



AGENDA

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|--|------|-------------------|
| 1. Confirmation of Agenda | 4:15 | Takashi Sato |
| 2. Approval of Minutes (Sept 25, 2006)..... | | |
| 3. Chair's Report | | |
| 4. Standing Committee Reports | 4:20 | |
| 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 | 4:50 | |
| 5.2. Employability Skills Committee
(Geoff Dean, Chair)..... | | Geoff Dean |
| 5.3. Math & Quantitative Skills Committee
(John Sprung, Interim Chair)..... | | John Sprung |
| 5.4. Policy Review Committee
(Dana Goedbloed, Chair) | | Dana Goedbloed |
| 5.4.1. Policy B.12 Program Review | 5:00 | |
| 6. Revision of By-laws | 5:15 | Takashi Sato |
| 7. Education Council Awareness | 5:25 | Takashi Sato |
| 8. Next Meeting: Nov. 20, 2006, 4:15 pm | | |
| 9. Adjournment | | |

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

Attendance, Date: Mon, ~~Nov~~ Oct 23/06

	NAME	PRESENT	ABSENT
1	Abraniuk, Theresa (Staff)	✓	
2	Androsiuk, Mary (Faculty)		Med leave - semester
3	Belter, Wendy (Faculty)		R
4	Chezenko, Jesse (Student)	✓	
5	Crisp, Dianne (Faculty)		R -
6	Cserepes, Dana (Faculty)	✓	
7	Cunnin, Betty (Faculty)	✓	
8	Davis, Bob (Faculty)	✓	
9	Goedbloed, Dana (Admin)	✓	
10	Hollick, Denny (Student)	✓	
11	Hoffman, Sandra (Staff)		R
12	Howes, Stephanie (Faculty)		R
13	Huff, Matt (Student)		R
14	McGillivray, Judith (Admin) <i>Spiller, Rob</i>	✓	
15	McIntyre, Ken (Student)	✓	
16	Richmond, Alexandra (Faculty)	✓	
17	Sato, Takashi (F) (Chair)	✓	
18	Tebb, Wayne (Admin)		
19	Wainman, Newton (Faculty)	✓	
20			
	Ex Officio Members		
	Triplett, Skip	✓	
	Gordon, Jody		
	Board rep.		
	Guests		
	<i>Carolyn Robertson</i>	✓	
	Metzger, Karen , Recorder	✓	



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Oct. 23, 06

AGENDA #: 2

PREPARED BY: Karen Metzger

ISSUE: *Approval of minutes*

ACTION: *That Council approve the minutes of the Sept. 25, 2006 meeting.*



MINUTES

Present:	Theresa Abraniuk Wendy Belter Dianne Crisp Dana Cserepes Betty Cunnin Bob Davis Rob Fleming Dana Goedbloed, Vice Chair Denny Hollick	Stephanie Howes Ken McIntyre, Member-at-Large Karen Metzger, Recorder Alexandra Richmond Takashi Sato, Chair Newton Wainman Wayne Tebb
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Regrets:	Mary Androsiuk Jesse Chezenko Jody Gordon Sandra Hoffman	Matt Huff Susan Murray  Skip Triplett Board Rep.
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Guests:	John Sprung Joanne Massey John Rupert Brian Carr
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1. Confirmation of Agenda

Takashi Sato called the meeting to order at 4:21 pm. He welcomed new and returning members to the first meeting of the year, and all members introduced themselves.

Moved by Dianne Crisp, seconded by Ken McIntyre, **THAT Council approve the agenda as amended: item 5.2 should be Essential Skills Committee.**

MOTION CARRIED.

2. Approval of Minutes (June 5 and 19, 2006)

Moved by Dianne Crisp, seconded by Dana Cserepes, **THAT Council approve the minutes of the June 5, 06 meeting as amended: Wayne Tebb should be listed as a guest instead of as a member; delete repeated wording in item 7.**

MOTION CARRIED.

Moved by Ken McIntyre, seconded by Dana Cserepes, **THAT Council approve the minutes of the June 19, 06 meeting as amended: Theresa Abraniuk was present as a guest.**

MOTION CARRIED.

3. Chair's Report

Takashi reported that a small group has met to work on ways to improve general awareness of Education Council among students, faculty, and staff. He invited interested members to join for an upcoming meeting, and expects to have a more substantial report at the next Council meeting.

4. Standing Committee Reports

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

Dianne Crisp met with Roy Daykin, Rob Fleming, Takashi Sato, Shirley McKendry, Panteli Tritchew, and Josh Mitchell to discuss having financial aspects of program concepts vetted before they are presented to DPAC. It was determined that a dean's signature on a concept will verify that financial estimates are reasonable, though it will not imply that funding is committed.

At the Sept. 6, 06 meeting, DPAC approved a revision to B.A. English Minor program, which is on today's agenda.

DPAC also discussed the timelag between the approval of program concepts and full program proposals. Rather than establishing a time limitation, it was decided that the Chair of Education Council will contact deans who have program concepts pending for several years to determine the status of development.

4.2. Program Review Committee (Carolyn Robertson, Chair)

Takashi Sato reported on behalf of Carolyn Robertson that a revised program review policy is ready to go to the deans for feedback this week. The policy must also be reviewed by the Policy Review Committee before being brought to Education Council for approval. The committee is also preparing to work out the details of the revised program review process, which will be in line with requirements for AUCC membership.

5. Sub-Committee Reports

5.1. Curriculum Sub-Committee

June 14, 2006

New Courses

CMNS 1115 Writing for the Specialized Workplace
CRIM 4900 Special Topics in (XXX)
ELST 0020 Pre-Foundations Intensive General English Level 2
ENGT 1015 Communications Skills for Trades I
ENGT 1025 Communications Skills for Trades II
ENTR 4105 Corporate Communications and Investor Relations
GDMA 4140 Major Project I
GDMA 4210 Integrated Marketing Design
GDMA 4220 Major Project 2
HORT 1110 Introduction to Sustainable Horticulture
HORT 2490 Organic Greenhouse Crop Productions
MATT 1015 Mathematics/Science for Manufacturing and Mechanical Trades I
MATT 1025 Mathematics/Science for Manufacturing and Mechanical Trades II
HIST 4460 Gandhi in History
PHYS 3202 Biophysics
PSYC 3350 Advanced Psychopathology
PUNJ 2200 Intermediate Punjabi I
PUNJ 2201 Intermediate Punjabi II
SECU 2000 Private Security and Public Policing
SECU 2001 Introduction to Security Management
SECU 3001 Security Systems and Controls
SECU 4000 Modern Approaches to Security
SECU 4001 Security: Project-Based Research
SECU 4002 Security Risk Assessment and Management
SECU 4250 Security Management Practicum
MUSI 1041 Certificate Guitar Chamber Ensemble I
MUSI 1051 Certificate Guitar Chamber Ensemble II
MUSI 1171 Guitar Chamber Ensemble I
MUSI 1271 Guitar Chamber Ensemble II
MUSI 2371 Guitar Chamber Ensemble III
MUSI 2471 Guitar Chamber Ensemble IV

- MUSI 1042 Certificate Piano Chamber Ensemble I
- MUSI 1052 Certificate Piano Chamber Ensemble II
- MUSI 1172 Piano Chamber Ensemble I
- MUSI 1272 Piano Chamber Ensemble II
- MUSI 2372 Piano Chamber Ensemble III
- MUSI 2472 Piano Chamber Ensemble IV
- MUSI 1043 Certificate Percussion Ensemble I
- MUSI 1053 Certificate Percussion Ensemble II
- MUSI 1173 Percussion Ensemble I
- MUSI 1273 Percussion Ensemble II
- MUSI 2373 Percussion Ensemble III
- MUSI 2473 Percussion Ensemble IV
- MUSI 1044 Certificate Woodwind Chamber Ensemble I
- MUSI 1054 Certificate Woodwind Chamber Ensemble II
- MUSI 1174 Woodwind Chamber Ensemble I
- MUSI 1274 Woodwind Chamber Ensemble II
- MUSI 2374 Woodwind Chamber Ensemble III
- MUSI 2474 Woodwind Chamber Ensemble IV
- MUSI 1045 Certificate Brass Chamber Ensemble I
- MUSI 1055 Certificate Brass Chamber Ensemble II
- MUSI 1175 Brass Chamber Ensemble I
- MUSI 1275 Brass Chamber Ensemble II
- MUSI 2375 Brass Chamber Ensemble III
- MUSI 2475 Brass Chamber Ensemble IV
- MUSI 1046 Certificate Vocal Ensemble I: Jazz and Madrigal
- MUSI 1056 Certificate Vocal Ensemble II: Jazz and Madrigal
- MUSI 1176 Vocal Ensemble I: Jazz and Madrigal
- MUSI 1276 Vocal Ensemble II: Jazz and Madrigal
- MUSI 2376 Vocal Ensemble III: Jazz and Madrigal
- MUSI 2476 Vocal Ensemble IV: Jazz and Madrigal
- MUSI 1047 Certificate Jazz Band I
- MUSI 1057 Certificate Jazz Band II
- MUSI 1177 Jazz Band I
- MUSI 1277 Jazz Band II
- MUSI 2377 Jazz Band III
- MUSI 2477 Jazz Band IV
- MUSI 1048 Certificate Jazz Combo I
- MUSI 1058 Certificate Jazz Combo II
- MUSI 1178 Jazz Combo I
- MUSI 1278 Jazz Combo II
- MUSI 2378 Jazz Combo III
- MUSI 2478 Jazz Combo IV

Revised Courses

- GEOG 2390 Geographical Information and Data Analysis
- GEOG 2395 Cartographic Techniques
- PSYC 2322 Developmental Psychology: Adulthood
- PSYC 5001 Honours Thesis I (BA)

PRLN 1150 Public Relations Practice
PRLN 1241 Organizational Communications
PRLN 2330 Event Management

For information only:

Revised with Divisional Curriculum Committee Approval

PUNJ 1100 Introductory Punjabi I
PUNJ 1101 Introductory Punjabi II

Discontinued

PHIL 1120 Philosophy of Religion – Sept. 2006 – replaced by PHIL 2120

Sept. 11, 2006

New Courses

CRIM 3113 Critical Criminology
CRIM 3249 Issues in Youth Justice
CRIM 4154 Community Criminal Justice Project I
ELST 0273 Listening and Speaking Skills for Business Level 2
ENGL 3301 19th-Century Canadian Literature in English
ENGL 3302 Canadian Prose in English from 1900
ENGL 3303 Canadian Poetry in English from 1880 to the Present
ENGL 3306 Literature of the United States: Beginnings to 1865
ENGL 3307 Literature of the United States 1865-1910
ENGL 3308 Literature of the United States 1910-1945
ENGL 3315 Chaucer: Saints, Sinners, and Sex
ENGL 3316 History of the English Language
ENGL 3317 Readings in the History of Ideas
ENGL 3323 Seventeenth-Century British Literature
ENGL 3325 Eighteenth-Century British Literature
ENGL 3328 Romantic Poetry and Poetics
ENGL 3332 Victorian Poetry and Non-Fiction
ENGL 3345 Diasporic Literatures
ENGL 3351 Studies in Modernism
ENGL 3352 The British Novel 1900-1945
ENGL 3355 Modern and Contemporary Drama
ENGL 3358 British Fiction since 1945
MATT 1002 Math for Building Trades I
MATT 1004 Math for Building Trades II
MATT 1006 Math for Building Trades III
MATT 1008 Math for Building Trades IV
MATT 1010 Math for Entry-Level Building Trades
SOC1 3300 Sociology of Work and Occupation

Revised Courses

CRIM 3307 Issues in Conflict Resolution
ELST 0256 TOEFL iBT – Test Preparation
FASN 2240 Computer-Based Pattern Drafting
GDMA 4110 Display Design
GDMA 4200 Advertising Design
GDMA 4210 Integrated Media Design
GDMA 4220 Major Project 2

For information only:

Revised with Divisional Curriculum Committee Approval

CBSY 1105 Introductory Microcomputer Applications
CBSY 2205 Computers and Information Processing
CBSY 2305 Advanced Microcomputer Applications

CBSY 2405 Accounting Information Systems
PHYS 1101 Physics for Life Sciences I
PHYS 1102 Physics for Life Sciences II
PHYS 1120 Physics for Physical and Applied Sciences I
PHYS 1220 Physics for Physical and Applied Sciences II
PHYS 2330 Intermediate Mechanics

Discontinued

CMNS 2130 Communications for Design Professionals – effective Sept. 1, 2006 – replaced with CMNS 2140
IDSN 3545 Representations III – effective Dec. 31, 06 – replaced by IDSN 3645
IDSN 4790 Major Site Tutorial – effective Dec. 31, 06 – replaced by IDSN 3690
PHYS 107 Invitation to Physics I – effective Sept. 1, 2006 - housekeeping
PHYS 207 Invitation to Physics II - effective Sept. 1, 2006 - housekeeping
PHYS 2335 Modern Laboratory Practices - effective Sept. 1, 2006 – replaced with PHYS 2101 & 2201 to reflect changes at local universities

Q-Courses

PHYS 3202 Biophysics

5.2. Essential Skills Committee (Geoff Dean, Chair)

Takashi reported on behalf of Geoff Dean that the Essential Skills policy has been approved, and that the committee is working on completing a number of tasks included in the committee's mandate.

5.3. Math & Quantitative Skills Committee (John Sprung, Interim Chair)

The first meeting of the fall is scheduled for Friday Sept. 29, 06. There have been no meetings since John Sprung reported to Council on June 19, 06.

5.4. Policy Review Committee (Dana Goedbloed, Chair)

5.4.1. Academic Schedule for 2007/08

Dana Goedbloed explained that the academic schedule is presented for information in fulfillment of the College and Institute Act, item 23 (1)(h), and that the Policy Review Committee has verified that the academic schedule for 2007/08 complies with the policy. She distributed *Policy B.1 Academic Schedule* for reference. *and reading break*

There was discussion about the impact of statutory holidays on the academic schedule. Dana will take the comments to the Policy Review Committee. She clarified that anyone is welcome to attend Policy Review Committee meetings at any time to present concerns.

The academic schedule for 2007/08 will go forward to the Board as advice.

6. Program Revision: B.A. English Minor

John Rupert explained that a minor change is requested for the B.A. English Minor program. More students than anticipated had declared themselves for the B.A. English Minor program, making it necessary to have more options for 4th year English courses to accommodate all the students. Four new 4th-year courses are being developed, one of which is planned for implementation in January 2007.

There was discussion about revising the wording of the memo to make it clear that students not in the B.A. English Minor program may access 4000-level English courses on the basis of prerequisites when registration opens to non-program students.

Jody Gordon in absentia had sent a message that she supports the program revision in general.

Moved by Ken McIntyre, seconded by Dana Cserepes, **THAT Council approve the revision to the B.A. English Minor program.**

MOTION CARRIED.

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

7. FPP: Drafting/Computer Aided Drafting & Design (CADD) Technologies Diploma

Joanne Massey, John Sprung, Dana Goedbloed and Brian Carr attended to present the full program proposal for the *Drafting/Computer Aided Drafting & Design (CADD) Technologies Diploma*.

Dianne Crisp reported that DPAC recommended approval of the proposal in April, pending a number of revisions, which have been made to DPAC's satisfaction.

John Sprung explained that the full program proposal is to transition a one-year vocational program into a two-year academic model diploma program with exits (citation, certificate, advanced certificate, and diploma). Graduates of the diploma program may transfer into the B.B.A Entrepreneurial Leadership program.

Graduates of the current program will be able to access the diploma program via bridging courses, PLA, and case-by-case evaluation. The proponents will consult with Jody Gordon to work out the technicalities.

Moved by Bob Davis, seconded by Dana Cserepes, THAT Council approve the full program proposal for a *Drafting/Computer Aided Drafting & Design (CADD) Technologies Diploma*, pending a few revisions:

- Throughout the document, change 'employability skills' to 'essential skills'
- Appendix C – add a statement about courses marked 'new' being under development and may change
suggestion to replace *CMNS 1110 Introduction to Business & Technical Writing* with *CMNS 1115 Writing for Specialized Workplace*

MOTION CARRIED. 1 abstention (Dana Goedbloed)

Implementation is planned for Sept. 2007.

This FPP will be posted to PSIPS for the 30-day peer review period.

Dana Goedbloed thanked Joanne and John for the extraordinary effort they put into preparing this full program proposal in a short timeframe.

8. Kwantlen's B.A. Quantitative Course Status approval

Dianne Crisp explained that she is the chair of the Q-committee, which reviews courses submitted for assessment for Q-status for B.A. degrees. The committee may or may not ask proponents to defend the request. The committee is guided by criteria established by the B.A. Task Group (empowered by Education Council to develop the framework for B.A. degrees), not by a policy. It was pointed out that quantitative requirements for bachelor's degrees are not the same as for associate degrees.

The list of courses approved for Q-status is available on Plaza, linked through B.A. degree program information.

ACTION: Karen will email the link to Council members, and to Brian Carr.

9. **Next Meeting:** Oct. 23, 2006, 4:15 pm

10. **Adjournment:** Moved by Alexandra Richmond to adjourn the meeting at 5:29 pm.

EDUCATION COUNCIL

For information: The following new and revised courses were approved by the Education Council curriculum sub-committee:

NEW COURSES

ELTE 4400	English Language Teaching Practicum I
ELTE 4410	English Language Teaching Practicum II
ENGL 2310	Classical and Biblical Literature
ENGL 2400	Introduction to Cultural Studies
ENGL 4700	Special Topics in Literature
GEOG 3310	Natural Hazards
PHIL 2210	Epistemology
PHIL 2215	Metaphysics
PHIL 3100	Great Philosophers of the 20th Century
PHIL 3120	Free Will and Determinism
PHIL 4110	Topics in Ethics
WELD 1200	Air Arc and Plasma Arc Cutting
WELD 1210	Advanced Shielded Arc Welding
WELD 1220	Read Technical Drawings
WELD 1230	Advanced Gas Metal Arc Welding
WELD 1240	Basic Metallurgy

*not approved
subsequent revision
received*

REVISED COURSES

GERM 1100	Basic German I
GERM 1101	Basic German II
GERM 2200	Intermediate German I
GERM 2201	Intermediate German II
LBED 3410	Literature of the Humanities
LBED 3420	Themes in Contemporary Culture
MAND 1100	Beginner Mandarin I
MAND 1101	Beginner Mandarin II
MAND 2200	Intermediate Mandarin I
MAND 2201	Intermediate Mandarin II
MATH 1120	Differential Calculus
MATH 1130	Calculus for Life Sciences I
MATH 1220	Integral Calculus
MATH 1230	Calculus for Life Sciences II
MATH 2234	Computer Applications of Linear Algebra for Applied Sciences
MATH 2331	Introduction to Analysis
PSYC 4400	Research Methods II: Qualitative Methodologies

REVISED – approved by the Divisional Curriculum Committee

FSDN 4101	Textile Studies for Teachers: Fashion Drawing and Portfolio Development in the High School Classroom
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EDUCATION COUNCIL

MEETING DATE: Oct. 23, 06

AGENDA #: 5.4.1

PREPARED BY: Carolyn Robertson

ISSUE: *Approval of a policy*

ACTION: *That Council approve the revised policy B.12 Program Review*

October, 2006



Kwantlen
UNIVERSITY COLLEGE

Policy No. B.12
Reviewed by: Vice President / Academic
Responsibility: Education Council

POLICY

TITLE: Program Review
APPROVED BY: Board of Governors
EFFECTIVE: Original Policy "Program Evaluation" effective March 1991
REVISED: October 2006
RELATED POLICY: B.11 Program & Curriculum Development and Change
L.9 Essential Skills

Purpose

Kwantlen University College's educational offerings are reviewed regularly for their educational quality. The university college has a systematic process by which educational quality and excellence can be continually improved.

Scope

This policy applies to educational programs and units of study under the jurisdiction of Education Council.

Principles

1. All programs/units of study will undergo Program Review at least once every seven years.
 2. Program Review will include
 - a. an internal **self-study**, undertaken by program faculty and administration, which systematically reviews and generates a report on program strengths, weaknesses, needs, and recommendations for future quality improvement. Self-study will be comprehensive and evidence-based, and will include the use of a broad range of indicators as appropriate to the context of the program/unit of study under review.
 - b. an **external review**, undertaken by a panel of two external members and one faculty member from a different department at Kwantlen University College. This external review will include a site visit and input from students, faculty, staff, administration, and representatives from external stakeholder groups. It will result in a report that identifies strengths and recommendations for future quality improvement.
 - c. a **final report**, which includes a summary of the self-study, external review findings, and recommendations for future quality assurance.
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- d. an **institutional response** to these findings and recommendations, which includes a mechanism through Education Council for receiving, implementing, and monitoring these recommendations, as well as an update within one year .
3. Programs undergoing review by an external accrediting body may apply to the Program Review Committee for full or partial exemption from the program review process. Exemption may be granted where the accreditation process meets or exceeds the requirements of Kwantlen University College's program review process.

Limits

1. Program review is not intended to evaluate performance of individual faculty, staff, or administrators.
2. This policy does not apply to programs or units of study, such as non-credit Professional Studies offerings, that are not under the governance of Education Council.

DEFINITIONS:

1. **For the purpose of program review, the following definitions apply:**
 - a) **Programs/Units of Study** - Programs/Units of Study will consist of:
 - i) units of study, under the governance of Education Council, that result in the granting of a credential (i.e., Citation, Certificate, Diploma, Associate of Arts, Associate of Science, Degree), or
 - ii) a unit of study that constitutes the designation of major or minor, or
 - iii) a unit of study that constitutes a department.
 - b) **Program Review Committee** – The Program Review Committee is a standing committee of Education Council with a wide representation of members, including students, staff, faculty, and administration.
 - c) **Program Review Facilitator(s)** – Program Review Facilitators are personnel who assist programs under review to meet the requirements of the policies and procedures developed by the Program Review Committee.
 - d) **External Review Team** – The External Review Team will consist of at least three members selected by the Program Review Committee:
 - i) Two external experts, both of whom are academic peers from other post-secondary institutions or one academic peer from another post-secondary institution and an industry/employer representative, depending upon the nature of the program or unit of study under review.
 - ii) A Kwantlen University College faculty member from a different program or unit of study, not currently under review.
 - e) **Indicators** – The term “indicators” refers to the general categories of data elements to be considered in the review, as developed by the Program Review Committee and included in the Program Review Handbook. These categories include program completion and success rates; relevance and quality of education; satisfaction with skills development; quality of services, resources, and facilities; and curriculum review.

PROCEDURES/GUIDELINES:

1. Objectives of Program Review

Program reviews at the university college are intended to assist programs and the institution to determine and identify specific issues or concerns in order to build on the strengths, and address any weaknesses of programs. Specifically, program reviews will assist the program and the institution to assess the extent to which educational programs

- meet the requirements of Education Council and the Ministry of Advanced Education and/or their sub-committees and other relevant government agencies (e.g., DQAB).
- are relevant to the communities that Kwantlen serves.
- are consistent with Kwantlen's mission and values.
- meet their program goals and intended outcomes.
- are current with developments and advancements in their field.
- satisfy the requirements of internal and external stakeholders.

Other review objectives may be added as part of any program review.

Programs should not be viewed as isolated units within the institution; the program review should be systems-focused. Reviews should examine a broad range of indicators, including curriculum, student and employer satisfaction; faculty and staff perspectives; and resources and facilities.

2. Guidelines

The following are guidelines for program reviews at Kwantlen University College:

- a) **Formative** – Reviews will be conducted and reported in such a way that program strengths and weaknesses are clearly identified and program improvement can result.
- b) **Participatory** – The review process will involve input from internal and external stakeholders, including students, employers, program advisory committees, licensing or accreditation bodies, staff, faculty and administration.
- c) **Standardized** – Program Reviews will be conducted using standardized processes and methodologies and will be evidence-based.
- d) **Strategic** – The program review recommendations should facilitate short- and long-term planning for the program.
- e) **Accountable** – The program review methodology will result in a published report that highlights review conclusions and recommendations. The report will be distributed to program faculty, staff and administration; the Board of Governors; Education Council; the Office of the Vice President Academic and Provost; the Office of Institutional Analysis and Planning; the Program Review Committee, and the Archives.
- f) **Iterative** – The review process will reference previous reviews and recommendations, with specific attention to trends and patterns.

PROCESS

1. Establishment of Program Review Schedule

- a. A schedule for program review will be updated on a yearly basis.
- b. The review schedule will be developed by the Office of the VP Academic in consultation with the Dean of each Faculty and the Program Review Facilitator(s).
- c. The Program Review Committee will review the guidelines with respect to program review and make recommendations for units of study that are not clearly defined.
- d. The Program Review Committee will be responsible for approving the review schedule and monitoring the progress of each review through regular updates from the Program Review Facilitator(s).
- e. Typically, a review will be completed within 12-18 months of its commencement.
- f. Programs undergoing review by an external accrediting body may apply to the Program Review Committee for full or partial exemption from the program review process. Exemption may be granted where the accreditation process meets or exceeds the requirements of Kwantlen University College's program review process.

2. Internal Self-Study

- a. The Internal Self-Study Team will consist of the Dean and/or Associate Dean, chair/coordinator, faculty member(s) of the program under review, and a Program Review Facilitator. Where appropriate, staff members and/or representatives from external stakeholder groups may also be included.
- b. The Program Review Facilitator will assist, as needed, in planning, organizing, data gathering and analysis, facilitating review meetings, preparing final reports, and distributing final documents.
- c. The Office of Institutional Analysis and Planning will collect and tabulate data, perform initial analysis, and provide summary reports for use by the Internal Self-Study Team. These reports will provide information on items identified in the Review Indicators Package; this information is available through the student record system, Data Warehouse, Student Outcome Reporting System, and other relevant data sources.
- d. The Office of Institutional Analysis and Planning will provide consultation on research methodologies and practices to collect and analyze data where additional information is required.
- e. The Program Review Handbook will provide information on the program review process, the Indicators Package, and templates for final reporting.
- f. The Internal Self-Study Team will conduct a comprehensive, evidence-based review which includes the use of a broad range of indicators as appropriate to the context of the program/unit of study under review.
- g. The Internal Self-Study Team will compile a summary report, with the assistance of a Program Review Facilitator, which identifies program strengths, weaknesses, needs, and recommendations for further improvement. This report will be submitted to the Program Review Committee for transmission to the external program review team in readiness for the site visit.

3. External Review

- a. The External Review Team will consist of at least three members, as selected by the Program Review Committee. Two of these members will be academic peers from other appropriate post-secondary institutions or one academic peer from another appropriate post-secondary institution and an industry/employer representative, depending upon the nature of the program or unit of study under review. The third member will be a faculty member from another program at Kwantlen University College.
- b. The Program Review Facilitator(s) will assist, as needed, in the planning and organization of site visits.
- c. The External Review Team will review the summary report submitted by the Internal Self-Study Team, undertake a site visit, and seek the input of students, employers, external stakeholder groups, staff, faculty, and administration.
- d. The External Review Team will compile a report that summarizes program strengths, weaknesses, needs, and recommendations for further improvement. This report will be submitted to the Program Review Committee for distribution to the Internal Self-Study Team to develop a response and action plan.
- e. The Internal Self-Study Team will develop a response and an action plan for implementation of the recommendations.

4. Recommendations to Education Council

- a. The Internal Self-Study Team will submit the final report, which comprises the internal self-study, the external report, and the action plan, to Education Council, via the Program Review Committee, for endorsement of the action plan.
- b. Education Council will monitor the implementation of the recommendations as outlined in the action plan.
- c. The Dean's office, in consultation with the VP Academic, will oversee the implementation of the action plan and will provide an update to Education Council within one year.

5. Disposition of Reports

- a. Final reports will be distributed to the Archives; Vice-President, Academic; Vice-President, Strategic Services; and the Office of Institutional Analysis & Planning.

LEGISLATIVE and POLICY REFERENCES

College and Institute Act (RSBC 1996)

- i) Part 4 – The Powers and Duties of Boards and Education Councils
Section 23 – Advisory role of the Education Council
(f) evaluation of programs and educational services.

Industry Training Authority Act (SBC 2003)

Kwantlen University College Related Policies (www.kwantlen.ca/policies)

1. B.11 – Program & Curriculum Development & Change
2. L.9 – Essential Skills



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Oct. 23, 06

AGENDA #: 6

PREPARED BY: Takashi Sato

ISSUE: *Approval of a revision of by-laws*

ACTION: *That Council approve the revision of the Education Council by-laws.*



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Oct. 23, 06

AGENDA #: 6

PREPARED BY: Takashi Sato

ISSUE: *Approval of a revision of by-laws*

ACTION: *That Council approve the revision of the Education Council by-laws.*



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Oct. 23, 06

AGENDA #: 6

PREPARED BY: Takashi Sato

ISSUE:

Approval of a revision of by-laws

ACTION:

That Council approve the revision of the Education Council by-laws.

EDUCATION COUNCIL BY-LAWS

1. Terms and Conditions of Membership on Education Council

- 1.01 The terms and office for voting members shall be consistent with the College and Institute Act, 1994.
- 1.02 Faculty and staff elections for Council will be held in April each year. Student elections for Council will be held in October each year.
- 1.03 The term of each faculty or staff member or elected or appointed member shall normally begin on June 1. The term for each student elected member shall normally begin on November 1.
- 1.04 An elected member may resign from the Council by giving the Chair notice in writing.
- 1.05 The seat of a member who leaves the constituency from which that member has been elected shall be declared vacant.
- 1.06 Any member who will be absent from a meeting will notify the Recorder prior to the meeting.
- 1.07 The seat of any elected member who fails to attend three meetings of Council within an academic year may be declared vacant by Council.
- 1.08 In the event a seat becomes vacant with four (4) or more months remaining in its term of office, the Chair shall request the Registrar to fill the vacant seat through by-election.

2. Operational Procedures of the Education Council

- 2.01 All proceedings of the Council shall be governed by the most recent revision of Robert's Rules of Order, except as otherwise provided.
- 2.02 A quorum of the Council shall consist of 50 percent plus one of the voting members.
- 2.03 Business Conducted at a Meeting Where No Quorum is Present

Any Business conducted at a meeting (regular or otherwise) where there is no quorum present will be considered as unofficial and subject to ratification at the next meeting held where a quorum is present. Any communication coming out of a meeting where no quorum was present shall be prefaced with a clear indication the communication is subject to ratification.

While this provision covers a meeting called knowing there will likely be no quorum, it is possible for a regular meeting without a quorum to continue under this same provision, providing all members present are in agreement.
- 2.04 A simple majority of the voting members present is required to carry a motion.
- 2.05 The Council shall establish such committees, consisting of members or non-members, as the Council from time to time may think fit and may specify the duties to be performed by such committees. Committees of the Education Council may not assume any of the powers of the Education Council and are restricted to making

recommendations to the Education Council *unless otherwise tasked by Education Council.*

- 2.05.1 The Chair and/or Vice Chair of the Education Council will be ex-officio members of each of the Council's committees.
- 2.06 Members of the Kwantlen University College community shall be encouraged to attend and observe meetings of the Council. Observers will have no speaking or voting privileges.
- 2.07 From time to time the Council may invite guests to make presentations to Council meetings and to answer questions related to their presentations.
- 2.08 If a topic on the agenda contains material of a private or confidential nature, the Council will have the right to close to observers that portion of the meeting in which that topic is discussed.
- 2.09 A Conflict of interest arises when a Council member's private interests supersedes or competes with his/her dedication to the interests of the institution. This could arise from Real, Potential, or Apparent Conflict of Interest for a Council member or related persons and may be financial or otherwise. For this purpose:
- a) A "Real Conflict of Interest" occurs when a Council member exercises an official power or performs an official duty or function and at the same time, knows that in the performance of this duty or function or in the exercise of power there is the opportunity to further a private interest.
 - b) A "Potential Conflict of Interest" occurs when there exists some private interest that could influence the performance of a member's duty or function or in the exercise of power provided that he or she has not yet exercised that duty or function.
 - c) An "Apparent Conflict of Interest" exists when there is a reasonable apprehension, which reasonably well-informed persons could properly have that a Real Conflict of Interest exists on the part of the member.

Declaration of Conflict

Council members must arrange their private affairs and conduct themselves in a manner to avoid conflict of interest. In cases where conflict cannot be avoided, a Council member has an obligation to declare a conflict of interest prior to discussion or decision of an issue. Upon declaration of a conflict the person recording the events of the meeting should duly note the declaration and the Council member must refrain from discussion or voting on that particular matter, contract or arrangement.

Where a Council member is unsure of whether he/she is in conflict that member should raise perceived potential conflict with the Council, and the Council should determine by majority vote whether or not a conflict of interest exists. The member perceived to be in conflict should refrain from voting on the issue. Where a conflict of interest is discovered after consideration of a matter, the conflict must be declared to the Council and appropriately recorded at first opportunity. If the Council determines that involvement of said member influenced the decision of the matter, the Council shall re-examine the matter and may rescind, vary, or confirm its decision.

Any Council member who perceives another member to be in conflict of interest in a matter under consideration must identify the perceived conflict to the Council at the first opportunity. The Council should determine by majority vote whether or not a conflict of interest exists and the member perceived to be in conflict should refrain from voting. At its discretion, the Council may invite the member in conflict to state his or her position on the issue in question prior to absenting him/herself.

2.10 The Council may hold such additional special meetings as are deemed necessary by the Council or Executive Committee after serving notice of not fewer than five working days to Council members.

2.11 A proposed agenda and supporting material for any meeting shall be circulated to Council members not fewer than two working days prior to any meetings.

2.12 Approved minutes of the Education Council will be made public and readily accessible.

2.13 Kwantlen University College will appoint a permanent Recorder to the Education Council. The Recorder will have no speaking or voting privileges.

2.14 Education Council By-Laws may be amended by:

Giving Notice of a Motion to Amend By-Laws at an Education Council Meeting;

A two-thirds majority of those present vote at a subsequent Education Council Meeting, and;

Fulfilling any other requirements legislated by the Government of British Columbia.

3. Education Council Executive Committee

3.01 Each year at the June meeting voting members of the Education Council will elect an Executive Committee from within the Education Council's voting membership.

3.02 The Executive Committee will consist of the Chair of the Education Council, the Vice-Chair of the Education Council and one member-at-large

3.03 The Executive Committee's responsibilities will include:

3.03.1 Formulating and recommending efficient methods of transaction of the Council's business

3.03.2 Preparing and circulating an agenda for each meeting of the Council

3.03.3 Communicating the Council's decisions

3.03.4 Acting on behalf of Council between Council meetings after consulting with Council members

3.04 The Chair of the Education Council will preside at all meetings of the Education Council and of the Executive Committee

3.05 The Vice-Chair of the Education Council will fulfill the duties of the Chair in the Chair's absence and will assist in the performance of the Chair's duties.



TO: Education Council
C:
FROM: Takashi Sato
DATE: October 16, 2006
SUBJECT: recommendations from the Working Group on Edco Awareness

Following the Education Council retreat in June 2006, a small group met to consider approaches to raise awareness about Education Council and its activities among the Kwantlen community. The members of this group are: Sandra Hoffman, Ken McIntyre, Karen Metzger and Takashi Sato.

We quickly agreed that awareness raising is needed among students as well as employees but that different approaches will be needed to reach each of these segments of the Kwantlen community.

The group recommends that:

1. a bookmark describing education council and its work be produced
 2. a one-time, institution wide distribution of the bookmark be made
 3. request Kwantlen Student Association to add to its webpage a link to the Education Council webpage.
 4. request Kwantlen Student Association to add Education Council to its list of Kwantlen contacts included in the student agenda printed each year for distribution to the student body.
5. Furthermore, we recommend that a distribution email (via the Kwantlen Notice Board) and an announcement on mykwantlen.ca be posted following each meeting of the Education Council with a very brief list of discussions and business transacted during the meeting. An example is attached. This posting can be made by the Education Council office, or by different members of the council on a rotating basis. The latter would have greater impact on awareness of the council membership and composition.

Sample announcement based on Education Council meeting, September, 25 2006.

On Sept. 25, Education Council met and discussed items including the following:

1. The Academic Schedule for the year 2007/2008 was presented
2. A minor revision to the Bachelor of Arts (English minor) was approved
3. A Full Program Proposal for Drafting/Computer Aided Drafting and Design (CADD) Technologies Diploma was approved, pending minor revisions
4. A report was received on the process for the Quantitative designation for courses for the Bachelor of Arts degrees.

In addition, 105 new and revised course outlines have been approved since the previous meeting of Education Council.

The full minutes of Education Council meetings are posted at <http://plaza.kwantlen.ca/sites/edcouncil.nsf/pages/minutemenu> once they have been approved at a subsequent meeting.

T. Sato
Chair – Education Council

NOTE: For further information about Education Council, including membership and meeting schedules, see <http://plaza.kwantlen.ca/sites/edcouncil.nsf/pages/home>