



EDUCATION COUNCIL

Monday Sept. 24, 07, 4:15 pm

Room G 2110, Surrey

Karen Metzger
Surrey Campus

AGENDA

- | | | |
|--|------|----------------------|
| 1. Confirmation of Agenda..... | 4:15 | Takashi Sato |
| 2. Orientation activity..... | 4:20 | Takashi Sato |
| 3. Creating Our Future..... | 4:50 | |
| 4. Approval of Minutes (June 18, 07)..... | 5:20 | |
| 5. Chair's Report | | |
| 6. Standing Committee Reports..... | 5:25 | |
| 6.1. Degree and Program Assessment Committee
(Dana Cserepes, Chair)..... | | Dana Cserepes |
| 6.2. Program Review Committee
(Carolyn Robertson, Chair)..... | | Carolyn Robertson |
| 7. Sub-Committee Reports | 5:35 | |
| 7.1. Curriculum Sub-Committee..... | | Takashi Sato |
| 7.1.1. Update on Course Outline database | | Karen Metzger |
| 7.2. Math & Quantitative Skills Committee
(Dana Cserepes, Chair)..... | | Dana Cserepes |
| 7.3. Policy Review Committee
(Dana Goedbloed, Chair)..... | | Dana Goedbloed |
| 7.3.1. Academic Schedule for 2008/2009 | | |
| 8. Program Revision: Grad Nurse Re-Entry Citation..... | 5:50 | Jean Nicolson Church |
| 9. Program Revision: Grad Nurse English
Additional Language Certificate | 6:00 | Jean Nicolson Church |
| 10. Next Meeting: Oct. 22, 2007 | | |
| 11. Adjournment: | | |

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

Attached for your information:

- Qualifying Studies Curriculum Committee Minutes, June 1, 07 (distributed via email earlier)
- Science & Technology Curriculum Committee Minutes, Sept. 06 through Mar. 07 (distributed via email earlier)

	NAME	PRESENT	ABSENT
1	Abraniuk, Theresa (Staff)	✓	
2	Androsiuk, Mary (Faculty)		R
3	Belter, Wendy (Faculty)	✓	
4	Crisp, Dianne (Admin)	✓	
5	Cserepes, Dana (Faculty)	✓	
6	Cunnin, Betty (Faculty)	✓	late
7	Davis, Bob (Faculty)	✓	
8	Dastur, Farhad (Faculty)	✓	
9	Fernando, John (Staff)	✓	
10	Fleming, Rob (Admin)	✓	
11	Goedbloed, Dana (Admin)	✓	late
12	Howes, Stephanie (Faculty)	✓	
13	Kallas, Mohammed (Student)		—
14	Lee, Steve (Student)		R
15	Pelegrin, Sara (Student) <i>stet</i>		
16	Robertson, Derek (Student)	✓	
17	Sato, Takashi (F) (Chair) (Faculty)	✓	
18	Wainman, Newton (Faculty)	✓	
19	Waithman, Marilynne (Admin)	✓	
20	Whittemore, Joel (Faculty)	✓	
	Ex Officio Members		
	Triplett, Skip		—
	Gordon, Jody	✓	
	Board rep.		—
	Guests		
	Farhad Dastur		
	<i>Carthens</i>		
	<i>Kathleen</i>		
	<i>Gordon</i>		
	<i>Carl Robertson</i>		
	Metzger, Karen , Recorder		



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Sept 24, 2007

AGENDA #: 4

PREPARED BY: Karen Metzger

ISSUE: *Approval of minutes*

ACTION: *THAT Council approve the minutes of the June 18, 2007 meeting.*



MINUTES

Present:	Theresa Abraniuk Wendy Belter Dianne Crisp Betty Cunnin Rob Fleming Dana Goedbloed, Vice Chair Jody Gordon (ex officio)	Sandra Hoffman Stephanie Howes Karen Metzger, Recorder Takashi Sato, Chair Newton Wainman Marilynne Waithman
Regrets:	Mary Androsiuk Dana Cserepes Bob Davis	Ken McIntyre Alexandra Richmond Skip Triplett (ex officio)
Guests:	Rob Adamoski Maira De Silva Tracey Kinney Steve Lee (incoming student rep)	Jean Nicolson Church Derek Robertson (incoming student rep)

1. Confirmation of Agenda

Moved by Dianne Crisp, seconded by Betty Cunnin, THAT Council approve the agenda as presented, with the possibility of switching the order of items 6 and 7.

MOTION CARRIED.

2. Approval of Minutes (May 14, 07)

Moved by Theresa Abraniuk, seconded by Sandra Hoffman, THAT Council approve the minutes of the May 14, 2007 meeting as amended.

MOTION CARRIED.

3. Chair's Report

Takashi Sato welcomed those in attendance to the Cloverdale Campus, and acknowledged the contributions of Sandra Hoffman and Alexandra Richmond whose terms end with this meeting.

The Education Council by-laws state that the seats of members missing three or more meetings may be declared vacant. In the interest of meeting quorum, the seats of Denny Hollick, Matt Huff, and Jesse Chezenko were declared vacant. Takashi had been in touch with those members to let them know that it might become a necessity to take that action.

4. Standing Committee Reports

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

Dianne Crisp reported that DPAC has met twice since the last Education Council meeting, and has reviewed and recommended for approval a full program proposal for a B.A. History Major, and a revision to the Grad Nurse English Additional Language certificate program, both on today's agenda.

DPAC also reviewed and recommended for approval, pending revisions, a full ~~program proposal~~ proposal for a B.A. Creative Writing, which will come to Education Council at a future date.

Concept

4.1.1. Student Representative

DPAC has not had a student representative for some time. Recently, student Heather Yuzik volunteered to serve on DPAC and has attended the last two meetings. She will bring a mature student's perspective to the committee. Prior to attending, she met with Takashi to discuss the implications of serving on DPAC. According to DPAC's mandate, student representatives must be selected by Education Council, and therefore, Dianne requests Council to select Heather Yuzik as student representative to DPAC.

Moved by Dana Goedbloed, seconded by Betty Cunnin, THAT Council appoint Heather Yuzik as student representative to DPAC.

MOTION CARRIED.

4.2. Program Review Committee (Carolyn Robertson, Chair)

No report.

5. Sub-Committee Reports

5.1. Curriculum Sub-Committee

The following new and revised course outlines were approved by the curriculum sub-committee on May 14, 07 and June 13, 07:

NEW COURSES

May 14, 2007

ANTH 2300	Archaeological Methods
ASIA 2252	Indian Society Through Popular Film
CADA 1200	Architectural Fundamentals
CADA 1210	Single Family Residential
CADA 1220	Commercial Buildings
CADA 1250	Building Information Model (BIM) Software
CADI 1200	Industrial Applications
CADI 1210	Conveyor Systems
CADI 1220	Process Piping
CADI 1250	Intro to Industrial 3D Modeling Software
CADS 1200	Introduction to Structural Drafting and Concrete
CADS 1210	Structural Steel
CADS 1220	Wood Frame and Heavy Timber
CADS 1250	Introduction to Building Information Model (BIM) Software for Structural
HIST 1160	Introduction to South Asian History
HIST 3390	Canada and World War I
HIST 4480	The Vietnam War in Historical Perspective
HIST 4445	The United States since 1945
HSRC 1120	Wellness: Health, Lifestyle & Choice
HSRC 1124	Health & Healing: Concepts for Practice I
HSRC 1250	Dementia and Special Needs
MATH 1110	Supported Pre-Calculus Algebra
WOMN 2200	Footsteps of the Crone: Creative Teaching & Learning

June 13, 2007

ANTH 2100	Methods & Ethics in Anthropology
ANTH 2310	Archaeology of Death
HORT 1119	Landscape and the Environment I
HSRC 1224	Health & Healing: Concepts for Practice
POLI 4340	Public International Law
PRLN 2441	Organizational Communications

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PRLN 2431	Event Production and Management
PSYN 2200	Psychiatric/Mental Health Nursing: Acute Care as Community
PSYN 3230	Psychiatric/Mental Health Nursing: Nursing Research
PSYN 3240	Psychiatric/Mental Health Nursing: Qualitative and Quantitative Data Analysis
SETA 1225	Alternatives and Augmentative Communications
SOCI 3270	Education, Nation-Building and Globalization
SOCI 4310	Social Justice, Globalization and Terrorism

REVISED COURSES

May 14, 2007

CISY 2312	Object-Oriented Application Development
CISY 2413	Object-Oriented Software Engineering
CPSC 1204	Introduction to Computer Programming II
ENTR 3160	Information Technology for Business
ENVI 1106	Environmental Chemistry I
ENVI 1206	Environmental Chemistry
ENVI 1216	Introduction to Earth Sciences
ENVI 2315	Water and Soil Sampling
ENVI 2307	Environmental Physics
ENVI 2415	Air Quality Monitoring
ENVI 2420	Contaminated Sites Management
ENVI 2426	Health and Safety
HSRC 1225	Personal Care Skills II
PRLN 1150	Public Relations Practice
PRLN 2330	Public Relations Writing II
PSYC 2330	Social Psychology

June 13, 2007

CAHS 2120	Supporting Students with Autism Spectrum Disorder
FASN 3200	Product Development
FASN 3250	Fashion Industry Internship
FINA 1120	History of Western Art: Prehistoric to Early Renaissance
FINA 1121	History of Western Art: Renaissance to Twentieth Century
HORT 1102	Botany for Horticulture
HSRC 1225	Personal Care Skills II
HSRC 1240	Practicum – Special Care Unit
JRNL 2477	News Publication II
SETA 1280	Health and Personal Care Support for Teacher Assistants
SETA 1305	Overview of Curriculum for Inclusive Schools

For information only:

REVISED: requiring only divisional curriculum committee

HSRC 1130	Clinical Practice	Jan. 07
ENVI 3212	The Urban Environment	Jan. 08
ENTR 4140	Entrepreneurial Sales	Sept 2007
FASN 2120	Drafting & Sewing III	Sept 2007
FASN 2220	Drafting & Sewing IV	Sept 2007
CHEM 1101	CSI: Chemical Science Investigation	Sept. 07
HSRC 1125	Personal Care Skills I	Sept 07
NRSR 3190	Access for Registered Nurses	Sept. 07
PRLN 1210	Media Relations	Jan 2008

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PSYC 2430	Social Psychology: Theory & Research	Jan 2008
DISCONTINUED:		
ABEE 0050	Fundamental English I	Sept 2007
ABEE 0060	Fundamental English II	Sept 2007
ANTH 1229	Women in Cross-Cultural Perspective	Sept. 07
ANTH 1240	Culture and the Environment	Sept. 07
ANTH 1275	Culture, Health and Healing	Sept. 07
ANTH 2333	Visual Anthropology	Sept. 07
AUTO 2331	Advanced Manufacturing	Jan 2005
AUTO 2332	Data Networking	Jan 2005
AUTO 2333	Fundamentals of Control Systems	Jan 2005
AUTO 2334	Hydraulics and Pneumatics	Sept 2005
AUTO 2424	Industrial Processes/Instrumentation	Sept 2005
AUTO 2437	Circuit Application/PCL	Jan 2005
ELTN 1106	Computer Applications	Jan 2004
ELTN 1111	Electrical Circuits I	Jan 2004
ELTN 1114	Engineering Mathematics I	Jan 2004
ELTN 1115	Applied Physics I	Jan 2004
ELTN 1118	Computer-Aided Engineering Graphic s	Jan 2004
ELTN 1210	Electrical Circuits II	Sept 2004
ELTN 1213	Digital Systems I	Sept 2004
ELTN 1214	Engineering Mathematics II	Sept 2004
ELTN 1215	Applied Physics II	Sept 2004
ELTN 1217	Electronic Circuits I	Sept 2004
ELTN 2317	Electronic Circuits II	Jan 2005
ELTN 2318	Digital Systems II	Jan 2005
ELTN 2331	Signals and Systems	Jan 2005
ELTN 2332	Telecom I	Jan 2005
ELTN 2333	C++ Programming	Jan 2005
ELTN 2414	Differential Equations	Sept 2005
ELTN 2417	Electronic Circuits III	Sept 2005
ELTN 2418	Advanced Microprocessors	Sept 2005
ELTN 2430	Engineering Economics	Sept 2005
ELTN 2431	Electrical Machines	Sept 2005
ELTN 2432	Telecom II	Sept 2005
ENGP 1050	Fundamental English I	Sept 2007
ENGP 1060	Fundamental English II	Sept 2007
HIST 2305	British Columbia	Jan 2007
HIST 2328	History of the Soviet Union	Sept 2005
HIST 2370	The United States since 1945	Jan. 08
HIST 2400	The Balkans from 1543 – 1918	Sept 2005
PHIL 1210	Epistemology	Jan. 07
PRLN 2330	Event Management	Sept. 08
PSYC 2340	Applied Psychology in Organizations	Oct 2006
PSYC 2450	Clinical Psychology: Psychotherapy	Jan 2007
PSYC 3301	Psychology of Work and Human Performance	Sept 2007

SOCI 2100	The Sikh Diaspora	Sept. 2007
SOCI 2300	Sociology of Work and Industry	Sept. 2007

APPROVED FOR Q-STATUS:

ANTH 1217	Forensic Anthropology
GEOG 2395	Cartographic Techniques
GEOG 2400	Introduction to (GIS)

The Chair noted that the number of course discontinuations is in part a result of the clean-up of course outline files associated with the transfer of course outlines from MS Word to a Lotus Notes database, which is in process. He will provide a more in-depth report at the next meeting.

5.2. Math & Quantitative Skills Committee (Dana Cserepes, Chair)

No report.

5.3. Policy Review Committee (Dana Goedbloed, Chair)

Dana Goedbloed explained that the committee did not meet in May as planned because two policies expected to be ready for review required further work. (A new policy on program prioritization, and revision of a policy dealing with waitlists)

Dana encouraged Council members and guests to let their constituents know that new members are welcomed on the committee. Wendy Belter shared that the committee work is interesting and engaging.

6. FPP BA History Major

Tracey Kinney and Rob Adamoski attended to present the full program proposal for a B.A. History Major. Minor revisions were made to the proposal at the request of DPAC in the area of demand for the program, and some language was updated to reflect Kwantlen's current reality.

It was noted that support letters indicated good prospects for graduates of the proposed program.

Moved by Theresa Abraniuk, seconded by Stephanie Howes, THAT Council approve the full program proposal for a B.A. History Major, pending identified revisions.

MOTION CARRIED.

Rob Fleming suggested that the proponents think about who to recommend for site reviewers, as a site review may be required by DQAB.

Rob Adamoski thanked Tracey for her excellent work on the proposal.

When the required revisions have been approved by Takashi Sato, this proposal will go forward to the Program Resource Committee, which will meet the second week of July. On approval of that committee, it can be posted on the PSIPS Website for the 30-day peer review period. It will also go forward to the Board of Governors for information.

7. Program revision: GNEAL

Jean Nicolson Church and Moira De Silva attended to speak to the proposed revisions to the Grad Nurse English Additional Language (GNEAL) certificate program. Moira explained that an increase in the English studies component of the program implemented in September 2006 has proven to make the program financially unsustainable, and that the student attrition rate appears to be the same as before. For those reasons, the request is to revert to the program as it was prior to September 2006. Further, this would be just for the September 2007 intake, as it is expected the program will be discontinued effective January 2008 because of new regulations by the College of Registered Nurses of British Columbia (CRNBC), which refers students to the program. As of January 2008, the CRNBC will only refer students for upgrading when they have achieved the language requirements necessary for registration with CRNBC. At the moment, the current students meet the language requirement by the end of the program.

Students currently enrolled in the program are not affected by this change. Either version of the program gives students sufficient credits for the credential. The nursing components of the program for September 2007 are intact and include both the practicum and the preceptorship.

Jean explained that the practicum is a group of students at a hospital with an instructor on site, and the preceptorship is students one-on-one with nurses at any Lower Mainland hospital. The preceptorship was added to the program for the September 2006 intake.

Moved by Stephanie Howes, seconded by Betty Cunnin, THAT Council approve the proposed revision to the *Grad Nurse English Additional Language (GNEAL)* certificate program as presented.

MOTION CARRIED (1 abstention – Wendy Belter)

There was general discussion about the new approval process, which includes the Program Resource Committee, should prevent unsustainable programs from being implemented. It was not in place when this program was approved.

Tour and break

Dana Goedbloed led the group on a comprehensive tour of the Cloverdale campus, highlighting the special features and explaining how collaboration among various programs has been provided for in the design, among many other interesting features.

8. Essential skills follow-up report

Takashi distributed copies of the Essential Skills final report to Education Council, dated Dec. 2006, for the purpose of reviewing the status of recommendations in the report.

Alice Macpherson, Coordinator, Centre for Academic Growth (The Centre) joined the meeting for this item.

Recommendations 1 and 2: Alice reported that she has been able to work on only a few of the recommendations as no new funding has been provided for the work. She has identified which related essential skills are embedded in the PD offerings for August 2007 and distributed copies of the flyer.

The Centre plans to offer a series of workshops focusing on Essential Skills in the Fall 2007 and spring 2008. To that end, Alice has asked all faculty via email to let her know which essentials skills hold most interest for them, and in which areas they would be able to contribute to workshops.

There was discussion about granting a credential to faculty/staff who complete a specified course of study offered through The Centre. Alice stated that The Centre does not distinguish between faculty and staff in this regard. She will meet with Jody Gordon and Roy Daykin to pursue establishing a credential. (June 21, 07 a message was distributed to the Kwantlen community that a Certificate of Completion is now available.)

There was discussion about the possibility of offering the training to secondary teachers through Marilynne Waithman's office.

Recommendation 3: Takashi reported that there is no clear ownership of the guidelines for course presentations, but that it is being followed up by the Policy Review Committee as recommended.

Recommendation 4: Wendy Belter and Stephanie Howes are working on this recommendation and will report to Council in the Fall.

Recommendation 5: Takashi has connected with Kurt Penner about this recommendation, with the result that a flyer on essential skills will go into student orientation packages. There was general agreement that it should be tailored for students.

Recommendation 6: Each division has a designate on the curriculum committee to look at essential skills.

ACTION: Rob Fleming will send email to the community re this particular recommendation.

9. Drafting Program Admission Requirements

Issue to be dealt with via email if needed. (Note: Issue was resolved without requiring Education Council input.)

10. Associate of Arts Framework

Takashi distributed a memo describing the current situation, which is that Kwantlen has a framework for Associate of Arts (AA) degree requirements published in the Calendar, and structured on the BCCAT framework. As there is no record of the Kwantlen framework having been approved, the memo suggests a few actions to be taken in that regard, and also includes recommendations for revising Kwantlen-approved AA requirements. The BCCAT framework itself cannot be revised, but specific courses can be added if they meet the BCCAT requirements. Takashi has consulted with the deans and has their approval of the proposed procedures.

Council asked for a few revisions to the memo, and discussed in particular whether Qualifying Studies should be included among the divisions to take joint responsibility for any proposed revisions to the Kwantlen requirements.

ACTION: Jody Gordon will determine if any 1000-level courses could be included in the list of optional courses.

Moved by Sandra Hoffman, seconded by Theresa Abraniuk, THAT Council approve the following:

1. Education Council formally adopts in principle the *Requirements Associate of Arts Degree* approved by BC Council on Admission and Transfer (May 30, 2000.)
2. Education Council formally approves the Kwantlen specific *Associate of Arts Framework* as described in the Calendar.
3. Education Council establishes the following procedure for making revisions to the *Associate of Arts framework*. It is intended that the *framework* will continue to fit within the BCCAT requirements.

Procedure for future revisions to the Kwantlen specific *Associate of Arts Framework*:

In recognition of the fact that a number of divisions at Kwantlen offer Associate of Arts degrees, responsibility will be held jointly by the faculties of Social Sciences; Humanities; Science, Mathematics and Applied Sciences; the School of Business, as well as Education Council.

Step 1:

Proposed revisions to the framework shall be approved by the Curriculum Committees from one of the divisions listed above. It is intended that the revised framework will continue to fit within the BCCAT requirements.

Step 2:

Proposed revisions shall be communicated to the Deans of the remaining three divisions for feedback.

Step 3:

Upon reaching consensus, the proposed revision shall be brought to Education Council:

- A. Minor housekeeping revisions (e.g. addition/deletion of specific courses named in lists) can be approved by the Chair of Education Council, who will subsequently bring it to Education Council for information.
- B. Updates to the list of lab science courses can be approved by the Education Council Curriculum Subcommittee, who will consult the Dean of Science as well as the requirements of the BC College of Teachers (BCCT) for entry into teacher education programs. If Kwantlen chooses to designate a course as a lab science course for the purposes of the AA but the course does not meet the requirements of BCCT, a notation shall be made in the Calendar to that effect.
- C. Revisions requiring further examination will be brought before Education Council (with prior consultation through DPAC, if appropriate) for approval.

Step 4:

Enrollment and Registrar Services shall be informed of approved changes.

MOTION CARRIED.

11. Discussion: Campus 2020

Wendy Belter was prepared to facilitate small group discussion of selected areas within the Campus 2020 report, but in the interest of time, the discussion took place in the whole group.

The discussion ultimately centred on wording in the report on possible governance structures, as the language was seen to be ambiguous. Kwantlen's current co-governance structure works well, but that may not be true for all university colleges. The Thompson Rivers University (TRU) governance model referred to in the report is not clear to members; Takashi and Rob Fleming will be visiting TRU to discuss questions about governance and would appreciate any input from Council members prior to the meeting.

There was general discussion about the potential impact of the establishment of Regional Learning Councils as recommended in the report, and speculation about the possibility of having any influence on the final outcome. It is not known when the recommendations might be put into place.

12. Discussion: Credit Exclusion List

Deferred.

13. Next Meeting: September 24, 2007.

14. Adjournment: Moved by Betty Cunnin to adjourn the meeting at 3:44 pm.



EDUCATION COUNCIL

For information: The following new and revised courses were approved by the Education Council curriculum sub-committee on Sept. 12, 2007:

NEW COURSES

ANTH 3100	Anthropological Theory
CRIM 3249	Issues with Youth Justice
CRIM 3118	White-Collar & Corporate Crime
FINA 3110	Introduction to Curatorial Studies
HIST 3392	The Home Front: Britain During World War II
HIST 4400	Applications of History
HIST 4450	China and the West (pending)
HIST 4455	Sages and Statecraft in China
MATT 1081	Basic Mathematics for Welders

REVISED COURSES

GBRT 1250	Practicum I
HSRC 1244	Work Role II
SETA 1270	Practicum One
SETA 1370	Practicum Two

For information only:

DISCONTINUED:

APPL 1101	Basic Electricity	1-Sep-06
APPL 1102	Basic Electronics	1-Sep-06
APPL 1103	Electric Dryers	1-Sep-06
APPL 1104	Standard and Self-cleaning Electric Ranges	1-Sep-06
APPL 1105	Automatic Electric Dishwashers	1-Sep-06
APPL 1106	Automatic Washers	1-Sep-06
APPL 1107	Ancillary Products	1-Sep-06
APPL 1108	Microwave Ovens	1-Sep-06
APPL 1109	Basic Refrigeration and Domestic Air Conditioning	1-Sep-06
CMNS 2130	Communications for Design Professionals	1-Sep-06
CPSC 1205	Fundamental Concepts of Computing	1-May-03
HIST 2361	India: Aryans to Mughals	1-Jan-08
HIST 2362	India: Mughals to Independence	1-Jan-08
HIST 2370	The United States since 1945	1-Jan-08
HORT 2455	Plant ID: Protected Cultivation	26-Jul-07
HRTA 0096	Mathematics for Horticulture	26-Jul-07

HRTA 1327	Plant ID – Perennials & Other Herbaceous Plants	26-Jul-07
HRTT 1101	Greenhouse Environments	27-Jul-07
HRTT 1102	Botany	27-Jul-07
HRTT 1104	Vegetable Crops – Fall Activities	27-Jul-07
HRTT 1202	Soils and Growing Media	27-Jul-07
HRTT 1204	Vegetable Crops – Winter Activities	27-Jul-07
HRTT 1206	Mechanics and Troubleshooting	27-Jul-07
HRTT 1304	Vegetable Crops – Spring Activities	27-Jul-07
HRTT 1306	Greenhouse Systems	27-Jul-07
MRKT 1236	Entrepreneurship in Horticulture	1-Jan-06
PRLN 1241	Organizational Communications	31-Dec-08
SETA 1111	Interpersonal Communications Skills – Level 1	1-Sep-07
SETA 1220	Introduction to Practice as a Teacher Assistant	1-Sep-07



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Sept 24, 2007

AGENDA #: 7.3.1

PREPARED BY: Kathy Wainman

ISSUE:

*For information only:
Academic Schedule for 2008/2009*

ACADEMIC SCHEDULE

	Fall 2008	Spring 2009	Summer 2009
Classes Start	Tuesday, September 2	Monday, January 5	Monday, May 4
Last Day of Classes	Monday, December 08	Saturday, April 11	Monday, August 10
Last day to withdraw - W grade	Saturday, October 25	Saturday, February 28	Saturday, June 27
Final Exam Dates	Wednesday, December 10 to Thursday, December 18	Wednesday, April 15 to Thursday, April 23	Wednesday, August 12 to Thursday, August 20
Statutory Holidays & closures	Monday, September 1 Monday, October 13 Tuesday, November 11 Wednesday, December 24 Thursday, December 25 Friday, December 26 Wednesday, December 31	Thursday, January 1 Friday, April 10 Monday, April 13	Monday, May 18 Wednesday, July 1 Monday, August 3
Reading Break		Thursday, February 19 Friday, February 20	



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: *Sept 24, 2007*

AGENDA #: *8*

PREPARED BY: *Jean Nicolson Church*

ISSUE: *Approval of program revisions*

ACTION: *THAT Council approve the revisions to the Grad Nurse Re-Entry Citation program*



TO: Takashi Sato, Education Council, Chair
C: Jean Nicolson-Church, Associate Dean, Nursing
FROM: Maxine C Mott, Dean, Faculty of Community & Health Studies
DATE: 2007 September 13
SUBJECT: Graduate Nurse Re-Entry (GNUR) Revisions

At the 2007 August 28th meeting of the Faculty of Community and Health Studies' Curriculum Committee, changes were approved to the Admissions Requirements of the GNUR program as outlined below. These same changes were approved at the DPAC meeting of 2007 September 12th. The Faculty of Community and Health Studies is now submitting the program changes to Ed Co for final approval.

Change in Admissions Requirements

Current Admissions requirements:

"In addition to the general Kwantlen University College admission requirements, applicants must meet the following:

- Current registration with CRNBC, or eligible for nurse registration in BC with or without a re-entry course.
- English language assessment if initial nursing education program was not in Canada (CELBAN speaking 8 listening 9 reading 8 writing 7, IBT TOEFL total score 76, written TOEFL 550 or Computer TOEFL 213, SLEP 61, TSE 50).
- An interview with the program coordinator or designate may be required."

Revision

In addition to the general Kwantlen University College admission requirements, applicants must meet the following:

- **Proof of current or previous registration in Canada by a provincial or territorial regulating authority for Registered Nurses.**

Rationale: This program provides an avenue for nurses previously registered in Canada to update their nursing knowledge and practice skills. Nurses with less than 1125 practice hours as an RN within the last five years, are required to take a re-entry program prior to renewing their registration with the College of Registered Nurses of British Columbia. The current admission requirements do not recognize previous registration in jurisdictions outside of British Columbia. The change provides clarity that the nurse can have been registered in any Canadian province or territory to be eligible to enter the program.

The reference to the English Language requirements is not necessary as these have been met previously through registration and the general requirements for Kwantlen University College include English.

The reference to an interview with the program coordinator was never used and is not required.

Thank you.

Maxine C. Mott, PhD
Dean / Chair of Curriculum Committee
Faculty of Community & Health Studies



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Sept 24, 2007

AGENDA #: 9

PREPARED BY: Jean Nicolson Church

ISSUE: *Approval of program revisions*

ACTION: *THAT Council approve the revisions to the Grad Nurse English Additional Language certificate program*



TO: Takashi Sato, Education Council, Chair
C: Jean Nicolson-Church, Associate Dean, Nursing
FROM: Maxine C Mott, Dean, Faculty of Community & Health Studies
DATE: 2007 September 13
SUBJECT: Graduate Nurse English as an Additional Language (GNEAL) Revisions

At the 2007 August 28th meeting of the Faculty of Community and Health Studies' Curriculum Committee, changes were approved to the GNEAL program as outlined below. These same changes were approved at the DPAC meeting of 2007 September 12th. The Faculty of Community and Health Studies is now submitting the program changes to Ed Co for final approval.

The GNEAL Full Program Proposal was approved March 21, 2006. The revised program started with a September 2006 class and a January 2007 class. Since the University College and the College of Registered Nurses of BC (CRNBC) approved the program, the CRNBC has changed their policy regarding internationally registered nurses and now requires that English proficiency must be achieved prior to CRNBC assessment.

Background Information:

The College of Registered Nurses of British Columbia (CRNBC) is responsible for assessing the nursing educational credentials of students applying to the GNEAL program. Effective January 2008, this assessment does not take place until the potential applicant has demonstrated English language fluency which is required to practice nursing in British Columbia. Therefore, students applying to this program will not require the English Language upgrading to meet BC registration requirements. With this change in effect, the Faculty of Community & Health Studies Curriculum Committee has approved the following program revisions.

1. Effective January 1, 2008, the three English language courses (EASL 1100, 1200, and 1300) will no longer be a part of the program.
2. Change in Admission Requirements

The admission requirement for English language fluency is equivalent to those identified by the College of Registered Nurses of British Columbia. Specifically

CELBAN

The CELBAN assesses speaking, listening, reading and writing ability. The minimum scores required are: speaking 8; listening 9; reading 8; and writing 7.

IELTS (Academic Version)

The IELTS tests listening, reading, speaking and writing for English proficiency. The minimum test score required is an overall score of 6.5 with a score of 7 on the speaking test and no score less than 6.

TOEFL/TSE

The TOEFL measures general English proficiency and assesses listening and reading comprehension, knowledge of grammar structure and writing ability in English.

TOEFL – Internet Based (iBT)

A minimum combined score of 60 is required in the reading, writing and listening components. A minimum score of 26 is required in the speaking component.

Computer-based and paper-based TOEFL tests are also accepted. The TSE complements the computer and paper-based TOEFL and indicates ability to communicate orally in English. The minimum scores required on the TOEFL and TSE are: TOEFL 213 (computer-based test), 550 (paper-based test) □ TSE 50

MELAB

The MELAB assesses skills in writing, listening, reading and speaking (if requested). The required scores are: 83 plus spoken score of 3.

Thank you.



Maxine C. Mott, PhD
Dean, Curriculum Committee Chair
Faculty of Community & Health Studies



Kwantlen
UNIVERSITY COLLEGE

EDUCATION COUNCIL

MEETING DATE: Sept 24, 2007

AGENDA #: 10

PREPARED BY: EDCO, DPAC,
Office of VP Academic

ISSUE:

*For information and feedback only:
A Guide to Program Development, Program Revision,
and Implementation Review 2007/2009*

Guide

for

*Program Development,
Program Revision,
and
Implementation Review*

2007/2008

A publication of Education Council
and the Office of the VP Academic

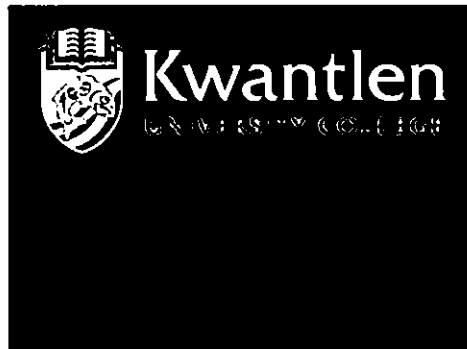


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Introduction

This manual outlines the steps and procedures for approval of new and revised programs. It also mentions program review, which will be detailed in a separate manual.

It has been created to assist program developers and coordinators in their production and revision of proposals for educational programs throughout Kwantlen. The manual outlines the steps developers need to take to shepherd their documents through the approval process. You will find information such as where to get template forms, how to get on meeting agendas, and which committees (both internal and external) will be vetting program concepts, proposals, and revisions, and more. Where we are able, we have included approximate timelines for inclusion on meeting agendas so that you are able to plan your time as effectively as possible.

Questions arise about which documents come to the Degree and Program Assessment Committee (DPAC) before they are reviewed by Education Council (EDCO), and which go directly to EDCO. As a general rule, new programs *must* be approved by DPAC before they are reviewed by EDCO. In addition, because programs are living entities, they sometimes need revision. Any revisions that affect students should go through DPAC before being moved to EDCO. If you have doubts about the proper process for your revision, the Chairs of DPAC and EDCO will review the revision and make a decision as to the best route.

Note: Education Council reserves the right to send any submission to a sub-committee for review.

Please also note that approval by any internal or external body does not guarantee that the program will be implemented.

Definitions & Terms of Reference

Associate Degrees

Associate degrees must follow Kwantlen's framework for Associate of Arts or Associate of Science degrees, which complies with the framework determined by the B.C. Council on Admission and Transfer (BCCAT). A proposal for a new associate degree will normally be submitted in the form of a memo to DPAC and Education Council for approval. Associate degrees do not require any external approval.

B.A. Minors

New minors for Kwantlen's existing Bachelor of Arts degrees can be approved with only a full program proposal process, which will follow the usual steps. A program concept will not be required as minors will follow the approved B.A. Framework.

Degree and Program Assessment Committee (DPAC)

DPAC is the sub-committee of Education Council that reviews program proposals and some program revisions. DPAC reports to Education Council.

DQAB

The Degree Quality Assessment Board (DQAB), appointed by the Minister of Advanced Education, is the body that reviews degree proposals from public and private post-secondary institutions according to criteria set by the Minister in consultation with DQAB, and makes recommendations to the Minister.

Education Council (EDCO)

Education Council (EDCO) is the governance body that guides the educational activities of Kwantlen in accord with the College and Institute Act.

New programs

All new programs at all credential levels must go through the complete approval process, including the program concept and the full program proposal stages, and the program resource review process (see p. 6) at several points in the complete process. The exception is B.A. minors, which bypass the concept stage only.

All levels from diploma and higher will be posted to PSIPS for peer review. Only new degree programs will be subject to DQAB review.

Program revisions

All program changes that directly affect students must be approved as per the formal program revision approval process. Some typical changes that require program revision approval are as follows: changing entrance requirements, program outcomes and/or content; adding or removing required courses; or changing the total number of credits for a program.

Program revisions are typically presented to DPAC and Education Council in the form of a memo including a rationale for the changes and showing a pertinent level of detail, e.g., the current program structure and the proposed program structure. The memo should also indicate the results of consultations with other programs that bridge into the credential or that in any way are affected by the revision.

Program Resource Review Committee (PRRC)

The Program Resource Review Committee shall be comprised of the V.P. Academic, the Associate V.P. Academic, the V.P. Administrative and Student Services (or designate), the V.P. Strategic Services (or designate), the Chair of Education Council, and the Chair of DPAC. The committee will review all pre-program concepts, program concepts, and full program proposal documents (see processes as outlined on pages 6 through 9) to assess whether or not a proposed program 1) adheres to principles and priorities as indicated in ministerial, institutional, and academic planning documents, and 2) is supportable and sustainable with existing and / or available institutional resources.

The committee shall meet monthly or as required to ensure that program proposals at various stages of development are reviewed in a timely manner.

PSIPS

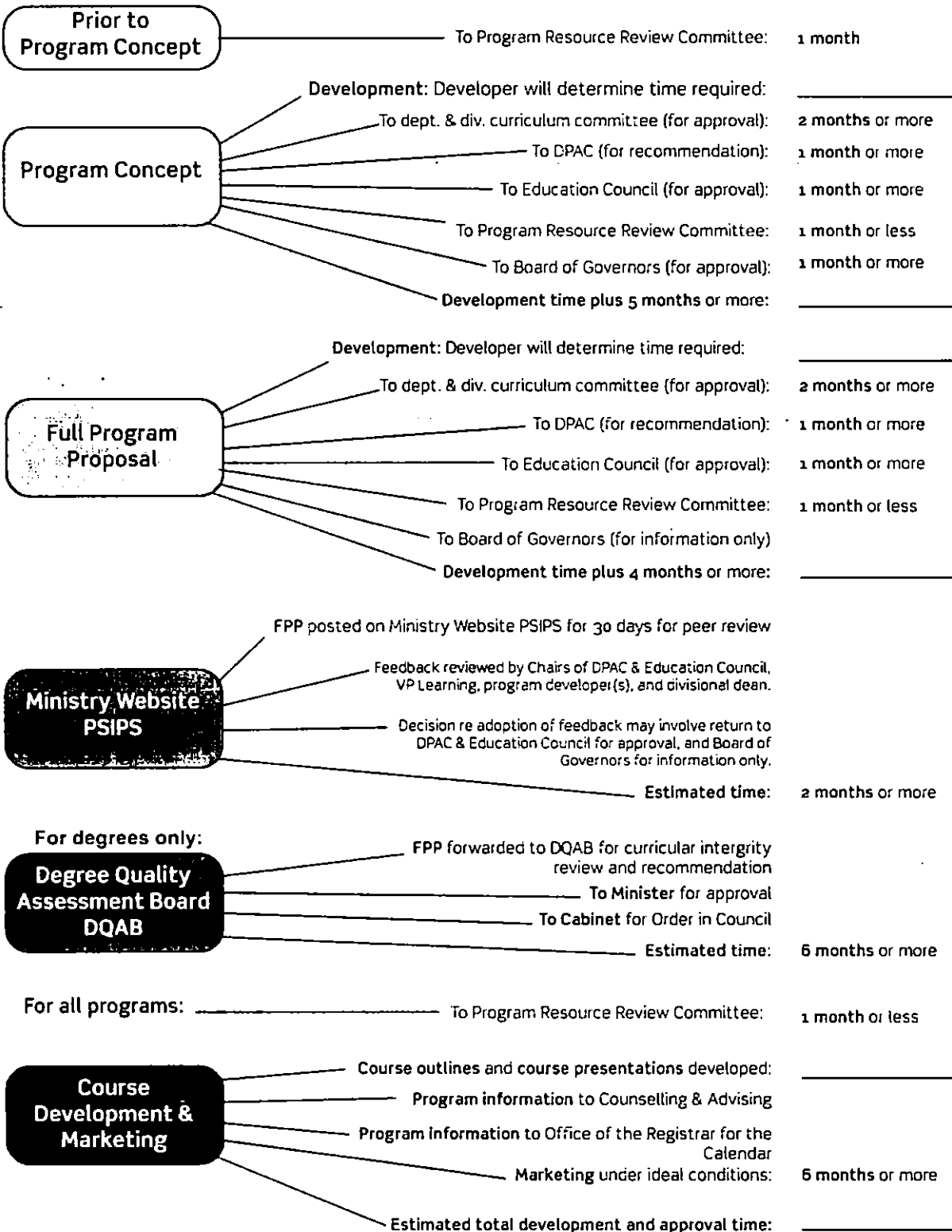
The Post-Secondary Institution Proposal System (PSIPS) is the Web-based system designed to manage and support the post-secondary submission and review processes for approval of degree and non-degree programs from private and public post-secondary institutions.

Signature Sheet

A signature sheet must accompany all submissions to DPAC and EDCO. See DPAC Approval, p. 15.



Degree and Non-degree Program Development and Approval Process



Program Resource Review

Stage One

Pre-concept consultation

Option A:

Prior to faculty developing a detailed program concept for presentation to DPAC, the dean(s) responsible for the area must present a summary document of two pages or less to the Program Resource Review Committee (PRRC). The document must offer a high-level synopsis of the proposed program reflective of the current institutional priorities and financial resources, a preliminary budget assessment of direct and indirect program costs; and rationale demonstrating the ongoing viability of the program.

For information on Kwantlen and Ministry planning documents, see p. 10.

Upon agreement by the PRRC and the dean(s) that a program concept should be developed, the development and approval process can proceed as follows in Stage Two (Options A and B) below.

For more information about program concepts, see p. 10.

Option B:

Where an approved curriculum framework is in place (see Option B, p. 8), a program concept is not required. However, prior to developing a full program proposal for presentation to DPAC, proceed as for option A.

Upon agreement by the PRRC and the dean(s) that a full program proposal should be developed, the development and approval process can proceed as follows in Stage Two (Options A and B) below.

Executive Assistant to Provost & VP Academic

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Stage Two

Option A:

For programs being developed as per the standard Kwantlen University College curriculum approval requirements.

1. Program Concept

- | | |
|--|--|
| Program Developer | <ol style="list-style-type: none">1. Completes program concept.
The program concept must reflect the recommendations of the PRRC based on the initial 2-page document. |
| Degree & Program Assessment Committee (DPAC) of Education Council | <ol style="list-style-type: none">2. Reviews the program concept.
They may make a recommendation for approval in principle, pending any required changes, to Education Council. |
| Education Council | <ol style="list-style-type: none">3. Reviews the recommendations of DPAC.
They may make a recommendation for approval to the Board of Governors pending recommendation for full program proposal (FPP) development by the Program Resource Review Committee. |
| Program Resource Review Committee | <ol style="list-style-type: none">4. Reviews the program concept and the initial 2-page document to ensure consistency.
They may recommend an implementation schedule according to current institutional priorities and available financial resources.
They may make a recommendation for FPP development to the Board of Governors. |
| Board of Governors | <ol style="list-style-type: none">5. Approves, or does not approve, the recommendations of the Program Resource Review Committee and Education Council. |

2. Full Program Proposal

- | | |
|--|---|
| Program Developers | 1. Complete Full Program Proposal (FPP) as per Degree Quality Assessment Board Guidelines. For more information about FPPs, see p. 17. |
| DPAC | 2. Reviews the FPP.
They may make a recommendation for approval in principle, pending any required changes, to EDCO. |
| Education Council | 3. Reviews the recommendations of DPAC.
If EDCO makes a recommendation for approval, the proposal will go to the PRRC for review. |
| Program Resource Review Committee | 4. Reviews the FPP to ensure the principles for prioritization have been addressed appropriately. Prioritizes the program according to current institutional priorities and available financial resources.
They may recommend a draft implementation schedule. |
| Board of Governors | 5. Receives as information the recommendations of the PRRC and EDCO. |

Option B:

1. Curriculum Framework

The following process shall apply for the development of any programs identified within curriculum frameworks including, but not limited to: Bachelor of Arts - Minors; and Trades Citations, Certificates, Advanced Certificates, and Diplomas.

- | | |
|--|---|
| Program Developer | 1. Seeks initial program development approval from the appropriate dean(s) and the Office of the VP Academic. |
| Program Resource Review Committee | 2. Prioritizes the program according to current institutional priorities and available financial resources, and may make a recommendation for FPP development based on the initial 2-page document. |
| Program Developer | 3. Proceeds with the development of the full program proposal (FPP). See p.18. |

- | | |
|--|--|
| DPAC | 4. Reviews the FPP.
They may make a recommendation for approval in principle, pending any required changes, to Education Council. |
| Education Council | 5. Reviews the recommendations of DPAC.
They may make a recommendation for approval pending recommendation by the PRRC. |
| Program Resource Review Committee | 6. Reviews the FPP to ensure the principles for prioritization have been addressed appropriately.
Prioritizes the program according to current institutional priorities and available financial resources.
They may recommend a draft implementation schedule. |
| Board of Governors | 7. Receives as information the recommendations of the PRRC and EDCO. |

Stage Three

If Education Council approves an FPP and the PRRC recommends a draft implementation schedule, then the FPP will be posted on the Post Secondary Institutions Proposal System (PSIPS) and submitted to the Degree Quality Assessment Board (DQAB) for consideration as required by the Ministry of Advanced Education.

If an FPP is recommended by the DQAB and is approved through Order in Council by the Minister of Advanced Education, the proposed program will be referred to the PRRC to determine an appropriate implementation schedule based upon available financial resources.

Program Concept

Development

Any program identified within a curriculum framework (including but not limited to B.A. minors; Trades citations, certificates, advanced certificates, and diplomas) will bypass the program concept stage.

This does not apply to B.A Majors.

Pre-Planning

Program developers begin the planning process by consulting with their department members and divisional Dean/Associate Dean, and by making initial contact with employers and practicum placements where that applies.

At this stage, please be sure to have included the initial program resource review, p. 6.

Forms to use: Program developers must use the Program Concept template, which is available on myKwantlen/Internal

Resources>Governance>Education Council>Program Development Documents>2-New Program concept.doc

or

Common/Docs/DPAC/Program Development Forms/2-New Program concept.doc

Answer all the questions and fill out all the fields in the main body of the program concept. For examples of approved concepts, check Common/Docs/DPAC/Approved Kwantlen Concepts & FPPs.

New programs will be developed to meet an identified need and will fit with the following:

- ***Kwantlen University College 2007/08 - 2009/10 Accountability Plan and Report*** (go to myKwantlen>Internal Resources)
- The current ***Academic Plan*** (go to myKwantlen>Department Websites>Institutional Analysis and Planning>Planning at Kwantlen, and find the *Academic Plan* for the appropriate year)
- ***Kwantlen Service Plan*** (go to myKwantlen>Department Websites>Institutional Analysis and Planning - ******the rest yet to be determined***))
- ***Ministry Service Plan*** <http://www.aved.gov.bc.ca/serviceplans/>

Internal Consultations

How-to: Follow the *Internal Consultations* section of the Program Concept template, and make contact with all departments as listed.

As early as possible in the planning process, when it has been determined that the proposed program has a reasonable chance of approval, it is important to begin the *internal consultation* process. The internal consultations will serve to alert departments and service areas that a new program may be developed, and will start the process of identifying possible impacts on those departments, or how they can be of assistance to the program developers.

For the initial consultation with internal departments/service areas, consider the following:

Academic Departments:

Program developers must consult with other departments or areas of study when their courses might be recommended or required for the credential being developed. It may be necessary for departments whose courses are required for a new credential to add sections of such courses, which will have an impact on budgeting. In some cases, a program that bridges into your program may have to align its curriculum with the requirements for the new program.

Accounting Services:

Program developers must consult with their dean as part of their process to determine the costs of the new program. Accounting Services can provide assistance.

Bookstore:

We may have a preliminary discussion about whether your program will require textbooks, internally produced manuals, copyright clearance, etc. We may also discuss deadlines for book orders, should your program be approved and implemented. The Bookstore posts information about required texts, etc, on the Admissions web-registration site well in advance of class start. Accurate and timely information is a priority.

Counselling:

A general guiding question for consultation with our service area is: How can Counselling best support this program and potential or current students? When we review your program proposal, we will be scanning with certain key questions in mind, and we will give written feedback (in the form of questions and suggestions) on them.

What are the educational and career opportunities? What outcomes are linked to the program?

What are the entrance requirements? Are they justifiably and explicitly linked to success in the program? How will students who barely meet the entrance requirements be supported?

What kinds of students are being targeted for this program? How will we need to adapt our services to meet their unique needs to promote their success and retention?

How are the courses being offered? If they are going to be offered evenings, weekends, and/or summer terms, how can we 'stretch' our services during these non-traditional times?

What is the intensity level of the program? How manageable is it for students?

What kinds of "soft skills" will the student need to succeed in the program? How will these skills be addressed in the program?

Co-operative Education:

If a program is looking at whether or not a co-op option is feasible, these are some questions that would be appropriate to answer:

"Is there a high student demand for Co-op (paid work terms)?"

"Are graduates experiencing significant barriers to employment due to lack of 'real world' experience?"

"Would the companies and organizations hiring the graduates of the program have the means to hire a student for a semester//for a work term?"

Enrolment & Registrar Services

Admission, Records, Scheduling, & Graduation:

Consider the type of credential, admission requirements for the program, and whether the program will be open registration or select-entry.

Enrolment Services

Educational Advising & student loan eligibility

Initial consultation with Educational Advising will provide a written response regarding the proposed program, and Financial Awards will give the program developers the forms required to generate the Institutional Appendix (IA) code for student loans. This code is required for posting the full program proposal on the Post-Secondary Institution Propösal System (PSIPS) for peer review before final approval. (This does not apply to citations.)

Enrolment Services

B.A. Advisor

For B.A. degrees only: Consult with the B.A. Advisor to verify that the proposed program follows the approved B.A. framework.

Facilities:

Consult with Facilities about any new resources required for the program, such as classrooms, labs, etc.

Human Resources:

Will the program require any new staff/faculty? Will any specialized staff/faculty be needed? Can the program run with existing human resources?

Information and Educational Technology (IET):

Please consult with IET re any software and/or hardware required for the new program. ****more information yet to come – Sept. 17, 07*

Library Services:

The Library will complete a Library Impact Assessment in consultation and collaboration with program developers in order to estimate the types and cost of library resources that would be required to best meet the needs of students enrolled in the proposed program. These resources may include online databases, audiovisual equipment and materials, and books and journals. The Assessment template, which will be used by the Library, includes suggested guidelines and timelines, and can be found at **MyKwantlen/Internal Resources>Governance> Education Council>Program Development Forms** and pick up **10-LibraryImpact Assessment Template-04.dot**. (Right-click on the file and select 'Save target as' to place it in the directory of your choice.) Or you could pick it up on **Common/DPAC/Program Development Forms**.

The Library will need to demonstrate that required resources can be absorbed in the on-going budget, or further discussions will be required.

Marketing and Communications:

To provide useful feedback to program developers, we are interested in reviewing all proposals and any research such as demand analysis research, competitive analysis research; graduate outcomes research; strengths, weaknesses, opportunities, threats (SWOT) analysis; and related data and information.

We will also want to know if the program will have multiple entry/exit points, bridging options from/to other programs at Kwantlen or other institutions, a co-op education option; whether it is part-time or full-time, whether it will be offered in days, evening and/or weekends; and other key information that could be used as promotional points.

We will want to discuss marketing research and review marketing plans and budget allocations for advertising, promotional materials, etc.

We will provide feedback and recommendations on the marketing/communications needs for your program, associated costs (start-up and ongoing), SWOT feedback, any potential difficulty in awareness generation, recruitment and retention, and the potential successful outcomes.

Materials Management/Reprographics - Printing

Materials Management/Reprographics - Printing can provide assistance with planning for specialized purchases for a program, and for printing needs for publicity purposes and for educational materials. We suggest that you take a look at our Web page before consulting with us.

<http://plaza.kwantlen.ca/sites/purchasing.nsf>

We recommend that you consult with us early if you will require specialized purchases that require a long lead time, should your program be approved for implementation.

Department and Divisional Approval

Department approval

A program concept must be approved at the departmental level before going forward to the divisional curriculum committee for approval. This process will depend to some extent on how individual departments function. It is advisable to seek departmental input and approval from the conceptualization throughout the developmental phase.

Allow a minimum of one month for this process, and more if revisions are asked for.

Divisional curriculum committee approval

A program concept must be approved by the divisional curriculum committee before going forward to the Degree and Program Assessment Committee (DPAC) for approval. Allow a minimum of one month for this process, and more if revisions are asked for. You will need to be aware of divisional curriculum committee meeting schedules.

When the program concept has been approved by the divisional curriculum committee, the proponent will obtain the signature of the chair of that committee and of the dean (may be the same person) on the **signature sheet**.

Find the signature sheet here: Common/Docs/DPAC/Program Development Forms/Signature page.dot.

or here:

MyKwantlen/Internal Resources>Governance>Education Council>Program Development Documents>Signature page.dot.

Note: The Dean's signature on the signature page indicates that he/she verifies the financial estimates are reasonable, though it does not imply that funding is committed.

Also note: When a program requires core courses from another division, the **signature sheet must also be signed by the Dean of that division.**

DPAC Approval

For information about DPAC, go to **myKwantlen/Internal Resources>Governance>Education Council>DPAC**. Refer to the meeting schedule for your planning process. Allow a minimum of one month for the DPAC approval process. DPAC will review program concepts and may recommend approval to allow the program concept to go forward to EDCO, often pending some revisions. If recommended revisions are extensive, DPAC may ask for the program concept to be resubmitted for further review at a future meeting.

You can get your program concept on a tentative agenda by informing the EDCO administrative assistant of your plans. The Chair of DPAC may wish to see your program concept two weeks before the meeting at which it will be presented in order to assess how much time to allow for it. When your program concept is ready, confirm your intention to present it to DPAC with the EDCO administrative assistant, and send her the required number of copies one week before the DPAC meeting, or earlier.

When your submission has been received, and your item has been confirmed on the agenda for a DPAC meeting, you will be notified of the estimated time of your agenda item. You, (the developer) and the Dean/Associate Dean (or approved designate) will be required to attend the meeting to present your program concept.

DPAC may recommend approval of your program concept, with or without revisions, or may ask for the program concept to be resubmitted at a future meeting if the requested revisions are extensive.

If DPAC recommends approval pending revisions, the DPAC Chair will review and sign off on your revised program concept if he/she is satisfied with the revisions. You may then prepare to take the program concept to EDCO for approval.

When the program concept is submitted to DPAC, the signed signature sheet should also be submitted. The original signature sheet will be kept in the Education Council office and will be signed by the DPAC chair when the proposal has received final approval by DPAC. A final copy will be sent to the department responsible for the proposal.

Education Council Approval

When a program concept has been approved by DPAC, which includes any required revisions being signed off by the Chair of DPAC, it may go forward to Education Council for approval. For information about Education Council, go to [myKwantlen/Internal Resources>Governance>Education Council](#). Refer to the meeting schedule for your planning process.

Confirm your intention to present your program concept to Education Council with the Education Council administrative assistant, and send the required number of copies to the Education Council office one week before the meeting, or earlier. When the agenda is drawn up, you will be informed of the estimated time of your agenda item. You, (the developer) and the Dean/Associate Dean (or approved designate) will be required to attend the EDCO meeting to present your program concept.

EDCO may approve your program concept, with or without revisions. If revisions are required, the EDCO Chair will review and sign off the revised program concept if he/she is satisfied that all revisions have been made.

Please send an electronic copy of the document to the EDCO chair, copied to the EDCO administrative assistant

When your program concept has been approved and signed off by the EDCO Chair, he/she will send it to the PRRC.

To the Program Resource Review Committee for Approval

When a program concept has been approved, and any required revisions have been approved by the chair of Education Council, he/she will forward it to the Office of the VP, Academic for review by the PRRC. Please send an electronic copy of your approved program concept to the EDCO chair, copied to the EDCO recorder.

The PRRC will review the program concept and may recommend development of a full program proposal.

See also Program Resource Review, p. 6.

To the Board of Governors for Approval

If the Board of Governors approves the program for full program proposal development, the EDCO chair will convey the Board's decision to the proponents.

Full Program Proposal

Development

Templates to use:

For **degree** programs, use the format required by the Ministry, 4-BachelorDegree FPP Jan07.doc (Common/Docs/DPAC/Program Development Forms) or myKwantlen/Internal Resources>Governance>Education Council>Program Development Documents.

The full program proposal form is provided by the Ministry. It has been given a Kwantlen look, and links to relevant Kwantlen policies have been added. You will also want to refer to *Degree Program Review Criteria and Guidelines*, which outlines the criteria used by DQAB for assessing full program proposals. You can find that in the same locations as mentioned above.

For **non-degree** programs, use the format required by the Ministry, 3-Non-Degree FPP Form.doc (Common/Docs/DPAC/Program Development Forms) or myKwantlen/Internal Resources>Governance>Education Council>Program Development Documents.

If you wish to look at previously approved FPPs, you can find them on the Common drive (Common/Approved Kwantlen Concepts and FPPs).

Department and Divisional Approval

As per program concept approval.

In addition, consider the consultations with other academic departments completed at the concept stage. Are further consultations necessary at this stage?

DPAC Approval

The procedure for obtaining DPAC recommendation for approval of a full program proposal is the same as for a program concept.

Education Council Approval

The procedure for obtaining Education Council approval of a full program proposal is the same as for a program concept.

Program Implementation Schedule

When a full program proposal has been approved, and any required revisions have been approved by the chair of Education Council, he/she will

forward it to the Office of the VP, Academic for review by the PRRC. Please send an electronic copy of your approved full program proposal to the Education Council chair, copied to the Education Council recorder.

The PRRC will review the FPP and will assess it in accord with the *Ministry Service Plan*, the *Kwantlen University College 2007/08 - 2009/10 Accountability Plan and Report*, the current *Academic Plan*, and available financial resources, and may recommend a draft implementation schedule to the Board of Governors.

See also Program Resource Review, p. 6.

Board of Governors

The Board of Governors approves or does not approve the recommendations of the PRRC and EDCO. On approval, the President will also sign off on the proposal.

Ministry Website PSIPS

Posted for 30 day Peer Review

Full program proposals for certificate, diploma, and degree programs must be posted to the Post-Secondary Institution Proposal System (PSIPS) for a 30-day peer review period.

Send your final, approved versions of the Full Program Proposal to the Education Council administrative assistant. She will convert your files to pdf format if necessary, and will work with the office of the Vice President, Academic to post the required documents along with comments from the Vice President, Academic.

During the 30-day period, other institutions are invited to review your proposal and to provide comments.

Review of Peer Feedback

At the end of the 30-day period, any comments received will be collated and reviewed by the Vice President, Academic, the Chair of Education Council, the Chair of DPAC, the dean responsible for the proposal, the proposal developer, and any other persons invited to join in the process.

Result of Peer Feedback

Depending on the nature of the peer comments received, appropriate replies will be posted to PSIPS. If revisions are required as a result of the feedback received, a revised proposal will also be posted. At the Education Council Chair's discretion, the FPP may return to Education Council for approval if the required revisions are sufficiently extensive.

Degree Quality Assessment Board (DQAB)

To DQAB for Review

Full program proposals for degree program only must be approved by the Ministry of Advanced Education's Degree Quality Assessment Board (DQAB). When a full program proposal has been approved and signed off by the Chair of Education Council and the President, the Office of the Vice President, Academic will coordinate with the Ministry to determine the next available DQAB meeting date, and will send the necessary documents to them via the PSIPS Website.

The DQAB office will notify the Vice President, Academic of approval or rejection. If approved, the proposal will go forward to the Ministry for approval via an Order in Council. NOTE: This process may take six (6) months.

A proposal may require an external review before a final determination re approval is made.

To Minister for Approval

When a degree proposal has been approved by DQAB, it will go to the Minister of Advanced Education for final approval.

When the program has received final approval from the Minister of Advanced Education, **it will be reviewed one last time by the Program Resource Review Committee to determine an appropriate implementation schedule based upon available financial resources.** See p. 9.

Course Development and Marketing

Course Outlines and Course Presentations Developed

When a program has been approved for implementation, any new course outlines required should be developed. Refer to the Course Outline Manual for guidance on developing course outlines, and for their approval process.

Note: For degree programs, synoptic course outlines for new courses will be required for the DQAB review. Synoptic outlines include 1) calendar description, 2) outcomes, 3) content, 4) assessment methods, and 5) required texts. These will need to be developed prior to full approval of the FPP.

Program Information to Counselling & Advising

Information about the approved program should be forwarded to Counselling & Advising.

Program Information to Enrolment and Registrar Services

Consult with Enrolment and Registrar Services for the type of information required for the Calendar, and for deadlines. The proponents will have consulted with Enrolment and Registrar Service during the program concept stage.

Program Information to Marketing

You will have consulted with Marketing and Communications during the program concept stage, unless you are developing a B.A minor. On implementation approval, consult again with Marketing and Communications about developing a marketing plan. In some cases, they may be able to start marketing activities, pending final approval.

Program Information to Library

****yet to come – Sept. 17, 07*

Program Implementation Survey

The purpose of the program implementation survey is to determine how the implementation process went, and how close the expectations stated in program proposals came to reality.

The program implementation survey is a process by which DPAC monitors new degree and diploma programs after one complete cycle, and new certificate and citation programs after two complete cycles.

Proponents are advised to collect data for the Program Implementation Survey starting with the budget line approval, during implementation, and in each semester of the first offering (and second offering for some credentials), to track, e.g., enrolment in the program.

Program Review

According to policy *B.12 Program Review*, all Kwantlen programs must be reviewed on a seven-year cycle, and some degree programs may need to be reviewed on a 5-year cycle if required by DQAB.

At the time of publication, a manual to guide the Program Review process is under development by the Office of Institutional Analysis and Planning.

Sept 17, 07 - a Website is under development and will be linked with the Program Review Committee's site at

<https://plaza.kwantlen.ca/sites/edcouncil.nsf/pages/prchome>