



**AGENDA**

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|---|------|--------------------|
| 1. Confirmation of Agenda   | 4:15 | Dana Goedbloed     |
| 2. Approval of Minutes (June 30, 2004)  |      | Dana Goedbloed     |
| 3. Chair's Report   |      | Dana Goedbloed     |
| 4. Standing Committee Reports   | 4:25 |                    |
| 4.1. Degree and Program Assessment Committee<br>(David Davidson, Chair)                                 |      | David Davidson     |
| 4.2. Program Review Committee<br>(Panteli Tritchew, Chair)  |      | Panteli Tritchew   |
| 5. Sub-Committee Reports  |      |                    |
| 5.1. Curriculum Approval  |      | Dana Goedbloed     |
| 5.2. Liberal Education Curriculum Committee<br>(Maxine Mott, Chair)                                     |      | Maxine Mott        |
| 5.3. International Education Committee<br>(Derek Francis, Chair)  |      | Derek Francis      |
| 5.4. Policy Review Committee<br>(Jan Carrie, Chair)   |      | Jan Carrie         |
| 6. Policy 1.8 Board Relationship with Education Council<br>and the Kwantlen Foundation (for discussion) | 4:35 | Takahashi Sato     |
| 7. Academic Freedom Statement   | 4:55 | Dana Goedbloed     |
| 8. BA degrees posted to PSIPS Website: Update   | 5:10 | Judith McGillivray |
| 9. Program Prioritization Committee   | 5:20 | Dana Goedbloed     |
| 10. Employability Skills Committee  | 5:30 | Dana Goedbloed     |
| 11. Next Meeting: Mon. Oct. 4, 4:15 pm.   |      |                    |
| 12. Adjournment   |      |                    |
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*Note: This agenda will be distributed electronically to the Deans' mailing list and to the presenters.*



EDUCATION COUNCIL

Attendance, Date: Sept 13/04

	NAME	PRESENT	ABSENT
1	Abraniuk, Theresa (S)	✓	
2	Adamoski, Robert (F)	✓	
3	Carrie, Jan (D)	✓	
4	Coan, Lisa ( Student)		<i>working</i>
5	Cohoon, Jim (S)	✓	
6	Damon, Marge (F)		<i>defending her thesis</i>
7	Daniels, Caroline (F)	✓	
8	Davis, Bob (F)	✓	
9	<del>Edger, Rob (Student)</del>		
10	Elmes, Roger (A)	✓	
11	Francis, Derek (A)	✓	
12	Goedbloed, Dana (F)(Chair)	✓	
13	Graham, Nancy (F)		<i>away</i>
14	Lee, Steven (Student)		<i>class @ 4</i>
15	McGillivray, Judith (A)	✓	
16	Murray, Susan (F)	✓	
17	Panabaker, James (F)	✓	
18	Sato, Takashi (F)	✓	
19	Wainman, Newton (F)	✓	
	<b>Metzger, Karen , Recorder</b>	✓	
	<b>Ex Officio Members</b>		
20	Triplett, Skip	✓	
21	Gordon, Jody		<i>@ mtg.</i>
	<b>Guests</b>		
22	Davidson, David	✓	
23	Macpherson, Alice	✓	
24	Tritchew, Panteli		
25	<i>Don't Allen</i>	✓	
26			
27			
28			



**Kwantlen**  
UNIVERSITY COLLEGE

**EDUCATION COUNCIL**

**MEETING DATE:** Sept. 13, 04

**AGENDA #:** 2

**PREPARED BY:** Karen Metzger

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**ISSUE:** Approval of minutes

**ACTION:** THAT Council approve the minutes of the June 30, 2004 meeting.

*Resolution Bob  
- carried*



**MINUTES**

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<b>Present:</b>	Theresa Abraniuk Robert Adamoski Jan Carrie Jim Cohoon Marge Damon David Davidson Bob Davis Dana Goedbloed, Chair	Jody Gordon Barb Melnyk, Recorder Steven Lee Judith McGillivray Susan Murray James Panabaker Takashi Sato Newton Wainman
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<b>Regrets:</b>	Lisa Coan Caroline Daniels Rob Edger Roger Elmes	Derek Francis Nancy Graham Karen Metzger, Recorder Skip Triplett
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<b>Guests:</b>	Dr. Bob Brown Dianne Crisp	Rob Fleming Alice Macpherson
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**1. Confirmation of Agenda**

The agenda was confirmed as corrected: after item 10, add: Restructuring of the drafting program; the next meeting will be Monday, Sept. 13.

**2. Approval of Minutes (June 7, 2004)**

Moved by Jim Cohoon, seconded by Rob Adamoski, THAT Council approve the minutes of the June 7, 2004 meeting as presented.

**MOTION CARRIED.**

**3. Chair's Report**

Dana Goedbloed reported that a few people have come forward for the two Education Council sub-committees to be established in the fall: Employability (or Essential) Skills, and Program Prioritization. She will continue collecting names over the summer.

**4. Standing Committee Reports**

**4.1. Degree and Program Assessment Committee (David Davidson, Chair)**

David Davidson said that DPAC had recommended for approval at the meeting on June 21, 2004, the following:

- the four BA degree FPPs on today's agenda, pending minor revisions. He noted that the proposals were consistent with the BA degree framework, and he commended the developers for a job well done.
- a program name change from *Collaborative Nursing Program* to *Bachelor of Science in Nursing*.
- revisions to the drafting programs
- a program concept for a *Computer Aided Design and Drafting (CADD) Technology* diploma, pending extensive revisions.

**4.2. Program Review Committee (Panteli Tritchew, Chair)**

No report

**5. Sub-Committee Reports**

**5.1. Curriculum Approval**

Moved by Newton Wainman, seconded by Steven Lee, THAT Council approve the following new and revised course outlines:

**NEW COURSES**

ABEE 0078	Public Speaking	HIST 3360	Indian Subcontinent since 1947
PSPE 1078	Public Speaking	HIST 3320	The Balkans from 1543 to 1918
ABEE 0079	Tools for Writing	HIST 3328	History of the Soviet Union
PSPE 1079	Tools for Writing	HIST 4407	British Society & Culture 1900-2000
ENGL 2320	Studies in Poetry	HIST 4430	The Holocaust in History
ENGL 2330	Studies in Drama	MFAB 1105	Mathematics/Science for Metal Production
ENGL 2340	Studies in Fiction		
HIST 2101	Europe in the Middle Ages	MWIN 1145	Communications Skills for the Trades I
HIST 2102	Europe 1450 to 1789	MWIN 1146	Mathematics I for Millwright
HIST 2119	Europe 1789 to 1914	MWIN 1245	Communications Skills for Trades II
HIST 3350	China in the Twentieth Century: Reforms and Revolutions	PHIL 3170	Bioethics

**REVISED COURSES**

MUSI 1157	Major Instrument Concentration I	MUSI 2365	Major Instrument – Secondary Level III
MUSI 1257	Major Instrument Concentration II	MUSI 2465	Major Instrument – Secondary Level IV
MUSI 2357	Major Instrument Concentration III	MUSI 1154	Keyboard Skills I
MUSI 2457	Major Instrument Concentration IV	MUSI 1254	Keyboard Skills II
MUSI 1165	Major Instrument – Secondary Level I	MUSI 2354	Keyboard Skills III
MUSI 1265	Major Instrument – Secondary Level II	MUSI 3454	Keyboard Skills IV

**MOTION CARRIED.**

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

No report.

**5.3. International Education Committee (Derek Francis, Chair)**

No report.

**5.4. Policy Review Committee (Jan Carrie, Chair)**

**5.4.1. Policy C.42 Requirements for Graduation**

Jan Carrie and Jody Gordon explained the changes made to this policy. References to the number of courses have been removed in favour of the number of credits, which is congruent with Ministry requirements. Including a CGPA of 2.00 will ensure that students cannot graduate while on academic probation, and is consistent with practice at most post-secondary institutions.

Moved by Theresa Abraniuk, seconded by Susan Murray, THAT Council approve the revised *Policy C.42 Requirements for Graduation* as presented.

**MOTION CARRIED.**

**6. Collaborative Nursing Program Name Change**

Maxine Mott explained that the Collaborative Nursing Program (CNP) in British Columbia was dissolved in April 21, 2004, and the name can no longer be used. Subsequently, the Community and Health Studies divisional curriculum committee brought forward the name *Bachelor of Science in Nursing*.

Moved by Judith McGillivray, seconded by Marge Damon, THAT Council approve the program name change from *Collaborative Nursing Program* to *Bachelor of Science in Nursing*.

**MOTION CARRIED.**

**7. NOI & FPP: B.A., Major in Psychology**

Dianne Crisp presented the FPP for the B.A., Major in Psychology, which gives students the option of completing a specialist degree equivalent to psychology degrees granted by other universities and university colleges. The program allows students to specialize in one or more core areas, and to get in-depth research training in the honours program.

Moved by Susan Murray, seconded by Marge Damon, **THAT Council approve the full program proposal for a B.A. Major in Psychology, pending minor revisions.**

**MOTION CARRIED.**

**8. NOI & FPP: B.A., Major in Criminology**

Rob Adamoski presented the FPP for the B.A., Major in Criminology. This degree will prepare students for a wide range of employment and graduate study opportunities in the fields of criminal justice, criminology, and law. It complements existing undergraduate and graduate programs in criminology and criminal justice in Western Canada.

Moved by Jan Carrie, seconded by Steven Lee, **THAT Council approve the full program proposal for a B.A., Major in Criminology, pending minor revisions.**

**MOTION CARRIED.**

**9. NOI & FPP: B.A., Major in General Studies**

Rob Fleming presented FPP for the B.A. Major in General Studies, which allows students to complete a non-specialist degree. A student' program of study is set in consultation with professional advisors to best meet the student's interests and needs.

Moved by Theresa Abraniuk, seconded by Steven Lee, **THAT Council approve the full program proposal for a B.A., Major in General Studies, pending minor revisions.**

**MOTION CARRIED.**

**10. NOI & FPP: B.A., Double Minor**

Rob Fleming also presented the FPP for the B.A., Double Minor, which allows students to select minor degree programs in two disciplines. Initial programs will be offered by the departments of criminology, English, history, and psychology.

Moved by Newton Wainman, seconded by Marge Damon, **THAT Council approve the full program proposal for a B.A., Double Minor, pending minor revisions.**

**MOTION CARRIED.**

**11. Restructuring of the Drafting Program**

Alice Macpherson spoke to the proposed drafting program change, which involves splitting the program into specialties, and removing the architectural components from the electrical and structural options; the architectural components were organized into a successful option last year. It is the second phase of program restructuring, which will help smooth the transition of the drafting programs into the academic model for the development of a diploma program.

Moved by Susan Murray, seconded by Newton Wainman, **THAT Council approve the restructuring of the Drafting program as presented.**

**MOTION CARRIED.**

**12. Next Meeting: Mon. Sept. 13, 2004, 4:15 pm.**

**13. Adjournment: Moved by Steven Lee to adjourn the meeting.**



**Kwantlen**  
UNIVERSITY COLLEGE

**EDUCATION COUNCIL**

**MEETING DATE: Sept. 13, 04**

**AGENDA #: 6**

**PREPARED BY: Takahashi Sato**

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**ISSUE:** Policy 1.8 Board Relationship with Education Council  
and the Kwantlen Foundation

**ACTION:** For discussion only.



**Kwantlen**  
UNIVERSITY COLLEGE

Section No. 1 Governance Process/Ownership Linkage  
 Policy No: 1.8 Board Relationship with Education Council and the  
 Kwantlen Foundation  
 Approved by: Board of Governors  
 Effective: 21 January 2004  
 Revised: 18 August 2004

## *POLICY*

### **Board Relationship with Education Council and the Kwantlen Foundation**

In order to build alignment and connectedness, the Board will cultivate positive relationship with certain entities within the Kwantlen umbrella, meeting annually, to share broad Ends, values and future vision.

Accordingly,

1. The Board recognizes the duties and powers of the Education Council as set out in the College and Institutes Act. The Board may either appoint, annually, one person to be a non-voting member of the Education Council to serve for one year OR it may assign individual Board Members to take turns as non-voting members of Education Council.
  - a. The purpose for participation of the Board member is to represent the Board in evaluating whether and how programming meets the defined Ends of the Board.
  
2. At the request of the Kwantlen Foundation Board, the Board may appoint a representative to attend Foundation Board meetings.



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## **FUNCTION OF THE BOARD OF GOVERNORS**

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### **Governance Policies**

The Board of Governors adopted a "policy governance" model in January 2004 (*"A new Vision of Board Leadership / Governing the Community College"* by John Carver and Miriam Mayhew; a copy is available from the Executive Administrator).

*"A policy could be described as 'a guide for discretionary action'. It has to be narrow enough to give guidance but broad enough to leave room for administrative discretion."*

*John Carver*

*A New Vision of Board Leadership*

The principles of Policy Governance are

- the Board speaks with one voice or none at all
- Board decisions should be predominately policy decisions
- Boards should formulate policy by determining the broadest values before progressing to more narrow ones
- a Board should define and delegate, rather than react and ratify
- "Ends" determination is the pivotal duty of Governance
- the Board's best control over staff means is to limit, not prescribe
- a Board must explicitly design its own products and process
- a Board must forge a linkage with management that is both empowering and safe
- performance of the President must be monitored rigorously, but only against policy criteria

Board leadership requires, above all, that the board provide vision. To do so, the board must first have an adequate vision of its own job. That role is best conceived neither as volunteer-helper nor as watchdog but as trustee-owner. Policy Governance is an approach to the job of governing that emphasizes values, vision, empowerment of both board and staff, and the strategic ability to lead leaders.

Observing the principles of the Policy Governance model, a board crafts its values into policies of the four types below. Policies written this way enable the board to focus its wisdom into one central, brief document.

## **“ENDS”**

The board defines which human needs are to be met, for whom, and at what cost. Written with a long term perspective, these mission-related policies embody most of the board’s part of long-range planning.

## **“EXECUTIVE LIMITATIONS”**

The board establishes the boundaries of acceptability within which staff methods and activities can responsibly be left to staff. These limiting policies, therefore, apply to staff “means” rather than to “ends”.

## **“BOARD-EXECUTIVE RELATIONSHIP”**

The board clarifies the manner in which it delegates authority to staff as well as how it evaluates staff performance on provisions of the “Ends” and “Executive Limitations” policies.

## **“BOARD PROCESS”**

The board determines its philosophy, its accountability, and specifics of its own job.

Governance policies are based on “ends” and “means” issues;

- “ends” is described as *only* those issues that *directly* address what benefit, which recipient, and what cost;
- “means” then are the various arrangements and actions needed to accomplish the “ends” or to safeguard the operations that produce them.

The function of the Board is to ensure the proper policy framework within which the University College operates.

Board policy is intended to reflect the core values of the University College and to guide the behaviour and actions of the administration and university college community. Board Policy is not intended to direct “how” things are done but rather “what” limitations are in place regarding achievement of goals and objectives.

**Kwantlen University College Board of Governors “Policy Manual” attached.**



**Kwantlen**  
UNIVERSITY COLLEGE

**EDUCATION COUNCIL**

**MEETING DATE: Sept. 13, 04**

**AGENDA #: 7**

**PREPARED BY: Dana Goedbloed**

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**ISSUE: Academic Freedom Statement**

**ACTION: For discussion only.**



**Kwantlen**  
UNIVERSITY COLLEGE

**EDUCATION COUNCIL**

**MEETING DATE: Sept. 13, 04**

**AGENDA #: 8**

**PREPARED BY: Judith McGillivray**

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**ISSUE: BA degree proposals posted to the PSIPS Website**

**ACTION: For discussion only.**



**Kwantlen**  
UNIVERSITY COLLEGE

**EDUCATION COUNCIL**

**MEETING DATE: Sept. 13, 04**

**AGENDA #: 9**

**PREPARED BY: Dana Goedbloed**

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**ISSUE:** Program Prioritization Committee

**ACTION:** For discussion only.

*Paper  
Carolene  
- covered*

*- the committee  
is sacrificial in  
briefing paper  
he struck.*



**Kwantlen**  
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## **Program Prioritization Committee**

### **Background:**

Education Council established the need for a program prioritization committee at our June 7, 2004 meeting. The need is in response to Section 23 (1) (d) of the College & Institutes Act, as follows:

“An Education Council must advise the Board of Governors, and the Board must seek advice from the Education Council, on the development of educational policy for priorities for implementation of new programs and courses leading to certificate, diplomas or degrees.”

An ad hoc committee was struck and met in 2003 to establish particular priorities for the Long-term Education Plan, then in the planning stages. The recommendation of that committee was that a sub-committee be established to develop criteria and monitor its effectiveness.

### **Mandate**

The purpose of this committee is to create a policy (including criteria) for program priorities for implementation and present its recommendations to the Policy Review Committee.

The policy will take into account the Ministry Service Plan, Kwantlen's Strategic Plan and the Long-term Education Plan, and such other documents that relate to the prioritization of programs.

### **Membership**

The committee may consist of members including:

- One faculty member from each of the following academic divisions:

Access Programs & Student Services  
Applied Design & Communications  
School of Business  
Applied Technology Trades & Career Technical  
Learner Resources  
Faculty of Community & Health Studies

Faculty of Humanities  
 Faculty of Science, Mathematics & Technology and School of Horticulture  
 Faculty of Social Sciences

- The Vice President Learning and Provost (or delegate)
- The Vice-President Learner Support (or delegate)
- The Associate Vice-President Strategic Services

**Terms of Reference**

Following are some recommendations of the ad hoc committee (2003):

- The focus will be on prioritizing **new** programs only.
- Some of the principles to be attended to include: establishing criteria, weighting the criteria, using good judgment, making use of the strategic plan, and maintaining comprehensiveness of programs.
- Use of demographic information and projections for educational and labour market demand to be used as guiding principles.
- By addressing the prioritization of programs, the process will become more transparent, eliminating as much as possible any ill will amongst proponents.

The following were criteria identified in the Strategic Plan:

<b>Criteria</b>	<b>Explanation</b>
External Demand	By community, government, industry, and other stakeholders.
Demographics	Age and population trends.
Resources	Ancillary, library, classroom space, faculty, staff
Range and depth	What will be affected by outcome
Internal demands	Stakeholders from within the institution
Quality	How outcome will improve the quality of programs, services, etc.
Environment	Working and learning
Costs	Effect of demands on limited dollars



**Kwantlen**  
UNIVERSITY COLLEGE

**EDUCATION COUNCIL**

**MEETING DATE: Sept. 13, 04**

**AGENDA #: 10**

**PREPARED BY: Dana Goedbloed**

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**ISSUE: Employability Skills Committee**

**ACTION: For discussion only.**





## ***Draft Mandate & Membership***

### **Mandate**

To review the current state of the University College's effort to ensure that its graduates develop the "employability skills as well as social and other capabilities required to maximize their human potential", as required by Education Council's 1995 policy, and, where necessary, to recommend ways to improve that effort.

### **Membership**

The Committee will consist of

- one faculty member to be selected by each of the University College's educational Divisions;
- one faculty member to be selected by the Library, the Counseling Division, and the Cooperative Education Division;
- two students to be selected by Education Council;
- one Dean, to be selected by the Vice President, Learning;
- the Chair of Education Council or his or her designate;
- the Associate Vice-President, Research.

All members will be voting members.

### **Reporting**

The Committee will report to Education Council at least once a year, and in any event at the request of the Chair of Education Council.

### **Support**

The Office of the Vice President, Learning, will provide administrative support for the work of the Committee through the office of the Chair of Education Council. Additional funding may be needed for the development and implementation of any tools necessary to conduct the review.

### **Timeline**

The Committee was established following an Education Council motion of February 23<sup>rd</sup>, 2004.

The Committee will plan to fulfill its mandate by December 31<sup>st</sup>, 2007, and may thus recommend its dissolution to Education Council at that time.



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TO: **Deans**, Judith McGillivray  
C: Geoff Dean, Gordon Lee, Grant Allan  
FROM: Dana Goedbloed, Chair  
DATE: May 13, 2004  
SUBJECT: Employability Skills Sub-committee

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Thank you for allowing Geoff Dean, Gordon Lee and I to attend your meeting to speak to Employability Skills issues. As per our discussion, we are asking for that you ask for representation by one faculty member from each division.

In addition, the membership will include the following:

- Education Council will request two students, from the four elected members;
- The Chair of Education Council;
- Grant Allan, Associate VP Research
- One Dean, appointed by Judith;

We are open to more than one faculty member from each of the divisions volunteering for this sub-committee, but there will be only one vote allowed per division. Also, we would be pleased to attend your divisional meetings in the fall to speak to the faculty about the sub-committee and its tasks.

Please forward the name(s) of interested faculty to me, and indicate if you would like a presentation at your fall divisional meeting, the date, time and location. I would appreciate receiving these requests by the end of June.