	Fundamentals of Business in Canada
CBSY	1105	Introductory Microcomputer Applications
MATH	1112	College Mathematics

Other business-oriented courses that provide a good foundation for more advanced courses are:

CMNS	1140	Business and Technical Communication Theory and Application
MRKT	1235	Small Business Essentials
MATH	1240	Calculus II (Business Applications)

Note: The combination of ACCT 1110 and ACCT 1210 transfer to SFU as three credits only. Students who choose this option should be aware that although they will have completed the requirements for a diploma in Business Administration, they would have only 57 transferable credits.

Graduation

Upon successful completion of this program, students will be awarded Diploma in Business Administration.

Bachelor of Business Administration Faculty
Hawkins, Shawn - Cert. Dispute Resolution (J.I.B.C.),
(Osgoode Law School), B.A. (York) (Canada)

McCannell, Lesley - B.A. (Hons) (Manit.), M.B.A. (Manit.)
Wu, Jane - B.Sc. (Cornell), M.Eng. (Cornell), Ph.D. (Cornell)



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Jan 5, 04

AGENDA #: 9

PREPARED BY: Arthur Coren

ISSUE: Approval of Liberal Education courses

ACTION: THAT Council approve Liberal Education courses for
School of Business degrees.

basically *essentially approved*



In order to fulfill the liberal education requirement for degree completion, the School of Business will accept the courses listed below. This list will be updated as course offerings change.

The following courses have been approved by the respective committees on the dates indicated:

School of Business Curriculum Committee November 17, 2003
 Degree Program Advisory Committee November 26, 2003
 Liberal Education Curriculum Committee December 10, 2003
 Education Council scheduled for review at January 2004 meeting

Anthropology	ANTH	ANTH 1100	Social and Cultural Anthropology
		ANTH 1112	Introduction to Archaeology
		ANTH 1125	Introduction to Forensic Anthropology
		ANTH 1211	Introduction to Biological Anthropology
		ANTH 1212	Foundations of Archaeological Field and Laboratory Methods
		ANTH 1215	Archaeology of the Old World
		ANTH 1216	Archaeology of the New World
		ANTH 1220	First Nations Peoples and Cultures of British Columbia
		ANTH 1229	Women in a Cross-Cultural Perspective
		ANTH 1230	Anthropology of Religion
		ANTH 1240	Culture and the Environment
		ANTH 1260	First Nations Peoples and Cultures of Canada
		ANTH 1275	Culture, Health & Healing
		ANTH 1290	Archaeological Field Studies I
		ANTH 1291	Archaeological Field Studies II
		ANTH 2333	Visual Anthropology
Astronomy	ASTR	ASTR 1100	Introduction to Astronomy
		ASTR 3110	Exploring the Universe I: The Solar System
		ASTR 3111	Exploring the Universe II: Stars and Galaxies
Biology	BIOL	BIOL 1110	Introductory Biology I
		BIOL 1112	Biology Today
		BIOL 1210	Introductory Biology II
		BIOL 2322	Ecology
Chemistry	CHEM	CHEM 1101	Chemistry in the World Around Us
		CHEM 1105	Introductory Chemistry
		CHEM 1110	The Structure of Matter
		CHEM 1210	Chemical Energetics and Dynamics
Creative Writing	CRWR	CRWR 1100	Introduction to Creative Writing I
		CRWR 1110	Introduction to Creative Writing II
		CRWR 2300	Drama, Fiction and Poetry I

		CRWR 2310	Drama, Fiction and Poetry II
Criminology	CRIM	CRIM 1100	Introduction to Criminology
		CRIM 1101	Criminal Justice System Intro
		CRIM 1107	Canadian Legal Systems
		CRIM 1200	Crime Causation
		CRIM 1202	Procedure and Evidence
		CRIM 1203	Community Policing
		CRIM 1204	An Introduction to Judicial Process
		CRIM 1207	Introduction to Criminal Law
		CRIM 1208	Methods of Research in Criminology
		CRIM 1213	Women and Crime
		CRIM 1231	Comparative Police Systems
		CRIM 1232	Comparative Justice Systems
		CRIM 1249	Young Offenders and Justice
		CRIM 1251	Philosophy of Law
		CRIM 2211	Introduction to Policing
		CRIM 2214	Corrections: Theory and Practice
		CRIM 2304	Current Issues in Correctional Practice
		CRIM 2311	Police Administration & Management
		CRIM 2330	Psychological Explanations of Criminal Behaviour
		CRIM 2331	Sociological Explanations of Criminal Behaviour
		CRIM 2341	Canadian Criminal Justice Administration
		CRIM 2355	Police Deviance and Accountability
Economics	ECON	ECON 2208	History of Economic Thought
		ECON 2210	Money and Banking
		ECON 2211	Economic History of Canada
		ECON 2260	Environmental Economics
		ECON 2280	Labour Economics
		ECON 2350	Intermediate Microeconomics
		ECON 2450	Intermediate Macroeconomics
English	ENGL	ENGL 1100	Writing, Reading and Thinking: An Introduction
		ENGL 1110	Writing and Literature: An Introduction
		ENGL 1200	Advanced Composition and Style course discontinued: September 2003
		ENGL 1201	Canadian Literature
		ENGL 1202	Topics in Literature
		ENGL 1203	Women and Literature
		ENGL 1205	Drama and the Short Story
		ENGL 1206	Poems and Novels
		ENGL 2300	Advanced Writing and Research Skills
		ENGL 2309	Literature of the United States of America
		ENGL 2310	Literature in Translation
		ENGL 2313	Studies in Major Authors
		ENGL 2315	The Comic Voice
		ENGL 2316	English Literature: 14 th to 18 th Centuries
		ENGL 2317	Readings in the English Literary Tradition: 18 th to 20 th Centuries
		ENGL 2319	The Novel in English: Its Development
Entrepreneurial Leadership	ENTR	ENTR 3033	Business Ethics
Environmental Protection	ENVI	ENVI 1220	Environmental Issues and Analysis

Technology			
		ENVI 3112	Environment and Society
Fine Arts	FINA	FINA 1120	History of Western Art: Prehistoric to Early Renaissance
		FINA 1121	History of Western Art: Renaissance to 20th Century
		FINA 1122	Modern Art: 1850 – 1944
		FINA 1124	Non-Western Art
		FINA 1126	Canadian Art 1600 – Present
		FINA 1222	Contemporary Art: 1945 to Present
Geography	GEOG	GEOG 1101	Introduction to Geography
		GEOG 1110	Atmospheric Environment
		GEOG 1120	Introduction to Earth Science
		GEOG 1130	Environment & Technology
		GEOG 1140	Canadian Regional Geography
		GEOG 1150	The Canadian Arctic
		GEOG 1160	Regional Geography of British Columbia
		GEOG 1180	Regional Geography of the Pacific Rim
		GEOG 1211	Human Geography: Social and Cultural Perspectives
		GEOG 1212	Human Geography: Economic & Spatial Perspectives
Geology	GEOL	GEOL 1210	Our Changing Earth
History	HIST	HIST 1101	Europe in the Middle Ages
		HIST 1102	Europe 1450-1789
		HIST 1113	Canada to 1867
		HIST 1114	Canada since 1867
		HIST 1119	Europe 1789-1914
		HIST 1120	Europe 1900 – 1939
		HIST 1121	Europe since 1939
		HIST 1130	Twentieth Century World I: 1900-1945
		HIST 1131	Twentieth Century World II
		HIST 1145	American History 1607-1865
		HIST 1146	American History 1865 –1974
		HIST 2300	History of World Civilizations
		HIST 2304	Canadian-American Relations
		HIST 2305	British Columbia
		HIST 2307	Twentieth Century Britain
		HIST 2310	Germany 1870-1945
		HIST 2312	Quebec in Canada
		HIST 2327	History of Russia to 1917
		HIST 2328	History of the Soviet Union
		HIST 2335	War in the Modern World
		HIST 2345	Introduction to Chinese History
		HIST 2350	An Introduction to Modern Chinese History
		HIST 2360	Origins of Modern India
		HIST 2370	The United States Since 1945
		HIST 2400	The Balkans from 1543-1918
		HIST 3310	The Fibre of Society: Textile Production in History
Humanities	HUMN	HUMN 1100	Analytical Approaches to Western Humanism

		HUMN 1111	The Religions of India
Interior Design	IDSN	IDSN 1110	History of Interior Design I
		IDSN 1211	History of Interior Design II
		IDSN 2370	Environmental Human Factors
Journalism	JRNL	JRNL 1100	Explorations in Mass Communications
		JRNL 1130	Photography for Print Media
		JRNL 1160	Introduction to Journalism
		JRNL 1261	Advanced Journalism
		JRNL 1262	Political Reporting
		JRNL 1265	Feature Writing
		JRNL 2301	Media and Audiences
		JRNL 2332	Advanced Photojournalism
		JRNL 2401	Ethics and the Media
		JRNL 3120	Social Issues Journalism
		JRNL 3130	Writing for Magazines
		JRNL 3200	Media and Diversity
Liberal Education	LBED	LBED 3110	Work, Technology and Society
		LBED 3120	Study of Cultures
		LBED 3130	Critical Thinking, Logic and Scientific Reasoning
		LBED 3131	Deduction and Induction
		LBED 3140	Science and Technology -An Historical & Philosophical Overview
		LBED 3310	Power Relationships I
		LBED 3311	Power Relationships II
		LBED 3410	Literature of the Humanities
		LBED 3420	Themes in Contemporary Culture
		LBED 4210	Ethics and Social Issues
		LBED 4810	Innovation and Creativity
		LBED 4900	Community Involvement and Contribution
Linguistics	LING	LING 1100	Introduction to Language Structure
		LING 1200	Introduction to Language use
Marketing	MRKT	MRKT 1299	Consumer Behaviour
Music	MUSI	MUSI 1013	Listening to Music I
		MUSI 1023	Listening to Music II
		MUSI 1153	Music in Civilization
		MUSI 1253	History of Music I
		MUSI 2353	History of Music II
		MUSI 2453	History of Music III
Nursing	NRSG	NRSG 3170	Bioethics
Philosophy	PHIL	PHIL 1100	Introduction to Philosophy
		PHIL 1106	History of Philosophy: Socrates to Galileo
		PHIL 1107	History of Philosophy: Erasmus to Mill
		PHIL 1110	Confronting Moral Issues: Ethics
		PHIL 1112	Environmental Philosophy
		PHIL 1120	Philosophy of Religion
		PHIL 1145	Critical Thinking
		PHIL 1150	Basic Logic
		PHIL 1155	Scientific Reasoning
		PHIL 1210	Epistemology
		PHIL 1211	Metaphysics

		PHIL 1250	Formal Logic
		PHIL 2101	20 th Century Analytic Philosophy
		PHIL 2109	Foundations in Ethics
Physics	PHYS	PHYS 1100	Basic College Physics
		PHYS 1101	Physics for Life Sciences I
		PHYS 1102	Physics for Life Sciences II
		PHYS 1120	Physics for Physical and Applied Sciences I
		PHYS 1220	Physics for Physical and Applied Sciences II
		PHYS 2424	Relativity and Quanta
Political Science	POLI	POLI 1110	Ideology and Politics
		POLI 1120	Canadian Government and Politics
		POLI 1123	Municipal Politics
		POLI 1125	Introduction to Political Science
		POLI 1145	Introduction to Comparative Government and Politics
		POLI 1150	Introduction to International Relations
		POLI 1240	Chinese Government and Politics
		POLI 2120	Government & Politics of the Prairie Provinces
		POLI 2121	Charter Politics in Canada
		POLI 2130	International Relations Theory
		POLI 2131	European Integration
		POLI 2140	Comparative Politics of Asia
		POLI 2150	International Political Economy
		POLI 2155	Contemporary Political Conflict
		POLI 2235	British Columbia Government and Politics
		POLI 3100	American Government and Politics
		POLI 3122	Introduction to Canadian Foreign Policy
		POLI 3145	Comparative Transborder Studies
		POLI 3146	Government and Politics of India
Psychology	PSYC	PSYC 1100	Introduction to Psychology: Basic Processes
		PSYC 1200	Introduction to Psychology: Areas and Applications
		PSYC 2308	History & Systems of Contemporary Psychology
		PSYC 2315	Brain and Behaviour
		PSYC 2320	Developmental Psychology: Childhood
		PSYC 2321	Developmental Psychology: Adolescence
		PSYC 2322	Developmental Psychology: Adulthood
		PSYC 2328	Psychology of Learning
		PSYC 2330	Social Psychology
		PSYC 2350	Psychopathology
		PSYC 2370	Psychology of Personality
		PSYC 2375	Perception
		PSYC 2385	Cognition
		PSYC 2451	Introduction to Forensic Psychology
Sociology	SOCI	SOCI 1125	Introduction to Society: Processes and Structures
		SOCI 1225	Canadian Society: Conflict and Consensus
		SOCI 1230	Race and Ethnic Relations in Canada
		SOCI 1235	The Development of Sociological Thought
		SOCI 1240	Women in Canada
		SOCI 1250	Families in Canada

		SOCI 1255	Micro Sociology: Social Interaction
		SOCI 1260	Research Methods in Sociology
		SOCI 1270	Education & Society: Sociological Perspectives
		SOCI 1275	Mass Media and Society
		SOCI 1280	Sociology of Health and Illness
		SOCI 2100	The Sikh Diaspora
		SOCI 2300	Sociology of Work and Industry
		SOCI 2310	Sociology of Conflict and Conflict Resolution
		SOCI 2320	Sociology of Development and Underdevelopment
		SOCI 2345	Social Policy in Context: An Introduction
		SOCI 2385	Introduction to Demography



EDUCATION COUNCIL

MEETING DATE: Jan 5, 04

AGENDA #: 10

PREPARED BY: Arthur Coren

ISSUE: Approval of an articulation agreement

ACTION: **THAT Council approve an articulation agreement between Kwantlen's School of Business and ~~Envision/Surrey Metro Savings.~~**

*approve following courses
with the listed institutions*

Canadian Management Centre

Feb 4/04

*- withdrawn from
Board approval -
did not follow policy
and needs to come
back to EdCs.*




Kwantlen
UNIVERSITY COLLEGE

MAILING ADDRESS:
12666-72ND Avenue
Surrey, BC
CANADA V3W 2M8

TELEPHONE:
604-599-3200
Website
www.kwantlen.ca

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

Envision Credit Union
Course Articulation by Discipline

Disc.	Level	Kwantlen	Course Description	Duration
			<i>Canadian Centre</i>	
			Certified Management Consultant	
BUSI	2XXX	1.0	Strategic Planning	24
BUSI	2XXX	1.0	Writing a Business Plan: Canadian Management Centre	24
SOB	1XXX	1.5	Budgeting Skills and Techniques for Non-Financial Manager	24
Credit Union Central BC				
ACCT	1XXX	0.5	Analyzing Business Financial Statements	8
ACCT	1XXX	0.5	Managing Your Mismatch	8
BUSI	1XXX	0.5	Accreditation Supervisor Training	12
BUSI	1XXX	0.5	Effective People Management (previously Practical Supervisory Techniques)	24
CMNS	1XXX	1.0	Written Power	16
CMNS	1XXX	0.5	Think on Your Feet	8
FNSR	1XXX	0.5	Advanced RRIFs	8
FNSR	1XXX	0.5	Advanced RRSP's	8
FNSR	1XXX	0.5	Collections and Enforcement of Credit Union Rights	8
FNSR	1XXX	0.5	Credit Union Law & Documents	3.5
FNSR	2XXX	3.0	CUIC 210: Credit Union Consumer & Residential Mortgage Lending	50
FNSR	1XXX	3.0	CUIC 340: Credit Union Advanced Mortgage Lending	52
FNSR	1XXX	3.0	CUIC 345: Credit Union Commercial Lending	74
FNSR	1XXX	1.0	Asset Liability Management	16
FNSR	1XXX	0.5	Advanced Strategies in Financial Risk Management	8
FNSR	1XXX	0.5	Overview of Derivative Products	8
MRKT	2XXX	(9.0)	Service Representative Accreditation Program	50 Days
Credit Union Institute of Canada				
FNSR	1XXX	2.0	CUIC 185: Credit Union Products & Services	36
FNSR	2XXX	3.0	CUIC 220: Credit Union Financial Management I	60
FNSR	2XXX	2.0	CUIC 200: The Credit Union System	41
FNSR	1XXX	3.0	CUIC 305: Credit Union Financial Management	75
FNSR	1XXX	3.0	CUIC 315: Credit Union Strategic Management	60
FNSR	1XXX	3.0	CUIC 325: Credit Union Human Resource Management	76
FNSR	1XXX	3.0	CUIC 346: Credit Union Agricultural Lending	60
Envision Credit Union				
ACCT	1XXX	0.5	Financial Competence -CBT	8
BUSI	1XXX	0.5	Coaching for Results	16

Envision Credit Union
Course Articulation by Discipline

BUSI	1XXX	0.5	Enhancing Interpersonal Effectiveness - Dr Tom Olsen	16
BUSI	1XXX	0.5	Team Building	16
BUSI	1XXX	0.5	Making Meetings Work (aka Facilitative Leader)	8
BUSI	1XXX	0.5	Maximizing Results	16
BUSI	1XXX	0.5	Managing thru Performance	16
BUSI	1XXX	0.5	Pricing & Negotiation	16
CMNS	1XXX	0.5	Group/Classroom Delivery	8
CMNS	1XXX	0.5	Presenting Like Pro's	8
FNSR	1XXX	1.5	Consumer Lending - Classroom Training	16
FNSR	1XXX	1.5	Investment Funds in Canada Course	
FNSR	1XXX	1.0	In-Branch Activity Training Preparation Course	16
FNSR	1XXX	0.5	Credit Union Insurance Services (CUIS) TIPS III	3.5
FNSR	1XXX	0.5	Let's Self-Direct our RRSPs!	8
FNSR	1XXX	0.5	Handling Estates	8
FNSR	2XXX	1.5	Residential Mortgage Lending	24
FNSR	1XXX	2.5	Canadian Securities Course	1 yr
MRKT	1XXX	1.0	FIRSTSales	24
MRKT	1XXX	0.5	Ask for the Business - Handle Uncertainty	8
MRKT	2XXX	0.5	Best on the Street Service	16
MRKT	2XXX	0.5	Completing the Business, Maintaining the Relationship, & Looking for New Opportunities	8
MRKT	2XXX	0.5	Engage the Member and Seek Opportunities for Service Representatives	8
MRKT	2XXX	0.5	Identifying & Interpreting Needs for Lending & Insurance Staff	8
SOB	1XXX	1.0	Classroom Module Preparation Course	16
SOB	1XXX	0.5	Lending Policy	8
SOB	2XXX	1.0	Seeking Opportunities	24
			Insurers' Advisory Organization School	
FNSR	1XXX	3.0	Crime Loss Prevention - IAO School	32
FNSR	2XXX	2.0	Liability Loss Prevention	28
REST	2XXX	3.0	Building Construction, Fire Protection and Basic Hazards	36
REST	2XXX	3.0	Special Hazards and Process	36
			Insurance Brokers Association of BC	
FNSR	1XXX	0.5	Business Interruption	8
FNSR	1XXX	0.5	CAIB 2 Review Seminar	8
FNSR	1XXX	0.5	CAIB 3 Review Seminar	8
FNSR	1XXX	0.5	C16 Insurance on Property Part 1	8
FNSR	1XXX	0.5	C14 Automobile Insurance Part 1	8
SOB	1XXX	0.5	Everything Old is New Again: Examining the Gross Earning and Profits Forms	8

Envision Credit Union
Course Articulation by Discipline

			Investment Funds Institute of Canada	
FNSR	1XXX	3.0	Branch Compliance Officer's Exam Prep	28
			MICA Management Resources	
BUSI	1XXX	0.5	Interviewing & Selecting Exceptional People	8
LBED	4 XXX	0.5	Fast Track to Creativity - MICA	8
			NETCUE	
BUSI	2XXX	0.5	Managing: The Next Step	24
CMNS	1XXX	1.0	Written Power II	16
			Niagra Institute	
BUSI	2XXX	1.5	Leadership Development Program	40
			Polar Bear Corporate Education Solutions	
CBSY	2XXX	0.5	Microsoft Excel: VBA Macros	16
CISY	1XXX	1.0	Microsoft: Visual Basic	40
SOB	1XXX	0.5	Microsoft: Project	8
			University of British Columbia	
BUSI	2XXX	1.0	Project Management Training	16
BUSI	2XXX	0.5	Strategic Dynamics of Negotiations	16
SOB	1XXX	1.0	Fundamentals of Finance and Accounting for Non-Financial Manager	16
			University College of the Fraser Valley	
CBSY	1XXX	0.5	Microsoft Access: Level I	8
CBSY	1XXX	0.5	Microsoft Excel: Basic	8
CBSY	1XXX	0.5	Microsoft Excel: Intermediate	8
CBSY	1XXX	0.5	Microsoft PowerPoint	8
CBSY	1XXX	0.5	Microsoft Word: Basic	8
CBSY	1XXX	0.5	Microsoft Word: Intermediate	8
CBSY	1XXX	0.5	Microsoft Word: Advanced	8
CBSY	1XXX	0.5	Microsoft Windows: NT	8
CBSY	2XXX	0.5	Microsoft Access: Level II	8
CBSY	2XXX	0.5	Microsoft Excel: Advanced	8
FNSR	1XXX	3.0	Controlling the Future - CIFP #3	22
FNSR	1XXX	3.0	CIFP # 2: Wealth Accumulation	44
FNSR	1XXX	3.0	CIFP #5: Risk Management and Estate Planning	56
FNSR	1XXX	3.0	CIFP #4: Strategic Investment Planning	44
FNSR	2XXX	3.0	CUIC 240: Fundamentals of Personal Financial Planning -CIFP #1	50
MRKT	1XXX	0.5	Microsoft Maximizer	8

SURREY METRO CREDIT UNION

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



Kwantlen
UNIVERSITY COLLEGE

Minutes of the Language Competency Liaison Committee Meeting: Friday, October 17, 2003

Present: Deb Blenkhorn - ENGL
Elizabeth Gooding - ENGL
Mark Cochrane - ENGL
Margot Brown - ACPE
Carol Thibault - ELST
Rhondda Porter - ELST
Chris Wilson - CMNS
Iris Goodlet - Testing

Regrets: Jack Finnbogason, Dean of Humanities

1. The minutes of the previous meeting were approved as amended.

2. Business arising:

Item #4 - Mark Cochrane reported that the letter from Wendy Royal and Robin Russell concerning the impact on international students of eliminating ENGL 1110 had been read at the English meeting. (The new course outline for ENGL 1100 comes into effect in September 2004.)

Item #5 - It was suggested that the problem of potential overlap of textbooks at the ENGL 1099 / EASL 0075 + 0085 level might be avoided the ELS department send a copy of their book list to Sheila Hancock who is a member of the 1099 Committee. Copies should also go to Rob Fleming and to Newton Wainman, the coordinator for ACP, as there might be some overlap with ACPE courses.

Item #6 - Iris Goodlet spoke to the EPT problem raised at the last meeting. There has been an increase in the number of students writing the EPT because it is now being used by a number of different programs. Placement in ENGL 1099 on the basis of the EPT is now being used as an equivalent to C in English 12. There is an information handout on the EPT in Counselling, but as long as the test is being used as an entrance criterion to programs, there will continue to be many under-qualified students applying to write the test.

Item #7 - There was a brief discussion of the current state of the Accuplacer project. Iris Goodlet mentioned that the SLEP is being used by some immigrant societies, so the

test is widely available to students. Replacing it with Accuplacer would be a good idea.

3. Margot Brown presented the new developmental reading course ABER 0095. Margot finally got funding to develop the course, but the late approval of the funding meant that the course had to be developed very rapidly to meet the various deadlines, so that it could be offered in January 2004.
The course pre- and co-requisites need to be confirmed. The course was apparently approved by Education Council without having been through the LCLC, a departure in procedure that raised some concern.
4. Carol Thibault reported that the ELS Assessment Committee's request for a testing coordinator to oversee and organize the KIST testing, Accuplacer, and the various other assessment tools used by the department had been rejected.. The LCLC again gave their support to the proposal that Kwantlen University College have a testing centre on each campus to ensure that students had timely access to all the tests they might need in order to enter courses or programs.
5. The meeting adjourned at 4:00. The next meeting will take place on November 21st at 2:00 in Richmond.

Recorded by R. Porter