



EDUCATION COUNCIL

March 15, 1999 – 4:15 p.m.
Surrey Campus Boardroom (C230)

MINUTES

Present:

Larry Anderson
✓ Roni Clubb
Charon Graham
✓ Jim Gunson (Chair)
Dave Hardy
Jim Jamieson
Wayne Jeffrey
✓ Robin Russell

✓ Ron Shay
✓ Barbara Smith
✓ Dieter Thomas
P Skip Triplett
✓ Newton Wainman
✓ T.N. Foo
✓ Barbara Melnyk (Recorder)

Regrets:

✓ Derek Francis
P Shane Cooke
✓ Julie Hobart
✓ Judith McGillivray
P Gerry Kilcup

*Kathryn
S Lee
I Coyler
J Skelton*

1. Confirmation of Agenda

The agenda was confirmed as distributed.

2. Approval of Minutes

**Moved by R. Clubb, seconded by R. Russell,
THAT the minutes of February 8, 1999 be approved as distributed.
CARRIED**

3. Chair's Report

The first meeting of the Intake Testing and Assessment Committee was held on March 11, 1999. Discussion revolved around strategy rather than substance. The committee reviewed its membership, and require representatives from English and/or Communications and Counselling. As Lorraine Irvine was a member of the previous committee, she has expressed an interest in participating. Barbara Smith, International Education Advisor, will also sit on the committee. Initially, we will look at the English issue and the concerns around overall testing for programs. Derek Francis will provide information to the committee regarding testing.

The final draft of the Research Ethics Report has been sent to the deans, with a request to circulate to divisional curriculum committees for feedback. This will be discussed at our April 12th Council meeting.

The March 8th Retreat was well attended, and a great success. Table groups came up with college-wide priorities. There is a widespread concern regarding access to the University College. A number of concerns were expressed about the institution becoming fragmented.

4. Committee Reports

4.1 Degree Proposal Assessment Committee – see attached minutes in agenda package.

4.2 Curriculum Approval

Moved by S. Triplett, seconded by W. Jeffrey,

THAT the following courses be approved, subject to revisions:

EQUA 1225 – Form to Function – Analysis of Confirmation and Biomechanics

EQUA 1185 – Law and Ethics

ECED 1318 – Administration I

ENTR 3160 – Information Technology for Beginners

BUSI 1204 – Supervisory Skills for Horticulture Technicians & Florists

A Letter of Agreement was put forward by Dieter Thomas, and accepted by the Business Department, providing an example of how two departments can problem solve in a collegial fashion.

LBED 3120 – Study of Cultures

LBED 3140 – Science and Technology Overview

LBED 3310 – Power Relationships I

LBED 3311 – Power Relationships II

CARRIED

4.3 Grant Applications Review Committee

The Chair stated that John Slattery, who set up the process and guidelines for the Grant Applications Review Committee, is now unable to continue as chair of the committee. Dieter Thomas has indicated an interest in that role.

Moved by R. Clubb, seconded by S. Triplett,

THAT Dieter Thomas replace John Slattery as chair of the Grant Applications Review Committee.

CARRIED

4.4 Liberal Education Curriculum Committee – No report

4.5 International Education – No report

4.6 Prior Learning Assessment

Kathryn Zmetana reported that the committee is working on revising the PLA Policy, and may have a draft to submit for approval at Council's April 12th meeting. As well, PLA minutes will be included as information in the next Council package.

4.7 Intake Testing and Assessment – see Chair's report.

4.8 Research Ethics Committee – see Chair's report.

5. Course Outline Manual Revisions

The Course Outline Sub-committee has proposed a list of changes to the April 22, 1998 edition of the Course Outline Manual. Council was asked to approve the changes.

Moved by L. Anderson, seconded by N. Wainman,

THAT the document be referred to divisional curriculum committees for feedback by April 26, 1999.

CARRIED

ACTION: Barb Melnyk will send the proposed Course Outline Manual Changes document to divisional curriculum committees for feedback directly to Education Council, in time for Council's May meeting.
CARRIED

6. The Kwantlen Calendar

The Chair stated that there is a need for firmer calendar deadlines while retaining the ability to be flexible where circumstances require it. The Curriculum Approval Sub-committee will recommend a proposed timetable and regulations.

7. Council Meeting Times/Locations

The Chair asked Council to consider alternate meeting times (Friday or Wednesday from 2:00 to 4:00 p.m.) and alternate meeting locations (in order to encourage a wider campus representation on Council). Pros and cons were discussed, and the following motion put forward:

**Moved by R. Clubb, seconded by J. Jamieson,
THAT Council continue to meet on Monday, from 4:15 to 6:15 p.m. at the Surrey Campus.**

8. Ownership of Curriculum

Council discussed the question of "course ownership" – whether a course in a program should be controlled by the program or by a department with expertise in that area. (An upcoming case concerns who should teach statistics in the Geography program). Council explored ways in which program needs and the need for expertise could be balanced. A similar issue between Business and Horticulture has been resolved by having the course designated as Business, but providing for consultation with Horticulture on scheduling and staffing.

9. Richmond International High School and College Articulation of Business Courses

Under the recently approved policy on *Transfer of Articulated Courses into Kwantlen*, a proposed agreement to articulate business courses from the Richmond International High School and College was brought to Council for information. Concern was expressed about the way in which language proficiency is measured. Council has asked the School of Business to consult with the ESL Department and Admissions to determine if these concerns are valid. (This issue suggests that Council may have a role to play in validating transfer agreements.)

10. Education Council Self-Assessment

The Chair stated that at some point in time, Council should hold a brief discussion on how we are doing and what we can do better. It was agreed that this item should be deferred to another meeting, and placed a little earlier on the agenda.

11. Next Meeting: April 12, 1999 – 4:15 p.m. – Surrey Campus Boardroom (C230)

12. Adjournment: The meeting adjourned at 6:15 p.m.

