



**AGENDA**

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- 1. Confirmation of Agenda .....4:15 Takashi Sato
  - 2. Approval of Minutes (Feb. 6, 2006).....
  - 3. Chair's Report.....
  - 4. Standing Committee Reports .....4:25
    - 4.1. Degree and Program Assessment Committee  
(Dianne Crisp, Chair) ..... Dianne Crisp
    - 4.2. Program Review Committee  
(Carolyn Robertson, Chair) ..... Carolyn Robertson
  - 5. Sub-Committee Reports
    - 5.1. Curriculum Sub-Committee .....4:35
    - 5.2. International Education Committee  
(Derek Francis, Chair)..... Derek Francis
    - 5.3. Policy Review Committee  
(Dana Goedbloed, Chair) ..... Dana Goedbloed
    - 5.4. Employability Skills Committee  
(Geoff Dean, Chair)..... Geoff Dean
  - 6. School of Business .....4:40 Arthur Coren
    - 6.1. Change in Entrance Requirements to Baccalaureate Programs *feedback sent,*
    - 6.2. Change in Registration Model for Baccalaureate Programs *database, filed*
  - 7. Trades: Curriculum Change Process.....5:00 Dana Goedbloed *→ to Board*
  - 8. *Program Revision: Payel major.*
  - 9. Next Meeting: Monday, Apr. 3, 2006, 4:15 pm. *↳ feedback sent, filed, database.*
  - 10. Adjournment

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*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)		R - <i>flu</i>
4	Crisp, Dianne (F)	✓	
5	Cserepes, Dana (F)		R - ?
6	Davis, Bob (F)	✓	
7	Elmes, Roger (A)	✓	
8	Francis, Derek (A)	✓	
9	Goedbloed, Dana (A)	✓	
10	Graham, Nancy (F)	✓	
11	Hoffman, Sandra (Staff)	✓	
12	Jamieson, Jim (F)	✓	
13	Kearley, Kristina (Student)		R
14	<del>McGillivray, Judith (A)</del> <i>Rob Fleming</i>	✓	
15	McIntyre, Ken (Student)	✓	
16	Murray, Susan (F)	✓	
17	Richmond, Alexandra	✓	
18	<b>Sato, Takashi (F) (Chair)</b>	✓	
19	Wainman, Newton (F)	✓	
20			
	<b>Ex Officio Members</b>		
	Triplett, Skip		✓
	Gordon, Jody	✓	
	Evans, Robert, Board rep.		✓
	<b>Guests</b>		
	<i>Pasteli T</i>		
	<i>Cassidy R</i>		
	<i>Wayne Tebb</i>		
	<i>Arthur Coran</i>		
	<b>Metzger, Karen , Recorder</b>	✓	



**Kwantlen**  
UNIVERSITY COLLEGE

**EDUCATION COUNCIL**

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

**AGENDA #: 2**

**PREPARED BY: Karen Metzger**

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**ISSUE:** Approval of minutes

**ACTION:** *THAT Council approve the minutes of the Feb. 6, 2006 meeting as presented.*



**MINUTES**

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<b>Present:</b>	Cate Anderson Laura Anderson Mary Androsiuk Dianne Crisp Dana Cserepes Bob Davis Rob Fleming Derek Francis Jody Gordon	Nancy Graham Sandra Hoffman Jim Jamieson Karen Metzger, Recorder Alexandra Richmond Takashi Sato, Chair
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<b>Regrets:</b>	Roger Elmes Dana Goedbloed, Vice Chair Kristina Kearley Forrest Li	Ken McIntyre, Member-at-Large Skip Triplett Newton Wainman Susan Murray
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<b>Guests:</b>	Arthur Coren Mark Chiarello David Davidson	Geoff Dean Lori Shortridge Wayne Tebb
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**1. Confirmation of Agenda**

The meeting was called to order at 4:22 pm.  
The agenda was approved by consensus.

**2. Approval of Minutes (Dec. 19, 05)**

Moved by Dana Cserepes, seconded by Dianne Crisp, **THAT Council approve the minutes of the Dec. 19, 2005 meeting as amended.**

**MOTION CARRIED.**

**3. Chair's Report**

Takashi Sato reported that the ad hoc committee investigating breadth/liberal education is working on developing a replacement process for the discontinued process, and is trying to determine an operational definition that would work for both regular and applied degrees.

**4. Standing Committee Reports**

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

Dianne Crisp stated that DPAC (at the Jan. 18, 2006 meeting) reviewed and recommends approval of the full program proposal for *Grad Nurse English as Additional Language (GNEAL)*, and that she has signed off on the revisions requested by DPAC. The original letters of support have yet to be provided. See agenda item 6.

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

Carolyn Robertson explained that the committee is re-examining the current level one program review process in light of the Kwantlen preparing to apply for AUCC membership and DQAB exempt status. The review process may need to be expanded to include an external review component, and to be a more in-depth process generally. The committee has submitted a status report to Rob Fleming making recommendations accordingly. Rob asked the committee to propose a structure for program review that would make it operational and would work for departments.

**5. Sub-Committee Reports**

**5.1. Curriculum Sub-Committee**

The following new and revised course outlines were approved by the curriculum sub-committee on January 11, 2006:

**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

**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 1
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
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 (Approved by the Divisional curriculum committees)**

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

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

Derek Francis reported that Kwantlen is hosting a group of faculty from the Universidad Arturo Prat in Iquique, Chile, from a wide variety of disciplines. Universidad Arturo Prat is a bi-lingual institution. The visitors are taking English studies and shadowing faculty here.

A group of grade 7 to 9 students from China near Hong Kong are visiting the Richmond School District and will be here for a tour next week.

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

Takashi distributed the minutes from the most recent Policy Review Committee meeting on behalf of Dana Goedbloed, who was unavailable.

**5.3.1. Academic Schedule**

Takashi explained that this is the first time the academic schedule has come to Education Council for approval, as per a policy instituted in the Spring of 2005. The Policy Review Committee confirms that the academic schedule follows the policy and recommends approval.

There was general discussion about the implications of the academic schedule when the fall semester has a late start date, and about the days lost to Monday and Friday statutory holidays.

**Moved by Bob Davis, seconded by Nancy Graham, THAT Council approve the academic schedule for 2006-2007 as presented.**

**MOTION CARRIED.**

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

**5.4.1. Mandate**

Geoff Dean presented the draft mandate for approval by Education Council. As a result of a misunderstanding, the mandate had not been formally approved by Council when the committee started its work about two years ago.

There was discussion about the membership, and it was clarified that student representatives do not need to be Council members.

**Moved by Laura Anderson, seconded by Cate Anderson, THAT Council approve the mandate for the Employability Skills as amended.**

**MOTION CARRIED.**

**6. FPP: Grad-Nurse English as Additional Language (GNEAL)**

Lori Shortridge and Maxine Mott attended to present the full program proposal for the *Grad Nurse English as Additional Language* certificate program. The program is typically for students who have completed their nursing training in another country and need to prepare to write the *College of Registered Nurses of British Columbia* (CRNBC) exam to qualify to practice in British Columbia.

A review of the program identified that graduates were ready to write the exam, but were not work-ready, so the program has been extended from nine to twelve months, and content and additional practicum time have been

added. Graduates of the revised program would also be ready to enter the B.Sc. in Nursing program. It is anticipated that regulating bodies will require nurses to have a degree to practice in B.C. in the future.

There was discussion about the program including sufficient credits to be an advanced certificate program. Proponents will consult with the Office of the Registrar. Approval by Education Council of the full program proposal would not be affected by such a change.

**Moved by Laura Anderson, seconded by Dianne Crisp, THAT Council approve the full program proposal for a *Graduate Nurse English as Additional Language* certificate program, pending minor revisions.**

**MOTION CARRIED.**

Anticipated implementation: September 2006.

This will go forward to the Board of Governors for approval as the revision to the existing program includes an increase in the length of the program.

**7. Memorandum of Understanding between Niagara Parks Commission School of Horticulture and Kwantlen's School of Horticulture**

David Davidson said that Brian Carr started discussions last year with the Niagara Parks Commission School of Horticulture on behalf of Kwantlen's School of Horticulture to work toward recognition of each other's programs. The Niagara Parks Commission School of Horticulture is unique in Canada, established in the 1930s as an apprenticeship school, and offers a 3-year program, a blend of classroom and practicum.

It is envisioned that grads from the Niagara Parks Commission School of Horticulture would be able to transfer into our IPM degree program, which will be implemented in Fall 2007, and Kwantlen students could transfer into their program. A table of equivalencies is being developed for block transfer agreements.

This memorandum of understanding is at this point basically an agreement to discuss transfer credit agreements, which is standard practice.

**Moved by Alexandra Richmond, seconded by Derek Francis, THAT Council approve the memorandum of understanding between *Niagara Parks Commission School of Horticulture and Kwantlen's School of Horticulture*.**

**MOTION CARRIED**

This will go forward to the Board of Governors for approval.

**8. School of Business: Block transfer with the CGA/CMA**

Mark Chiarello, Arthur Coren, and Wayne Tebb attended to present the proposed block transfer agreements with the *Certified General Accountants Association of B.C.* and the *Certified Management Accountants of B.C.* They explained that the professional associations accept our credentials, and that transfer agreements are already in place with a number of other post-secondary institutions. CMA and CGA are active participants in BCCAT and work closely with them in matching courses for certification requirements.

They stated that Accounting has added capacity in the second year, and that courses fill within two hours of registration starting. The application process for all students is the standard process.

**Moved by Alexandra Richmond, seconded by Nancy Graham, THAT Council approve the block transfer agreements with both the *Certified General Accountants Association of B.C.* and the *Certified Management Accountants of B.C.* as presented.**

**MOTION CARRIED. (1 abstention: Laura Anderson)**

This will need to go forward to the Board of governors for approval.

Planned implementation is for March 1, 2006.

**9. Next Meeting: Monday, Mar. 6, 2006, 2006, 4:15 pm.**

**10. Adjournment: Moved by Dana Cserepes to adjourn the meeting at 6:10 pm.**



**Chair's Report to Education Council:**

The following motions were passed at the Program Review Committee Meeting on Wednesday, March 1<sup>st</sup>, 2006:

**Change to Mandate – Removal of two-tier process:**

Moved by Panteli Tritchew, seconded by Renu Seru, that the mandate of the Policy Review Committee be revised to remove references to a two-tiered program review process and to include wording that the review process be one-stage, comprehensive, and data-driven.

MOTION CARRIED.

**Change to Policy B.12 – Components of program review process:**

Moved by Gordon Lee, seconded by Panteli Tritchew, that *Policy B.12 - Program Review* be revised to accommodate the involvement of internal and external peer reviewers in the program review process.

MOTION CARRIED.

**Change to Policy B.12 – Programs undergoing external accreditation:**

Moved by Denise Dale, seconded by Jake Scharft, that *Policy B.12 Program Review* be revised to state that programs undergoing external accreditation can apply to the Program Review Committee for exemption from Kwantlen's program review process if its external accreditation process meets or exceeds the standards of Kwantlen's program review process.

MOTION CARRIED.



## **EDUCATION COUNCIL**

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**For information: The following new and revised courses were approved by the Education Council curriculum sub-committee on Feb. 15, 06:**

### **NEW COURSES**

BIOL 2330	Microbiology
CRIM 2205	Law, Media and Popular Culture
ELTE 4300	Methodology for English Language Training
GBTR 1200	Identity and Dementia
GBTR 1210	Dementia Care Programming
GBTR 1220	Leadership Skills
GBTR 1230	Professional Practice
HIST 1150	Introduction to Traditional East Asia
HIST 1151	Introduction to Modern East Asia
HIST 3345	History of the American West
HIST 4435	Genocide in the Twentieth Century
MATH 4150	Number Theory
PHYS 1112	Pulp Physics in Pop Culture
PSYC 3220	Group Dynamics
PSYC 4350	Developmental Psychopathology
PSYN 3100	Psychiatric/Mental Health Nursing Community Health
SOCI 2225	Canadian Society Conflict and Consensus
SOCI 2230	Racialization and Ethnicity in Canada
SOCI 2250	Families in Canada
SOCI 2260	Research Methods in Sociology
SOCI 2280	Sociology of Health and Illness
SOCI 3230	International Migration and Ethnic Communities
SOCI 3320	Sociology of Global Inequalities
UNIV 1101	Academic Success for Student Athletes
WOMN 3100	Conceptual Traps & Health Care

### **REVISED COURSES**

ASTR 1100	Introduction to Astronomy
BIOL 2322	Ecology
CHEM 1105	Introductory Chemistry
CHEM 1110	The Structure of Matter
CHEM 1210	Chemical Energetics and Dynamics
CHEM 2310	Physical Chemistry
CHEM 2320	Organic Chemistry I
CHEM 2420	Organic Chemistry II
PHYS 1101	Physics for Life Sciences I
PHYS 1102	Physics for Life Sciences II
PHYS 1120	Physics for Physical & Applied Sciences I
PHYS 1220	Physics for Physical & Applied Sciences II
PHYS 2335	Modern Laboratory Practices
HORT 1104	Soils, Soil Amendments & Soilless Media An Introduction
HORT 2472	Forest Crop Production
MATH 1112	Pre-Calculus Algebra
MATH 2232	Linear Algebra

(Continued)

**REVISED (Approved by the Divisonal Curriculum Committee)**

HORT 2437	Turf Irrigation Systems Design and Operation
MAND 2200	Intermediate Mandarin I
SOCI 1125	Processes and Structures

**DISCONTINUED**

ABEM 0063	Fundamental Mathematics	Sept 2005
ABEM 0071	Basic Mathematics	Sept 2005
ABEM 0072	Intermediate Mathematics	Sept 2005
ABEM 0077	Vocational Mathematics	Sept. 2005
ABEM 0082	Advanced Mathematics	Sept 2005
ABEB 0086	Advanced Science	Sept 2005
ABEB 0096	Provincial Science	Sept 2005
ABEP 0088	Introduction to Physics	Sept 2005
ABES 0074	Intermediate Science	Sept 2005
PSPM 1063	Fundamental Mathematics	Sept 2005
PSPM 1077	Vocational Mathematics	Sept. 2005
PSPM 1071	Basic Mathematics	Sept 2005
PSPM 1072	Intermediate Mathematics	Sept 2005
PSPM 1082	Advanced Mathematics	Sept 2005
PSPM 1027	Directed Study Mathematics	Sept 2005
PSPB 1086	Advanced Science	Sept 2005
PSPB 1096	Provincial Science	Sept 2005
PSPP 1088	Introduction to Physics	Sept 2005
PSPS 1074	Intermediate Science	Sept 2005
PSPS 1028	Directed Study Science	Sept 2005
PSPA 1024	ACP Orientation	Sept 2005
PSPE 1025	LPI Preparation	Sept 2005
PSPE 1050	Fundamental English I	Sept 2005
PSPE 1060	Fundamental English II	Sept 2005
PSPE 1070	Intermediate English	Sept 2005
PSPE 1078	Tools for Writing	Sept 2005
PSPE 1079	Public Speaking	Sept 2005
PSPE 1081	College Preparatory English	Sept 2005
PSPE 1091	Provincial Level English	Sept 2005
PSPE 1097	Professional and Technical English I	Sept 2005 <sup>2</sup>
PSPR 1065	Directed Study Fundamental Reading	Sept 2005
PSPR 1075	Directed Study Intermediate Reading	Sept 2005
PSPR 1085	Directed Study Advanced Reading	Sept 2005
PSPR 1095	College Preparatory Reading	Sept 2005
PSPW 1064	Directed Studies Fundamental Writing and Communications	Sept 2005
PSPW 1074	Directed Studies Intermediate Writing and Communications	Sept 2005
PSPW 1084	Directed Studies Advanced Writing and Communications	Sept 2005

**LIBERAL EDUCATION TITLE**

FREN 1110	French Language I
FREN 1210	French Language II
LING 1100	Introduction to Language Structure
LING 1200	Introduction to Language Use
MAND 1100	Basic Mandarin I
MAND 1101	Basic Mandarin II
MAND 2200	Intermediate Mandarin I
MAND 2201	Intermediate Mandarin II
MAND 3300	Mandarin for Speakers of Other Chinese Dialects I

MAND 3301	Mandarin for Speakers of Other Chinese Dialects II
GERM 1100	Basic German I
GERM 1101	Basic German II
GERM 2200	Intermediate German I
GERM 2201	Intermediate German II
PUNJ 1100	Introductory Punjabi I
PUNJ 1101	Introductory Punjabi II
PUNJ 2200	Intermediate Punjabi I
PUNJ 2201	Intermediate Punjabi II
JAPN 1100	Basic Japanese I
JAPN 1101	Basic Japanese II
JAPN 2200	Intermediate Japanese I
JAPN 2201	Intermediate Japanese II
SPAN 1100	Basic Spanish I
SPAN 1101	Basic Spanish II
SPAN 2200	Intermediate Spanish I
SPAN 2201	Intermediate Spanish II



**Kwantlen**  
UNIVERSITY COLLEGE

**EDUCATION COUNCIL**

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

**AGENDA #: 6.1**

**PREPARED BY: Arthur Coren**

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**ISSUE:** Change in entrance requirements

**ACTION:** *THAT Council approve the change in entrance requirements for School of Business baccalaureate programs.*



**SCHOOL OF BUSINESS**

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**TO: Education Council**  
**C:**  
**FROM: School of Business Curriculum Committee**  
**DATE: February 20<sup>th</sup>, 2006**  
**SUBJECT: Admission standard for Year 1 of School of Business baccalaureate programs**

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Admission standard into Year 1 of all School of Business baccalaureate programs shall be:

- satisfaction of Kwantlen University College general admission requirements;
- BC English 12 with a B grade or better, or equivalent;
- Math 11 (Principles) with a C+ grade or better, or equivalent OR Math 12 (Applications) with a B grade or better, or equivalent.

Admission standard into Year 3 of School of Business baccalaureate programs (i.e. those traditionally offered in a “two-plus-two” format) shall continue to be as previously approved and published.



**Kwantlen**  
UNIVERSITY COLLEGE

**EDUCATION COUNCIL**

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

**AGENDA #: 6.2**

**PREPARED BY: Arthur Coren**

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**ISSUE:** Change in registration model

**ACTION:** *THAT Council approve the change in registration model for School of Business baccalaureate programs.*



Karen Metzger  
Sent by: Karen Metzger  
03/09/2006 02:40 PM

To: Arthur Coren/emp/kwantlen/Ca, Wayne Tebb/emp/kwantlen/Ca,  
tritchew1  
cc: *Leh Seto, Kulnie Gill*  
Subject: excerpt from unapproved EdCo Mar 6, 06 minutes

Hi Arthur, Wayne, and Panteli

The following is an excerpt from the unapproved minutes of the Mar. 6, 2006 EdCo minutes: (please feel free to let me know if anything is not clear or accurate)

**6. School of Business**

**6.1. Change in Entrance Requirements to Baccalaureate Programs**

Arthur Coren, Wayne Tebb, and Panteli Tritchew attended to this agenda item. They explained that the School of Business baccalaureate programs were initially approved using the two-plus-two model to satisfy Ministry requirements at the time. The proposed changes will allow students to enroll directly into the four-year degree program, while they still have the option of exiting with a certificate or diploma. The change has precipitated the need to increase the Math entrance requirements from Math 11 (C) to Math 11 (Principles) or Math 12 (Applications)(C+), and to set English 12 (B) as a requirement.

Current students will not be affected by this change, and students who would not qualify for the baccalaureate programs could still register in the diploma programs and upgrade for transfer while they are in the program.

Moved by Alexandra Richmond, seconded by Roger Elmes, THAT Council approve the change in entrance requirements to School of Business baccalaureate programs as presented.

**MOTION CARRIED.**

This change will be for immediate implementation, pending completion of any required processes.

This will go forward to the Board of Governors for approval.

**6.2. Change in Registration Model for Baccalaureate Programs**

Arthur Coren explained that the proposed changes to School of Business baccalaureate programs as per item 6.1 above will streamline the admission process for students, will enhance enrollment management, and will align degree entry points with those of competitors.

Continuation standards have also been identified for students completing year two and going into year three of the B.B.A. Human Resources Management and the Bachelor of Technology in Information Technology.

Moved by Ken McIntyre, seconded by Roger Elmes, THAT Council approve changing the B.B.A. in Accounting from a two-plus-two model to a four-year model, with entry points in years one and three.

**MOTION CARRIED.**

Moved by Dianne Crisp, seconded by Derek Francis, THAT Council approve changing the B.B.A. in Entrepreneurial Leadership from a two-plus-two model to a four-year model, with entry points in years one and three.

**MOTION CARRIED.**

Moved by Roger Elmes, seconded by Derek Francis, THAT Council approve changing the B.B.A. in Financial Services to a four-year model, with entry points in years one and three, and including the Co-op option, pending any technicalities to do with final approval of the FPP.

**MOTION CARRIED.**

Moved by Newton Wainman, seconded by Bob Davis, THAT Council approve the continuation standards for students who have achieved 60 credits be established as presented for the B.B.A. in Human Resources Management (pending DQAB approval), and for the Bachelor of Technology in

Information Technology.

MOTION CARRIED.

Item 6 will go forward to the Board of Governors for approval, and item 6.1 will be presented for information, unless it is determined that approval is required.

**Assuming that Board approval will be granted, please ensure that any required actions be taken to implement these changes, and to inform any department or office that needs this information.**

Karen

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





Karen Metzger  
Sent by: Karen Metzger  
03/09/2006 02:40 PM

To: Arthur Coren/emp/kwantlen/Ca, Wayne Tebb/emp/kwantlen/Ca,  
tritchewA  
cc:  
Subject: excerpt from unapproved Edco Mar 6, 06 minutes

Hi Arthur, Wayne, and Panteli

The following is an excerpt from the unapproved minutes of the Mar. 6, 2006 EdCo minutes: (please feel free to let me know if anything is not clear or accurate)

## **6. School of Business**

### **6.1. Change in Entrance Requirements to Baccalaureate Programs**

Arthur Coren, Wayne Tebb, and Panteli Tritchew attended to speak to this agenda item. They explained that the School of Business baccalaureate programs were initially approved using the two-plus-two model to satisfy Ministry requirements at the time. The proposed changes will allow students to enroll directly into the four-year degree program, while they still have the option of exiting with a certificate or diploma. The change has precipitated the need to increase the Math entrance requirements from Math 11 (C) to Math 11 (Principles) or Math 12 (Applications)(C+), and to set English 12 (B) as a requirement.

Current students will not be affected by this change, and students who would not qualify for the baccalaureate programs could still register in the diploma programs and upgrade for transfer while they are in the program.

Moved by Alexandra Richmond, seconded by Roger Elmes, THAT Council approve the change in entrance requirements to School of Business baccalaureate programs as presented.

**MOTION CARRIED.**

This change will be for immediate implementation, pending completion of any required processes.

This will go forward to the Board of Governors for approval.

### **6.2. Change in Registration Model for Baccalaureate Programs**

Arthur Coren explained that the proposed changes to School of Business baccalaureate programs as per item 6.1 above will streamline the admission process for students, will enhance enrollment management, and will align degree entry points with those of competitors.

Continuation standards have also been identified for students completing year two and going into year three of the B.B.A Human Resources Amangement and the Bachelor of Technology in Information Technology.

Moved by Ken McIntyre, seconded by Roger Elmes, THAT Council approve changing the B.B.A. in Accounting from a two-plus-two model to a four-year model, with entry points in years one and three.

**MOTION CARRIED.**

Moved by Dianne Crisp, seconded by Derek Francis, THAT Council approve changing the B.B.A. in Entrepreneurial Leadership from a two-plus-two model to a four-year model, with entry points in years one and three.

**MOTION CARRIED.**

Moved by Roger Elmes, seconded by Derek Francis, THAT Council approve changing the B.B.A in Financial Services to a four-year model, with entry points in years one and three, and including the Co-op option, pending any technicalities to do with final approval of the FPP.

**MOTION CARRIED.**

Moved by Newton Wainman, seconded by Bob Davis, THAT Council approve the continuation standards for students who have achieved 60 credits be established as presented for the B.B.A. in Human Resources Management (pending DQAB approval), and for the Bachelor of Technology in

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**Recommended Textbooks, Lab or Shop Manuals, Equipment, etc., such as:**

**BIBLIOGRAPHY ATTACHED? (For suggested library acquisitions)**

Yes \_\_\_ No \_\_\_

**Do library resources in this area need more development?**

Yes \_\_\_ No \_\_\_

Information Technology.

MOTION CARRIED.

Item 6 will go forward to the Board of Governors for approval, and item 6.1 will be presented for information, unless it is determined that approval is required.

**Assuming that Board approval will be granted, please ensure that any required actions be taken to implement these changes, and to inform any department or office that needs this information.**

Karen

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

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**LEARNING ACTIVITIES**

Activities may include, but are not restricted to, the following:

- Viewing audio-visual materials
- Working on assignments, reading and responding to review questions and self-tests individually
- Participating in shop demonstrations
- Working as individuals on selected door panels
- Attending lectures and taking notes
- Working on door panels requiring use of measuring devices
- Working on the estimation of materials
- Working individually to assemble and disassemble door panels
- Practice safety when operating tools
- Learn to complete an auto trimmer bid sheet

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**ASSESSMENT METHODS**

Grading system used         LETTER GRADE         MAS         EXP

Assessment plans comply with Kwantlen policy and resemble the following:

	%
	%
	%
TOTAL	100%

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**METHODS FOR PRIOR LEARNING ASSESSMENT**

The following PLA methods will be used:

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**TEACHING MODES**

	Hours per Week	Class Size	Duration (in weeks)
A. Classroom-Related Instruction (Lecture)			
B. Simulated Learning Environment (Lab)			
C. Individual Learning Environment (Lab)			
D. Practicum Supervision/Field Experience			
E. Reality Learning Environment			

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**LEARNING RESOURCES**

Required Textbooks, Lab or Shop Manuals, Equipment, etc., such as:



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**TO: Education Council**

**C:**

**FROM: School of Business Curriculum Committee**

**DATE: February 20<sup>th</sup>, 2006**

**SUBJECT: Format change for School of Business baccalaureate degrees**

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The School of Business baccalaureate degrees (with the exception of the BBA in Human Resources Management which is pending DQAB review) were all designed in a “two-plus-two” format. At the time, that format was in concert with the mission of the newly created University Colleges and was done to satisfy Provincial directives and provide laddering opportunities. In the intervening years, there have been several changes including regional growth, shift in demographics and consumer tastes, and increased competition in the post-secondary sector. These changes have made the following issues evident:

- Many students now come to Kwantlen with the intent of completing a four-year degree at Kwantlen;
- The “two-plus-two” model and the inability to enroll directly into a School of Business Baccalaureate program is confusing to high school students, their parents, and to many guidance counselors; and
- We are losing enrollments to institutions that offer matriculation into Year 1 of a business or computing baccalaureate.

As a result, the School of Business proposes to allow direct entry into Year 1 of School of Business Baccalaureate Programs. The actual change and impacts are minor and effectively codify the route that many students are already pursuing as they do their “two-plus-two” programs. As well, each program would allow students whose educational plans have changed to leave the program early and still have the opportunity to receive a certificate or diploma. Such a change has already been approved for the Bachelor of Technology in Information Technology and is pending implementation.

Students will be required to meet requirements as outlined in “Admission standard for Year 1 of School of Business baccalaureate programs”. Students that do not meet the requirements for entry in first year may enroll in diploma programs for which they are qualified, take open access courses, or pursue the BBA prep requirements. Other students may require upgrading to meet specific program prerequisites. In either case, these students may apply for admission in year 3 as in the current “two-plus-two” model.

These changes have no negative impacts on the co-operative education versions of the degrees and, in fact, are anticipated to bolster enrollments in those areas.

**Included among the benefits of these proposed changes are:**

- Streamlined admission process for students (one admission);
- No “registration lag” or delay for students who have to apply for baccalaureate after completing 60 credits;
- Three possible credential exit points for students;
- Enhanced enrollment management and predictive course scheduling;

- Responds to consumer demand for entry in Kwantlen baccalaureates straight from high school and mirrors successful model of BA degrees;
- Puts our degree entry points in alignment with those of competitors;
- Potential for greater retention and creates “barrier to switching”;
- Opportunity for enhanced enrollments in provincially-tracked computing programs.

### **Bachelor of Business Administration – Accounting**

**Motion: That the Bachelor of Business Administration – Accounting program format be changed to a four-year model with entry points in Year 1 and Year 3.**

The “two-plus-two” program currently requires “completion of an Accounting Diploma (60 credits) from a recognized post-secondary program”. Therefore, students entering in Year 1 would typically follow the requirements of the Accounting Diploma in Years 1 and 2 as published, to wit:

“Students must complete 20 courses:

- ACCT 1110 and 1210 (or ACCT 2293 and an elective excluding ACCT 1110 and 1210)
- Seven additional Accounting courses (ACCT 3310, 3320, 3335, 3380, 3410, 3420, 3444). ACCT 3510 is a 6 credit equivalent of ACCT 3310 and 3410. ACCT 3520 is a 6 credit equivalent of ACCT 3320 and ACCT 3420
- Two courses in Business (BUSI) and/or Marketing (MRKT)
- Two courses in Computer Business Systems (CBSY)
- One course in Economics (ECON)
- One course in Mathematics (including ACCT 1130)
- One course in Statistics (including ACCT 1230)
- One course in Applied Communications (CMNS 1140)
- One first year English course (excluding ENGL 1099)
  - Two undergraduate level electives (can be selected either to meet prerequisite requirements for advanced courses or to meet specific student needs and interests)”

For students admitted to Year 1 of the program, continuation after achieving 60 credits requires (1) a program GPA of at least 2.7, and (2) successful completion of the first year English and Applied Communications requirements. In Years 3 and 4, they would follow the currently published course and program requirements. This also includes all liberal education/breadth requirements, as well as the ethics and English requirements.

*Potential early exit points:* Accounting certificate; Accounting diploma

### **Bachelor of Business Administration – Entrepreneurial Leadership**

**Motion: That the Bachelor of Business Administration – Entrepreneurial Leadership program format be changed to a four-year model with entry points in Year 1 and Year 3.**

The typical student entering the “two-plus-two” program has completed the requirements of “business-related diploma from a recognized college or university, with a minimum of 60 credits”. For students entering in Year 1 it is recommended that they follow a specific version of the requirements of the General Business Diploma in Years 1 and 2. This has been developed by several of the School of Business chairs and departments over a two year period to reflect a solid business core, enhance preparation for upper-level courses, maximize transferability, and provide alternative exit points. The specific courses are attached in Appendix A.

For students admitted to Year 1 of the program, continuation after achieving 60 credits requires (1) a program GPA of at least 2.7, (2) a C+ or better in accounting, and a C+ or better in statistics, (3) successful completion of the first year English and Applied Communications requirements. In Years 3 and 4, they would follow the currently published course and program requirements. This also includes all liberal education/breadth requirements, as well as the ethics and English requirements.

*Potential early exit points:* General Business Studies Certificate; General Business Studies Diploma

### **Bachelor of Business Administration – Financial Services (pending PSIPS review)**

**Motion: That the Bachelor of Business Administration – Financial Services program format be changed to a four-year model with entry points in Year 1 and Year 3 and that the co-op option be approved.**

The proposed structure, requirements, and standards for Year 1 entrants of this program will mirror those of the Bachelor of Business Administration – Entrepreneurial Leadership.

The co-op option is a feature of all School of Business baccalaureates. This was inadvertently left off of the final submission of the full program proposal to Education Council and is now presented as a housekeeping item. As a reminder, the co-op option of School of Business degrees includes identical curriculum, standards, and requirements, but also incorporates two four-month work terms or one eight-month work term.

### **Program Continuation:**

As indicated above, the BBA – HRM and BTech are already in a 4 year/Year 1 and 3 format.

**Motion: That continuation in the Bachelor of Business Administration – Human Resources Management and the Bachelor of Technology in Information Technology be established as follows:**

### **Bachelor of Business Administration – Human Resources Management (pending final DQAB review)**

For students admitted to Year 1 of the program, continuation after achieving 60 credits requires (1) a program GPA of at least 2.7, (2) a C+ or better in accounting, and a C+ or better in statistics, (3) successful completion of the first year English and Applied Communications requirements.

### **Bachelor of Technology in Information Technology**

For students admitted to Year 1 of the program, continuation after achieving 60 credits requires (1) a program GPA of at least 2.7, and (2) successful completion of the first year English and Applied Communications requirements.

## Appendix A: Business Core / General Business Studies Diploma

1/1

Course	Course Description
ENGL 1100	Writing, Reading and Thinking: An Introduction
ACCT 1130	Business Mathematics
ACCT 1230	Business Statistics
BUSI 1110	Fundamentals of Business
MRKT 1199	Introduction to Marketing

1/2

Course	Course Description
BUSI 1210	Essentials of Management
CMNS 1140	Theory and Application
ACCT 2293	Introduction to Financial Accounting
ECON 1150	Principles of Microeconomics
"Flex" ( <sup>1</sup> CPSC 1100 or <sup>2</sup> CBSY 1105)	<sup>1</sup> Introduction to Computer Literacy or <sup>2</sup> Introductory Microcomputer Application

2/1

Course	Course Description
ECON 1250	Principles of Macroeconomics
ACCT 3320	Introductory Management Accounting
BUSI 2390	Business Law
MRKT 1299	Consumer Behavior
ELECTIVE (liberal ed or upper level)	

2/2

Course	Course Description
CBSY 2205	Computers and Information Processing
ACCT 3380	Managerial Finance
ELECTIVE (liberal ed or upper level)	
ELECTIVE (liberal ed or upper level)	
ACCT OR liberal ed	





**Kwantlen**  
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**EDUCATION COUNCIL**

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

**AGENDA #: 7**

**PREPARED BY: Dana Goedbloed**

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**ISSUE:** Change in curriculum approval process

**ACTION:** *THAT Council approve a variance in the curriculum approval process.*



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**TO: Education Council**  
**C:**  
**FROM: Dana Goedbloed, Acting Dean, Trades & Technology**  
**DATE: February 21, 2006**  
**SUBJECT: Curriculum Change Process**

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Please accept this memo as request for variance in process for curricular changes required to Trades programs at Kwantlen University College, for implementation in September 2006. We are requesting that the following variance in process for curriculum changes be allowed, given the imminent implementation date.

**Step 1:**

Course outlines for each affected Trade program (Automotive Service Technician, Welding, Masonry, Carpentry, Appliance Service Repair, Outdoor Power, and Auto Trim) be completed and approved by the Education Council Curriculum sub-committee.

**Step 2:**

Full program proposals for each of the programs named above to developed and approved for Citations.

This variance in process will allow for the timely implementation of the required changes by September 2006.

**BACKGROUND:**

In December 2005 the Industry Training Authority (ITA) directed that all Trades programs in B.C. standardize durations of Entry Level Trades Training (ELTT). The ITA is the body, within the Ministry of Economic Development, who is mandated to govern and finance Trades education in B.C. ELTT is the delivery of apprenticeship curriculum to students are exploring trades careers, but have limited, or no, technical and practical experience. Durations for these programs currently vastly vary and the ITA is asserting that students and employers will benefit by standardizing them.

**MOTION**

That Education Council allow for the development of course outlines prior to the approval of Full Program Proposals for each of the Trades program areas, to allow the implementation of standardized curriculum for September 2006; *in the* Full program proposals will then be developed for each of the Trades programs, as per the Curriculum Framework for Trades Programs to Diploma Levels, approved by Education Council in May 2004.

Thank you for your approval.



**Kwantlen**  
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**EDUCATION COUNCIL**

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

**AGENDA #:** 8

**PREPARED BY:** Dianne Crisp

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**ISSUE:** Approval of program revisions

**ACTION:** *THAT Council approve a revision to the B.A. Psychology, Major and Minor, degree programs.*

To: EdCo  
From: Dianne Crisp, Psychology BA Degree Program Coordinator  
Date: 9<sup>th</sup> February, 2006  
Subject: Proposed changes to the prerequisite directions for students

The request to changes in the prerequisite directions for students in the BA Psychology Major and Minor Degree Programs was received by the Social Sciences Curriculum Committee meeting of January 27<sup>th</sup> 2006 and a motion was passed to approve the changes at DPAC on February 15<sup>th</sup> 2006.

### **Rationale**

There is an anomaly in the Psychology Degree progression matrix. Included as requirements for 3<sup>rd</sup> and 4<sup>th</sup> year, students are told to take 2 of the following courses:

Psyc 2315 Brain Behaviour  
Psyc 2375 Perception  
Psyc 2385 Cognition

The problem with this is that, in order to complete the degree requirements they MUST take 3000/4000 courses that have as their prerequisites 2315 and 2385.

We are proposing that we remove the ‘two of the following’ statements, and require the students to complete 2315 and 2385.

This change will not affect the program Learning Outcomes.