

Minutes of Meeting
Jan. 5, 2004

Present: Jan Carrie (Vice-Chair) Judith McGillivray
Lisa Coan Karen Metzger (Recorder)
Marge Damon (Member-at-Large) Bob Perkins
Dawna DeAdder Tom Radesh
Rob Edger Kate Young
Derek Francis
Dana Goedbloed (Chair)
Jody Gordon
Wayne Jeffrey
Anita Kranz
Gerry Lengert

Regrets: Lyle Courtney Larry Rhodenizer
Caroline Daniels Alexandra Richmond
Lorraine Irvine Skip Triplett
Steven Lee

Guests: Arthur Coren Alice Macpherson
David Davidson Newton Wainman
Sigrid Ewender Panteli Tritchew
Jeremy Jarvis

1. Confirmation of Agenda

Bob Perkins moved to confirm the agenda as presented.

2. Approval of Minutes (Dec. 1, 2003)

Moved by Dawna DeAdder, seconded by Marge Damon, THAT Council approve the minutes of the Dec. 1, 2003, meeting as presented.

MOTION CARRIED.

3. Chair's Report

The Chair welcomed Wayne Jeffrey as the new representative from Horticulture and Music, who replaces Gary Jones. She thanked Gary in absentia for the exceptional job he did as a member of Council, and noted that he will be missed.

Dana reported that the Degree Quality Assessment Board (DQAB) reviewed and approved Kwantlen's full program proposal (FPP) for a BA in Community Criminal Justice at their first meeting on Dec 8, 2003. It was cited as an exemplary FPP, which will be used as a standard for future DQAB reviews. The comments reflect well on the proposal developers and on this Council.

The Chair met with Jan Carrie and Sandi Klassen to develop a matrix of the 16 policies that fall under the purview of Education Council as the governing body according to the College and Institute Act, and the 11 policies to be reviewed jointly by Education Council and the administrator responsible for them. The Policy Review Committee will look at the matrix at their January 19, 2004, meeting and will present it to Council at a later meeting.

Dana attended the official recognition of the Horticulture program's partnership with the *BC Nursery & Landscape Association (BCNLA)*. Shirley Bond, Minister for Advanced Education, spoke highly of Kwantlen's innovation in the trades areas and recognized the efforts in creating opportunities for high school students to get started on apprenticeship programs. Dana added her kudos to David Davidson and Bruce McTavish for their excellent work.

4. Standing Committee Reports

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

David reported that the December meeting had been cancelled because it fell on Dec. 24, and because there were no urgent agenda items.

4.1.1. Mandate

The DPAC mandate was reviewed and revised at the November meeting. Changes involved removing references to Continuing Education, tightening up wording to do with program implementation, and elaborating on a more flexible method of appointing members. The name of the committee was changed from *Degree Program Assessment Committee* to *Degree and Program Assessment Committee*.

Moved by Gerry Lengert, seconded by Judith McGillivray, THAT council approve the revised DPAC mandate and name change as presented, pending changing 'Letters of Intent' to 'Notices of Intent.'

MOTION CARRIED.

4.2. Program Review Committee (Panteli Tritchew, Chair)

Panteli stated that it had become evident at the Dec. 17, 2003, meeting that there will be complications with having just one Level One Program Review template as select-entry and open-entry programs will need to be handled differently. Also, it would be useful for the institution to clarify and make consistent the use of terminology throughout the institution for the different types of programs.

5. Sub-Committee Reports

5.1. Curriculum Approval

Moved by Jan Carrie, seconded by Marge Damon, THAT Council approve the following new and revised course outlines:

NEW COURSES

ELST 0160 Trades English 1
ELST 0260 Trades English 2
GEOG 1185 Regional Geography of East Asia
GEOG 1190 Regional Geography of South and Southeast Asia
GEOG 2330 Introduction to Hydrology
GNQU 1300 Mental Health Theory - Graduate Nurse Qualifying
GNQU 1305 Mental Health Preceptorship– Graduate Nurse Qualifying
GNQU 1310 Maternal–Child Theory - Graduate Nurse Qualifying
GNQU 1315 Maternal–Child Preceptorship – Graduate Nurse Qualifying
GNQU 1320 Pediatric Theory – Graduate Nurse Qualifying
GNQU 1325 Pediatric Preceptorship - Graduate Nurse Qualifying
GNUR 1180 Labs and Workshops - Graduate Nurse Program
GNUR 1210 Preceptorship - Graduate Nurse Program
JRNL 4111 Daily Newspaper Publication
JRNL 4131 Advanced Editing
POLI 3147 Foreign Policies of the Major Powers
FSDN 4100 Textile Studies for Teachers: Pattern Drafting & Garment Construction
FSDN 4101 Textile Studies for Teachers: Portfolio Development, Fashion Drawing and CAD

REVISED COURSES

ENTR 4200 Business Strategy
GNUR 1100 Theory - Graduate Nurse Program
JRNL 3200 Media and Diversity
JRNL 4110 Business and Management
JRNL 4120 Advanced Research for Journalism
JRNL 4140 Work Experience II

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

Dana Goedbloed reported on behalf of Maxine Mott that two astronomy courses, a listing of courses for the BBA degrees, and a block of Journalism courses had been approved as Liberal Education courses. Individual courses approved will be brought forward to the next meeting.

5.3. International Education Committee (Derek Francis, Chair)

No report

5.4. Policy Review Committee (Jan Carrie, Chair)

Jan reported that the committee reviewed three policies (*C.1 Assessment of Student Eligibility*, *C.3 President's Honour Roll*, and *C.22 Graduation with Distinction*) at the Dec. 15, 2003 meeting, pending revisions. They will be brought forward to the next Council meeting.

The Statement on Academic Freedom is still with legal counsel, who is having health problems and is currently unavailable. The committee is working on determining how other institutions handle issues of academic freedom.

Jan distributed a current organizational chart. The Associate VP of Research and Scholarship, Grant Allan, was added as reporting to Judith McGillivray.

6. Advice to J. McGillivray for Long-term Education Plan

The distributed document had been prepared by Caroline Daniels, Dana Goedbloed, Lorraine Irvine, and Bob Perkins. Newton Wainman attended to speak for Lorraine Irvine who is out of the country.

Moved by Bob Perkins, seconded by Dawna DeAdder, THAT council approve the advice to Judith McGillivray for the long-term education plan.

- a) Are the assumptions realistic? Judith will adjust the figures according to the most recent information from October 2003. The numbers are meant to project for only the next eight years, as it is not realistic to project for 20 years.
- b) If more FTEs are required, where should they be assigned? The plan is to do more formal enrollment management starting with the BA degrees. An enrollment management committee has been struck. Close to 1900 qualified UT students were turned away, and 1400 qualified transfer students were not accepted. There is significant unmet demand for degree completion, especially for Douglas and Langara College students.
- c) How will program be prioritized? There is a need for Council to establish a prioritization committee to help determine which new BA minors can go forward as Kwantlen cannot, at current funding levels, support all nine proposed minors. We cannot assume from now on that a program will be implemented because it is approved by Education Council. There are good resources available for establishing criteria for prioritization.

ACTION: Karen Metzger will distribute Jim Gunson's report, *Performance in English 12 By Students in the Kwantlen Region*, to Council for review and follow-up.

MOTION CARRIED

General comments or advice:

There is concern that much of the SORS data is not accurate enough to be used as a basis for making prioritization decisions. How the data has been arrived at is not clear.

The Chair noted that Judith McGillivray has done a lot of work over the past year on this huge undertaking.

7. School of Business: BBA Change in Entrance Requirements

Arthur Coren presented a proposal to remove special entrance requirement for students who do not have C+ in Accounting and Statistics. The removal of these entrance criteria removes the 'faint hope' clause. The special entrance requirements were included when the BBA was first offered because of a concern about insufficient numbers of applicants; however, that has not been a problem. There are several hundred qualified applicants per year competing for the seats in the program.

Moved by Anita Kranz, seconded by Wayne Jeffrey, THAT Council approve the removal of special entrance requirements for BBA degrees, as follows: Students with either a business diploma or 60 university transferable credits, including the six bridging courses, but who do not meet the GPA requirements or the C+ in Statistics and Accounting, may apply as a special entrant. These applicants must submit two business and/or personal references and resume. A short presentation may be required.

MOTION CARRIED

8. Business Administration Diploma: Group C Electives

Arthur Coren attended to speak to the request to add astronomy courses for a group 'C' electives for the Business Administration Diploma as all Kwantlen's astronomy courses transfer to other universities. He added that the astronomy courses have been approved as Liberal Education courses for BBA degrees.

Moved by Jan Carrie, seconded by Kate Young, THAT Council approve the addition of astronomy courses as group 'C' electives for the Business Administration Diploma.

MOTION CARRIED.

9. School of Business: Liberal Education Courses

Arthur Coren presented a list of 200+ courses for approval as Liberal Education courses for School of Business degrees, approved by the Liberal Education Committee on Dec. 10, 2003.

Moved by Gerry Lengert, seconded by Kate Young, THAT Council approve Liberal Education courses for currently approved School of Business baccalaureate degrees as presented.

ACTION : The Liberal Education Committee needs to update requirements to remove ENGL 1110 effective Fall 2004.

ACTION: School of Business is to contact those departments whose courses were not included in the list to determine if they should be added.

MOTION CARRIED.

10. Articulation: School of Business

Arthur Coren and Jeremy Jarvis spoke to the request for an articulation agreement between the School of Business and a number of financial and other institutions listed in the attached documentation. Jeremy Jarvis has been involved with the BCCAT articulation process for diplomas and in setting up an inter-college matrix for articulation. The initial request came from Envision Credit Union, and the proposed articulation agreement follows BCCAT criteria. All courses have been compared for consistency with School of Business courses.

Moved by Anita Kranz, seconded by Dawna DeAdder, that Council approve an articulation agreement between Kwantlen's School of Business and the following institutions: Canadian Management Centre, Credit Union Central BC, Credit Union Institute of Canada, Envision Credit Union, Insurers' Advisory Organization School, Insurance Brokers Association of BC, Investment Funds Institute of Canada, MICA Management Resources, NETCUE, Niagra Institute, Polar Bear Corporate Education Solutions, University of British Columbia, University College of the Fraser Valley, and Surrey Metro Credit Union, as presented.

MOTION CARRIED.

Arthur Coren alerted Council that many private institutions may be asking for similar agreements. Judith McGillivray replied that Kwantlen will respond as it is able; there may be a need to specify a period of time when such requests can be looked at (within available resources) as Kwantlen is not able to charge for this service. The Chair also noted that all institutions seeking articulation agreements will be required to meet criteria set out in *Policy 1.14 Joint Education Offerings Between Kwantlen University College and Other Institutions*.

11. Next Meeting: Monday Feb. 9, 2004

12. Adjournment: Derek Francis moved to adjourn the meeting at 6:05pm.