



AGENDA

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|--|------|------------------|
| 1. Confirmation of Agenda | 4:15 | Dana Goedbloed |
| 2. Approval of Minutes (December 6, 2004) | | Dana Goedbloed |
| 3. Chair's Report | | Dana Goedbloed |
| 4. Standing Committee Reports | 4:20 | |
| 4.1. Degree and Program Assessment Committee
(David Davidson, Chair) | | David Davidson |
| 4.2. Program Review Committee
(Panteli Tritchew, Chair) | | Panteli Tritchew |
| 4.2.1. Program Review Guidelines | | |
| 5. Sub-Committee Reports | | |
| 5.1. Curriculum Approval | 4:45 | Dana Goedbloed |
| 5.2. International Education Committee
(Derek Francis, Chair) | | Derek Francis |
| 5.3. Policy Review Committee
(Jan Carrie, Chair) | 5:00 | Jan Carrie |
| 6. Qualifying Year: program name change
<i>feedback sent</i> | 5:10 | Derek Nanson |
| 7. Program Revision to Metal Fabrication Citation
<i>feedback sent, database,</i> | 5:20 | Rob Finlayson |
| 8. Revision: Powerline Technician Citation
<i>feedback sent, database,</i> | 5:30 | Gordon Farrell |
| 9. Program Name change: Legal Secretarial Option
<i>feedback sent, database,</i> | 5:40 | Arthur Coren |
| 10. Students: Academic Amnesty
<i>ENGL 1100</i> | 5:55 | Ken McIntyre |
| 11. Next Meeting: Monday, February 7, 2005 at 4:15 pm. | | |
| 12. Adjournment | | |

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



EDUCATION COUNCIL

Attendance, Date: Mon, Jan 17/05

	NAME	PRESENT	ABSENT
1	Abraniuk, Thoresa (S)		
2	Adamoski, Robert (F)		R or late
3	Carrie, Jan (D)	✓	
4	Cohoon, Jim (S)	✓	
5	Damon, Marge (F)	✓	
6	Daniels, Caroline (F)	✓	
7	Davis, Bob (F)	✓	
8	Elmes, Roger (A)	✓	R or late
9	Francis, Derek (A)	✓	
10	Goedbloed, Dana (F)(Chair)	✓	
11	Graham, Nancy (F)	✓	
12	Kearley, Kristina (Student)	.	—
13	McGillivray, Judith (A)	✓	
14	McIntyre, Ken (Student)	✓	
15	Murray, Susan (F)		—
16	Moore, Victoria (Student)	✓	
17	O'Shea, Bernice (Student)	✓	
18	Panabaker, James (F)	✓	
19	Sato, Takashi (F)		R - teaching
20	Wainman, Newton (F)	✓	
	Metzger, Karen , Recorder		
	Ex Officio Members		
21	Triplett, Skip	✓	
22	Gordon, Jody	✓	
23	Board Rep: <i>Kon Helan</i>		
	Guests		
23	Davidson, David		— traffic
24	Macpherson, Alice		—
25	Tritchew, Panteli	✓	
26	<i>Rob Edgson</i>		
27	<i>Rob Foxlupen</i>		



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: January 17, 2005

AGENDA #: 2

PREPARED BY: Karen Metzger

ISSUE: Approval of minutes

ACTION: THAT Council approve the minutes of the Dec. 6, 2004 meeting.

MINUTES

Present:	Theresa Abraniuk Rob Adamoski Jan Carrie Jim Cohoon Caroline Daniels Bob Davis Roger Elmes Robert Evans, Board rep. Derek Francis Dana Goedbloed, Chair Nancy Graham	Kristina Kearley Judith McGillivray Ken McIntyre Karen Metzger, Recorder Susan Murray Victoria Moore Bernice O'Shea James Panabaker Takashi Sato Skip Triplett Newton Wainman
Regrets:	Marge Damon Jody Gordon	
Guests:	Diane Basaraba Arthur Coren David Davidson Rob Fleming Pam Galea	Jackie Heslop Steve Lee Gerry Lengert Alice Macpherson Tally Wade

1. Confirmation of Agenda

The meeting called to order at 4:20 pm, and the agenda was approved as presented by consensus.

Ken McIntyre gave a notice of motion for the January 10, 2005 meeting.

2. Approval of Minutes (Nov. 1, 2004)

Moved by Newton Wainman, seconded by Susan Murray, **THAT Council approve the minutes of the Nov. 1, 2004 meeting as presented.**

MOTION CARRIED.

3. Chair's Report

Dana Goedbloed reported that the Program Prioritization ad hoc committee has prepared draft criteria for program prioritization. The committee recommends using the existing program concept form for the process, and will present the revised concept document, with the criteria clearly identified, to DPAC for approval. The committee also suggests adding a step in the regular approval process: that the executive committee review the concept before it goes to the Board of Governors for approval.

Dana attended a symposium in Toronto, Nov. 28 to 30, on immigrant settlement presented by the Association of Canadian Community Colleges (ACCC), Immigration Canada and Human Resources and Skills Development Canada. They are looking at ways to work with immigrants on work experience and language issues to have their credentials recognized through educational institutions.

The Council executive met recently to discuss Council's role as a governing body, and looked at how we might become a more senate-like body. The Act defines what we must do, not what we can do. As an example of an issue Council can work with as a governing body, they discussed internationalizing curriculum in a meaningful way throughout the institution. Jan Carrie can explain at a future meeting what Camosun has done so far in that regard.

Dana brought attention to a recent article in *The Now* newspaper that referred to two programs having been 'scrapped.' She clarified that those programs had not been approved, and asked that Council members take opportunities to pass that information on.

4. Standing Committee Reports

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

DPAC met on Nov. 24 and recommended for approval four items on this meeting agenda: 1) FPP for a Paralegal Diploma, 2) Associate of Arts in Creative Writing, 3) a program revision to the BBA Entrepreneurial Leadership, and 4) a change in the DPAC mandate.

4.1.1. DAPC Mandate

Moved by Susan Murray, seconded by Newton Wainman, **THAT Council approve the DPAC mandate with the following revision: include in the list of members the Chair of Education Council and the Vice President, Learning.**

MOTION CARRIED.

4.2. Program Review Committee (Panteli Tritchew, Chair)

Dana reported on behalf of Panteli that the committee has developed guidelines for a program review cycle, to be presented to Council in January for approval; that a first of a series of news bulletins was distributed via email to the whole community and in print to all faculty; and that community forums are scheduled for Langley, Richmond, and Surrey campuses on Dec. 14, and for the Newton campus on Dec. 20.

5. Sub-Committee Reports

5.1. Curriculum Approval

Moved by Theresa Abraniuk, seconded by Jim Cohoon, **THAT Council approve the following new and revised course outlines:**

NEW COURSES

ACCT 3111	Introduction to Fraud Examination
GDMA 2200	Publication Design 2
GDMA 2210	Interactive and Sequential Image Development
GDMA 2220	Interactive Software Applications 1
GDMA 2230	Introduction to Marketing Communications
MUSI 3113	The Social History of the Guitar
NRSNG 4211	Health/Professional Growth: Transitions
NRSNG 4241	Nursing Practice 8
PHYS 2101	Experimental Physics I
PHYS 2201	Experimental Physics II

REVISED COURSES

ENVI 1106	Environmental Chemistry I
NRSNG 4350	Consolidated Practice Experience 5

MOTION CARRIED.

5.2. International Education Committee (Derek Francis, Chair)

No report.

5.3. Policy Review Committee (Jan Carrie, Chair)

Jan was pleased to report that the Policy Review Committee has a number of new members and was able to have a meeting with full quorum on Nov. 8. Gerry Lengert attended the meeting to contribute to the discussion of *Policy B.2 Attendance and Performance in Individualized Continuous Intake Programs* and *C.33 Waitlists for Continuous Intake Programs*, which will go back to his division for further discussion.

The committee also reviewed *Policy C.5 Appeals of Academic Decisions*, which is presented today for approval, and the *Statement of Academic Freedom*, which is on the agenda for discussion only.

In response to questions, Jan clarified that divisions can initiate policy review if the need is identified there, via the Policy Review Committee.

The committee will be reviewing *Policy L.5 Requirements for Graduation*.

5.3.1. Policy Matrix

The policy matrix was distributed for information only, and shows the policies that fall under the responsibility of Education Council. Policy review is both systematic and responsive; policies are scheduled for review on the basis of last review date and/or as needed if issues arise. The committee does not deal with Board-initiated policies.

5.3.2. Policy C.5 Appeals of Academic Decisions

Proposed revisions to *Policy C.5 Appeals of Academic Decisions* were made in response to difficulties that arose due to restrictive language used.

Moved by Nancy Graham, seconded by Theresa Abraniuk, THAT Council approve the revised Policy C.5 Appeals of Academic Decisions, as presented.

MOTION CARRIED. 2 opposed: Victoria Moore and Ken McIntyre.

6. Concept: Public Safety Communications Diploma

Tally Wade, Alice Macpherson, and Gerry Lengert attended to present the concept for a diploma in Public Safety Communications. Tally explained that the proposed diploma program builds on the existing certificate program and prepares students for advancement to supervisory and management positions within the industry. Both students and industry have been requesting a diploma program in this field; students will come from industry and from the certificate program.

Moved by Jan Carrie, seconded by Bob Davis, THAT Council approve the concept for a Public Safety Communications diploma, pending the following minor revisions:

Page 2, C.1: please revise wording re students with disabilities in consultation with Suzanne Dadson.

Page 2, D.1: consider replacing 'show enthusiasm' with 'motivation' or other word.

Page 4, E.2: please verify that 'physics' should be included in the list of non-core support courses.

Page 9, 1.b: please delete existing items

MOTION CARRIED.

Next step: The revised concept will be signed off by Dana Goedbloed and presented to the Board of Governors for approval Jan. 19, 2005.

7. Statement of Academic Freedom

Jackie Heslop, who is on the ad hoc committee working on the Statement of Academic Freedom and also has previous experience in this area, attended to speak to this item. She stated that the document presented for discussion was drafted on the basis of much consultation and investigation of what other institutions are using.

There was general discussion about the wording in the last paragraph re human participants; it was decided by consensus to remove the reference to human participants in that paragraph and instead delete the fourth bullet on page 1 and include that information in the first bullet.

In discussion about students' rights, it was pointed out that this document is for faculty only, and that students are protected by specific policies, and by course outlines as legally binding documents.

It was also pointed out that human rights legislation will always trump a statement of academic freedom.

The statement will be revised according to the discussion, and will be considered again by the Policy Review committee and by legal counsel before it comes to Education Council for approval.

8. Quantitative Courses

Rob Fleming presented the proposed list of quantitative requirement courses (Q-courses) recommended by the BA Curriculum Task Group. An ad hoc committee under that group reviewed several hundred course outlines submitted for consideration against requirement guidelines as distributed to the divisions. The committee will continue to review courses until it has satisfied its mandate.

After that, proposed Q-courses will be evaluated against the criteria by department and division curriculum committees, and by the Education Council curriculum sub-committee. The Course Outline Summary Form will be revised to include a field for this category.

Moved by Roger Elmes, seconded by Takashi Sato, THAT Council approve the list of quantitative requirement courses as presented.

MOTION CARRIED.

9. FPP: Paralegal Diploma

Pam Galea, Diana Basaraba, and Arthur Coren presented the full program proposal for a Paralegal Diploma, which is being developed in response to a need in the legal profession for paralegals. The proposed diploma builds on the existing certificate program (Applied Business Technology – Legal Secretarial option), which has been very successful. Graduates have been asking for a diploma program to allow them to take on the role of paralegals. ICBC predicts that there will be shortage of paralegals in the near future; existing program at other Lower Mainland institutions have great unmet demand for seats.

Moved by Judith McGillivray, seconded by Jim Cohoon, THAT Council approve the full program proposal for a Paralegal Diploma, pending the following minor revisions:

Page 4, item 3: typo – ‘Capiliano’ should be ‘Capilano’

Page 5, D.1, 1st bullet: Knowledge of basic substantive and intermediate procedural aspects ... (or something along that line)

Page 6: clarify the level of knowledge referred to in the list

Page 7, 4th paragraph: include reference to print research

Appendix A: Interpersonal skills: missing a verb

MOTION CARRIED.

Next step: On approval of revisions, the proposal will be presented to the Board of Governors for information only, and will then be posted on the PSIPS Website for a 30-day peer review.

10. AA in Creative Writing

Rob Fleming explained that an Associate of Arts (AA) in Creative Writing captures the programming that students have been self-selecting for some time. Having an AA facilitates students moving into 3rd-year studies. There is good cooperation among institutions in the area of creative writing, and UBC is preparing to offer a doctoral program.

Moved by Ken McIntyre, seconded by Kristina Kearley, THAT Council approve as Associate of Arts in Creative Writing, effectively immediately.

MOTION CARRIED.

11. Revision: BBA Entrepreneurial Leadership

Art Coren explained that the program revision to the BBA Entrepreneurial Leadership will formalize what has been practice for a while: ACCT 3380 may be used in lieu of ENTR 3170, and ACCT 3320 may be used in lieu of ENTR 3120, as one-way substitutions only. The rationale for the revision is that

EDUCATION COUNCIL MINUTES

Dec. 6, 2004

Page 5

the ACCT courses are more intense than the ENTR courses, and that students who take the ACCT courses rather than the ENTR courses will have superior technical skill levels.

Moved by Theresa Abraniuk, seconded by Victoria Moore, THAT Council approve the revision to the BBA Entrepreneurial Leadership as presented, effective immediately.

MOTION CARRIED. 1 abstention: Kristina Kearley.

12. **Next Meeting:** Mon. Jan. 10, 2005, 4:15 pm.

13. **Adjournment:** Moved by Nancy Graham to adjourn the meeting at 6:02 pm.



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: *January 17, 2005*

AGENDA #: *4.2.1*

PREPARED BY: *Panteli Tritchew*

ISSUE: **Approval of program review guidelines**

ACTION: **THAT Council approve the proposed program review guidelines as presented.**



**Program Review
Committee**

TO: **Education Council**
C:
FROM: **Panteli Tritchew**
DATE: **November 25, 2004**
SUBJECT: **Program Review Guidelines**

Background Discussion

At its Nov. 24 meeting, the committee took the following framework items into account for its discussions:

- There are eight divisions that offer programs at Kwantlen.
- Policy B.12 requires that each program be reviewed every three years, so it follows that each division would review roughly one-third of its programs every year.
- Data from the Student Outcomes Reporting System (SORS) is not available until one year after students leave the institution. Accordingly, a **new program cannot** be reviewed using the Level One Indicators until one year after its first set of graduates has left Kwantlen.

It was noted during the discussion that there would be workload and resource issues surrounding the implementation of program reviews. It was further noted the two pilot program reviews would “log” the time and resource requirements. This data will be provided to the committee for its further deliberations.

MOTION: Moved by Gerry Lengert, seconded by Renu Seru, to approve program review cycle guidelines as follows:

Program Review Cycle Guidelines

The guidelines for divisions to determine the sequence of its program reviews are as follows:

- The program review cycle will be divisionally based.
- Each division will determine which programs will be reviewed in a given year. (As per Policy B.12, roughly one-third of the division’s programs will be reviewed yearly.)
- For new programs, formal reviews cannot be conducted until at least one year after the first “graduating” class.



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EDUCATION COUNCIL

ISSUE: Curriculum Approval

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

NEW COURSES

PTEC 1098	Physics and Math for Powerline Technician
ECON 3333	Introductory Econometrics
GNEA 1206	Nursing Experience
HSRC 1204	Health and Healing 2
MTAB 1106	Mathematics/Science for Metal Fabrication

REVISED COURSES

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 1100	Theory
GNUR 1180	Lab and Workshop Course
GNUR 1210	Preceptorship



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: *January 17, 2005*

AGENDA #: **6**

PREPARED BY: *Derek Nanson*

ISSUE: **Approval of a program of studies name change**

ACTION: **THAT Council approve the name change from *BA Qualifying Studies* to *BA Qualifying Year*.**



Karen Metzger
Sent by: Karen Metzger

01/18/2005 11:44 AM

To: Derek Nanson/emp/kwantlen/Ca,
cc: *Jo Parmer*
Subject: BA Qualifying Year program name change approved by EdCo

Hi Derek,

The following is an excerpt from the the unapproved minutes of the Edco meeting on Jan. 17, 2005:

Qualifying Year: program name change

Derek Nanson was unable to attend because of traffic problems.

Judith McGillivray and Jody Gordon explained that the request for the program name change came about in part to emphasize the time limit associated with the program, which supports students who are under-prepared for baccalaureate studies, and also reflects a general preference for the name BA Qualifying Year rather than BA Qualifying Studies.

MOVED by Marge Damon, seconded by Newton Wainman, **THAT Council approve the program name change from *BA Qualifying Studies* to *BA Qualifying Year*.**

MOTION CARRIED.

Please inform any department/service that will be affected by this decision. Many thanks!

Karen

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



TO: **Education Council**
C:
FROM: **Derek Nanson**
DATE: **November 26, 2004**
SUBJECT: **BA Qualifying Studies - Revision Request**

Further to the BA Qualifying Studies proposal approved by Education Council on October 4, 2004, I am writing to propose that the name be revised to BA Qualifying Year.

During preliminary discussions regarding the concept, the name BA Qualifying Year was used. Although, the name was changed to BA Qualifying Studies when the proposal was drafted, it has been observed during subsequent discussions and presentations that the name BA Qualifying Year is used more frequently.

Since the name BA Qualifying Year appeared to be preferred, this led to a review of the name. In seeking input from the Registrar's Office, it was suggested that the name, BA Qualifying Year, be utilized as it emphasizes there is a time limit for students to upgrade their skills in order to be eligible for entry into a BA Program.

It should also be noted the University College of the Cariboo uses the name BA Qualifying Year for a similar program.

Therefore, since the name BA Qualifying Year is preferred within the University College, it is recommended that the name be revised to BA Qualifying Year.



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: *January 17, 2005*

AGENDA #: *7*

PREPARED BY: *Rob Finlayson*

ISSUE: Approval of a program revision

ACTION: THAT Council approve the revision to the Metal Fabrication Citation program.



**Applied Technology,
Trades and Career
Technical**

TO: EdCo
C: Gerry Lengert, Dean
Robert Finlayson, Coordinator
FROM: Dana Goedbloed
DATE: December 16, 2004
SUBJECT: Program Revision to Metal Fabrication Citation Program

The Certificate in Metal Fabrication was recommended for approval by DPAC on March 24, 2004 and revised on September 22, 2004. The program was approved by Education Council on May 3, 2004 and the revision was approved on October 4, 2004. We are requesting a further revision to the program to recognize the addition of one credit, thus changing the total program credits for the Citation from 19 to 20.

The change is to the MFAB 1105 Math/Science for Metal Fabrication – 2 credits, to become MFAB 1106 Math/Science for Metal Fabrication – 3 credits. This change in credits is necessitated by a review of the new curriculum that identified further outcomes in this subject area. The course outline, MFAB 1106 will replace MFAB 1105 and has been developed and approved by Access and Career Programs.

We are requesting your approval of this program revision.



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: *January 17, 2005*

AGENDA #: **8**

PREPARED BY: *Gordon Farrell*

ISSUE: **Approval of a program revision**

ACTION: **THAT Council approve the revision to the Powerline Technician Citation program.**



TO: Education Council
C:
FROM: Gordon Farrell
DATE: January 11, 2005
SUBJECT: Interim Revision Plan for 2005 Powerline Technician program offering

The initial offering of this program in 2003 with our Electrical Industry Training Institute (EITI) partner indicated the need for some fine-tuning. The approved program is for 14 weeks, 360 hours, and 19.5 credits. The Kwantlen University College portion consisted of three core courses, PTEC 1101, 1103 and 1105. However PTEC 1101 was divided one-half with Kwantlen and one-half with EITI. Kwantlen delivered four of the fourteen weeks.

In addition, students were expected to make up any deficiencies in Math or Physics during their Kwantlen time, and to earn a Class 3 drivers license and pass a physical fitness test. These requirements were in addition to the formal program although were scheduled by Kwantlen.

Some students who had already met all or most of these requirements had time gaps in their schedules. Feedback from students, faculty and EITI indicated a need to give the students more practice in the three Kwantlen core course areas.

The proposed, revised model is to shorten the timeframe to twelve weeks, with Kwantlen having three weeks and EITI having nine weeks. Further, it is proposed to increase the hours per week to 37.5 for both partners and to make this time solid instructional/application times for all students. The relationship ratio of 25/75% will continue with each partner doing their appropriate share of delivery. The attached chart shows the current and the proposed program.

Make up and refresher requirements are outside of the formal program. Kwantlen and EITI will facilitate these by providing information on their offerings outside of the scheduled times (evenings and weekends). Completion of make up and refresher requirements continues to be a requirement to earn the Kwantlen citation.

Recommendation

That the minor adjustments for the Power Line Technician Program be approved.

**Powerline Technician Program
Current and Proposed for February, 2005**

		Kwantlen Credits	Kwantlen Credits	EITI Credits	EITI Credits	Course Length	Course Length
COURSE	Facility	Current	Proposed	Current	Proposed	Current	Proposed
PTEC 1101 Safety	Kwantlen & EITI	1.0	1.5	1.0	1.5	Two weeks	Two weeks
PTEC 1103 Computer	Kwantlen	1.0	1.5			One week	One week
PTEC 1105 Communications	Kwantlen	1.0	1.5			One week	One week
PTEC 1106 Electric Theory	EITI			1.5	1.5	One week	One week
PTEC 1107 Elec Instruments and Tools	EITI			1.5	1.5	One week	One week
PTEC 1108 Elec Utility Equipment	EITI			1.5	1.5	One week	One week
PTEC 1109 Basic Rigging	EITI			1.5	1.5	One week	One week
PTEC 1110 Electrical Climbing	EITI			3.0	3.0	Three weeks	Two weeks
PTEC 1111 Electrical Overhead	EITI			2.5	2.5	Two weeks	Two weeks
PTEC 1113 Phys Ed	SFU			1.0		One week	(To run as a co- requisite)
ABEP 0093 Math 7/Physics	Kwantlen	3.0					56 hours (To run as a co- requisite)
TOTALS		6.0	4.5	13.5	13	14 weeks	12 weeks
TOTAL CREDITS Current: 19.5 Proposed: 17.5							

Revised and approved by divisional curriculum committee November 29, 2004.
Approved by DPAC December 15, 2004.



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: *January 17, 2005*

AGENDA #: **9**

PREPARED BY: *Arthur Coren*

ISSUE: **Approval of a program name change**

ACTION: **THAT Council approve the program name change from *Applied Business Technology – Secretarial to Applied Business Technology - Legal Administrative Assistant.***



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 *AC*
DATE: November 24, 2004
RE: LEGAL SECRETARIAL OPTION NAME CHANGE

At our October 27th, 2004 meeting the School of Business Curriculum Committee approved the following:

To change the name of the ABTY Legal Secretarial certificate to the ABTY Legal Administrative Assistant certificate.

Explanation:

As the duties and responsibilities of the legal secretary have expanded and become more specialized, this name change would reflect those changes. Other institutions have adopted this name change, namely Vancouver Community College, while others are in the process of changing the name, i.e. Douglas College. Employment agencies and advertisements are more often referring to legal secretaries as legal administrative assistants.

AC/ms



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: *January 17, 2005*

AGENDA #: *10*

PREPARED BY: *Ken McIntyre*

ISSUE: **Approval of support for BCGEU by students and faculty**

ACTION: **THAT Council support the rights of students and faculty to respect BCGEU picket lines, and the right of faculty to permit students to respect BCGEU picket lines without academic penalty.**

Powers of the education council

Advisory role of the education council

23 (1) An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters:

- (a) the mission statement and the educational goals, objectives, strategies and priorities of the institution;
- (b) proposals about implementation of courses or programs leading to certificates, diplomas or degrees, including the length of or hours for courses or programs;
- (c) reports after implementation by the institution without prior review by the education council of
 - (i) new non-credit programs, or
 - (ii) programs offered under service contract;
- (d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;
- (e) cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution;
- (f) evaluation of programs and educational services;
- (g) policies concerning library and resource centres;
- (h) setting of the academic schedule;
- (i) policies on faculty member qualifications;
- (j) adjudication procedure for appealable matters of student discipline;
- (k) terms for affiliation with other post secondary bodies;
- (l) consultation with community and program advisory groups concerning the institution's educational programs;
- (m) qualifications for admission policies;
- (n) criteria for awarding certificates, diplomas and degrees;
- (o) other matters specified by the board.

24 (1) An education council must make bylaws for the conduct of the business of the education council including bylaws specifying the duties of members of the education council in conflict of interest situations.

(2) Subject to the policy and directives established under section 2 (1) (a), the education council has the power and duty to do all of the following:

- (a) set policies concerning examinations and evaluation of student performance;
- (b) set policies concerning student withdrawal from courses, programs and the institution;
- (c) set criteria for academic standing, academic standards and the grading system;
- (d) set criteria for awards recognizing academic excellence;
- (e) set policies and procedures for appeals by students on academic matters and establish a final appeal tribunal for these appeals;
- (f) set curriculum content for courses leading to certificates, diplomas or degrees.

Academic Position of Students in Case of a Strike

Feb. 2003

The University hopes that a strike does not occur but if one does the following is intended to help undergraduate and graduate students understand their rights and responsibilities. This information is based on a Senate Policy that was adopted in April 1994.

Information related to a strike or potential strike will be available at an appropriate time on the university website at a URL accessible from the UBC homepage (www.ubc.ca). Watch this site for additional information.

1. General Statement

In the event of a strike it is the University's policy to take every reasonable measure to remain open. We will endeavour to maintain instruction in all courses, provide access to core library services and internet connectivity, and oversee examinations as scheduled. Faculty members are responsible for teaching their courses and students are responsible for fulfilling course requirements. However, the University respects the right of students or faculty members, as a matter of conscience, to refuse to cross a picket line in a labour dispute.

Note: Throughout this document:

- i. "Student" refers to both graduate and undergraduate students.
- ii. "Dean" refers also to "School Director" and may refer to their designates as indicated in the attached list.

2. If a Student Chooses Not to Cross a Picket Line

- (a) Students choosing not to cross picket lines must, within two working days of the commencement of a strike, inform the Dean of the Faculty in which they are registered or in the case of graduate students, the Dean of the Faculty offering their program of study. Students must inform the Dean in person or in writing (i.e. letter, e-mail, or fax) that they will not be attending classes or writing examinations during the strike. Students must provide their full names, their UBC student IDs, and the course(s) in which they are currently registered. Contact information for Faculties is attached.
- (b) Students not crossing picket lines will be responsible for fulfilling course requirements and, insofar as possible, they will be evaluated on the basis of the work they are judged to be able to do under the circumstances (e.g. required readings, essays/ reports, web-based material). Academic standards should be consistent for all students, whether or not they cross a picket line. Students are responsible for learning any material they may have missed as a result of a labour disruption. The only course-related material that will not be

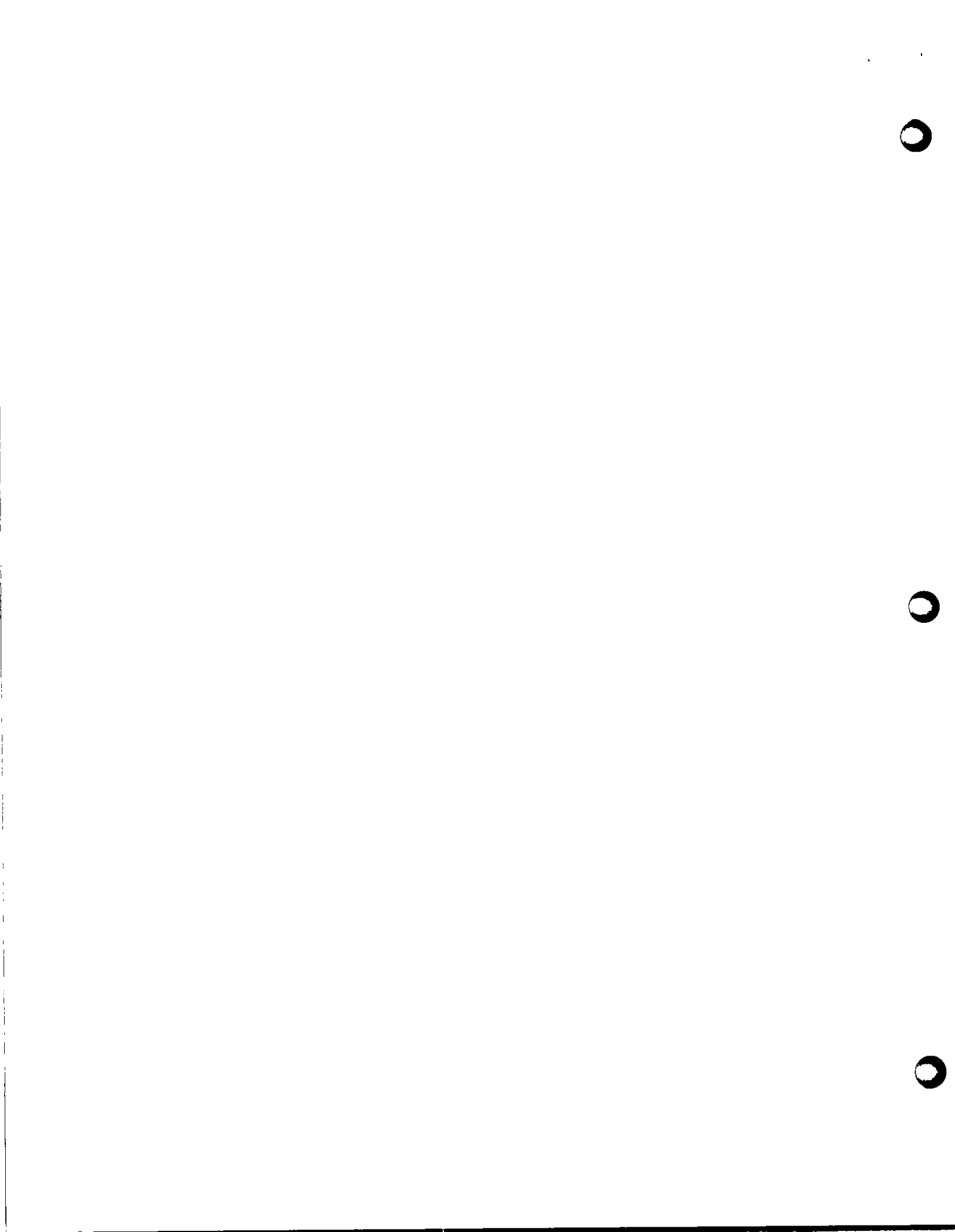
examinable or assessable is material uniquely available in a classroom or lab (etc.) and that is not covered in make-up sessions. Students' can be required to attend make-up sessions and complete any examinations or other assessments. Especially in degree programs with professional accreditation requirements, graduation depends upon completing essential material.

- (c) Students who miss an essential component and/or a scheduled examination as a result of refusing to cross a picket line will be expected to attend make-up sessions and/or to write examinations scheduled during supplementary-examination periods.
- (d) For purposes of communication and for ensuring web-enabled learning material is easily accessible, the university will provide students with unlimited dial-in connectivity for the duration of any strike.

3. If a Class or Other Specific Component of a Course Section (e.g., a lab, tutorial, seminar) is Not Held Because of a Strike (e.g. instructor does not cross picket line)

- (a) Department Heads will ensure that every reasonable effort is made to make alternate arrangements for classes for which an instructor is absent as a result of refusing to cross a picket line. However, classes may not be relocated to a non-picketed location.
- (b) Unavoidable cancellations or room changes will be posted in or near the appropriate Department, School or Dean's office in a place visible to students.
- (c) For any classes that cannot be held students will be evaluated on all the required readings or other sources from which they could reasonably be expected to be responsible (including all course sessions not affected by a picket line), but will not be evaluated on material which would have been available only in cancelled classes or portions of course sections (e.g., labs or tutorials).
- (d) Students who, as a consequence of the strike, are unable to fulfil course requirements (e.g. because the strike has made it impossible to obtain necessary and unique library materials) are responsible for informing their instructors or, if the instructors are absent, the Head of the Department or the Dean of the Faculty in which the course is being conducted.

4. If a Mid-term or Final Examination is Cancelled Because of a Strike



- (a) Faculty members will attempt to examine or otherwise evaluate students according to the normal evaluation plan for the course.
- (b) If there is a minor disruption in the examination schedule an attempt will be made to modify the examination schedule in order to hold all examinations close to their scheduled time.
- (c) If there is a major disruption an attempt will be made to provide an evaluation without a final examination.

5. If a Student Has a Concern About How Their Individual Academic Situation Has Been Dealt With Because of Strike-related Action

- (a) Students should attempt to resolve their concern with the appropriate Head, or Dean.
- (b) Students who have sought to resolve their course-related or program-related concerns within their Faculties but feel they have been treated unfairly can contact Dr. Jim Carolan, a senior faculty member who has been designated to serve as academic arbiter <carolan@physics.ubc.ca>.

6. Teaching Assistants, Tutors, Markers and Other Student Employees

- (a) All UBC Teaching Assistants, Tutors, and Markers are members of CUPE Local 2278. They have the legal right to refuse to perform their normal teaching assistant, tutor, or marking duties by refusing to cross a legally established picket line as a matter of conscience.
- (b) If Teaching Assistants, Tutors, or Markers refuse to cross a picket line, they will not be paid for the work that they would otherwise have done. The University is anticipating that Teaching Assistants, Tutors, and Markers will not be performing their respective CUPE 2278 duties but that many will be performing their non-union duties. TAs, Tutors and Markers who do perform their respective CUPE 2278 duties will be paid in a timely way on submission of appropriate forms by their department.
- (c) Graduate Research Assistants, Work Study students or other student employees are expected to attend to their duties as usual, however, if they refuse to cross a picket line as a matter of conscience, they will not be paid for the work that they would otherwise have done.

Other Information

Instructors will be expected to ensure that:

- i. students have a clear and up-to-date course outline in which required readings are identified
- ii. students know they are responsible for having access to the required textbook(s)/readings/Web material,
- iii. students know where the Department office is so they can check for the posting of information on classes cancelled or otherwise interrupted,
- iv. the evaluation of student performance at the onset of a strike is complete, up-to-date, and available to the Department Head.

Contact information for Faculties



Ministry of
Advanced Education

FACSIMILE

TO:		FROM:	
Name:	Mr. Leslie Triplett, President	Name:	Paul Goyan
Organization	Kwantlen University College	Branch:	AD Director Private Institutions and Developmental Programs Branch
Phone:	(604) 599-2080	Phone:	(250) 387-6268
Fax:	(604) 599-2235	Fax:	(250) 356-8851
Date:	December 22, 2004	E-Mail ID:	Paul.Goyan@gems7.gov.bc.ca
Total pages, including this page:			

This facsimile is **CONFIDENTIAL**. It is intended only for the use of the person to whom it is addressed. Any distribution, copying or other use by anyone else is strictly prohibited. If you have received this facsimile in error, please telephone us immediately and destroy it.

Dear Mr. Triplett:

I have enclosed a copy of the Minister's approval letter and Minister's Order for your institution's applications for degree approval for:

- Bachelor of Arts, Major in Criminology
- Bachelor of Arts, Major in Psychology
- Bachelor of Arts, Double Minor
- Bachelor of Arts, Major in General Studies

The Ministry of Advanced Education (AVED) is developing a press release to announce the degree approvals. Until the AVED official announcement, we ask for your consideration in holding off making any official announcements or news releases regarding the programs. We expect to make the announcement early in the new year.

Congratulations on the approval of your new degree programs, and I appreciate your assistance regarding the AVED's news release on the degree approvals. Once the AVED announcement is made, the original letter will be sent to you.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Paul Goyan,
~~AD~~Director

Mailing Address:
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8

Copy
Rob
Roger
Peter
Jacob
Lana



BRITISH
COLUMBIA



NOV 30 2004

Our Ref. 51707

Mr. Leslie "Skip" Triplett, President
Kwantlen University College
12666-72nd Ave
Surrey BC V3W 2M8

Dear Mr. Triplett: *Skip:*

The new degree proposals submitted by Kwantlen University College to offer a Bachelor of Arts, Major in Criminology, Bachelor of Arts, Major in Psychology, Bachelor of Arts, Double Minor and Bachelor of Arts, Major in General Studies, have now completed all stages in the new degree quality assessment process. The Degree Quality Assessment Board (the Board) reviewed the proposals at its meeting of October 4, 2004, and found that the proposals met the degree program review criteria. The Board recommended approval of the proposals.

As a result, I am pleased to advise that I have approved the following Kwantlen University College degree programs, as required by section 5.1(b) of the *College and Institute Act*:

- Bachelor of Arts, Major in Criminology
- Bachelor of Arts, Major in Psychology
- Bachelor of Arts, Double Minor, and
- Bachelor of Arts, Major in General Studies

I wish you every success in implementing these new degree programs.

Sincerely,

Shirley Bond
Minister of Advanced Education
and Deputy Premier

pc: Ms. Judith McGillivray
Vice-President, Learning and Provost
Kwantlen University College

Ministry of
Advanced Education

Office of the Minister

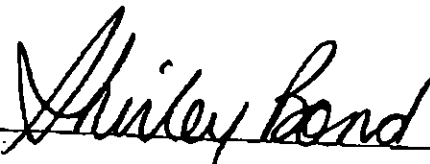
Mailing Address:
PO Box 9059 Stn Prov Govt
Victoria BC V8W 9E2

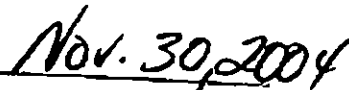
Location:
Parliament Buildings
Victoria

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE MINISTER OF ADVANCED EDUCATION

Ministerial Order No. M 406

I, Shirley Bond, Minister of Advanced Education, hereby order that Kwantlen University College may grant, in its own name, the degree of Bachelor of Arts.


Minister of Advanced Education and Deputy Premier


Date

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:
Act and section: *College and Institute Act, section 5.1(b)*
Other (specify):