

EDUCATION COUNCIL

September 14, 1998 - 4:15 p.m.  
Surrey Campus Boardroom (C230)

M I N U T E S

Present            Larry Anderson  
                  Derek Francis  
                  Charon Graham  
                  Jim Gunson (Chair)  
                  Julie Hobart  
                  Jim Jamieson  
                  Wayne Jeffrey (Member-at-Large)  
                  Judith McGillivray  
                  Robin Russell (Vice-Chair)  
                  Ron Shay  
                  Barb Smith  
                  Dieter Thomas  
                  Skip Triplett  
                  Newton Wainman  
                  Barbara Melnyk (Recorder)

Absent            Dave Hardy  
                  T.N. Foo (Ex-Officio)  
                  Gerry Kilcup (Ex-Officio)

1. Confirmation of Agenda

Add: Notice of Motions (Skip Triplett)

The September 14, 1998 agenda was confirmed.

2. Approval of Minutes

Moved by D. Francis/seconded by S. Triplett;  
THAT the June 1 and 15, 1998 Minutes be approved.  
CARRIED

The Education Council Recorder received a request from Jane Hayes (Music). On page 1, of the June 15, 1998 minutes, under Changes to the Music Curriculum, delete words "University Transfer" and add "non-music". After a brief discussion, Council agreed to bring this forward at the next meeting on October 5, 1998.

3. Chair's Report

It appears from a recent legal opinion that Kwantlen's Education Council Bylaws conform to the Act. The Chair will report back on this at the next meeting.

Following the June 15th Education Council meeting, the Executive was asked to consider waiving the need for the Chemistry 11 prerequisite for Horticulture, and permitting students to take HRTA 0096 (Chemistry Upgrading for Horticulture) concurrently with the first semester of the program. HRTA 0096 must be completed with a minimum grade of C. Students with a lower grade will not be permitted to register as a full-time student in the second semester but may continue their studies on a part-time basis. As there are issues worthy of a full Council discussion, this change is made on a trial basis for one year. Council will reconsider the matter in early 1999, when data is available showing the performance of students who take this option. At this time, other issues may be raised such as student

workload and the equivalence of Chemistry 11 and HRTA 0096.

Following the last Education Council meeting, the Recorder was asked to poll Council members to inquire if they would be in agreement to have the Council Chair sit on the Presidential Search Committee, or if they would prefer to appoint a member from Council in September. The majority of Council members stated their preference for the Chair to represent Council on their behalf. The Chair stated he has been to one Presidential Search Committee meeting to date. Search criteria are being developed, and will be circulated around the University College for comments. The University College community will have an opportunity to meet finalists on the short list. The deadline for choosing a candidate is March.

The Recorder has distributed binders to all new Education Council members. Information on sub-committees and policies/reports will be updated. Senior Council members will be provided with updates to add to their current binders.

Council is continuing to explore educational initiatives, such as Prior Learning Assessment (PLA), Learning Outcomes, Employability Skills, etc. PLA should be fully implemented by next summer. All degree programs will teach the complete list of Employability Skills. Diploma programs will teach the pertinent skills. How should faculty and students be held accountable for incorporating and learning employability skills? Learning Outcomes is a more complex issue. It allows course designers to express what students are trying to achieve in a course. An attempt was made to incorporate the latter in the Course Outline Manual. This section needs to be clarified before a significant number of designers begin to use it. There is a plan to initiate a proposal to set-up a one-day retreat to discuss how to integrate what already has been done.

The Registrar, John Patterson, has announced that elections will be called Monday, September 21st for a Council member from Community and Health Studies, and for four student representatives. Elections will take place on October 21, 1998.

#### 4. Committee Reports

4.1 Student Applicant Eligibility (see Agenda Item #7)

4.2 Degree Proposal Assessment Committee (DPAC)

At its meeting on September 9th, Jim Gunson asked DPAC to consider reviewing non-degree programs as well as degree programs, as it would make sense for all programs to be reviewed by the same committee. Committee members expressed some concern regarding potential workload, however agreed that they would review all programs, including certificate and diploma programs on a one-year trial basis. The Chair called for a motion.

Moved by L. Anderson/seconded by J. Hobart;  
THAT DPAC review non-degree programs that lead to certificates and diplomas on a one-year trial basis.  
CARRIED

4.3Employability Skills - No report

4.4Curriculum Approval

Moved by S. Triplett/seconded by L. Anderson;  
THAT the following courses, subject to revisions, be  
recommended for approval to the Board:

ENVI 2425 - Health and Safety on Contaminated Sites  
HRTT 1305 - Ergonomics, Safety & Productivity  
HRTT 1306 - Greenhouse Systems  
HORT 1265 - Nursery Experience II  
HORT 2364 - Nursery Production of Trees & Shrubs in  
the Field  
HORT 2412 - Landscape Estimating & Contract  
Administration  
HORT 2436 - Golf Course Management  
HORT 2464 - Nursery Production of Plants in  
Containers  
HORT 2477 - Production Horticulture Management  
HORT 2483 - Nursery & Garden Centre Management  
FINA 1270 - Photography II  
CARRIED

Moved by D. Thomas/seconded by B. Smith;  
THAT Robin Russell, Skip Triplett, Jim Gunson and  
Marnie McFarlane form the 1998/99 Curriculum  
Approval Sub-committee that recommends approval to  
Education Council of all new course outlines. Barb  
Melnyk will continue to provide administrative  
support.  
CARRIED

4.5Grant Applications Review - No report

4.6Liberal Education Curriculum - No report

4.7Prior Learning Assessment - No report

5. Election: Member-at-Large

The Chair called for nominations for the position of  
Member-at-Large. Wayne Jeffrey was nominated. Hearing  
no further nominations, the Chair called for a motion.

Moved by J. Hobart/seconded by S. Triplett;  
THAT Wayne Jeffrey be elected by acclamation.  
CARRIED

6. Degree Program Concept: Bachelor of Accountancy

Skip Triplett provided Council with some background on  
the formation of this degree. He stated that it is a 3-  
year degree, and that he is currently exploring with  
Ministry on whether a 3-year degree is acceptable. The  
name of the degree will likely be amended to, Bachelor  
of Business Administration with a Major in Accountancy.  
The Degree Program Review Committee (DPRC) at Ministry  
level has provided additional guidelines in order to  
provide an element of standardization to degree  
nomenclature, and the name "Bachelor of Accountancy"  
will likely not be acceptable.

Gordon Fisher stated that the CGA and CMA are very  
supportive of this 3-year degree. CMA will require  
their students to have a degree within the next few  
years. As well, the proposal meets the general

requirement for an applied degree.

Although there are several issues that still must be addressed, the proposal is only at the program concept stage.

Moved by S. Triplett/seconded by D. Francis;  
THAT Council recommend approval of the Degree Program  
Concept for a Bachelor of Accountancy.  
CARRIED

#### 7. Student Applicant Eligibility Committee

Robin Russell requested that this item be delayed until the next Education Council meeting so that the co-chairs of the sub-committee could attend.

Moved by R. Russell/seconded by J. Jamieson;  
THAT Council postpone discussion of the Draft Policy until the October 5, 1998 meeting, when the co-chairs of the Student Applicant Eligibility Sub-Committee can attend.  
DEFEATED

The Chair suggested that Council review all principles of the policy except #1, which states: As English is the language of instruction at Kwantlen University College, all applicants, regardless of country of origin or of citizenship status, will be required to provide evidence of their competence in the English language. It is the responsibility of the department, discipline, school or program to recommend specific levels of competence in the English language for specific programs and courses. The Chair stated that one of the reasons for the delay in approval of the policy was that it was felt more research is necessary on compulsory English language testing and the effect this could have on our ability to provide ESL instruction.

Derek Francis stated that research is proceeding to examine the issues involved in English language assessment testing. He noted that this is more complicated than first thought. He suggested that Council might like to review two memos from Adrienne Olnick that were distributed at today's meeting as a follow-up on what has been done to date.

Moved by S. Triplett/seconded by W. Jeffrey;  
THAT Council approve the draft policy on Assessment of Student Eligibility, except #1, which states: "As English is the language of instruction at Kwantlen University College all applicants, regardless of country of origin or of citizenship status, will be required to provide evidence of their competence in the English language. It is the responsibility of the department, discipline, school or program to recommend specific levels of competence in the English language for specific programs and courses."  
CARRIED

At this time, Skip Triplett asked for an amendment to the motion. He distributed copies of the Kwantlen policy on Comprehensiveness, and suggested that paragraph 1 of the draft policy on Assessment of Student Eligibility be replaced by paragraph 4 and 5 of the policy on Comprehensiveness.

Moved by S. Triplett/seconded by W. Jeffrey;  
THAT paragraph 1 in the draft policy Assessment of  
Student Eligibility be replaced by paragraphs 4 and 5 of  
the Kwantlen policy on Comprehensiveness.  
CARRIED

In their review of the policy, Council agreed by  
consensus on the following points:

Under "Procedures", #2, delete the word "Departmental"  
and replace with "Divisional". Add sentence: "The  
Divisional Curriculum Committees will recommend requirements  
to Education Council."

Under "Procedures", #3, delete the word "department"  
and replace with "division". Council discussed this  
further, and believes the onus should be on individual  
departments to show that entrance requirements are valid and  
appropriate.

On page 2, under "Definitions", suggest definitions for  
"Corequisite" and "Prerequisite" conform to those found in  
the Kwantlen Calendar.

The approved document appears as follows:

Draft Policy on Assessment of Student Eligibility

POLICY

Kwantlen University College welcomes all students, but  
reserves the right to place students in courses or  
programs, according to reasonable, fair and appropriate  
guidelines, or criteria linked to the initial  
performance expectations of the course or program. We  
recognize that learning may be acquired by both formal  
and informal means. Some students may need upgrading  
before or concurrent with their course or program in  
order to ensure success and progress.

Admission criteria to programs will be to ensure that  
students have a reasonable chance of success. Students  
meeting these threshold criteria will be admitted to the  
program based on their dates of application.

To this end, the University College has established  
program entry requirements, course prerequisites and  
corequisites and assessment practices to evaluate the  
knowledge, skills and preparedness of applicants to the  
University College, its programs and its courses. The  
University College recognizes that applicants have life  
and work experience and the University College will,  
upon request, assess, and, if appropriate, formally  
recognize such prior learning.

The following principles will apply to all assessments:

1. In order to ensure applicant assessment meets with  
commonly accepted standards and complies with  
relevant legislation, assessment tools used by the  
University College must be of demonstrable  
reliability, validity and relevance. This includes  
non-standardized assessment tools administered by  
departments, disciplines, schools or programs. The  
criteria for non-standardized assessments must be  
clearly stated and demonstrably linked to student  
success in the course or program to which the non-

standardized assessments apply.

2. Where appropriate, assessment tools should be standardized across disciplines, programs and courses.
3. The University College will inform applicants of assessment results by a date specified in advance. Kwantlen University College will endeavour to provide advice and outline options for applicants who do not meet program entrance requirements. The University College will endeavour to provide programs and courses, which will assist applicants in meeting those entrance requirements.

#### PROCEDURES

1. Entrance requirements for specific programs will be included in the University College calendar, program information, brochures, etc. Prerequisites and corequisites for individual courses will be specified in the course outlines and in the course description included in the calendar.
2. Under the direction of the Dean, entrance requirements for programs and courses will be recommended, reviewed and, when necessary, revised by Divisional Curriculum Committees through the curriculum review process. The Divisional Curriculum Committees will recommend requirements to Education Council.
3. Program entrance requirements and the assessment tools used to ensure those requirements are met will be reviewed, and, if required, revised during the program review process in consultation with an individual with expertise in assessment from outside the division.

#### DEFINITIONS

Entrance requirement (for a program): the minimum skills, knowledge and preparedness necessary for success in a program of studies. These may be defined in terms of standardized test scores, prior course work, prior work experience, high school grades, a non-standardized assessment (e.g. interview, role-play, portfolio review), etc.

Assessment: the process by which the University College determines student knowledge, skills and preparedness in relation to established and documented entrance requirements.

Non-standardized Assessment: informal assessments of knowledge, skills and preparedness administered on a non-uniform basis. These could include personal interviews, letters of interest, prior work experience, etc.

Standardized Assessment: assessments of knowledge, skills and preparedness administered in a uniform way to allow comparisons within a large group over a period of time.

Corequisite: a specific course, or courses, which must be taken at the same time as, or previous to, a registered course.

Prerequisite (for a course): a specific course, or courses, (or other requirements), that must be successfully completed with a minimum grade of C unless otherwise specified prior to registration.

Relevance: the degree to which the attributes and characteristics being assessed are linked in practice to student success in particular programs or courses.

Reliability: the degree to which an assessment instrument provides consistent measures over time.

Validity: the degree to which an assessment instrument/practice measures what it is purported to measure.

Following discussion of the policy, it was suggested that Adrienne Olnick be invited to attend the next Education Council meeting on October 5, for information and to see if there is any feedback from Council members on the two memos distributed at the meeting today.

8. Name Change - Automotive Mechanics to Automotive Service Technician - Defer
9. Policy B.12: Program Review - Defer
10. For Approval: Base Requirements for a Bachelor of Science (B.Sc.) - Defer
11. Notice of Motions

Skip Triplett declared two Notice of Motions for November 2, 1998:

Be it resolve that Education Council recommend the following policies to the Kwantlen University Board of Governors (under Article 23(1)(i) of "The Act":

1. Be it resolved that Kwantlen University College recognizes a responsibility to develop qualified University College faculty. To this end, our faculty qualification criteria will always enable functionally qualified candidates to begin their teaching careers at Kwantlen.
  2. Be it resolved that, where necessary, existing faculty qualification criteria must be modified to enable functionally qualified candidates to begin their teaching careers at Kwantlen.
12. Next Meeting: October 5, 1998 - 4:15 p.m. - Surrey Campus Boardroom (C230)
  13. Adjournment: The meeting adjourned at 6:20 p.m.