

EDUCATION COUNCIL MINUTES

Oct. 6, 2002

Present:	Jan Carrie (Vice-Chair) Lisa Coan Caroline Daniels Dawna DeAdder Dana Goedbloed (Chair) Jody Gordon Lorraine Irvine Anita Kranz	Steven Lee Gerry Lengert Karen Metzger (Recorder) Bob Perkins Tom Radesh Larry Rhodenizer Judith McGillivray
Regrets:	Marge Damon (Member-at-Large) Derek Francis	Alexandra Richmond Skip Triplett
Guests:	Kathleen Bigsby David Davidson Alice Macpherson Rob Edger	Panteli Tritchew Rigel Vincent Kate Young

1. Confirmation of Agenda

The Chair called the meeting to order at 4:20 pm, and the agenda was confirmed with an additional item before item 6: Election of Education Council Vice-Chair.

2. Approval of Minutes (Sept. 8, 2003)

Moved by Judith McGillivray, seconded by Dawna DeAdder, that Council approve the minutes of the Sept. 8, 2003, meeting as presented.

MOTION CARRIED.

3. Chair's Report

The Chair attended sessions on governance and governance models at the Association of Community Colleges (ACCT) conference in Denver in September on the Carver model, which Kwantlen's Board of Governors follows. On Tuesday, Oct. 14, 2003, there will be an all-day session on that topic for Board members, led by Susan Stratton.

Liberal Education has funding for the development of four courses next term and is now taking applications.

Dana reported that she and Alice Macpherson have completed the ID 101 course with Trades instructors, and have assisted in setting up a Trades curriculum committee.

The results of the Elections for Education Council representatives are as follows:

Four students elected by acclamation: Lisa Coan (incumbent), Rob Edger, Steve Lee (incumbent), Kate Young. All student representatives will take their seats effective November 2003 for a one-year term.

Lyle Courtney was elected to represent Social Science. Wayne Jeffrey will represent Horticulture/Music when Gary Jones vacates the position effective January 2004.

The Chair also joined Skip Triplett and Gordon Lee in a meeting with a delegation from the Cayman Islands, where they are in the process of developing a post-secondary system. They would like to use the university college model.

4. Standing Committee Reports

4.1. Degree Proposal Assessment Committee (David Davidson, Chair)

David Davidson reported that DPAC met Sept 24 and recommended approval of revisions to the Associate of Arts in English Major, the program concept for a Bachelor of Science in Psychiatric Nursing, pending a number of revisions, and the full program proposal for a Millwright/Machinist Citation, which required only minor revisions. He reminded Council that DPAC had recommended approval of the two Trades full

program proposals on the agenda today, and that they have been resubmitted to Council for approval on Council's request.

4.2. Program Review Committee (Panteli Tritchew, Chair)

Panteli Tritchew reported that the Program Review Committee met on June 18, 03, and approved the following eight Level One Indicator Categories.

1. Completion success rate
2. Transfer to further study (internal and external)
3. Obtained related employment
4. Overall satisfaction with studies
5. Quality of education
6. Satisfaction with skills development
7. Relevance of education for employment
8. Relevance of education for further studies

Specific questions and sub-items for each indicator category will be developed at the Oct 22 meeting. Once the Level One Indicators and the associated questions are approved, Kwantlen can proceed with a pilot Program Review.

The Policy Review sub-committee met in June and approved revisions to Policy B. 12 Program Review, which is on this agenda.

5. Sub-Committee Reports

5.1. Curriculum Approval

Moved by Steve Lee, seconded by Caroline Daniels, THAT Council approve the following new and revised course outlines:

NEW COURSES

ASTR 2101Astrophysics I: Stellar Astrophysics
ASTR 2102Astrophysics II: Galactic Astronomy
ENVI 1121Environmental Issues
ENVI 2426Health and Safety
GDMA 1200Fundamentals of Typographic Design 2
GDMA 1210Fundamentals of Image Development 2
GDMA 2140Communications Design, Consumerism, and Popular Culture
MATH 1117Environmental Mathematics

REVISED COURSES

ENVI 1216Introduction to Earth Sciences
ENVI 2305Environmental Toxicology
ENVI 2310Solid Waste Management
ENVI 2315Water and Soil Sampling
ENVI 2410Water Resources Protection
ENVI 2415Air Quality Monitoring
ENVI 2420Contaminated Sites Management
FINA 1142Introduction to Print Media
IDDS 1222Interdisciplinary Design History II
JRNL 3200Media and Diversity
JRNL 4120Advanced Research for Journalism
PRLN 1140Computer Skills I
PRLN 1150Public Relations Practice
PRLN 1210Electronic Media Strategies
PRLN 1236Visual Presentations
PRLN 1240Computer Skills II
PRLN 1241Organizational Communications
PRLN 2320Public Relations Writing II
PRLN 2350Public Relations Advertising

MOTION CARRIED.

5.1.1. Course Outline Manual

Moved by Judith McGillivray, seconded by Dawna DeAdder, THAT Council approve the suggested revisions to the Course Outline Manual. (To include the addition of references to policies where they apply, and any further suggestions to be submitted to Karen Metzger by Oct. 10, 03, for inclusion.)

Revisions to the Course Outline Manual are to take effect annually Nov. 1.

MOTION CARRIED.

5.2. Liberal Education Curriculum Committee (Maxine Mott, Chair)

No report

5.3. International Education Committee (Derek Francis, Chair)

No report

5.4. Policy Review Committee (Chair vacant)

No meetings have yet been scheduled, pending election of a Vice Chair.

5.4.1. Policy B.12 Program Review

Panteli Tritchew explained that this policy has been reviewed and revised extensively because the previous version reflected Ministry requirements and structures that no longer exist. It includes process information on the program review process.

Moved by Judith McGillivray, seconded by Dawna DeAdder, that Council approve the revised Policy B.12 Program Review, pending revisions.

MOTION CARRIED.

5.5. Election of Council Vice Chair

Jody Gordon took the Chair to conduct the election of Council vice Chair. Jan Carrie was nominated by Caroline Daniels, and Steve Lee was nominated by Lisa Coan.

Jan Carrie was elected.

6. FPP: Painting & Decorating & Drywall Finishing Citation

Gerry Lengert reminded Council that this proposal had been before Council in May, at which time Council asked for a number of revisions to be made, and for the proposal to be resubmitted. He assured Council that all requested revisions have been made.

Moved by Steve Lee, seconded by Lorraine Irving, THAT Council approve the full program proposal for the Painting & Decorating & Drywall Finishing Citation, pending the following revisions:

P.2, Job Keeping Skills: replace 'trainees' with 'students.'

P. 2, Trade Objectives: delete third paragraph.

P. 2, Basic Skills: ensure number of weeks listed is consistent with other references throughout the proposal.

P. 3, Identify the target student: -delete 'any gender.'

P. 4, Curriculum: assign more generic acronyms to PNTD 1000 and 1001 as the same course will be included in other Trades programs.

Reword as follows:

PNTD 1000: Students will complete assessment tests and required exercises. They will reinforce basic math skills including solving a variety of Trades-related problems. Students will work with whole numbers, fractions, ...

PNTD 1001: Students will complete assessment tests and required exercises. They will reinforce basic English

skills. Students will ...

Note: second statement: Those who pass will not be required to complete these courses.

(Follow the same pattern for all the calendar descriptions.)

P. 5: D.C. Joint Trade ...

P. 7, *first section:* Add a statement such as 'The program will be subject to Policy B.12 Program Review.'

P. 7, *Admission and Transfer* : ...transfer from high school to the university college. Prior Learning ...; please add entrance requirements from the program concept.

P. 7, *second-last paragraph* : ...Citation will give ...on to a degree which ...

P. 7, *last paragraph:* replace 'a new Bachelor of Science in Mechanical Engineering' with 'an appropriate degree route, which ...'

Appendix B: spell out Industry Training Authority (ITA) the first time used in the document.

Costs: correct number of weeks throughout; 4.c: This is part of Kwantlen's proposed multi-year educational plan, as well as the plan to replace the Newton Campus, and will be a funded program. Admission estimates costs of 1/9 FTE for 2 intakes.

MOTION CARRIED. (1 abstention)

7. FPP: Architectural Sheetmetal & Steep Roofing Citation

Moved by Judith McGillivray, seconded by Lorraine Irving, THAT Council approve the full program proposal for an Architectural Sheetmetal & Steep Roofing Citation, pending the following revisions:

Please make the same editorial changes as for the Painting & Decorating & Drywall Finishing Citation where they apply

P. 2, *Program Rationale:* 385 hrs.

P. 3, *State how the institution...:* insert (RTI) after Roofing Training Institute

P. 13: please make consistent use of first and last names.

MOTION CARRIED. (1 abstention)

8. Library Sub-committee

Caroline Daniels brought this item to Council for discussion. There are concerns that the Library may not be able to enforce certain policies. For example, students may be required for some courses to visit sites that would not be permitted otherwise under the *Internet Access and Appropriate Use* policy. She wondered if Council and faculty are sufficiently aware of Library policies, and if certain policies should come through Council to make them more legitimate.

Discussion followed about the possibility of establishing a library advisory committee, with representation from the divisions, as the Library plays a key role in the degree program development process. The Act allows for Council to provide advice on Library policy. Concern was expressed over the development of policy within the Library that may contravene institutional policy.

ACTION: Caroline Daniels will work with the Council Chair and Vice Chair to identify Library educational policies that lack clarity re education, will differentiate educational policies from all others, and will prepare a recommendation for Council according to the College and Institute Act.

ACTION: A Library representative will attend the Council curriculum sub-committee meetings, where potential problem areas re Library use could be identified.

9. Next Meeting: Monday Nov. 3, 2003

10. Adjournment: Moved by Bob Perkins to adjourn the meeting at 6:05 pm.