



AGENDA

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|--|------|--------------------|
| 1. Confirmation of Agenda..... | 4:15 | Takashi Sato |
| 2. Approval of Minutes (Nov. 20, 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..... | 4:30 | |
| 5.2. Essential Skills Committee
(Geoff Dean, Chair)..... | | Geoff Dean |
| 5.2.1. Final Report..... | | |
| 5.3. Math & Quantitative Skills Committee
(John Sprung, Interim Chair)..... | | John Sprung |
| 5.4. Policy Review Committee
(Dana Goedbloed, Chair)..... | | Dana Goedbloed |
| 6. MOU: Science Dual Pathways – Kwantlen & SFU | 4:45 | Brian Carr |
| MOU: Aboriginal Access | | <i>Rob Fleming</i> |
| Next Meeting: Jan. 29, 2007, 4:15 pm | | |
| 9. Adjournment | | |

Attached for your information:

1. Applied Design Curriculum Committee Minutes, Oct. 27, 2006 (*distributed by email*)

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



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



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Dec. 18, 06

AGENDA #: 2

PREPARED BY: Karen Metzger

ISSUE: *Approval of Minutes*

ACTION: *That Council approve the minutes of the Nov. 20, 06 meeting.*



MINUTES

Present:	Theresa Abraniuk Jesse Chezenko Dana Cserepes Betty Cunnin Bob Davis Dana Goedbloed, Vice Chair Denny Hollick Wendy Belter Dianne Crisp	Rob Fleming Jody Gordon Ken McIntyre, Member-at-Large Karen Metzger, Recorder Alexandra Richmond Takashi Sato, Chair Newton Wainman Wayne Tebb
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Regrets:	Mary Androsiuk (on leave) Sandra Hoffman (on leave)	Stephanie Howes Matt Huff Skip Triplett
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Guests:	Grant Allan Kathleen Bigsby Arthur Fallick Gordon Lee Carolyn Robertson	
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1. Creating Our Future

Takashi Sato introduced Kathleen Bigsby from the Office of Institutional Analysis and Planning and Arthur Fallick from the Office of Research and Scholarship. They updated Council on the *Creating Our Future* strategic planning and implementation process recently launched by President Skip Triplett in response to the report of the Transitions Planning Secretariat (TPS). Their *Report of the Transitions Planning Secretariat: Recommendations to the President* was distributed to all Council members and to the whole Kwantlen community.

Through a series of dialogues with over 330 employees and over 60 students over the last month, the areas of challenge articulated in the TPS report and the five strategic issues proposed for *Creating Our Future* were discussed and commented on. Strategic issues teams with representation from across Kwantlen will develop reports including recommendations and implementable strategies to be presented by May 2007 to the Strategic Planning and Implementation committee, which in turn will produce the Action Plan by October 2007.

2. Confirmation of Agenda

The Chair called the meeting to order at 4:56 pm.

The agenda was approved by consensus as amended: delete items 8, 10, and 11.

3. Approval of Minutes (Oct. 23, 2006)

The minutes of the Oct. 23, 06 meeting were approved by consensus as presented.

Update on action items: Takashi has started publicizing Education Council decisions to the Kwantlen community via the Notice Board and mykwantlen.ca, and will continue to do so after each meeting (item 7.5). Ken McIntyre, who is no longer on the KSA executive, will work with the KSA to implement item 7.3 and 7.4.

4. Chair's Report

The Chair reported that the Essential Skills committee is preparing for dissolution as it has all but fulfilled its mandate. Geoff Dean will present a final report at the December Council meeting.

The Board of Governors approved the revised policy *B.12 Program Review* at its Nov. 15, 06 meeting, and the policy has been posted on Plaza.

On Nov. 10, 06, news was received from DQAB of revisions to the program approval process, which will trigger some changes in our internal program development and approval procedures. More to come.

Takashi attended a COEDCO meeting on Nov. 17-18, where they discussed among other topics the DQAB changes. COEDCO, a committee of Education Council chairs, meets three times per year to discuss issues common to the institutions with an Education Council.

5. Standing Committee Reports

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

At the November 1st, 2006 meeting, DPAC passed motions recommending the proposal for an Associate of Arts in Economics, and a program revision for the Health Unit Coordinator Certificate.

As Chair, Dianne Crisp recommended to DPAC the addition of a new section for internal consultation with other academic departments in the concept template. The purpose for this inclusion is to ensure that all academic program areas that might be impacted by a new program are aware of any changes that may be required in their own programming. DPAC passed the motion.

Changes will be made in both the concept template and the DPAC Manual (under development) where clarification of the item will be included for the use of proponents. It was also agreed that the wording should include "educational programs and units of study under the jurisdiction of Education Council." Moved and passed.

The Associate VP, Academic presented for information the addition of two steps to program development. First, following approval by EdCo and before going to the BoG, the program concept will go to a Program Prioritization committee, and second, after FPP approval by EdCo and DQAB (where that step is required), an approval by the Program Implementation Committee is required before the program is launched.

It will be helpful for developers to have guidelines for implementation before developing full program proposals.

It was clarified that there are no time limitations on implementation when a degree program has been approved.

5.2. Program Review Committee (Carolyn Robertson, Chair)

Carolyn Robertson reported that the Program Review Committee is in the process of revising its mandate to reflect the current reality of program review as per the recently-approved policy *B.12 Program Review*, which will have to be revisited in light of the recent announcements from DQAB. The committee is also working on a process for exemption from the program review process for programs with external accreditation.

She further noted that two half-time faculty positions have been posted for program review facilitators. It could be one full-time position for the first five months, during which time the process and a guiding manual will have to be developed. She encouraged Council members to spread the word among their faculty groups.

6. Sub-Committee Reports

6.1. Curriculum Sub-Committee

NEW COURSES

GBTR 1111	Facets of Aging
GBTR 1235	Recreation Assessment and Planning
GBTR 1320	Leadership in Therapeutic Recreation
GEOG 2400	Introduction to GIS
GEOG 3220	Political Geography
PSYN 1200	Psychiatric/Mental Health Nursing: Families and Their Health
PSYN 2100	Psychiatric/Mental Health Nursing: Groups and Their Health
PSYN 2120	Psychiatric/Mental Health Nursing: Pharmacology and Other Therapeutics
PSYN 4100	Psychiatric/Mental Health Nursing: Capstone Course

PSYN 4200	Preceptorship
PSYC 3334	Intermediate Research Methods and Statistics

REVISED COURSES

ENTR 4110	Business Leadership
CRIM 4410	Policy and Program Evaluation
CRWR 3230	Creative Non-Fiction II
FASN 2115	History of Costume
FREN 1100	French for Beginners I
FREN 1101	French for Beginners II
FREN 1105	Basic French I
FREN 1106	Basic French II
FREN 1110	French Language I
FREN 1210	French Language II
GBTR 1100	Introduction to Aging
GBTR 1120	Program Planning and Design
GBTR 1255	Practicum 2
GBTR 1350	Practicum 3
GDMA 1121	Print Production Software Applications I
GDMA 2100	Publication Design I
GDMA 2110	Introduction to Advertising
GDMA 2120	Print Technologies
HIST 3360	British India 1857 to 1947
HIST 3361	Indian Subcontinent since 1947
JRNL 1130	Photography for Print Media
JRNL 2353	Research Techniques
PSYC 4910	Rehabilitation

DISCONTINUED COURSES

MUSI 1016	Certificate Chamber Ensemble I (Sep 07 – replaced by new course)
MUSI 1026	Certificate Chamber Ensemble II (Sep 07 – replaced by new course)
MUSI 1166	Diploma Chamber Ensemble I (Sep 07 – replaced by new course)
MUSI 1266	Diploma Chamber Ensemble II (Sep 07 – replaced by new course)
MUSI 2366	Diploma Chamber Ensemble III (Sep 07 – replaced by new course)
MUSI 2466	Diploma Chamber Ensemble IV (Sep 07 – replaced by new course)
WELD 1105	Air Carbon Arc Gouging (Jan 07 – replaced by 1200)
WELD 1203	Metallurgy I (Jan 07 – replaced by 1240)

6.2. Essential Skills Committee (Geoff Dean, Chair)

No report.

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

No report.

6.4. Policy Review Committee (Dana Goedbloed, Chair)

Dana Goedbloed reported that the Policy Review Committee had reviewed and approved the revised policy *B.4 Final Examinations and Grade Reporting* and the new policy *B.17 Final Examinations and Overloads*.

6.4.1. Policy B.4 Final Examinations and Grade Reporting for Courses

Jody Gordon explained that review of policy B.4 made it clear that student and faculty issues re final examinations should be separated into two separate policies. The policy has been updated to the current format, and to reflect current practice.

Moved by Ken McIntyre, seconded by Theresa Abraniuk, THAT Council approve the revised policy *B.4 Final Examinations and Grade Reporting for Courses*.

MOTION CARRIED.

6.4.2. Policy B.17 Final Examinations and Overloads

Jody Gordon noted that this new policy resulted from removing student issues from the previous version of policy B.4. See item 6.4.2.

Moved by Alexandra Richmond, seconded by Theresa Abraniuk, THAT Council approve the new policy *B.17 Final Examinations and Overloads* as presented.

MOTION CARRIED.

There was general discussion about various possible ways to increase student awareness of this policy.

7. Program Revision: Health Unit Coordinator Certificate Program

Susan Powell attended to speak to the entrance requirement revisions for the Health Unit Coordinator certificate program. The intent was to clear up potentially confusing language, and the new language aligns with general Kwantlen admission requirements.

Jody Gordon confirmed that the Enrolment and Registrar Services will monitor applications to this program for September 2007 to ensure applicants otherwise admissible under the 2006/2007 requirements are not displaced with the passing of the 2007/2008 requirements. Potentially displaced applicants will be referred to the department to determine next steps.

Moved by Alexandra Richmond, seconded by Theresa Abraniuk, THAT Council approve the revised entrance requirements for the Health Unit Coordinator certificate program, pending the following:

Remove the third bullet and place it in a separate paragraph.

MOTION CARRIED.

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

8. MOU SFU Aboriginal Access

Rob Fleming distributed the *Memorandum of Understanding, Kwantlen University College/Simon Fraser University* (January to June 2007) to pilot an Aboriginal Access Program. He explained that it came about as a result of a special grant for an initiative to increase participation in post-secondary education by Aboriginal students. Plans include developing unique ethnic-centred curriculum for this project, involving successful Aboriginal students as mentors, encouraging students to investigate other options for education, and investigating the feasibility of an on-going program in the South Fraser Region. ~~Kwantlen's portion of the program~~ will be offered at the Langley campus.

9. Revision: ~~Edeo By-laws~~

Takashi reminded Council that this item had been discussed at the previous meeting as a notice of motion. The revision is as follows:

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.* (new wording in italics)

Moved by Ken McIntyre, seconded by Dianna Crisp, THAT Council approve the revision to the by-laws as presented.

MOTION CARRIED.

ACTION: Karen will update the file on Plaza accordingly. (Done)

10. Next Meeting: Dec. 18, 2006, 4:15 pm

11. Adjournment: Moved by Alexandra Richmond to adjourn the meeting at 6:05 pm.



EDUCATION COUNCIL

For information: The following new and revised courses are expected to be approved by the Education Council curriculum sub-committee on Dec. 13, 06:

NEW COURSES

- CUST 3300 German Culture through Film
- SOCI 3275 Sociology of Popular Culture
- WELD 2100 Shielded Metal Arc Pipe Welding
- WELD 2110 Welding Standards and Testing
- WELD 2120 Gas Metal Arc Alloy Welding
- WELD 2130 Piping Drawings
- WELD 2140 Advanced Flux Core Arc Welding
- WELD 2150 Alloy Metallurgy
- WELD 2160 Basic Gas Tungsten Arc Welding
- WELD 2200 Shielded Metal Arc Alloy Welding
- WELD 2210 Advanced Alloy Metallurgy
- WELD 2220 Gas Tungsten Arc Alloy Welding
- WELD 2230 Plate and Pipe

referred.

REVISED COURSES

- ACCT 4120 Financial Statement Presentation and Analysis
- ACCT 4360 Computer Modelling for Managers
- ACCT 4650 Not-for-Profit Financial Management
- ACCT 4720 Advanced Managerial Accounting
- ACCT 4780 Advanced Managerial Finance
- BUSI 1250 Human Resources Management
- ECON 3333 Introductory Econometrics
- ENTR 4250 Entrepreneurial Leadership
- ELST 0381 English for Academic Purposes – Level 3
- ELST 1226 English Language Upgrading for Graduate Nurses II
- ELST 1316 English Language Upgrading for Graduate Nurses III
- HIST 3328 History of the Soviet Union
- HIST 4490 History of British Columbia
- IDDS 1260 Two-Dimensional Design
- IDDS 1261 Three-Dimensional Design
- JRNL 3150 Advanced Research for Journalism
- PRLN 2476 Public Relations Work Experience
- PHYS 1100 Basic College Physics
- PHYS 1170 Mechanics I
- PSYC 4700 Culture and Psychology
- PSYC 5010 Honours Thesis II

new ←

new →

REVISED – approved by the Divisional Curriculum Committee

- ASTR 1100 Introduction to Astronomy
- BIOL 1112 Biology Today



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Dec. 18, 06

AGENDA #: 5.2.1

PREPARED BY: Geoff Dean

ISSUE: *Acceptance of a final report*

ACTION: *That Council accept the final report of the Essential Skills committee.*

Essential Skills Committee
Draft Final Report to Education Council
November 2006

Kwantlen's Education Council established an ad-hoc Employability Skills¹ Committee on February 23rd, 2004, with the following 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 resolution, and, where necessary, to recommend ways to improve that effort.

Although the original mandate suggested that the Committee should aim to complete its work by December 31st, 2007, it is appropriate that the Committee conclude its work earlier. The Committee is now aiming to complete its work and ask to be dissolved by the end of February, 2007.

Initial Recommendations

- That the Skills be renamed "Essential Skills" to better represent the broad applicability of these skills².
- That policy be developed and adopted to define the institution's commitment to the Essential Skills, and the processes by which that commitment will be implemented³.

Fact Finding and Subsequent Recommendations

Committee members recognized that faculty would appreciate more support in their efforts to implement these Skills in their courses. The Committee went beyond its mandate to sponsor, in cooperation with the Centre for Academic Growth and its predecessors, several workshops for faculty on implementing Essential Skills in their courses. Faculty response was positive. The Committee received many requests for additional workshops on Essential Skills.

Therefore the Committee makes the following recommendations:

- That each year the Centre for Academic Growth offer workshops for faculty on the implementation of each of the Essential Skills in their courses and programs;
- That the Centre for Academic Growth establish an Essential Skills Advisory Committee to advise it on this necessary, on-going effort;
- That the Centre for Academic Growth establish and support a network of Essential Skills Consultants from amongst Kwantlen faculty, with whom faculty can discuss ways of implementing the Essential Skills in their own courses;

^{1,2} On June 19th, 2006, the name "Employability Skills" was changed to "Essential Skills" by Education Council, at the Committee's request.

³ That policy was adopted as policy L.9 by Education Council June 9th, 2006

- That the Centre for Academic Growth, as part of its commitment to the Scholarship of Teaching and Learning, support research into the effectiveness of our current implementations of the Essential Skills, and find and share such research from other institutions;
- That the Centre for Academic Growth be funded at a level which will enable it to support the above activities adequately.

Recommendations in Response to Faculty Survey

In the spring of 2006, the Committee conducted a survey of Kwantlen faculty about their perceptions of the Essential Skills. (The survey report is available on the Committee's "documents" page in plaza, at <http://plaza.kwantlen.ca/sites/edcouncil.nsf/pages/Documents-eskills> .)

As a result of the survey, the Committee recommends:

1. Kwantlen should continue to offer workshops on how to teach and assess the various Essential Skills to faculty.
 - a. The workshops should be offered on all campuses.
 - b. Kwantlen's new Centre for Academic Growth should be given a mandate, and the requisite funding, to offer such workshops.
 - This recommendation is given in more detail above.
2. Kwantlen's Essential Skills should be better publicized.
 - a. The Essential Skills webpages should be improved and made more accessible.
 - b. The Kwantlen Calendar (both print and on-line versions) should include information about the Essential Skills.
 - c. Essential Skills Committee representatives should attend Divisional Curriculum Committees to help Curriculum Committee members learn how to explain the Essential Skills to their departmental colleagues.
 - All of these recommendations are in the process of being implemented. With regard to (a), a brochure outlining the Essential Skills has been produced, and channels for its distribution to the internal and external communities are being explored. With regard to (b), copy has been given to the registrar for insertion in the Calendar.
3. In their first-day course presentations, faculty should identify the Essential Skills which are included their courses, and the ways in which students will be able to practice and demonstrate those skills in those courses.
 - This is current practice in some divisions. The recommendation should be transmitted to the Deans for their consideration.
 - The recommendation should be forwarded to the Policy Review Committee for their consideration.

4. Courses which focus on specific Essential Skills should be identified and publicized to faculty and students.
 - The Committee recommends that Education Council seek a way to implement this publicity.
5. First Year Experience faculty and staff should inform students of the importance of the Essential Skills to their success in their chosen careers, in serving their communities, and in their further academic work – in all aspects of their lives.
6. For each of the Essential Skills, illustrative competencies at different levels should be defined.
 - Competencies cited in existing course outlines for each Essential Skill could be added to the current listing of illustrative competencies, and additional competencies could be solicited from faculty and from the literature. The Essential Skills Consultants supported through the Centre for Academic Growth could contribute to and evaluate suggested competencies.

Conclusion

The Committee believes that Education Council should continue to monitor the Essential Skills.

The Committee requests that annual reports on Essential Skills be presented to Education Council by the Centre for Academic Growth and by the Director of Institutional Planning and Research.

Kwantlen should highlight its Essential Skills across the curriculum, and support this area as a cross-disciplinary effort which enables us to raise the success levels of our students. Kwantlen's commitment to these Skills is one of the University College's unique, marketable attributes, and should be highlighted.

Members of the Essential Skills Committee have included:

Geoff Dean (chair)	Dana Goedbloed	Bea Pires
Gerald Horne	Rick Hives	Grant Allan
Tally Wade	Sandra Hoffman	Choon Hian Chan
Alice Macpherson	Gordon Lee	Richard Floyd
Mark Cochrane	Steve Lee	Izgy Gocer
Karen Metzger (recorder)	Jim Matteoni	Rick Hives
Bruce Bailey	Anita Sangha	Kathryn Waldie
Shirley Calla	Yale Shap	Takashi Sato
Greg Chan	Wayne Tebb	



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Dec. 18, 06

AGENDA #: 6

PREPARED BY: Brian Carr

ISSUE: *Memorandum of Understanding*

ACTION: *That Council approve a Memorandum of Understanding between Kwantlen University College and Simon Fraser University re science dual pathways.*



Memorandum of Understanding Kwantlen University College/Simon Fraser University

Period of Agreement: January 2007 to January 2012

INTRODUCTION

Whereas Kwantlen University College and Simon Fraser University are both publicly funded post-secondary institutions, and whereas these institutions are situated in close geographical proximity and serve many students in common over the course of their preparatory and undergraduate education, it is recognized that it is in the mutual interests of both institutions to explore and pursue collaborative activities that are in the best interests of the students they serve.

DUAL ENROLLMENT PATHWAY: SCIENCE

The parties have entered into the Memorandum of Understanding (MOU) to confirm their commitment to develop and pilot a Dual Enrollment Pathway toward credentials in Science. This agreement provides the guidelines by which the parties will collaborate.

Guidelines

1. SFU and Kwantlen University College are interested in assisting students in completing an Associate Degree in Science at Kwantlen University College. To that end, SFU will offer places in second-year Science courses (Biology, Chemistry, Earth Sciences, Mathematics, Physics, and Statistics) to qualified Kwantlen University College students when enrollment projections indicate that these courses will not be offered at Kwantlen University College. In this case, "qualified" means that a student has passed all prerequisite courses at the specified grade level. Successful completion of an SFU course will count as credit toward a Kwantlen University College associate degree.
2. If SFU and/or Kwantlen University College students are unable to register in a course at their home institution, and the equivalent, transferable course has spaces available at the partner institution, students may take the transferable course and count the credits obtained toward either or both of the Bachelor of Science degree (SFU) and the Associate Degree in Science (Kwantlen University College).
3. Dependent on course space availability, students may choose to take a SFU course at either the Burnaby or Surrey campus, and may choose to take a Kwantlen University College course at either the Surrey or Richmond campus.
4. Tuition will be paid at the institution at which a course is taken.

For Kwantlen University College

For Simon Fraser University

Judith McGillivray
Vice President Academic and Provost

John Waterhouse
Vice President Academic and Provost

Date

Date

Essential Skills – Success for all Kwantlen graduates

Kwantlen University College

wants the graduates of all its programs to be successful in their chosen careers, in serving their communities, and in their further academic work – in all aspects of their lives.

Since 1995 Kwantlen has required that all of its programs offer students opportunities to learn and practice the **Essential Skills** which are necessary for their success.

Through a process of consultation with faculty, students, graduates, and employers from the wider community, Kwantlen has defined twelve **Essential Skills**:

Creative thinking and problem solving skills

Recognizing problems and generating new ideas; devising and implementing plan of action.

Oral skills

Receiving, attending to, interpreting, and responding to verbal/non-verbal messages and other cues. Organizing ideas and communicating orally.

Writing skills

Communicating written thoughts, ideas, and information in appropriate documents.



Interpersonal skills

Working with others effectively.

Teamwork and leadership skills

Participating as a member of a team. Contributing to the group effort and success.

Personal management and entrepreneurial skills

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

Reading and information skills

Locating, understanding, and interpreting written information in a variety of formats.

Visual literacy

Organizing and processing symbols, pictures, graphs, objects, and other information.

Mathematical skills

Performing basic computations. Approaching practical problems by choosing appropriately from a variety of mathematical techniques.

Intercultural skills

Working well with people from diverse backgrounds. Respecting individual differences.

Technological skills

Working with a variety of technologies.

Citizenship and global perspective

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

Each essential skill is illustrated by a set of **Competencies**. These assist Kwantlen educators in determining what to expect of their students and graduates.

A complete list of these **Competencies** can be found at the following Internet site:

<http://plaza.kwantlen.ca/sites/edcouncil.nsf/pages/Eskillshome>

Kwantlen's *Education Council*, the academic governing body, requires that each program at Kwantlen University College must ensure students have opportunities to learn and demonstrate **Essential Skills** at a level appropriate for the program in which they are enrolled:

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

How does Kwantlen ensure Essential Skills are taught?

As existing programs are reviewed, and as new programs are proposed, all must include a description of the **Essential Skills** associated with the program.

All *Course Outlines*, which govern the content of Kwantlen courses, must incorporate several or all **Essential Skills**.

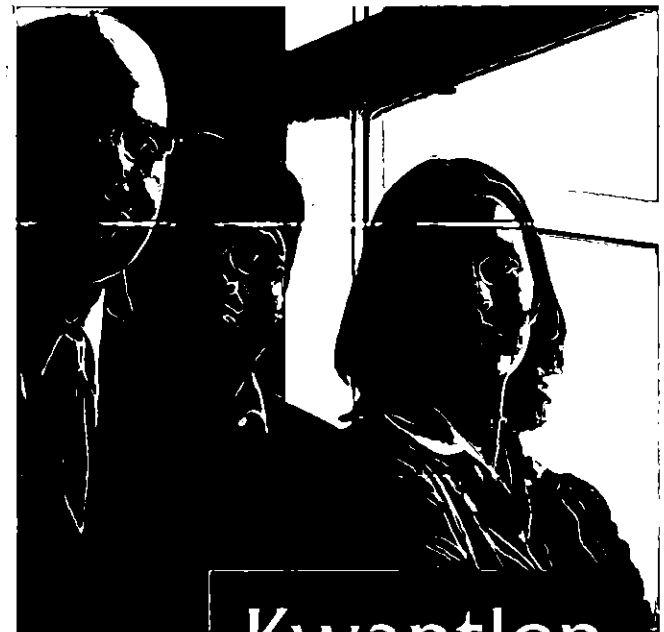
The formal *Program Review* process includes an indicator of graduates' awareness of the **Essential Skills**, and their satisfaction with the opportunities they had to learn these skills.

For more information about Essential Skills at Kwantlen University College:

<http://plaza.kwantlen.ca/sites/edcouncil.nsf/pages/Eskillshome>

Essential Skills

***Success for all
Kwantlen graduates***



Kwantlen
UNIVERSITY COLLEGE

Applied Design and Communications - Curriculum Committee Meeting
MINUTES of November 17, 2006 from 1:00 to 3:00 p.m. in Room 1420, Richmond

Present

Cuff, Rick (GDMA)
Damon, Marge (IDDS)
Dean, Geoff - Guest

Duggan, Barbara (chairperson, PRLN)
Gray, Jane (Ed Advising)

Distribute approved minutes via email to:

Ed Advising: Jane Gray

Ed Council: Takashi Sato, Karen Metzger

International Ed.: John Fernando, Priscilla Lo

Lam, Celia (Support)

Lee, S. (FASN)

Sinclair, Beverley (JRNL)

Tritchew, Panteli (IDSN)

1. Approval of Agenda of NOVEMBER 17, 2006

- Add to 5. New Business: d) FASN 3100 – revisit/clarify (Barbara)
- Move from 4-Course Outline to 5-New Business: e) PRLN class size/ PRLN 2320 Public Relations Writing II (Barbara)

2. Approval of Minutes of September 15, 2006

- Amend 2nd sentence under 4. Course outlines – JRNL 3150 to read: 'There is only one other required JRNL course in Year 3.'

Rick moved and S. seconded that the agenda and minutes be approved as amended.

Carried

3. ACTION ITEMS FROM MINUTES

Items are pending action.

5. NEW BUSINESS

a. Essential Skills (discussed at the beginning of the meeting)

- As Chair of the Essential Skills Committee, Geoff Dean clarified its role, explained the reason for the name change from 'Employability Skills', and answered questions members may have regarding Essential Skills. A pamphlet titled 'Essential Skills' was distributed. Geoff explained that the term 'essential' more closely reflects the skills possess by a graduate (e.g. creative thinking and speaking skills, mathematical capabilities). Students should have been taken through all the skills by the time they graduate.
- Reference was made to Policy L. 9 – Essential Skills (distributed prior to the meeting) which was adopted in June 2006 to capture existing practice (only guidelines were used at the inception of this committee years ago). More information on definition of the skills can be found under Section 16 of the course outline manual. Members commented on #3 under 'Procedures' and the evaluation of students' 'satisfaction with the opportunities they had to learn these Skills'. S. questioned the reliability of questions used in the evaluation and was concerned that flawed questions may result in inaccurate input from graduates. Timing for the evaluation should not be too close (2 years preferred) to graduation as students need time to reflect on things.
- Rick was not supportive of including Essential Skills in course outlines for design programs. He questioned the reason why programs are accountable to incorporate skills that are already part of the curriculum. He felt that the list may serve as a guideline when creating course outlines but should not form part of the course outline.
- Marge pointed out a flaw in the brochure titled 'Essential Skills', e.g. a non-mathematics students may question why mathematical skill is listed when they have not taken a mathematics course.
- Geoff invited members to visit the Essential Skills website for more information. Those who are interested in participating in the Essential Skills or have ideas/comments should contact him.

4. COURSE OUTLINES

IDSN 4865 Mentorship II

New wording under Teaching Mode that reads "may be offered as 2 hours per week for 10 weeks, depending on scheduling" is added to allow for more flexibility in course delivery, timetable and room availability.

Beverley moved and S. seconded that the revised outline be approved.

Carried

ACTION: Celia to send the outline to Ed Council for approval.
DONE

JRNL 2477 Newspaper Publication II

There was an error in the teaching mode. 7.5 hours per week for 7 weeks should be 'Reality Learning' and not 'Simulated Learning'. Course credit was adjusted from 3.5 to 3.0.

S. moved and Rick seconded that the revised outline be approved.

Carried

ACTION: Celia to send the outline to Ed Council for approval.
DONE

5. NEW BUSINESS

b. GDMA English requirement on calendar

Input to come after the GDMA department meeting. Jane mentioned that students who attended Kwantlen English upgrading program and achieved a C grade are allowed to enter ENGL 1100. However, as GDMA's requires a B in English 12, these students cannot apply. It is perhaps useful to list all equivalent courses, as in the case of FASN (including Kwantlen English upgrading courses). The list is clear to students and leaves no room for assumption. It was suggested that Newton Wainman (Coordinator of ACP) be invited to speak about this subject. Barbara will attempt to locate a copy of the report done by Jim Gunson some years' ago on language and success.

ACTION: 1) Celia to invite Newton Wainman *DONE*-Newton confirmed that a 'C' grade in ABEE 0091/ ENGP 1091 or ABEE 0097 / ENGP 1097, Kwan Jen's grade 12 equivalent courses, is nearly as good a predictor of success in ENGL 1100 as a 'B' grade in English 12. 2) Barbara to locate a copy of the report done by Jim Gunson

c. JRNL liberal ed electives

Beverley presented a revised list of liberal ed electives accepted by the JRNL program based on a draft done previously by Ann Rees. Languages courses, e.g. GERM, SPAN, are replaced by 'any Kwantlen MODL courses'. IDDS liberal ed courses were added.

Beverley motioned and Marge seconded that the list be adopted.

Carried

ACTION: Celia to forward the list to the webmaster for posting.
DONE: This process, i.e. list from dept. approved at division's Curriculum, may change when the new Lib Ed Committee sets its mandate. Maureen Moo'e advised that she will be maintaining the list based on approved changes from Ed Council. We are to review the lists from time to time.

d. FASN 3100 Textile Design – revisit/clarify

This was carried forward from the October, 27th meeting. S. explained that, twice a year, FASN students are asked to review connections between Essential Skills and what they do in the classroom. These exercises helped bring the skills to their consciousness. In addition to changes made at the last meeting and, as discussed above, members accepted the inclusion of 'Essential Skills' under Content.

S. moved and Rick seconded that the revised outline be approved.

Carried

ACTION: Celia will process and send the outline to Ed Council for approval.
DONE

e. PRLN class size/ PRLN 2320 Public Relations Writing II

Barbara distributed a 2-page document to support the following:

Motion 1 - a request to adjust class sizes for PRLN 2310, 2320

Rationale – This increase is needed in order to accommodate the JRNL degree students who are taking PRLN courses as part of the PR Concentration option for Journalism. While PRLN 1150, 1241 and 2330 are already at 25 seats, we did not increase PRLN 2310 and 2320 because these students had been accommodated in the past due to attrition in the PRLN program. These changes will result in a cleaner package of 25 seats for all five PR Concentration courses.

Motion 2 - to increase the class size in all other PRLN courses that are currently at 20 seats to 22 seats.

Rationale - Filling the extra two seats each year will be at the discretion of the Dean and Program Coordinator and depend on the needs as outlined below as assessed in May:

1. to accommodate students who may fail a first year course and need to repeat it without reducing the overall intake number to first year
2. to adjust for attrition that often takes place between year one and year two which adversely affects the quality of the classes, the discussion and group projects. An increase to 22 will be a positive move with respect to the pedagogy of these courses.
3. to have the opportunity to accommodate Practicing Professionals interested in taking only one or two courses. The program feels this would enhance the exposure of the program and as well bring a positive influence to classes.

Faculty members are in agreement. The computer labs have 35 stations.

Rick moved and S. seconded that the above two motions be approved.

Carried

ACTION: 1) Celia to send program change to DPAC for approval. 2) On approval, course outlines will be changed and sent to Ed Council for approval

6. STANDING AGENDA ITEMS

Barbara communicated information from the recent Ed Council and DPAC minutes.

NEXT MEETING: The next meeting is scheduled from 1:00 to 3:00 p.m. on Friday, December 15, 2006 in Room 3060.