



**AGENDA**

- |   |      |                                      |
|---|------|--------------------------------------|
| 1. Confirmation of Agenda   | 4:15 | Takashi Sato                         |
| 2. Approval of Minutes (Oct. 3, 2005)                                 |      |                                      |
| 3. Chair's Report   |      |                                      |
| 4. Standing Committee Reports   | 4:25 |                                      |
| 4.1. Degree and Program Assessment Committee<br>(Dianne Crisp, Chair) |      | Dianne Crisp                         |
| 4.1.1. DPAC mandate revision  |      |                                      |
| 4.2. Program Review Committee<br>(Carolyn Robertson, Chair)           |      | Carolyn Robertson                    |
| 5. Sub-Committee Reports  |      |                                      |
| 5.1. Curriculum Approval  | 4:45 | Takashi Sato                         |
| 5.2. International Education Committee<br>(Derek Francis, Chair)      |      | Derek Francis                        |
| 5.3. Policy Review Committee<br>(Dana Goedbloed, Chair)               |      | Dana Goedbloed                       |
| 5.4. Employability Skills Committee<br>(Geoff Dean, Chair)            |      | Geoff Dean                           |
| 5.4.1. E-skills policy  |      | Geoff Dean                           |
| 6. Program Revision: Powerline Technician Citation                    | 5:10 | Dana Goedbloed <i>Gerry Lougheed</i> |
| 7. Change in Interior Design Curriculum                               | 5:20 | Panteli Tritchew                     |
| 8. Next Meeting: Monday, Dec. 5, 2005 at 4:15 pm.                     |      |                                      |
| 9. Adjournment  |      |                                      |

**Attached For Your Information:**

- Applied Design Curriculum Committee Minutes, Sept. 23, 2005 (distributed via email)
- Humanities Curriculum Committee Minutes, Sept. 21, 05
- Faculty of Science, Mathematics & Applied Sciences & The School of Horticulture Curriculum Committee Minutes, Oct. 17, 2005

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

	NAME	PRESENT	ABSENT
1	Anderson, Cate (Staff)	✓	
2	Anderson, Laura (Student)	✓	
3	Androsiuk, Mary (F)		ill
4	Crisp, Dianne (F)	✓	
5	Cserepes, Dana (F) <i>late</i>	✓	<i>extenuis</i>
6	Davis, Bob (F)	✓	
7	Elmes, Roger (A)	✓	
8	Francis, Derek (A)		R
9	Goedbloed, Dana (A)		R
10	Graham, Nancy (F)	✓	
11	Hoffman, Sandra (Staff) <i>late</i>	✓	
12	Jamieson, Jim (F)	✓	
13	Kearley, Kristina (Student)	✓	
14	Li, Forrest (Student)		R
15	McOllivray, Judith (A) <i>Bob Fleming</i>	✓	<del>R</del>
16	McIntyre, Ken (Student)	✓	
17	Murray, Susan (F)		R
18	Richmond, Alexandra	✓	
19	Sato, Takashi (F) (Chair)	✓	
20	Wainman, Newton (F)	✓	
	<b>Ex Officio Members</b>		
	Triplett, Skip	✓	
	Gordon, Jody		R
	Board Rep:		R
	<b>Guests</b>		
	<i>Geoff Dean</i>	✓	
	<i>Porteli - Sietchen</i>	✓	
	<i>Karen Metzger, Rec.</i>	✓	



**Kwantlen**  
UNIVERSITY COLLEGE

**EDUCATION COUNCIL**

**MEETING DATE: Nov. 7, 2005**

**AGENDA #: 2**

**PREPARED BY: Karen Metzger**

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**ISSUE:** Approval of minutes

**ACTION:** *THAT Council approve the minutes of the Oct. 3, 2005 meeting.*



**MINUTES**

<b>Present:</b>	Mary Androsiuk Cate Anderson Bob Davis Roger Elmes Rob Fleming Derek Francis Dana Goedbloed, Vice Chair Jody Gordon	Sandra Hoffman Ken McIntyre, Member-at-Large Karen Metzger, Recorder Susan Murray Takashi Sato, Chair Skip Triplett Newton Wainman
<b>Regrets:</b>	Laura Anderson Dianne Crisp Nancy Graham Jim Jamieson	Kristina Kearley Forrest Li Judith McGillivray
<b>Guests:</b>	Arthur Coren Doug Fletcher Steve Lee	Carolyn Robertson Panteli Tritchew

**1. Confirmation of Agenda**

Takashi Sato called meeting to order at 4:21 pm. He introduced the newly-acclaimed members Sandra Hoffman and Mary Androsiuk.

Moved by Roger Elmes, seconded by Sandra Hoffman, **THAT Council approve the agenda as presented.**

**MOTION CARRIED**

**2. Approval of Minutes (Sept. 12, 2005)**

Moved by Roger Elmes, seconded by Dana Goedbloed, **THAT Council approve the minutes of the Sept. 12, 2005 meeting as presented.**

**MOTION CARRIED.**

**3. Chair's Report**

The Chair reported that he has been busy learning about being Chair. He attended the Board breakfast meetings for community leaders and met the local MLAs. He said that the two program concepts approved at the previous Council meeting (BFA Visual Arts and BBA Human Resources Management) were enthusiastically received by the Board and were approved by same.

**4. Standing Committee Reports**

**4.1. Degree and Program Assessment Committee (Dianne Crisp, Chair)**

Takashi read the report submitted by Dianne Crisp, who was unable to attend:

Two candidates put their names forward for election for DPAC Chair. Dianne Crisp was elected Chair for the two-year term, September 2005 to June 2007.

DPAC reviewed two program revisions: *Fashion Design & Technology* and *Graphic Design for Marketing*, both of which were approved. DPAC also reviewed and approved with revisions, the Notice of Intent and Full Program Proposal for the *BBA Human Resources Management*. Program Revisions for the *Public Relations Diploma* and the *Powerline Technician Citation* were deferred to future meetings.

## EDUCATION COUNCIL MINUTES

Oct. 3, 2005

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### 4.2. Program Review Committee (Carolyn Robertson, Chair)

Carolyn Robertson related the current issues influencing the committee's direction from here:

- DQAB exemption/Strategic Plan
  - > Need for regularly scheduled program review to be in place
  - > Need for external review to be embedded in program review process for degree programs
  - > DQAB Exempt Status Interpretive Notes
- Programs currently undertaking Pilot Program Review
  - > SETA
  - > Applied Communications - clarify ✓
  - > Marketing
- Programs beginning Pilot Program Review
  - > BBA Entrepreneurial Leadership – planning to finish Dec. 1, 05
  - > BA in Applied Psych – just beginning the process
  - > Interest from Applied Design & Communications Programs – currently reviewing process

Carolyn distributed a document from DQAB re exempt status, *Exempt Status Interpretive Note*, for information.

The committee is seeking advice from Council about setting a date for pilot reviews to be completed.

**Moved by Roger Elmes, seconded by Cate Anderson, that level one pilot program reviews be completed by April 1, 06.**

**MOTION CARRIED.**

### 5. Sub-Committee Reports

#### 5.1. Curriculum Approval: For Information Only

The curriculum sub-committee reviewed and approved the following new and revised course outlines:

#### NEW COURSES

CPRA 1000	Career Development and Helping Skills
CPRA 1005	Career Planning and Assessment
CPRA 1010	Information and Computer Research
CPRA 1015	Job Development and Diverse Groups
CPRA 1020	Employment and Job Search Skills
CPRA 1025	Group Facilitation and Job finding Club
CPRA 1030	Practicum I
CPRA 1035	Program Development, Resources Management and Learning Facilitation
CPRA 1040	Practicum II
CRIM 3302	Procedure and Evidence
CRIM 4201	Community Safety and Crime Prevention
IDSN 4900	Self-Directed Study
INFO 4350	Intro to Wireless Technologies and Programming
INFO 4360	Information System Security
JRNL 4240	Social Issues in Journalism
MAND 3300	Mandarin for Speakers of Other Chinese Dialects I
MAND 3301	Mandarin for Speakers of Other Chinese Dialects II
MWIN 2105	Material Handling Systems
MWIN 2125	Machine Tools
MWIN 2150	Metallurgy
MWIN 2155	Machine Components
MWIN 2160	Bearings and Seals
MWIN 2165	Power Transmission
MWIN 2210	Industrial Pumps
MWIN 2220	Basic Industrial Electricity
MWIN 2240	Industrial Prime Movers
MWIN 2245	Operational Effectiveness

## EDUCATION COUNCIL MINUTES

Oct. 3, 2005

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POLI 1110	Ideology and Politics
POLI 1120	Canadian Government and Politics
POLI 1145	Introduction to Comparative Government and Politics
POLI 1150	Introduction to International Relations
PSYC 3450	Clinical Psychology: Intervention

### REVISED COURSES

CHEM 1094	Preparation for General Chemistry
CHEM 1105	Introductory Chemistry
CHEM 1110	The Structure of Matter
CHEM 1154	Chemistry for Engineers
CHEM 1210	Chemical Energetics and Dynamics
CHEM 2320	Organic Chemistry I
CHEM 2420	Organic Chemistry II
GDMA 2100	Publication Design I
GDMA 2110	Introduction to Advertising Design
GDMA 2120	Print Technologies
MWIN 1205	Lubrication
MWIN 1210	Power Hand Tools
MWIN 1215	Rigging
MWIN 1220	Machine Tool Basics
MWIN 1230	Fasteners and Fittings
MWIN 1235	Hydraulics
MWIN 1240	Pneumatics

#### 5.2. International Education Committee (Derek Francis, Chair)

No report.

#### 5.3. Policy Review Committee (Dana Goedbloed, Chair)

The committee will meet Oct 17, 05. Dana invited any Council members interested in policy review to attend the meeting, and also asked that they extend the invitation to their colleagues. The committee welcomes more people to become involved. A number of policies are being developed or reviewed. A new policy on program prioritization is coming up for review.

#### 5.4. Employability Skills Committee (Geoff Dean, Chair)

No report. The committee will meet Oct. 7, 05.

### 6. Education Council By-Laws: revisions

There is a need to update the Council by-laws as the timing of student elections has been changed from the Fall semester to the Spring semester to allow students representatives to start their term in September.

**Moved by Ken McIntyre, seconded by Cate Anderson, THAT Council approve the revision to the Council by-laws as follows:**

#### *New wording:*

1.02 Faculty, staff, and student elections for Council will be held in the Spring semester each year.

1.03 The term of each elected faculty, staff, or student or appointed member shall normally begin on September 1.

#### **MOTION CARRIED.**

**ACTION:** Dana Goedbloed and Jody Gordon will form an ad hoc committee to examine the by-laws for implications of the revisions, and will report back to Council.

### 7. Program revision: BAA Fashion Design & Technology

Mary Androsiuk explained that the proposed change to replace *CBSY 1105 Introductory Microcomputer Applications* with *FASN 1205 Computer Applications for Fashion* will better prepare students for the current reality in the fashion design industry, and will allow Kwantlen to maintain its lead in the field.

## EDUCATION COUNCIL MINUTES

Oct. 3, 2005

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Arthur Coren stated that the School of Business had been asked to teach the new course, but recommended that it would be better delivered by instructors in Fashion Design & Technology who have more appropriate expertise in the field.

**Moved by Dana Goedbloed, seconded by Susan Murray, THAT Council approve the revision to the BAA Fashion Design and Technology program as presented.**

**MOTION CARRIED.**

For planned implementation in January 2006.

### 8. Program revision: BAA Graphic Design for Marketing

Panteli Tritchew presented the proposed revision to the BAA Graphic Design for Marketing program, which entails increasing the passing grade from 60% to 68% for all studio courses in the program (two courses per term). The studio courses are a synthesis for all other courses in the program, and students ought to have a high level of success in those courses to be successful ~~in the program~~ in the program and on graduation. Because it is a cohort program, faculty know well before midterms if any students are in trouble, and there are performance contracts for students in the program. Students are carefully screened before beginning the program, and very few students drop out of the program.

The BAA in Interior Design has established the same criteria, and the BAA in Fashion Design & Technology also requires students going into year three to have 68% in specific courses. Nursing and Trades programs also set higher passing grades for some courses.

There was discussion about how to fill vacancies in years three and four. Derek Francis urged the program to accept International students.

**Moved by Cate Anderson, seconded by Sandra Hoffman, THAT Council approve the program revision to the BAA Graphic Design for Marketing as presented.**

**MOTION CARRIED.** 1 abstention (Roger Elmes)

This revision will take effect September 2006 for students entering the program at that time. Students currently in the program will continue under the conditions that were in place when they started the program.

### 9. FPP: BBA Human Resources Management

Art Coren and Doug Fletcher attended to speak to the proposed BBA in Human Resources Management. Doug stated that the original intention had been to develop an area of concentration only, but feedback from industry made it clear that a degree would be preferable to meet their needs. The degree program will prepare graduates for the Canadian professional designation Certified Human Resources Professional (CHRP), and for employment in various human resources management positions.

**Moved by Derek Francis, seconded by Bob Davis, THAT Council approve the notice of intent and full program proposal for a BBA in Human Resources Management, with minor revisions.**

**MOTION CARRIED.**

When the final versions of the NOI and FPP have been signed off by Takashi Sato, the NOI and FPP will be posted to the PSIPS Website for 30 days for peer review.

10. Next Meeting: Monday, Nov. 7, 2005 at 4:15 pm.

11. Adjournment: Moved by Dana Goedbloed to adjourn the meeting at 5:31 pm.



**Kwantlen**  
UNIVERSITY COLLEGE

**EDUCATION COUNCIL**

**MEETING DATE:** Nov. 7, 2005

**AGENDA #:** 4.1.1

**PREPARED BY:** Dianne Crisp

*approved*

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**ISSUE:** Approval of a revised mandate

**ACTION:** *THAT Council approve the revised mandate for the Degree and Program Assessment Committee (DPAC).*



# **DEGREE AND PROGRAM ASSESSMENT COMMITTEE (DPAC)**

Approved by DPAC Oct. 19, 2005

## **MANDATE**

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 (with a curriculum committee), and representatives from Library, Counselling, and Cooperative Education;
- the Chair of Education Council;
- one representative from the office of the Vice President, Learning;
- one student to be selected by the Education Council;
- two deans to be selected by the Vice President, Learning;
- one representative from the Office of the Registrar.

The Chair of the committee will usually be elected in April from among the current membership for a two-year term to commence the following September.

## **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;
- serving as the University College's principal contact with the Ministry concerning Notices 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**

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**ISSUE:** Curriculum Approval

**For information:** The following new and revised courses were approved by the Education Council curriculum sub-committee on Oct. 12, 2005:

### **NEW COURSES**

IDSN 3681	Interior Design Business I
IDSN 4880	Interior Design Business III
FASN 1205	Computer Applications for Fashion
PSYC 3311	Psychology of Consciousness (Seminar)
PSYC 5001	Honours Theses I (BA)

### **REVISED COURSES**

ENVI 1121	Environmental Issues
ENVI 2307	Environmental Physics
ENVI 2315	Water and Soil Sampling
MRKT 2340	Marketing Research
JRNL 2477	Newspaper Publication II
PSYC 5000	Honours Theses I (BAA)

### **DISCONTINUED**

GEOG 1211	Human Geography: Social & Cultural Perspectives – Jan. 2005
CRIM 1202	Procedure and Evidence – Jan. 2006



**Kwantlen**  
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**EDUCATION COUNCIL**

**MEETING DATE: Nov. 7, 2005**

**AGENDA #: 5.4.1**

**PREPARED BY: Geoff Dean**

*deflected  
- take back  
for further  
review  
& level.*

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**ISSUE:** Approval of a policy

**ACTION:** *THAT Council approve the policy on Essential Skills.*



Karen Metzger  
Sent by: Karen Metzger  
11/15/2005 10:59 AM

To: geoff dean/emp/kwantlen/Ca  
cc:  
Subject: Feedback from Edco Nov 7, 05 re E-skills policy

Hi Geoff,

Here's an excerpt from the unapproved minutes of the Nov. 7, 2005 Education Council meeting:

**Employability Skills Committee (Geoff Dean, Chair)**

Geoff Dean distributed flyers advertising the symposium on employability skills, *Encouraging Creative Thinking and Problem Solving in the Classroom*, planned for Nov. 18, 05, the first in a series, and asked Council members to encourage their colleagues to attend.

**E-skills Policy**

Geoff Dean explained that the proposed policy had been reviewed by the Policy Review Committee and by three divisional curriculum committees. As background information, he distributed a document listing all the employability skills with their foundation and advancement competencies as approved by Education Council April 28, 1997, and mandated for inclusion in all programs Dec. 1, 1998. No policy was developed at that time to support those decisions.

There was considerable discussion about how to operationalize the proposed policy. Council requested that it undergo further review by DPAC and the curriculum committees that have not yet had an opportunity to review it. There were questions about how this policy would impact full program proposals, and also about identifying appropriate mastery of the skill.

There was also discussion about changing the name of the skills to Essential Skills, but no decision was made.

**Moved by Ken McIntyre, seconded by Sandra Hoffman, THAT Council approve the proposed E-skills policy, subject to further review and approval by divisional curriculum committees, DPAC, and the VP Learning, and pending procedures being developed.**

**MOTION DEFEATED.**

The proposed policy will be reviewed again by DPAC, the Program Review Committee, divisional curriculum committees, and the Policy Review committee.

Karen

Karen Metzger  
Administrative Assistant, Education Council  
Kwantlen University College  
Ph: (604) 599-2475 Fax: (604) 599-2235

# Kwantlen

UNIVERSITY COLLEGE

Policy No. << *is B1 open for this?* >>

Reviewed by:

Responsibility: Education Council

## ESSENTIAL SKILLS

Approved by: Education Council

Effective: September 1, 2007

Revised:

Related Policies: B11, B12, B13

### Purpose / Rationale

Kwantlen University College's mission statement commits Kwantlen to "preparing learners for leadership, service and success." To meet this goal, Kwantlen's Essential Skills will be included in each program at a level appropriate for that program. This policy outlines a framework to ensure that this goal is achieved.

### Scope

This policy applies to all Education Council approved programs at Kwantlen University College.

### Principles

Each program must ensure students have opportunities to learn and demonstrate mastery of the Essential Skills at a level appropriate for that program.

Every student who receives a degree, diploma, certificate, or citation from a Kwantlen University College program will have been given opportunities to demonstrate the Essential Skills at a level appropriate for that program.

## **Definitions**

"Skills": As used throughout this document, the word "skills" is taken to include knowledge, attitudes, and abilities. Illustrative competencies for each of the Essential Skills can be found in the Appendix.

The **Essential Skills** are as follows:

### **Creative Thinking and Problem Solving Skills**

Recognizes problems and generates new ideas; devises and implements plan of action.

### **Oral Skills**

Receives, attends to, interprets, and responds to verbal/non-verbal messages and other cues. Organizes ideas and communicates orally.

### **Interpersonal Skills**

Works with others effectively.

### **Teamwork and Leadership Skills**

Participates as member of a team. Contributes to the group effort and success.

### **Personal Management & Entrepreneurial Skills**

Displays personal ethics, adaptability, sociability, and resource management skills.

### **Writing Skills**

Communicates written thoughts, ideas and information in appropriate documents.

### **Reading Skills**

Locates, understands and interprets written information in a variety of formats.

### **Visual Literacy**

Organizes and processes symbols, pictures, graphs, objects and other information.

### **Mathematical Skills**

Performs basic computations. Approaches practical problems by choosing appropriately from a variety of mathematical techniques.

### **Intercultural Skills**

Works well with people from diverse backgrounds. Respects individual differences.

### **Technological Skills**

Works with a variety of technologies.

### **Citizenship and Global Perspective**

Understands how social, organizational, and global issues are interrelated with individual and local concerns.

## Procedures

*vehicle to  
make it  
happen?*

The program approval process, as conducted by Degree and Program Assessment Committee (DPAC) and Education Council, will ensure that graduates are given the learning opportunities to demonstrate appropriate mastery of the Essential Skills.

Course Outlines at Kwantlen University College will incorporate the Essential Skills, and will indicate how they may be demonstrated by students in that course.

Every approved Kwantlen Full Program Proposal will include a table showing the Essential Skills associated with each course in the program.

The Program Review process will assess graduates' awareness of the Essential Skills, and their satisfaction with the opportunities they had to learn these Skills.



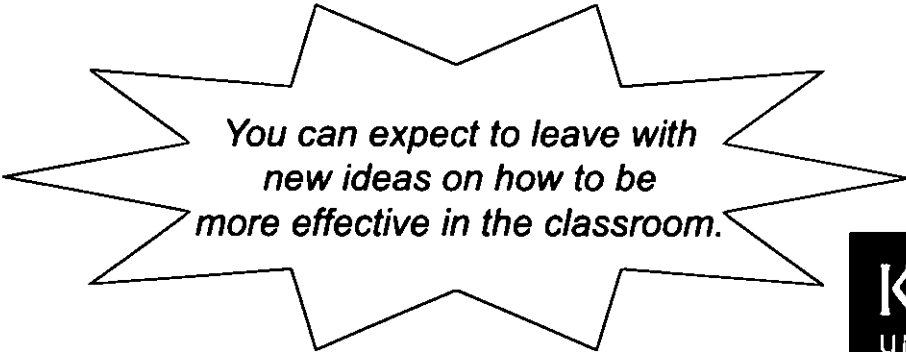
Encouraging  
**Creative Thinking**  
and  
**Problem Solving**  
in the Classroom

*Six highly creative faculty members from diverse areas share their ideas and expertise on incorporating this Employability Skill in our programs*

**Friday Nov. 18 - 9:00 am to noon**

**Surrey Campus Boardroom G 2110**

*Light refreshments will be available*



*You can expect to leave with new ideas on how to be more effective in the classroom.*

**Kwantlen**  
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**Kwantlen**  
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**EDUCATION COUNCIL**

**MEETING DATE: Nov. 7, 2005**

**AGENDA #: 6**

**PREPARED BY: Dana Goedbloed**

*approved.*

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**ISSUE:** Approval of a program revision

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

*Nitshini*



**Kwantlen**  
UNIVERSITY COLLEGE

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**Memorandum**

**Applied Technology,  
Trades & Career Technical**

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TO: **Education Council**  
C:  
FROM: **Dana Goedbloed, Associate Dean, Applied Technology, Trades & Career Technical**  
DATE: **October 24, 2005**  
SUBJECT: **Powerline Technician Entrance Requirements**

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Please accept this memorandum as our request to change the entrance requirements for the Powerline Technician Citation program **from the current 'C' to a "C+ in Math 11 (Principles or Applications), English 12 and Physics 11.**

*- required by BC Hydros*

This change is being requested by the Electrical Industry Training Institute and the program advisory committee as it better reflects the entrance requirements of a person who wishes to enter and succeed in this career path. It is proposed that the change will be implemented in **February 2006.**

*September?*



**Kwantlen**  
UNIVERSITY COLLEGE

**EDUCATION COUNCIL**

**MEETING DATE: Nov. 7, 2005**

**AGENDA #: 7**

**PREPARED BY: Barbara Duggan**

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**ISSUE:** Approval of a program revision

**ACTION:** *THAT Council approve the change in curriculum for the Bachelor of Applied Design in Interior Design program.*



**Applied Design and  
Communications**

**TO: Education Council**  
**C: Panteli Tritchew**  
**FROM: Barbara Duggan** *Adman*  
**DATE: 17-Oct-05**  
**SUBJECT: Change in the Interior Design Curriculum**

The request to change the delivery of CMNS 1xxx modules (numbering to be confirmed by the Registrars Office) from three, one-credit courses across three semesters to two 1.5 credit courses across two semester was approved by DPAC at their October 2005 meeting. **This minor program change will not affect total credit (hours), sequence or content of the CMNS courses in the Interior Design program, or the total credit hours of the program. This program change is to take effect in Spring 2006.** *2007*

**RATIONALE**

The School of Business (Communications department) advised the Interior Design department that it could not guarantee assignment of the same instructor to the proposed three 1.0 credit courses of CMNS because of the budgeting/staffing cycle of the collective agreement and therefore recommended two 1.5 credit courses. Continuity of instructor, particularly for a cohort-based program, is critical for the successful delivery of this course.

**PROPOSED IDSN PROGRAM CHANGE**

Current Program Model		Proposed Program Model	
Spring Year 1	CMNS 1 credit (Spring Year 1 Total credits = 16)	Spring Year 1	CMNS 1.5 credit (Spring Year 1 Total credits = 16.5)
Fall Year 2	CMNS 1 credit (Fall Year 2 Total credits = 17)	Fall Year 2	CMNS 1.5 credit (Fall Year 2 Total credits = 17.5)
Fall Year 3	CMNS 1 credit (Fall Year 3 Total credits = 18)	Fall Year 3	CMNS 1.5 credit (Fall Year 3 Total credits = 17)
<b>No change to total program credits</b>			

Education Council's approval is requested.

*for Spring 2007*



Jody Gordon

10/31/2005 06:23 PM

To: Barbara Duggan/emp/kwantlen/Ca@kwantlen  
cc: Takashi Sato/emp/kwantlen/Ca@kwantlen, Karen  
Metzger/emp/kwantlen/Ca@kwantlen, Joshua  
Mitchell/emp/kwantlen/Ca@kwantlen, Mary  
Androsiuk/emp/kwantlen/Ca@kwantlen, Panteli  
Tritchew/kwantlen/Ca@kwantlen  
Subject: Interior Design

Hello Barbara,

I will be away at a conference and unable to attend the upcoming EdCo meeting.

Regarding your submission about Interior Design, the proposed change is being heard by EdCo on November 7th and the course outline will not appear before the EdCo subcommittee until at least November 16th. This is already two days past the date the Interior Design students are required to register for the Spring semester (November 14th).

The on-line calendar, which is the official legal version, indicates that first year Interior Design students are to register for CMNS 1140 (a three credit course) in the Spring and not what was stated on your memo as the current program model (CMNS 1XXX as 1 credit). Legally we cannot make a change to the curriculum mid-stream especially given that students are due to register in just two weeks.

For the reasons stated above, the Office of the Registrar cannot support the implementation date of Spring 2006 for this curriculum change. I recommend that the department instead offer CMNS 1140 for the Spring 2006 semester (as already stated in the program section of the calendar) and that this change be effective Spring 2007.

Please contact me if there is additional information, not included in your memo to EdCo, that you feel I should be aware of in light of the above.

Jody

.....  
Jody Gordon  
Registrar  
Kwantlen University College

Phone: 604.599.2018 Fax: 604.599.2086  
E-mail: Jody.Gordon@kwantlen.ca  
Web site: www.kwantlen.ca  
.....

**HUMANITIES DIVISION**  
**Curriculum Committee Minutes**

Friday, September 21, 2005 at 10:00 a.m. in Room G1140, Surrey Campus

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<b>Present:</b>	James Panabaker	Sumiko Nishizawa	Rachel Gilchrist
	Wayne Jeffrey	Zoe Landale	Somi Chuhon
	Scott McBride	Christine Gilbert	

**Guests:** Rob Fleming  
Shirley McKendry

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***1.0 Approval of Agenda, and Minutes from June 17***

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The Agenda was approved with the addition of 2(e) Change of location of October's meeting

**MOVED/SECONDED (Scott/Sumiko) for approval of the agenda and minutes** **Carried**

***2.0 New Business***

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**a) WQDB Requirements and the Submission Process**

Rob Fleming and Shirley McKendry gave a briefing on the WQDB requirements for SFU and clarification about the process. The recommended process is to gather the application forms through Humanities Curriculum Committee and then forward them to Marnie McFarlane in the Registrar's Office. There is some urgency to ensure that English 1100 be passed for approval by SFU in late fall. There was discussion about the creation of a folder on G:Drive for a list of approved courses. The information will also be available on the Advising Website.

**b) Employability Skills**

There was discussion of the Employability Skills model. The Committee members will bring feedback to the next meeting.

**c) Revised Course Outline Manual**

The revised Course Outline Manual was distributed and changes were highlighted.

**d) New BCCAT Publication: The "How to Articulate" Handbook**

The revised Course Outline Manual was distributed and changes were highlighted.

**e) Change of Location for October's Meeting**

At the request of Scott McBride, the October meeting will be held at Surrey campus (Room 1205A).

***3.0 Adjournment***

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The meeting adjourned at 11:34 a.m.

**Next Meeting: Friday, October 21, Room G1205B, Surrey campus.**



**FACULTY OF SCIENCE, MATHEMATICS & APPLIED SCIENCES &  
THE SCHOOL OF HORTICULTURE**

**CURRICULUM COMMITTEE  
October 17, 2005**

**PRESENT:** Brian Carr (Chair)                      Colin MacLeod                      Bob Perkins  
                  Sherry Wilson                              Paul Richard                        Marnie McFarlane  
                  Tim Holt    Don Mathewson                      Barb Maloney  
                  Liz Milliken (recorder)

**REGRETS:** Kirsten Darrach

**MEETING CAME TO ORDER AT 12:30 p.m.**

**1. Approval of Agenda and Minutes of September 19, 2005**

The minutes of September 19, 2005 and the current agenda were approved by consensus.

**CARRIED**

**2. Business arising from the September 19, 2005 minutes**

- Brian forwarded by e-mail to curriculum committee members the information required for departmental articulation representatives to check the transfer guide and move on any omissions of Q and B course designations at SFU.
- Brian has forwarded to Social Sciences our response to the addition of Research Skills to the Employability Skills list.

**3. Announcements**

- Marnie advised the committee that the first revision of the on-line calendar would be sent to Marketing on October 17<sup>th</sup> and that the next revision will be in February.
- If a student has already attempted MATH 1112 and they want to upgrade, they can take MATH 1111/1113 and replace their MATH 1112 grade if they receive a higher grade in MATH 1111/1113.

**4. Department Summaries – Analysis of BC Post Secondary Institution Responses to a 2003 Survey on Secondary School Mathematics Curriculum & Western and Northern Canadian Protocol**

The members of the Curriculum Committee raised no concerns.

**ACTION: Shirley McKendry to be informed.**



**5. Horticulture Apprenticeship, Horticulture Technology Articulation**

It was moved by Tim Holt and seconded by Paul Richard to accept the transition path for advanced standing for B.C. Horticulture Journeypersons as submitted.

**CARRIED**

**6. Course Outlines**

ENVI 3112 - Environment and Society  
ENVI 3212 – The Urban Environment

It was moved by Paul Richard and seconded by Bob Perkins to approve the above course outlines as presented and amended.

**CARRIED**

MATH 1115 – Statistics I  
MATH 1190 – Mathematics for Elementary School Teachers  
MATH 3421 – Ordinary Differential Equations  
MATH 3250 - Geometry

It was moved by Colin MacLeod and seconded by Sherry Wilson to approve the above course outlines as presented and amended.

**CARRIED**

The following course outlines were deferred to the November 14<sup>th</sup> meeting.

MATH 3150 – The Structure of Mathematics  
MATH 3450 – History of Mathematics  
MATH 4150 – Number Theory  
MATH 4250 – Special Topics in Mathematics  
MATH 4350 – Senior Project  
BIOL 1110 & 1210 – Introductory Biology I & II  
BIOL 1160 & 1260 – Anatomy & Physiology I & II  
BIOL 2320 – Genetics  
BIOL 2321 – Cell Biology

**7. Dates and times of future meetings – November 14 & December 12 from 12:30 – 2:30 p.m., Surrey Campus, G1140**

The meeting adjourned at 1:30 p.m.

**HUMANITIES DIVISION**  
**Curriculum Committee Minutes**

Friday, October 21, 2005 at 10:00 a.m. in Room G1205B, Surrey Campus

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<b>Present:</b>	James Panabaker	Sumiko Nishizawa	Ann Talbot
	Elizabeth Lamberton	Zoe Landale	Dana Cserepes
	Scott McBride	Sheila Hancock	

**Guests:** Panteli Tritchew

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***1.0 Approval of Agenda, and Minutes from September 21***

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**MOVED/SECONDED** (Ann/Sheila) for approval of the agenda and minutes. **Carried**

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***2.0 New Business***

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**a) Articulation between Kwantlen and Private Institutions**

Panteli has been asked to:

- a) create a framework (if that is possible)
- b) define the steps that the private institutions have to take to obtain articulation with Kwantlen

- Kwantlen is suffering from declining enrollment and there are concerns regarding this at the Senior Leadership level
- There are two factors involved in the declining enrollment:
  - 1) SFU in Surrey
  - 2) Private (for profit) institutions – with increasing tuition there is increased competition from the private institutions
- Kwantlen doesn't have a formal framework for articulation with private institutions – Do we want to set up formal articulation and if so, how do we do it?
- Kwantlen is interested in the possibility of block articulation
- Panteli asked the Committee for their initial/anticipated concerns – the concerns are:
  - 1) standards
  - 2) content

***Action: Panteli asked the committee to send him other concerns that may come up.***

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***3.0 Course Outlines***

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- a) Revision of FINA 1120 – Visual Arts  
Throughout document – remove all ampersands

Under “Learning Objectives”:

- insert first bullet
- last bullet – use and cite document sources (on all of these outlines)

Under “Content”

- delete last four bullets

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Under "Assessment Methods"

- Insert: Total - 100%

**MOVED/SECONDED (Zoe/Sheila) to approve FINA 1120 (revision).**

**Carried**

**b) ENGL 3101/FINA 3101 – Visual Arts and English**

**Feedback from the Registrar's office:**

- two course outlines required
- under "Prerequisites" reword: ENGL 1100 (and three credits of ENGL 1201 or higher)
- under "Implementation date:" too late for January 2006 (registration begins November 05). This must be revised and sent to the sub-committee by November 16 for approval. Earliest implementation date is September 2006)
- under "Assessment methods" remove space after Participating in class discussions and add "Total 100%"

**Action:** *It was agreed by the Committee that this course outline should go to the English Curriculum Committee for approval first. This committee meets on November 23.*

**c) FINA 3102/CRWR 3300 – Visual Arts & Creative Writing**

**Feedback from the Registrar's office:**

- two course outlines required
- under "Descriptive Title" – is the descriptive title the same for both course numbers? Add a comma after examine and approach (1<sup>st</sup> sentence); add hyphen between critical thinking
- is the "Calendar Description" the same for both course numbers?
- under "Prerequisites": revise (six credits of CRWR or ENGL 1100 level or higher) and FINA 1120; question: (total = 9 credits) right?
- Under "Implementation date" all revisions must be completed before November 16 sub-committee meeting otherwise it will not be implemented for September 2006
- Under "Learning Objectives", 12<sup>th</sup> and 16<sup>th</sup> bullet, replace "different" with "various"
- Under "Content" combine "Thematic Approach" through "Synesthesia" into a one bullet abstract statement
- Under "Employability Skills" replace "alternate" with "alternative" (5<sup>th</sup> bullet)
- Under "Assessment Methods" insert "Total 100%"; **minimum** or **maximum** of 3 written assignments

**Action:** *Dana will check with Zoe.*

- Under "Class Size" just say 18 – why only 18?

**As the class size has yet to be decided, the Committee did not approve this outline.**

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c) FINA 3121 – Visual Arts

- under “Implementation date” – change to January 2007
- under “Content” – insert bullets
- under “Employability Skills”, 1<sup>st</sup> bullet, add “on” after “critiquing”; 4<sup>th</sup> bullet changer alternate to alternative
- under “Assessment Methods” delete “Comprehensive (Final Exam)”; add “Total 100%”

*Action: James will obtain clarification regarding the Assessment Methods.*

**MOVED/SECONDED (Sheila/Ann) to approve FINA 3121.**

**Carried**

**4.0 Employability Skills Model - Feedback from Committee**

James asked the Committee to email their feedback regarding this item.

**5.0 Adjournment**

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The meeting adjourned at 11:55 a.m.

**Next Meeting: Friday, November 18, Room G1140, Surrey campus.**