



**AGENDA**

- |   |      |                   |
|---|------|-------------------|
| 1. Confirmation of Agenda .....   | 4:15 | Takashi Sato      |
| 2. Approval of Minutes (Dec. 19, 05) .....  |      |                   |
| 3. Chair's Report .....   |      |                   |
| 4. Standing Committee Reports .....   | 4:25 |                   |
| 4.1. Degree and Program Assessment Committee<br>(Dianne Crisp, Chair) .....                           |      | Dianne Crisp      |
| 4.2. Program Review Committee<br>(Carolyn Robertson, Chair) .....                                     |      | Carolyn Robertson |
| 5. Sub-Committee Reports  |      |                   |
| 5.1. Curriculum Sub-Committee .....   | 4:35 |                   |
| 5.2. International Education Committee<br>(Derek Francis, Chair) .....                                |      | Derek Francis     |
| 5.3. Policy Review Committee<br>(Dana Goedbloed, Chair) .....   |      | Dana Goedbloed    |
| 5.3.1. Academic Schedule  |      |                   |
| 5.4. Employability Skills Committee<br>(Geoff Dean, Chair) .....                                      |      | Geoff Dean        |
| 5.4.1. Mandate  |      |                   |
| 6. FPP: Grad Nurse English as Additional Language (GNEAL) .....                                       | 4:50 | Lori Shortridge   |
| 7. Memorandum of Understanding between Niagara College<br>and Kwantlen's School of Horticulture ..... | 5:10 | David Davidson    |
| 8. School of Business: Block transfer with the CGA/CMA .....  | 5:30 | Arthur Coren      |
| 9. Next Meeting: Monday, Mar. 6, 2006, 2006, 4:15 pm.   |      |                   |
| 10. Adjournment   |      |                   |

*to Board*

**Attached For Your Information:**

- *Qualifying Studies and Student Services Curriculum Committee Minutes, Sept. 1, Nov. 25, and Dec. 16, 2005 (distributed via email)*

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

*sent feedback to committee, updated Ploze site*  
*feedback sent, filed, database -> to Board for info.*  
*feedback sent, filed -> to Board*  
*sent feedback, filed -> to Board*



	NAME	PRESENT	ABSENT
1	Anderson, Cate (Staff)	✓	
2	Anderson, Laura (Student)	✓	
3	Androsiuk, Mary (F)	✓	
4	Crisp, Dianne (F)	✓	
5	Cserepes, Dana (F)	✓	
6	Davis, Bob (F)	✓	
7	Elmes, Roger (A)		R.
8	Francis, Derek (A)	✓	
9	Goedbloed, Dana (A)		R
10	Graham, Nancy (F)	✓	
11	Hoffman, Sandra (Staff)	✓	
12	Jamieson, Jim (F)	✓	
13	Kearley, Kristina (Student)		R
14	Li, Forrest (Student)		
15	McGillivray, Judith (A) <i>Rob Fleming</i>	✓	
16	McIntyre, Ken (Student)		R
17	Murray, Susan (F)		R
18	Richmond, Alexandra	✓	
19	Sato, Takashi (F) (Chair)	✓	
20	Wainman, Newton (F)		R
	<b>Ex Officio Members</b>		
	Triplett, Skip	✓	
	Gordon, Jody	✓	
	Board Rep:		
	<b>Guests</b>		
	<i>Nakira</i>		
	<i>Mark Charles</i>		
	<i>Leei Shandulge</i>		
	<i>David Davidson</i>		
			<i>Wayne Webb</i>
			<i>Arthur Chen</i>
	<b>Metzger, Karen , Recorder</b>	✓	



**Kwantlen**  
UNIVERSITY COLLEGE

**EDUCATION COUNCIL**

**MEETING DATE:** Feb. 6, 06

**AGENDA #:** 2

**PREPARED BY:** Karen Metzger

*approved*

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**ISSUE:** Approval of minutes

**ACTION:** *THAT Council approve the minutes of the Dec. 19, 05 meeting.*



**MINUTES**

<b>Present:</b>	Cate Anderson Dana Cserepes Bob Davis Roger Elmes Rob Fleming Jody Gordon Sandra Hoffman	Jim Jamieson Ken McIntyre, Member-at-Large Karen Metzger, Recorder Alexandra Richmond Takashi Sato, Chair Newton Wainman
<b>Regrets:</b>	Mary Androsiuk Laura Anderson Dianne Crisp Derek Francis Dana Goedbloed, Vice Chair Nancy Graham	Kristina Kearley Forrest Li Susan Murray Skip Triplett
<b>Guests:</b>	Brian Carr Arthur Coren Barbara Duggan Jay Haaland Lin Hammill John Inglis	Michael Leonard Peter Thesiger Beverly Sinclair Annette Reynolds Paul Richard

**1. Confirmation of Agenda**

Takashi Sato called the meeting to order at 4:25 pm.

**Moved by Roger Elmes, seconded by Bob Davis, THAT Council approve the agenda as presented.**

**MOTION CARRIED.**

**2. Approval of Minutes (Nov. 7, 05)**

**Moved by Roger, seconded by Bob Davis, THAT Council approve the minutes of the Nov. 7, 05 meeting as amended.**

**MOTION CARRIED.**

**3. Chair's Report**

Takashi Sato explained that the meeting had been rescheduled to allow for a full agenda, and announced that the Jan. 9, 2006 meeting will be cancelled as there are currently no agenda items.

The change in entrance requirements for the Powerline Technician Citation program approved by Education Council Nov. 7, 05 was approved by the Board of Governors Nov. 16, 2005.

A committee to investigate Kwantlen's standards of math and quantitative skills has been struck, as per a motion at the June 20, 2005 meeting. The committee is meeting monthly, though it still needs more members for broad representation. It is currently working to draw up a mandate.

A committee on Curriculum Internationalization has also been struck and has met once to date.

Takashi reminded members to submit to him any comments they have regarding the BCCAT survey.

**EDUCATION COUNCIL AGENDA**

Dec. 19, 2005

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**4. Standing Committee Reports**

**4.1. Curriculum Approval: For Information Only**

The following new and revised courses were approved by the Education Council curriculum sub-committee on Nov. 16, 2005:

**NEW COURSES**

- CRIM 2213 Women, Girls, and Crime
- ENVI 3212 The Urban Environment
- IDSN 3645 Representation III
- IDSN 3690 Major Site Tutorial
- GBTR 1240 Valuing Ethnicity and Diversity
- GBTR1250 Practicum I
- GBTR 1255 Practicum II
- GBTR 1300 Identity and Professionalism
- GBTR 1350 Practicum III
- POLI 3125 Nationalism in Canadian Politics
- PSYC 4210 Critical Thinking in Psychology
- PSYC 4315 Neuroscience
- CMNS 2140 Communications for Design Professionals

**REVISED COURSES**

- CBSY 2310 Advanced MS Office and Internet
- CMNS 3100 Technical Report Writing
- ENVI 3112 Environment and Society
- GEOG 2140 Regional Geography of Canada
- PSYC 3316 Infancy

**REVISED COURSES (Approved by Divisional Curriculum Committees)**

- ACCT 1160 Accounting Essential (formerly Accounting for Managers)

**DISCONTINUED**

- IDSN 3580 Interior Design Business I (Nov. 05)
- IDSN 4780 Interior Design Business III (Nov. 05)
- HORT 2325 Plant Identification III (Jan. 06)

The following new and revised courses were approved by the Education Council curriculum sub-committee on Dec. 14, 2005:

**NEW COURSES**

- ELST 0256 TOEFL – Test Preparation
- ELST 0258 TOEFL iBT – Integrated Skills Practice
- GDMA 4110 Display Design
- GDMA 4130 Small Business Essentials
- GDMA 4200 Advertising Design
- GDMA 4230 Mentorship for Professional Practice
- HIST 3313 Canadian Social History: Order and Disorder
- HIST 4490 History of British Columbia
- MATH 3150 The Structure of Mathematics
- MATH 3250 Geometry
- MATH 3322 Vector Calculus (Calculus IV)
- MATH 3421 Ordinary Differential Equations

## EDUCATION COUNCIL AGENDA

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MATH 3450	History of Mathematics
MATH 4250	Special Topics in Mathematics
MATH 4350	Senior Project
SOCI 2235	Development of Sociological Thought
SOCI 2275	Mass Media and Society
SOCI 3280	Sociology of Dying and Death

### REVISED COURSES

BIOL 1110	Introductory Biology I
BIOL 1210	Introductory Biology II
BIOL 1160	Anatomy and Physiology I
BIOL 1260	Anatomy and Physiology II
BIOL 2320	Genetics
BIOL 2321	Cell biology
HORT 1095	Chemistry Upgrading for Horticulture
HORT 1101	Pesticide Application/Dispenser Certification
HORT 1217	Introduction to Pest Management
HORT 2334	Irrigation, Drainage and Lighting
HORT 2473	Greenhouse Environments

### REVISED (Div. Appr.)

MATH 1115	Statistics I
MATH 1190	Mathematics for Elementary School Teachers

### DISCONTINUED

IDSN 3545	Representation III – Aug. 31, 06
MATH 2421	Ordinary Differential Equations – September 06
MATH 2322	Vector Calculus (Calculus IV) – September 06

### LIBERAL EDUCATION

IDDS 1162	Interdisciplinary Design History I
IDDS 1362	Interdisciplinary Design History II

#### 4.2. Degree and Program Assessment Committee (Dianne Crisp, Chair)

On behalf of Dianne Crisp, who was unable to attend, Takashi distributed a report covering both the Nov. 23, 05 and the Dec. 12, 05 meetings as there has not been an Education Council meeting in the intervening time.

DPAC recommends approval of all items scrutinized at both meetings, and on today's agenda as items 6, 7, 9, and 10.

It was determined that a student representative for DPAC be appointed from among the Education Council members. As neither Dianne Crisp nor Kristina Kearley were present, it was decided to postpone appointing a student representatives for DPAC. Kristina Kearley is the interim representative.

*ACTION:* Sandra Hoffman will meet with Takashi Sato and Dianne Crisp to clarify historical staff membership.

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

On behalf of Carolyn Robertson, Takashi distributed a chart depicting in visual form the current status of the work being done by the Program Review committee, for information only.

### 5. Sub-Committee Reports

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

No report.

**5.2. Policy Review Committee (Dana Goedbloed, Chair)**

No report.

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

No report.

**6. Program Revision: Environmental Protection Technology Diploma**

Paul Richard presented the proposed change to the Environmental Protection Technology diploma program: Replace *CISY 1105 PC Hardware and Applications Development* with *CBSY 1105 Introductory Microcomputer Applications*. He explained that it is a more appropriate course in that it deals with software rather than hardware. There will be no effect on staffing, entrance requirements, or transfer arrangements. The change comes as a result of consultation with the advisory committee and will better serve student needs.

**Moved by Alexandra Richmond, seconded by Bob Davis, THAT Council approve the revision to the Environmental Protection Technology diploma program as presented.**

**MOTION CARRIED.**

This change will be for implementation in September 2006

**7. School of Business Program Change**

Peter Thesiger and Arthur Coren attended to speak to the proposed changes to School of Business credentials. The School of Business is pursuing accreditation with the Association of Collegiate Business Schools and Programs (ACBSP), and will need to clarify its requirements for what ACBSP calls general education. In effect, the School of Business will need to make minor changes to electives, while keeping within Kwantlen's guidelines for liberal education for applied degree programs. If the School of Business is successful in obtaining accreditation, it will be a Canadian first.

The proposed changes would be implemented for year 1 in September 2006 and for year 3 in September 2008.

**Part 1: Diploma in Business Management**

**Moved by Dana Cserepes, seconded by Bob Davis, THAT Council approve the proposed change in electives for the Diploma in Business Management program as presented.**

**MOTION CARRIED.**

**Part 2: Diploma in General Business Studies**

**Moved by Dana Cserepes, seconded by Sandra Hoffman, THAT Council approve the proposed change in electives for the Diploma in General Business Studies program as presented.**

**MOTION CARRIED.**

**Part 3: Diploma in Marketing Management**

**Moved by Dana Cserepes, seconded by Alexandra Richmond, THAT Council approve the proposed change in electives for the Diploma in Marketing Management program as presented.**

**MOTION CARRIED**

**Part 4 Diploma in Accounting**

**Moved by Dana Cserepes, seconded by Newton Wainman, THAT Council approve the proposed change in required and elective courses for the Diploma in Accounting program as presented.**

**MOTION CARRIED.**

**Part 5: Bachelor in Business Administration – Entrepreneurial Leadership**

**Moved by Dana Cserepes, seconded by Bob Davis, THAT Council approve the proposed change in breadth/liberal education requirements for the Bachelor in Business Administration – Entrepreneurial Leadership program as presented.**

**MOTION CARRIED**

**EDUCATION COUNCIL AGENDA**

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**8. Journalism registration model**

Barbara Duggan presented the proposal to register Journalism students directly into the degree program rather than the diploma program, which is the current structure. The change will allow students to go right through the program without having to apply for the degree after attaining the diploma. Students could still exit with a diploma, though the majority of students stay for the degree. Entrance requirements are the same for the diploma and the degree programs. Any vacancies in years 3 and 4 can be filled with diploma graduates from Langara and BCIT.

Barbara explained that this registration model is used for both the Fashion Design and Graphic Design degree programs, and that it works well.

**Moved by Alexandra Richmond, seconded by Sandra Hoffman, THAT Council approve the change in registration model for the Bachelor of Applied Journalism program as presented.**

**MOTION CARRIED.**

This change in registration is for September 2006 implementation.

**9. Bachelor of Applied Design in Graphic Design for Marketing Year 4 Program Revision**

Barbara Duggan explained that a revision is being requested after the first offering of the program through year 3 to better serve students. The proposed changes will give students more upper-level software skills than were included in the initial proposal, will enhance major portfolio projects, and will get students into closer contact with practitioners in the field before graduation. Some Public Relations content has been taken out of year 4 as it is adequately dealt with in years 1 through 3. No content will be lost.

**Moved by Roger Elmes, seconded by Sandra Hoffman, THAT Council approve the change in year 4 curriculum for the B.A.D. in Graphic Design for Marketing program as presented.**

**MOTION CARRIED.**

This change is for implementation in September 2006.

**10. FPP Minors**

Roger Elmes presented the notice of intent (NOI) and full program proposal (FPP) for B.A. Minors in Creative Writing, Economics, Mathematics, Philosophy, Political Science, and Sociology. These proposed minors are built on the Framework for B.A. degrees approved by Education Council May 10, 2004.

Roger recognized Dianne Crisp for her work on putting this proposal together in a short timeframe to allow implementation in September 2006, as well as the contributions by Jenny Gunn, Mike Leonard, Jay Haaland, Lin Hammell, John Inglis, Annette Reynolds, and Doran Smolkin. It had been thought that these minors could have been added to the existing minors approved by DQAB last year, but DQAB requested a full program proposal.

DPAC scrutinized the NOI and FPP thoroughly on Dec. 12, and requested revisions had been incorporated, as well as a few minor revisions identified by the proponents.

Council examined the NOI and FPP section by section, and requested a few minor revisions.

**Moved by Alexandra Richmond, seconded by Dana Cserepes, THAT Council approve the NOI and FPP for B.A. Minors in Creative Writing, Economics, Mathematics, Philosophy, Political Science, and Sociology, pending minor revisions.**

**MOTION CARRIED.**

The NOI and FPP will be posted on the PSIPS website for the 30-day peer review period as soon as revisions are made and approved. (They were posted on Dec. 20, 2005.)

**11. Next Meeting: Monday, Feb. 6, 2006, 4:15 pm.**

**12. Adjournment: Ken McIntyre moved to adjourn the meeting at 6:25 pm.**

*as early as*





**EDUCATION COUNCIL**

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**For information: The following new and revised courses were approved by the Education Council curriculum sub-committee on Jan. 14, 06:**

**NEW COURSES**

ABEM 0009 Basic Mathematics  
 ANTH 1200 The Biological Anthropology  
 MATP 1009 Basic Mathematics  
 MFAB 1205 Advanced Industrial Mathematics/Science  
 POLI 4210 Liberal Democracy: Classic and Contemporary Debates  
 POLI 4420 Issues in Public Policy and Administration

GDMA 2230 Introduction to Marketing Communications  
 GDMA 3100 Information Design  
 GDMA 3120 Interactive Software Applications 1  
 GDMA 3200 Corporate Communications Design 1  
 GDMA 3210 Packaging Design  
 GDMA 3230 Marketing Communications Design 2  
 GDMA 4100 Corporate Communications Design 2

**REVISED COURSES**

CRWR 3120 Screenwriting I  
 HORT 1122 Introduction to Landscape Practices  
 HORT 1171 Production Practices - Fall  
 HORT 1271 Production Practices – Spring  
 ELST 0033 Pre-Foundation Speaking and Listening  
 ELST 0043 Foundation Level – Listening and Speaking  
 ELST 0183 Academic Listening and Speaking Skills Level 1  
 ELST 0283 Academic Listening and Speaking Skills Level 2  
 ELST 0383 Academic Listening and Speaking Skills Level 3  
 HIST 2300 Introduction to World Civilizations  
 HIST 3310 The Fibre of Society: Textile Production in Global History  
 GDMA 1100 Fundamentals of Typographic Design I  
 GDMA 1110 Fundamentals of Image Development I  
 GDMA 1121 Print Production Software Applications I  
 GDMA 1200 Fundamentals of Typographic Design 2  
 GDMA 1210 Fundamentals of Image Development 2  
 GDMA 1220 Print Production Software Applications 2  
 GDMA 2100 Publication Design I  
 GDMA 2110 Introduction to Advertising Design  
 GDMA 2120 Print Technologies  
 GDMA 2200 Publication Design 2

**REVISED (Div. Cur. Com.)**

ENGL 1100 Writing, Reading and Thinking: An Introduction  
 HIST 1130 The 20th Century World 1900 – 1945  
 HIST 1131 20th Century World 1945 – 2000  
 HIST 2345 Ancient and Imperial China  
 HIST 2350 Modern Chinese History  
 HORT 1134 Turf Maintenance Operations  
 MATH 1115 Statistics I  
 MATH 1190 Mathematics for Elementary School Teachers

**DISCONTINUED**

CRIM 1213 Women and Crime - May 2006  
 HIST 2327 History of Russia to 1917 – Sept. 2005  
 MATH 2322 Vector Calculus (Calculus VIII) - Sept. 2006  
 MATH 2421 Ordinary Differential Equations – Sept. 2006



**Kwantlen**  
UNIVERSITY COLLEGE

**EDUCATION COUNCIL**

**MEETING DATE:** Feb. 6, 06

**AGENDA #:** 5.3.1

**PREPARED BY:** Dana Goedbloed

*approved.*

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**ISSUE:** Approval of academic schedule

**ACTION:** *THAT Council approve the academic schedule for the Fall 2006, Spring 2007, and Summer 2007 semesters.*



Office of the Registrar

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TO: **Policy Review Committee**  
C:  
FROM: Kathy Wainman  
DATE: January 12, 2006  
SUBJECT: 2006/2007 Semester Dates

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Attached please find the proposed academic semester dates for the Fall 2006, Spring 2007 and Summer 2007 semesters for approval.

**Fall 2006**

The semester starts after Labour Day, covers 14 weeks of instruction including the Monday of the 15<sup>th</sup> week to make up for one of the two Mondays missed within the semester due to statutory holidays. There is one day of rest before the start of the final exam period.

**Spring 2007**

With the campus closure on Monday January 1 and Tuesday January 2, past practice has been that we would not start classes on the Wednesday therefore Monday January 8 is the first day of classes. The semester covers 14 weeks of instruction including the Monday of the 15<sup>th</sup> week to make up the one Mondays missed within the semester due to statutory holidays. There is one day of rest before the start of the final exam period.

**Summer 2007**

The start has been proposed as Monday May 7 due to the later finish of the Spring semester (April 26). There are three Monday statutory holidays within the Summer semester, therefore the last day of classes includes Monday August 13.

Kathy Wainman  
Manager, Scheduling

**2006/2007 Semester Dates**

	<b>Fall 2006</b>	<b>Spring 2007</b>	<b>Summer 2007</b>
Classes Start	Tuesday, September 5	Monday, January 8	Monday, May 7
Last Day of Classes	Monday, December 11	Monday, April 16	Monday, August 13
Last day to withdraw - W grade	Saturday, October 28	Saturday, March 3	Saturday, June 30
Final Exam Dates	Wednesday, December 13 to Thursday, December 21	Wednesday, April 18 to Thursday, April 26	Wednesday, August 15 to Thursday, August 23
Statutory Holidays & closures	Monday, September 4	Monday, January 1	Monday, May 21
	Monday, October 9	Tuesday, January 2	Monday, July 2
	Monday, November 13	Friday, April 6	Monday, August 6
		Monday, April 9	
Reading Break		Thursday, February 22	
		Friday, February 23	



**Kwantlen**  
UNIVERSITY COLLEGE

**EDUCATION COUNCIL**

**MEETING DATE:** Feb. 6, 06

**AGENDA #:** 5.4.1

**PREPARED BY:** Geoff Dean

*approved  
as amended.*

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**ISSUE:** Approval of a committee mandate

**ACTION:** *THAT Council approve the mandate for the  
Employability Skills committee.*



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

(Jan. 10, 2006)

### **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.

*motion  
resolution*

### **Membership**

The Committee will consist of

- one faculty member to be selected by each of the University College's educational Divisions;
- one faculty member each to be selected by the Library, Cooperative Education, and Professional Development and Support Services;
- two students to be selected by Education Council;
- one Dean, to be selected by the Vice President, Academic;
- the Chair of Education Council or his or her designate;
- other interested employees whose membership is approved by the committee.

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 Education Council office. 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.



**Kwantlen**  
UNIVERSITY COLLEGE

**EDUCATION COUNCIL**

**MEETING DATE: Feb. 6, 06**

**AGENDA #: 7**

**PREPARED BY: David Davidson**

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**ISSUE:** Approval of a memorandum of understanding

**ACTION:** *THAT Council approve the memorandum of understanding between Niagara College and Kwantlen's School of Horticulture* *will fix*

Dec. 22, 2005

Education Council

I am requesting approval of the attached Memorandum of Understanding between Niagara College School of Horticulture and Kwantlen University College's School of Horticulture.

A handwritten signature in black ink, appearing to be 'Brian Carr', written in a cursive style.

Brian Carr, Dean





## Memorandum of Understanding

Between

**The Niagara Parks Commission  
School of Horticulture  
P.O. Box 150,  
Niagara Falls, ON L2E 6T2**

And

**Kwantlen University College  
12666-72<sup>nd</sup> Avenue,  
Surrey, BC V3W 2M8**

The Niagara Parks Commission School of Horticulture and Kwantlen University College (Canada) do hereby agree to cooperate in our common goal of excellence in education. With this Memorandum of Understanding, The Niagara Parks Commission School of Horticulture and Kwantlen University College hereby agree to work together to develop opportunities for advanced credit standing for graduates of The Niagara Parks Commission School of Horticulture Ornamental Horticulture Diploma Program who wish to pursue further education opportunities in related applied degree or degree programs upon graduation at Kwantlen University College.

*Done will determine w. Niagara*  
Full-time School of Horticulture Kwantlen University College students and/or graduates who qualify based on the prerequisites of The Niagara Parks Commission School of Horticulture, and who apply in accordance with the application deadlines and requirements of The Niagara Parks Commission School of Horticulture, will be granted favourable status for admittance into the three-year Ornamental Horticulture Diploma Program.

*continued...*

Once the student(s) from each institution apply and are successful in enrollment in the respective institution, the student(s) will be officially registered with that institution and thereby comply with the requirements of that institution.

This Memorandum of Understanding and the terms agreed to herein shall remain in effect until one or both institutions decide to cancel or modify this Memorandum by written notice.

The Memorandum of Understanding is executed by the authorized representatives of The Niagara Parks Commission School of Horticulture and Kwantlen University College in English. Duplicate copies to be kept by both parties, each of which shall be deemed an original.

The Niagara Parks Commission  
School of Horticulture:

Kwantlen University College:

\_\_\_\_\_  
Elizabeth A. Klose, Superintendent

\_\_\_\_\_  
Skip Triplett, President

*Phone: 905-356-8554 ext 225*  
*Fax 905-356-5488*  
*Email: [lklose@niagaraparks.com](mailto:lklose@niagaraparks.com)*  
*Website: [www.schoolofhorticulture.com](http://www.schoolofhorticulture.com)*

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**Kwantlen**  
UNIVERSITY COLLEGE

**EDUCATION COUNCIL**

**MEETING DATE: Feb. 6, 06**

**AGENDA #: 8**

**PREPARED BY: Arthur Coren**

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**ISSUE:** Approval of a block transfer agreement

**ACTION:** *THAT Council approve the block transfer agreement between Kwantlen's School of Business and the CGA/CMA*



**Karen Metzger**  
Sent by: Karen Metzger

02/10/2006 04:16 PM

To: Arthur Coren/emp/kwantlen/Ca, Wayne Tebb/emp/kwantlen/Ca, Mark Chiarello/emp/kwantlen/Ca,  
cc:  
Subject: transfer agreements with CGA/CMA approved by EdCo

Gentlemen,

This is to notify you officially that Education Council approved the proposed block transfer agreements with both the CGABC and the CMABC as presented. Congratulations!

Block transfer agreements also require approval by the Board of Governors. Takashi Sato will present them to the Board for approval at its next meeting. You are not required to attend.

What was the intended implementation date?

Karen

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



**EDUCATION COUNCIL**

**MEETING DATE: Feb. 6, 06**

**AGENDA #: 6**

**PREPARED BY: Lori Shortridge**

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**ISSUE:** Approval of a full program proposal

**ACTION:** *THAT Council approve the full program proposal for the Grad Nurse English as Additional Language certificate program*



**MEMORANDUM OF UNDERSTANDING** between Kwantlen University College and the Certified General Accountants Association of B.C. regarding block transfer credit.

This Memorandum of Understanding constitutes an agreement between the School of Business at Kwantlen University College (KUC) and the Certified General Accountants Association of BC (CGABC). The participating unit at KUC is the School of Business which offers several Bachelor of Business Administration (BBA) degree programs.

**Objective of the Agreement:**

As per Kwantlen policy, KUC agrees to facilitate the block transfer of students from CGABC, meeting the requirements prescribed below, into the 120 credit (40 course) Bachelor of Business Administration program.

By this agreement, applicants from CGABC who meet the requirements outlined below will be eligible for admission to KUC with a full 90 credit (30 course) block transfer. Students will be accepted into the 4<sup>th</sup> year of the BBA Accounting program.

**Requirements:**

1. Successful completion of Level 4 and two (2) PACE level courses from the CGABC program of studies
2. Certification by CGABC that the student has been awarded the CGA designation.

The requirements for a KUC BBA in Accounting will be satisfied upon successful completion of the courses specified in Appendix A.

***Certified General Accountants Association of BC agrees to:***

- make information about this agreement and the KUC BBA option available to students and members;
- provide opportunity for representatives of KUC to visit appropriate forums to disseminate information about the KUC Bachelor of Business Administration program;
- provide KUC with updated information about the Certified General Accountants program of studies on an annual basis; and
- notify KUC, with as much lead time as possible, about any changes to the CGABC program requirements that are anticipated or approved.

- share information and provide transcripts and/or certification for students applying for this transfer arrangement.

***Kwantlen University College agrees:***

- that applicants from CGABC who meet the requirements outlined above will be eligible for admission to KUC with full block transfer credit into the 4<sup>th</sup> year of the Bachelor of Business Administration in Accounting degree program;
- to explore additional paths for block transfer into other BBA programs;
- provide CGABC with updated information about the KUC Bachelor of Business Administration program on an annual basis; and
- notify CGABC, with as much lead time as possible, about any changes to the Bachelor of Business Administration requirements that are anticipated or approved.

***Other aspects of this agreement:***

This block transfer agreement will be promoted by both KUC and CGABC and communicated to current and prospective students (members) of both institutions, and to business and industry. Promotion will include, but not be limited to, publication in each institution's promotional and communication materials, use of logos and direct linkages between institutional websites. Consent will be obtained before using the other party's logo or trademarks.

**Terms of the Agreement**

This agreement shall be in place for an initial period of five years commencing March 1, 2006. At the end of this time, the agreement may be extended for an additional period of time subject to review and approval by KUC and/or CGABC. Either party may terminate this Memorandum of Understanding upon 90 days advance notice in writing.

**On Behalf of the Certified General Accountants of British Columbia**

Name	Signature	Date

**On Behalf of Kwantlen University College**

Name	Signature	Date

## Appendix A

The course requirements for the completion of a BBA, Accounting for the CGA-designated students are listed below.

	Designation
	<b>CGA</b>
<b>English Requirement</b>	ENGL 1100
<b>Liberal Education Requirement</b>	Four (4) courses from the list of courses approved by Education Council for students pursuing business degrees.
<b>Required Courses</b>	ENTR 3130: Prod & Ops Mgmt ENTR 3140: Entr Marketing ENTR 3160: I.T. for Business ENTR 4200: Business Strategy
<b>Degree Electives</b>	<i>Select one (1) of: *</i>
	ENTR 4110: Business Leadership ENTR 4120: HR Management ENTR 4300: Service Mgmt

\* Additional degree electives may be made available at a later date. Students that have credit for required courses may also select additional electives from this list or from other approved program electives.



## Appendix B

### Certified General Accountants' Curriculum Approximate Course Mapping based on review of KUC and CGA National Curriculum

Although this block transfer is **not** designed to be course-by-course articulation, an approximate mapping is shown below:

CGA Course	Kwantlen Course	Equivalent Kwantlen Credit
Financial Accounting 1	ACCT 2293 or (ACCT 1110 and 1210)	6
Economics 1	ECON 1150 + 1250	6
Law 1	BUS 2390	3
Financial Accounting 2	ACCT 3310	3
Quantitative Methods 1	ACCT 1130	3
Management Accounting 1	ACCT 3320	3
Communications 1	ENTR 3500	3
Financial Accounting 3	ACCT 3410	3
Finance 1	ACCT 3380 + ACCT 1230	6
Management Info Systems 1	CBSY 2205 + CBSY 2305	6
Management Accounting 2	ACCT 3420 + 4720	6
Tax 1	ACCT 3335 + ACCT 3355	6
Auditing 1	ACCT 3444	3
Accounting Theory	ACCT 4199	3
Financial Accounting 4	ACCT 3455 + ACCT 4120	6
Auditing 2 (Or Management Audit 1)	ACCT 3445	3
Finance 2	ACCT 4780	3
Management Info Systems 2	ACCT 3360	3
Public Speaking Component	CMNS 1120	3
Ethics	ENTR 3033 + ENTR 4210	6
Taxation 2	ACCT 4335	3
Public Sector Financial Management	ACCT 4650	3

Students must have completed all required practicum/experience requirements, passed required examinations, and been awarded the designation to receive the block transfer.

**Note:** This chart is **not valid** for individual course transfer purposes.



MEMORANDUM OF UNDERSTANDING between Kwantlen University College and the Certified Management Accountants of B.C. regarding block transfer credit.

This Memorandum of Understanding constitutes an agreement between the School of Business at Kwantlen University College (KUC) and the Certified Management Accountants of BC (CMABC). The participating unit at KUC is the School of Business which offers several Bachelor of Business Administration (BBA) degree programs.

**Objective of the Agreement:**

As per Kwantlen policy, KUC agrees to facilitate the block transfer of students from CMABC, meeting the requirements prescribed below, into the 120 credit (40 course) Bachelor of Business Administration program.

By this agreement, applicants from CMABC who meet the requirements outlined below will be eligible for admission to KUC with a full 90 credit (30 course) block transfer. Students will be accepted into the 4<sup>th</sup> year of the BBA Accounting program.

**Requirements:**

1. Successful completion of the CMA Strategic Leadership Program.
2. Certification by CMABC that the student has been awarded the CMA designation.

The requirements for a KUC BBA in Accounting will be satisfied upon successful completion of the courses specified in Appendix A.

***Certified Management Accountants of BC agrees to:***

- make information about this agreement and the KUC BBA option available to students and members;
- provide opportunity for representatives of KUC to visit appropriate forums to disseminate information about the KUC Bachelor of Business Administration program;
- provide KUC with updated information about the Certified Management Accountants program of studies on an annual basis; and
- notify KUC, with as much lead time as possible, about any changes to the CMABC program requirements that are anticipated or approved.
- share information and provide transcripts and/or certification for students applying for this transfer arrangement.

***Kwantlen University College agrees:***

- that applicants from CMABC who meet the requirements outlined above will be eligible for admission to KUC with full block transfer credit into the 4<sup>th</sup> year of the Bachelor of Business Administration in Accounting degree program;
- to explore additional paths for block transfer into other BBA programs;
- provide CMABC with updated information about the KUC Bachelor of Business Administration program on an annual basis; and
- notify CMABC, with as much lead time as possible, about any changes to the Bachelor of Business Administration requirements that are anticipated or approved.

***Other aspects of this agreement:***

This block transfer agreement will be promoted by both KUC and CMABC and communicated to current and prospective students (members) of both institutions, and to business and industry. Promotion will include, but not be limited to, publication in each institution's promotional and communication materials, use of logos and direct linkages between institutional websites. Consent will be obtained before using the other party's logo or trademarks.

**Terms of the Agreement**

This agreement shall be in place for an initial period of five years commencing March 1, 2006. At the end of this time, the agreement may be extended for an additional period of time subject to review and approval by KUC and/or CMABC. Either party may terminate this Memorandum of Understanding upon 90 days advance notice in writing.

**On Behalf of the Certified Management Accountants of British Columbia**

Name	Signature	Date

**On Behalf of Kwantlen University College**

Name	Signature	Date

## Appendix A

The proposed course requirements for the completion of a BBA, Accounting for the CMA-designated students are listed below.

	Designation
	CMA
<b>English Requirement</b>	ENGL 1100
<b>Liberal Education Requirement</b>	Four (4) courses from the list of courses approved by Education Council for students pursuing business degrees.
<b>Required Courses</b>	ENTR 3160: I.T. for Business ACCT 3650: Not-for-Profit ACCT 4780: Adv Mngr Finance
<b>Degree Electives</b>	<i>Select one (2) of:</i> * ACCT 3355: Tax 2 ACCT 3445: Audit 2 ACCT 4180: Forensic Accounting ACCT 4199: Accounting Theory

\* Additional degree electives may be made available at a later date. Students that have credit for required courses may also select additional electives from this list or from other approved program electives.

## Appendix B

### Certified Management Accountants' Curriculum Approximate Course Mapping based on review of KUC and CMA National Curriculum

Although this block transfer is not designed to be course-by-course articulation, an approximate mapping is shown below.

CMA BC Course	Course Description	Kwantlen Diploma Course Code	Credit Hours
FA1	Financial Accounting 1	ACCT 2293 or (ACCT 1110 and 1210)	6
EM1	Economics	ECON 1150 + ECON 1250	6
LW1	Law 1	BUSI 2390	3
TX1	Tax 1	ACCT 3335	3
FA2	Intermediate Financial Accounting	ACCT 3310	3
FA3	Intermediate Financial Accounting	ACCT 3410	3
QM1	Quantitative Methods	ACCT 1230	3
MA1	Management Accounting 1	ACCT 3320	3
MA2	Management Accounting 2	ACCT 3420	3
FM1	Finance 1	ACCT 3380 + ACCT 1130	6
IA1	Audit 1	ACCT 3444	3
AS1 & IT2	Information Technology	CBSY 2205 + CBSY 2305	6
OB1	Organizational Behavior	BUSI 2315	3
MK1	Marketing	MKT 1199	3
IB1	International Business	BUSI 2490	3
MA3	Advanced Management Accounting	ACCT 4720	3
FA4	Advanced Financial Accounting	ACCT 3455	3
SLP	Study of Cultures	ACCT 4150 + MRKT 1299	6
SLP	Business Strategy	ENTR 4200 + ENTR 3500	6
SLP	Human Resource Management	ENTR 4300 + ENTR 4120	6
SLP	Financial Statement Preparation & Analysis	ACCT 4120 + ACCT 3360	6
SLP	Ethics Morality & Social Issues for Business	ENTR 3033 & CMNS 1110	6

Students must have completed all required practicum/experience requirements, passed required examinations, and been awarded the designation to receive the block transfer.

**Note:** This chart is **not valid** for individual course transfer purposes.

**EDUCATION COUNCIL MEETING**  
Monday, February 06, 2006

**SUPPLEMENTARY INFORMATION**

## **GENERAL INSTITUTION**

### **Certified General Accountants of Canada ([www.cga-canada.org](http://www.cga-canada.org))**

- The Certified General Accountants Association of Canada is a national self-regulating association of more than 58,000 Certified General Accountants and students.
- CGAs are professional accountants working in industry, commerce, finance, government and public practice.
- They are represented nationally through CGA-Canada and regionally through their provincial/territorial/regional associations and local chapters.
- CGA-Canada sets national educational standards and professional standards and practices, provides services to affiliates and members, contributes to international accounting standard setting, and represents CGAs nationally and internationally.
- All students of the CGA program are required to obtain a bachelors degree prior to certification as a CGA.
- The CGA degree requirement is an exit, not an entrance, requirement, and can be attained from a university, university/college or technical institution.

### **Certified Management Accountants of Canada ([www.cma-canada.org](http://www.cma-canada.org))**

- Founded in 1920, CMA Canada is a self-regulating body that grants a professional designation in management accounting and regulates its members under the authorization of provincial legislation.
- CMA Canada represents more than 35,000 Certified Management Accountants (CMAs) and 10,000 CMA candidates and students around the world.
- The provincial and territorial partners support their regional membership and maintain the highest standards for the CMA designation and professional management accounting practices.
- For all CMA National Entrance Exams scheduled after June 30th 2006, CMA students are required to have a degree before they are eligible to write the exam

## **PREVIOUS ACCREDITATION DOCUMENTS**

- The CGA/CMA have implemented relationships with other post-secondary institutions – BCIT, TRU, BCOU, Langara, OC, SAIT, and Athabasca University.

## **FACULTY**

- Both CGA/CMA programs utilize Kwantlen University Accounting and Business instructors.
- Standards of KUC refer back to the CMA/CGA Society/Association.
- Professional Society/Association hires topic area specialists to teach in the Program – At a minimum an accounting designation is required and a Masters' degree is preferred along with the designation.

## **ADMISSIONS POLICY**

- The CGA/CMA examinations are stringent enough that mastery of the English Language is vital to successfully complete the exams.
- Both Society/Association have undergraduate degree requirements.
- Both designations are equivalent to undergraduate degrees for entry into Master's programs at SFU, Royal Roads and Athabasca.
- Both Society/Association belong to BCCAT and courses are articulated with all post-secondary institutions in the Province.

## **ACADEMIC STANDARDS**

- Academic standards are set by the National Governing bodies of both accounting designations.
- Passing grades - 60% minimum grade for CMA; 65% minimum for the CGA; C+ minimum transfer into both Society/Association from PSI.
- Both Society/Association have rigorous multi-day examination policies in place.

## **EDUCATIONAL STRUCTURES**

- National Body along with self-regulating Provincial affiliates. Setup by Provincial Charter.
- Part of BCCAT.

## **FACILITIES**

- Both Society/Association utilize on-line libraries and course delivery, and purchase information of third parties (Harvard Business Review).

## **PROGRAM EVALUATION**

- Both Society/Association have Board of Directors who monitor the program on a consistent level.