

## MINUTES

Kwantlen University College Education Council Meeting  
Monday 13 January 1997 / 4:15 p.m. to 6:00 p.m.  
Surrey Campus Board Room

## PRESENT

Jim Gunson, Chair  
Manfred Baur  
Doug Boyer  
Brian Carr  
Barbara Craig  
Dave Gill  
Balbir Gurm  
Jim Jamieson  
Sonya Kraemer  
Colleen McGoff-Dean  
Don Reddick  
Maureen Shaw  
Jacqie Thachuk  
Lynda Turner  
Michelle Veldhuizen  
Carolyn Oliver (Recorder)

## REGRETS

Jim Adams  
Derek Francis  
Dan Lawrence  
Wendy Parry  
Ann Stafford  
T.N. Foo  
Gerry Kilcup

## GUESTS

John Slattery  
Barbara Duggan  
Geoff Dean  
Rochelle Pitcher  
Craig East

## CONFIRMATION OF AGENDA

The Agenda was confirmed with the following additions:

Item 3, Chair's Report - Proposed Changes to Degree Process  
Item 5, Committee Reports, Degree Proposal Assessment - Letter of Intent, Bachelor of Applied Design in Fashion Design and Technology

## APPROVAL OF MINUTES

Moved by Balbir Gurm, seconded by Colleen McGoff-Dean

THAT the Minutes of 09 December 1996 be approved with the following correction:

page 2, New Course Outlines, fourth motion

Moved by Brian Carr, seconded by Manfred Baur

CARRIED

#### CHAIR'S REPORT

The Chair has received a Provincial report on distance education. Education Council members who are interested in seeing a copy of the report should contact the Chair.

A meeting was held last week to review the degree process. It was attended by Jim Gunson, Jacqie Thachuk, John Slattery, Dean, Educational Planning, Dianne Crisp, Chair of the Degree Proposal Assessment Committee (DPAC), and Skip Triplett, the interim Vice President of Development and Communication Services. The possibility of doing market research on degree concepts was discussed.

The main purpose of the meeting was to discuss modification of Kwantlen's process for approving degrees. John Slattery distributed to Education Council two memos regarding Proposed Resolutions for DPAC re Degree Approvals.

Moved by Maureen Shaw, seconded by Colleen McGoff Dean

THAT the proposed resolutions be referred to the Degree Proposal Assessment Committee for distribution, consultation and recommendation, and be returned to Education Council

CARRIED

#### NEW COURSE OUTLINES:

Moved by Lynda Turner, seconded by Dave Gill

THAT from the members of the Education Council we form a sub-committee that will look at all future course outlines until Education Council receives the report from the Course Outline Committee and THAT the new sub-committee make recommendations to the Education Council as a whole as to acceptance or rejection of course outlines.

CARRIED

The Chair asked for volunteers to form the sub-committee. Manfred Baur, Jim Jamieson, Maureen Shaw and Jacqie Thachuk will sit on the new sub-committee.

Moved by Balbir Gurm, seconded by Lynda Turner

THAT the Education Council recommend to the Board acceptance of PSCM 1500, Effective Medical Communications

CARRIED

#### COMMITTEE REPORTS

##### Student Eligibility

Jacqie Thachuk brought forward a draft memo to all Faculty regarding the Standing Committee on Student Eligibility. The memo set out the mandate of the sub-committee and requested new members. It was suggested that the mandate be focused on pre-entry assessment methods. This change will be made and the memo distributed.

##### Course Outlines

Jacqie Thachuk advised that work is on schedule. A draft structure for the manual has been completed and will be circulated for input. The final draft will be ready for the Education Council by the end of March.

##### Degree Proposal Assessment

The Degree Proposal Assessment Committee recommended approval of a Letter of Intent for a degree in the Fashion Design and Technology Program. Barbara Duggan, Dean of Applied Design & Communication, responded to questions.

Moved by Colleen McGoff-Dean, seconded by Balbir Gurm

THAT the Education Council approve the Letter of Intent for a Bachelor of Applied Design in Fashion Design and Technology.

CARRIED

Employability Skills

On behalf of the of the Skills21 Task Force, Geoff Dean presented the preliminary printing of the final report of the Employability Skills Matrix. The Project Team was composed of Lynda Turner, Rochelle Pitcher, Colin Haigh and Geoff Dean, with clerical support from Elizabeth Friesen. Geoff Dean introduced Craig East, a member of Kwantlen's Business Advisory Committee and the Advisory Committee for the Employability Skills Project, who said a few words about the importance of this project to employers.

Moved by Maureen Shaw, seconded by Doug Boyer

THAT the Education Council receive the report, An Employability Skills Matrix for Post-Secondary Institutions: Final Report of the Pilot Project, 1996

CARRIED

Moved by Maureen Shaw, seconded by Sonya Kramer

THAT the Education Council mandate the Skills21 Task Force to collect feedback on the report and recommend revisions to the report to the Education Council as may seem to be required and THAT the Skills21 Task Force look at mechanisms encouraging discussion and consultation.

CARRIED

POLICY DECISIONS: BACHELOR DEGREES

The Registrar's Office has noted the need for a number of policy revisions to accommodate conferring of degrees.

Moved by Colleen McGoff Dean, seconded by Lynda Turner

THAT the Education Council refer the matter to the Executive Committee for review

CARRIED

MINIMUM FACULTY QUALIFICATIONS

Liz McKinlay advised the Chair by memo that this matter has been referred to the Deans for further consultation with their Search Committees. A concern was expressed by Education Council that there needs to be consistency in how minimum qualifications are described. Maureen Shaw will work on a definition of "minimum requirements" for discussion at a future meeting.

EDUCATION COUNCIL GOALS

Deferred to 10 February 1997 meeting as a priority item.

DEGREE GUIDELINES

Deferred to 10 February 1997 meeting as a priority item.

ADJOURNMENT

Moved by Balbir Gurm

THAT the meeting be adjourned.