

Minutes of Meeting

Dec. 1, 03

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

0) Call to order

The Chair called the meeting to order at 4:16 pm. She welcomed Grant Allan, Associate VP of Research, and Lyle Courtney, new representative for Social Sciences and Music.

1) Confirmation of the Agenda

Moved by Steve Lee, seconded by Bob Perkins, THAT Council approve the agenda as presented.

MOTION CARRIED.

2) Approval of Minutes (Nov. 3, 2003)

Moved by Lorraine Irvine, seconded by Judith McGillivray, THAT council approve the minutes of the Nov. 3, 2003, meeting as amended:

Add Gary Jones to the list of those present; Chair's report: 'on first the review' should be 'on the first review', and change 'grant 4-year degrees' to 'propose applied degrees.' Item 5.3, replace "Derek Francis" with 'Judith McGillivray.'

MOTION CARRIED.

3) Chair's report:

The chair reported that the proposed BA in Psychiatric Nursing program concept was approved by the Board at the Nov. 19, 2003, meeting. The full program proposals for citations in Millwright/Machinist and Autobody Basics were presented to the Board for information only.

She attended a conference in Charlottetown Nov. 15-18, 2003, on essential employability skills, along with Geoff Dean and Gordon Lee. Gordon Lee and Jim Zimmer, Mount Royal College, Calgary, co-presented a case study on integrating employability skills into professional degrees. Kwantlen appears to be ahead of other B.C. institutions in integrating employability skills. There are discussions about setting up a task force to look at assessment tools for employability skills. Geoff Dean would like to be involved in proposing a policy for that purpose.

Dana also attended a Board retreat for the purpose of examining the Carver governance model to develop ends policies. Following that model could lead to more clearly defined roles for the Board and Education Council, with Council having the authority and responsibility to develop educational policy.

The Chair met with David Davidson, Chair of DPAC, and Panteli Tritchew, Chair of PRC, to discuss and plan for monitoring the implementation of new programs according to the DPAC mandate. It has not been previously acted upon. See also item 4.1.

The Chair asked Council members to replace the program development information in their binders with the current package distributed at the meeting.

She also met with Caroline Daniels, Cathy McDonald, and Judith McGillivray to review library policies. They determined that most of the 'policies' are actually procedures. Those that are actually policies will be dealt with as policies via Board and Education Council governance.

4) Standing Committee Reports:

a) Degree Proposal Assessment Committee

David Davidson reported that DPAC met on Nov. 26, 2003, and recommends approval of the following:

- a change in electives for the Business Administration Diploma,
- a change in entrance requirements for the BBA in Entrepreneurial Leadership, and
- a list of Liberal Education courses for School of Business degrees.

These items will be brought to a future Education Council meeting for approval.

The Committee also revised its mandate and suggested a change in its name to Degree and Program Assessment Committee to better reflect its actual work. These will be brought to the next Council meeting for approval.

An ad hoc committee met to update program development documents according to the latest guidelines from the Ministry. The Costs section of the program concept form was given more specific details for internal use only.

David cautioned program developers to follow ministry requirements very specifically according to the requirements listed under each section for degree proposals.

He reported that the full program proposal for a BA Community Criminal Justice was updated according to latest requirements, which includes hotlinks wherever possible, and submitted for review by the DQAB on Dec. 8. The favourable reviews from the peer review process were incorporated into the final version of the proposal. Only favourable comments had been received.

Roger Elmes was successful in getting agreement from the Ministry not to include instructor CVs in the public document. They may be sent separately if external review is required.

Members expressed concern about the duplication of effort and increasing 'red tape' in the process. Judith McGillivray said she will bring those concerns to two meetings with the Ministry next week. She also said the Ministry had waived the \$3,500 fee for the review for this proposal because of Kwantlen's effort to move it to the new format with such short notice.

ACTION: Karen Metzger to make program development documents available on Plaza and to notify the community when it is done.

b) Program Review (Panteli Tritchew, Chair)

Panteli Tritchew reported on the activities of the Program Review Committee as follows:

1. On November 13, presented an overview to the Deans about some of the challenges facing the committee meeting, as well as a brief overview of Policy B12.
2. Some Deans expressed concern re potential workload implications arising from a regular review process.
3. MAIN CHALLENGE: To develop a process that is both relevant and user-friendly.
4. On November 19, PRC committee discussed some different approaches to promote the PR process, as well as diminish anxiety about program reviews.
5. Will be making presentations to and getting feedback from divisional Chairs' meetings over the next few weeks.
6. Presented an overview to the Social Sciences Chairs today.
7. Will present to Humanities Chairs next week.
8. In the process of scheduling other divisions, probably for the next semester.

5) Sub-Committee Reports

a) Curriculum Approval

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

NEW COURSES

- AUTO 2331 Advanced Manufacturing
- AUTO 2332 Data Networking
- AUTO 2333 Fundamentals of Control Systems

AUTO 2334 Hydraulics and Pneumatics
 ACCT 4360 Computer Modeling for Managers
 ACCT 4445 Auditing 2
 ACCT 4455 Advanced Financial Accounting
 ACCT 4650 Not for Profit Financial Management
 ECON 3455 International Economics
 ELTN 2331 Signals and Systems
 ELTN 2333 C++ Programming
 ELST 0283 Academic Listening and Speaking Skills – Level 2
 ELST 0383 Academic Listening and Speaking Skills – Level 3
 ENGL 1204 Reading & Writing About Genre: An Introduction to Literature
 ENGL 2301 Canadian Literature in English
 ENVI 2307 Environmental Physics
 HRTT 1320 Landscape Maintenance Skills
 POLI 2145 Introduction to Comparative Government and Politics

REVISED COURSES

ABTY 1115 Bookkeeping Basics
 CMNS 1110 Introduction to Business and Technical Communication
 CMNS 1140 Business and Technical Communications: Theory and Application
 ENGL 1202 Reading and Writing About Selected Topics: An Introduction to Literature
 ENVI 2410 Water Resource Protection
 ENVI 2415 Air Quality Monitoring
 FASN 2100 Fashion Design I
 FASN 2200 Fashion Design & Drawing II
 FASN 2220 Drafting & Sewing IV
 CISY 2312 Systems Development Methodologies

MOTION CARRIED

ACTION: Karen Metzger to look for a way to get students access to course outlines scheduled for review.

b) Liberal Education (Maxine Mott, Chair)

No report

c) International Education (Derek Francis, Chair)

No report

d) Policy Review Committee (Jan Carrie, Chair)

Jan Carrie reported on the Nov. 17, 2003, meeting. The committee will determine which policies fall under the purview of Education Council and which fall under the Board, and will recommend a schedule for review according to priority.

There is still some work to be done on the Statement of Academic Freedom.

6) FPP BBA Financial Services Management

Arthur Coren, Michael Leonard, and David Williams attended to speak to the full program proposal for a BBA in Financial Services Management. The proposal was first begun eight years ago at the request of the financial industry and has been developed on the basis of heavy consultation with that industry to meet various association requirements. Regulating authorities now require a baccalaureate degree, which is not yet offered by any institution.

Moved by Gary Jones, seconded by Alexandra Richmond, THAT Council approve the full program proposal for a BBA in Financial Services Management, pending the following revisions:

Page 7, item 5.1: change '60 credits' to '60 undergraduate credits' and update the residency requirements to reflect current standards.

Page 8, item 7.1: change DACUM (Developing A CurricuLUM process)' to 'A curriculum development process'.

Page 9, item 7.2: include wording that Kwantlen Liberal Education requirements will be met.

Label appendices and refer to them that way in the document.

Library Assessment form needs signatures.

Ensure that labour market data is the latest available.

MOTION CARRIED. (3 opposed: Rob Edger, Lisa Coan, Kate Young)

David Davidson reminded the proponents that the proposal will need to be reformatted to fit new Ministry

guidelines before being posted for peer review, and that the executive summary becomes the new Notice of Intent. Alice Macpherson is available to assist with the process. David Davison and Dana Goedbloed will both need to sign off the revised proposal.

Judith McGillivray said there must be an enrollment plan for this degree, and that students' pathways must be clear for the provincial process.

7) Articulation: School of Business with Envision and Surrey Metro Savings

Arthur Coren presented a request to approve an articulation agreement between Kwantlen and Envision and Surrey Metro Savings. He said Kwantlen had been approached by the two entities several years ago to articulate the courses they offer their employees to enable them to get credit toward a Kwantlen credential. Envision currently articulates courses with UCFV, OUC, and University of Phoenix.

Moved by Caroline, seconded by Judith, to approve an articulation agreement between Kwantlen and Envision and Surrey Metro Savings.

MOTION WITHDRAWN.

Council asked Arthur Coren to rework the attached chart to simplify it, to include an explanation for the variety of credits, and to resubmit this request in January.

8) Advice to J. McGillivray for Long-term Education Plan

Moved by Steve Lee, seconded by Bob Perkins, THAT Council table this item to Jan. 5, 2004.

MOTION CARRIED.

9) Next Meeting: Monday, Jan. 5, 2004, 4:15 pm.

10) Adjournment: Moved by Bob Perkins to adjourn the meeting at 6:30 pm.