

EDUCATION COUNCIL

May 6, 2002 – 4:15 p.m.

Surrey Campus Boardroom (G2110)

MINUTES

May 6, 2002

Present:	Larry Anderson	Absent:	Gary Arneja	Guests:	Colleen Chapman
	Darren Gallagher		Roni Clubb		Barbara Duggan
	Steven Lee		Marge Damon		Nancy Graham
	Jack Finnbogason		Gary Jones		Derek Nanson
	Derek Francis		Susan Morris		Tom Radesh
	Dana Goedbloed		Maxine Mott		
	Charon Graham		Brook Walker		
	Karin Green				
	Judith McGillivray				
	Karen Metzger				
	(Recorder)				
	Graham Rankin				
	Robin Russell (Chair)				
	Newton Wainman				

1. Confirmation of Agenda

Item 9 was tabled to a future meeting, and item 10 to be dealt with before item 5.

Agreement by consensus.

2. Approval of Minutes (April 8 & 11, 2002)

Minutes accepted as written by consensus

3. Chair's Report

Robin Russell thanked Newton Wainman and Susan Morris for their admirable job in representing Council's advice on program cuts and reductions to the Board. She has had much feedback that people were appreciative of their effort, and has also had comments on the process itself. She proposed that Council accept to have a transition meeting in June.

Skip Triplett commented that the Senior Leadership Team has not been able to bring the budget until the June meeting, and that May/June is a good month for transition. The new group might want to review the by-laws with respect to council transition.

Moved by Newton Wainman, seconded by Larry Anderson, THAT Council hold a retreat with incoming members on June 3, 2002, for the purpose of electing table officers, finishing old business, and reviewing the past year.

MOTION CARRIED.

4. Committee Reports

4.1. Degree Proposal Assessment Committee (Dana Goedbloed, Chair)

DPAC moved at the April meeting to have proponents remain in the meeting during discussion/voting time. Feedback has shown that the past practice of asking guests to leave the room for that process was not well accepted. Agendas will be distributed without specific timelines, and all proponents can attend the whole meeting.

DPAC recommends acceptance of the program concept for the Home Support/Resident Care Attendant program.

4.2. Curriculum Approval

Moved by Steven Lee, seconded by Darren Gallagher, that Council approve the following new courses:

NRSG 2110	Episodic Health Challenges
NRSG 2140	Nursing Practice 3

NRSG 2241	Nursing Practice 4
GBRC 2010	Professional Practice
GBRC 2020	The Therapeutic Process
GBRC 2030	Valuing Ethnicity and Diversity
GBRC 2050	Practicum II
GBRC 2070	Identity and Professionalism
GBRC 3050	Practicum III
GRVD 1135	Fundamentals of Typographic Design
GRVD 1120	Visual Synthesis I
GRVD 1150	Production Art I
MWIN 1101	Millwright Trade Safety
MWIN 1105	Print Reading and Sketching
MWIN 1115	Layout and Machine Foundations
MWIN 1130	Welding Basics for Millwrights
MWIN 1120	Hand Tools and Bench Work
MWIN 1110	Measuring
MWIN 1205	Lubrication
MWIN 1210	Power Hand Tools
MWIN 1215	Rigging
MWIN 1220	Machine Tool Basics
MWIN 1225	Machine Tools
MWIN 1230	Fasteners and Fittings
MWIN 1235	Hydraulics
MWIN 1240	Pneumatics
MWIN 1250	Metallurgy
MWIN 1255	Machine Components
MWIN 1260	Bearings and Seals
MWIN 1265	Power Transmission

MOTION CARRIED.

Judith commented that the Millwright faculty have done an excellent job of taking the program and fitting it into the current model; they have only 7.5 credits left over for the new template for trades model. Jody Gordon helped recalculate the credits. They are now set up to allow laddering into diploma and degree programs.

4.3 Grant Applications Panel

Moved by Jack Finnbogason, seconded by Larry Anderson, THAT Council accept the report as distributed.

CARRIED.

Jack will meet with all applicants to explain rationale for final decision. He pointed out that there is some difficulty with funding new course development for degree programs. In the past, faculty have used PD/accountable time for course development. This is an important issue.

ACTION: Dana Goedbloed

To bring this issue to DPAC for discussion.

4.4. Liberal Education Curriculum Committee

No report.

4.5. International Education Committee

No report.

4.6. Language Competency Liaison Committee

No report.

4.7. Intake Testing and Assessment Committee

No report.

4.8. Program Evaluation Committee

No report.

4.9. Policy Review Committee

The following policies have been reviewed and have had their templates changed to reflect current practice:

- B.4 Final Examinations and Grade Reporting for Semester-Based Courses
- B.7 Attendance and Performance in Semester and Other Term Based Courses
- B.8 Credit for Advanced Placement Program Courses
- B.9 Credit for International Baccalaureate Program Courses
- B.14 Credit for Prior Learning
- B.15 Transfer of Articulated Courses from other Post-Secondary Institutions to Kwantlen University College
 - B.15a Transfer Credit Approval Process (Attachment to Policy B.15)
 - B.16 Principles of External Alliances

The following policies are still in committee or being rewritten, and are to be reviewed at the next meeting:

B.11 Program and Curriculum Development and Change	Out of date: Rewrite
B.12 Program Review	Out of date: Rewrite 2002/2003
B.13 Curriculum Approval	Out of date: Rewrite
C.7 Kwantlen University College Scholarships	In committee
C.8 Plagiarism and Cheating	In committee
C.18 Admission to the College	In committee
C.20 Student Evaluation and Grading	In committee
C.23 Minimum Academic Standards for Programs in which Letter Grades are Assigned	In committee
C.29 Application Timelines for College Programs	In committee
C.31 Academic Renewal	In committee
C.34 Compassionate Withdrawal	In committee
C.42 Requirements for Graduation	In committee

Moved by Charon Graham, seconded by Dana Goedbloed, THAT Council approve policies as amended.

CARRIED.

5. Appeals Policy Review Committee

(Robyn Rushford, Chair)

Moved by Derek Francis, seconded by Judith McGillivray, THAT Council accept the revised policy C.5 Appeals of Academic or Admissions Decisions to be renamed C.5 Appeals of Academic Decisions, with the following changes:

- p. 1, under Procedural Guidelines: rename item A. to First Stage Non-Grade Appeal
- p. 2, item 5, insert as follows: ...ten working days of the Registrar's request or the appeal ...
- p. 3, h: add "of the process" at the end of the last sentence
- p. 3, item 2, first bullet: replace Student Services with Learner Support
- review entire document for consistent usage of hyphenation and possessive pronouns

Changes were noted, and item was deferred to the June meeting.

6. Review of the Advice to the Board (distributed via e-mail)

Deferred to the June meeting.

7. Review of the process for Course Outline revisions (as distributed)

The Curriculum Approval Sub-Committee presented a revised draft Course Outline Summary Form along with a recommendation to change the course outline approval process as follows: Course outline revisions that are

minor in nature will be approved directly by the divisional curriculum committees.

Moved by Judith McGillivray, seconded by Jack Finnbogason, THAT Council delegate to the divisional curriculum committees the review and approval of Course Outline revisions that are minor in nature.

MOTION CARRIED.

8. Program Concept: Home Support/Resident Care Attendant

This program will replace the current Resident Care Attendant program. It will follow provincial curriculum guidelines for resident care attendant programs with additional material required for working in home support, and employment opportunities will be expanded. Graduates of this program will be readily employable in both facility and home support settings.

The program length is increased by five weeks, with a related increase in fees.

Moved by Dana Goedbloed, seconded by Graham Rankin, THAT Council approve the program concept for the Home Support/Resident Care Attendant program.

MOTION CARRIED.

9. Graphic and Visual Design Revised Program Proposal

Proposed revisions to this program are driven by student and industry demand. Changes include condensing drawing courses and embedding aspects of manual and digital illustration in new courses in design technology, and the addition of business and marketing courses in the third and fourth semesters.

The proposed changes will smooth the path toward development of a proposed degree in Graphic Design for Marketing (BGMA).

Moved by Steven Lee, seconded by Graham Rankin, THAT Council approve the revised Graphic and Visual Design Program proposal.

MOTION CARRIED.

10. Requirements for Graduation (previously distributed)

Tabled to next year.

11. Appeals Policy Report from the Appeals Policy Review Committee (previously distributed)

12. Review of the Education Council Self-Evaluation Document (verbal) **and Report of the External Validation Team** (att'd.)

Deferred to the June meeting.

13. Next Meeting: Council Retreat, June 3, 2002

(Members are asked to confirm attendance with Karen Metzger)

14. Adjournment

Meeting was adjourned by the Chair at 6:20 pm.