

EDUCATION COUNCIL MINUTES

Special Meeting, June 17, 2003

Mayfair Lakes Golf Course

Present:	Lisa Coan Marge Damon Caroline Daniels Dawna DeAdder Jack Finnbogason Derek Francis Dana Goedbloed (Chair) Lorraine Irvine Gary Jones	Anita Kranz Steven Lee Gerry Lengert Judith McGillivray Karen Metzger (Recorder) Tom Radesh Larry Rhodenizer Alexandra Richmond Harry Yang
Regrets:	Greg Erikson Skip Triplett Bob Perkins Jody Gordon	
Guests:	Dr. Bob Brown Gordon Lee	

1. Confirmation of Agenda

After item 3, add an item re the role of New Program Advisor; delete BA from item 5; and change item 9.1 to 'Structure' only.

2. Curriculum Approval (changes in descriptive titles)

Moved by Anita Kranz, seconded by Lorraine Irvine, THAT council approve the following descriptive titles:

Approved as:	Should be:
ABEE 0097 Technical English	ABEE 0097 Professional & Technical English 12
PSPE 1097 Technical English	PSPE 1097 Professional & Technical English 12
ABEE 0091 Provincial Level English (English 12)	ABEE 0091 English Literature 12
PSPE 1091 Provincial Level English (English 12)	PSPE 1091 English Literature 12

MOTION CARRIED.

3. Curriculum Approval Process

Marge Damon raised the concern that Council members might like to be able to contribute to the review of course outlines rather than approving them only by course acronym and number on the recommendation of the curriculum sub-committee. There was general agreement. Council members will be able to access the outlines scheduled for review by the sub-committee. Council members will send their feedback to Karen Metzger to include at the scheduled curriculum sub committee meetings.

ACTION: Karen Metzger to arrange to have a folder on the G-drive where course outlines can be placed the week prior to the curriculum sub-committee meeting. (G/Outlines/1-Current Review – files should be 'read-only' in this folder)

There was discussion about the difficulties faced by departments and divisions in handling the load of course outlines to be reviewed on a 3-year cycle. It was suggested that departments and divisions could determine which course outlines must be reviewed on a 3-year cycle, and which ones could be reviewed less frequently, considering external accreditations and other factors.

Apprenticeship programs are frequently changed to respond to industry requirements. Any changes will be reviewed through the department curriculum committee and sent forward for divisional and/or EdCo approval, as required.

Moved by Jack Finnbogason, seconded Larry Rhodenizer, THAT departments review course outlines on a schedule of a minimum of three (3) years and a maximum of five (5) years, with the office of the VP-Learning

monitoring the process.

MOTION CARRIED.

ACTION: Dana to attend Deans' meeting to discuss the curriculum approval process.

4. The Role of the New Program Advisor

There was discussion about the role of the New Program Advisor position. The position was established at the request of faculty to minimize the duplication of learning the program development process and to maximize the use of resources. Judith McGillivray reported that the pilot project to provide assistance to program developers by the New Program Advisor (Alice Macpherson) appears to have been successful.

In order to ensure that developers are better able to incorporate feedback from DPAC and Education Council, it was suggested that the New Program Advisor attend the DPAC and Council meetings.

After discussing the possibility of providing a manual, it was decided that there is not yet enough certainty in the program development process to write a manual. We are still waiting for more definite guidelines from the Ministry. It would be helpful to have documentation on the whole process and on what is required in each section of the program concept and the full program proposal. This will become available as the Ministry confirms the required process for all programs.

ACTION: Judith McGillivray to formalize role of the New Program Advisor.

5. Course Outline Templates

Dawna DeAdder expressed concern that changes to the course outline template may have been made in a random fashion in the past and suggested that Council consider establishing an annual review of the course outline templates and the Course Outline Manual.

Moved by Dawna DeAdder, seconded by Alexandra Richmond, THAT Education Council complete an annual review of course outline templates and the Course Outline Manual.

MOTION CARRIED.

There was general discussion about employability skills in regard to whether they should be identified at the course or program level. Gordon Lee is currently involved in a national study of the use of Essential Employability Skills, through HRDC. There is some indication that employability skills may be more effective at the program level than at the course level. This topic will be brought back to the table at a later date when more information is available.

ACTION: Judith McGillivray and Dana Goedbloed to address this with the deans for further discussion at department/divisional curriculum committees.

6. The Role of DPAC in Program Approval

There was general discussion about the roles of DPAC and Education Council in program approval, and about possible duplication of effort. Specific areas of responsibility need to be identified, and standards and criteria for the various credential levels could be clarified or established.

ACTION : EdCo Executive is to meet in August to look at the issue of outcomes at various levels. This information will be helpful for the review process.

Moved by Caroline Daniels, seconded by Lorraine Irvine, THAT the Chair of DPAC attend Education Council as an ex officio member.

MOTION CARRIED.

ACTION : That an orientation for DPAC and EdCo members be arranged to discuss roles and responsibilities.

7. Trades Program Development Process

Larry Rhodenizer questioned whether the program approval process had been appropriate for the Trades programs, particularly in regard to curriculum. All the courses required for some of the new programs already exist but do not necessarily fit the university college model. It is believed that some of the recent Trades program proposals were affected negatively by having missed the previous stage two, the Letter of Intent (LoI). It was pointed out that the LoI has been absorbed into the new FPP format; therefore the information is still required.

The Ministry has established a Quality Assurance Board for program approval (which replaced the Degree Program Review Committee-DPRC); we do not yet know what this board will require.

8. Policy Review for upcoming year

Jack Finnbogason suggested that policy review should be the work of a standing committee, as it seems there will be a continued need for it.

He reported that the statement on academic freedom is finished and will be presented at the September Council meeting. Harry Yang, the in-coming Vice-Chair and Chair of the Policy Review Committee, has identified the

following policies to be reviewed:

- *B.11 Program and Curriculum Development and Change* (will be split into two parts)
- *B.2 Attendance and Performance in Individualized Continuous Intake Programs*
- *C.16 Guided Study*
- *C.32 Concurrent Academic Studies*
- *C.33 Waitlists for Continuous-Intake Programs*

Harry also suggested that a cycle for policy review be determined.

Moved by Harry Yang, seconded by Jack Finnbogason, THAT a Policy Review Committee be established as a standing committee with a no fewer than 5 members, to be chaired by the Education Council Chair or Vice-Chair.

MOTION CARRIED.

9. Degree Development

Dr. Brown attended to speak to the development of a BA degree. He has been engaged as a consultant by Judith McGillivray to guide the process for Kwantlen, along with a committee of 12 people representing all areas of Kwantlen. The committee has agreed on a planning process and general principles for the development of the degree. The committee is also following the undergraduate arts revisions at SFU and is in touch with the person working on an undergraduate degree developed for SFU Surrey. It is expected that demand for the degree in Surrey will be great and that competition with SFU will not be an issue.

A student questionnaire has been developed and distributed to identify the types of majors and minors in a BA degree that students would like at Kwantlen.

The committee will present a draft document (white paper) in September with the Advisory Committee and Deans to be first readers. Following this, a series of consultation meetings will be held to receive feedback regarding the white paper. Spring 2004 will be the curriculum development phase. Revisions will be made as needed in Fall 2004. The internal and external approval process will take place in Winter 2004 and Spring 2005. The BA Degree program will be mounted in Fall 2005.

There is money in the budget to facilitate the process for this year. An Implementation Planning Committee will be established in Fall 2003 to ensure all resources are in place for Fall 2005 implementation. Judith reminded Council that Dr. Brown is very open to meeting with departments on invitation.

Dr. Brown recommends visiting Portland University to see how they have developed their institution, i.e., teaching-centred, in an urban environment.

ACTION: Barb Melnyk to send notes from committee meetings to Council mailing list.

10. Other Issues

10.1. Structure

Harry Yang suggested Education Council create an organization chart that includes all committees (sub, standing, and ad hoc). Judith McGillivray is awaiting a report that her office requested which will aid the development of the chart.

ACTION: Judith will obtain the "Committee Report."

10.2. Council Protocol

Anita Kranz said that her concerns had been addressed through previous discussions at the meeting.

Dana thanked the Council members for their hard work during the year.

ACTION: Dana Goedbloed to distribute the presentation she and Robin Russell made to ACCC.

11. Moved by Alexandra Richmond to adjourn at 2:10 pm.

12. Next Meeting: Monday Sept. 8, 2003