

Minutes of Meeting

Mar. 1, 2004

Present:	Jan Carrie (Vice-Chair) Caroline Daniels Dawna DeAdder Dana Goedbloed (Chair) Jody Gordon Wayne Jeffrey Lorraine Irvine Anita Kranz	Gerry Lengert Judith McGillivray Karen Metzger (Recorder) Bob Perkins Alexandra Richmond Susan Robinson Larry Rhodenizer Kate Young
Regrets:	Lisa Coan Lyle Courtney Marge Damon (Member-at-Large) Rob Edger	Derek Francis Steven Lee Skip Triplett
Guests:	Art Coren David Davidson	Rhondda Porter

1. Confirmation of Agenda

The meeting was called to order at 4:30 pm.

Moved by Judith McGillivray, seconded by Anita Kranz, THAT Council approve the agenda as amended, with item 6 deleted.

MOTION CARRIED.

2. Approval of Minutes

Moved by Kate young, seconded by Bob Perkins, THAT Council approve the minutes of the Feb. 9, 2004 meeting as amended:

Item 6: change 'Kwantlen might' to 'Kwantlen will' assess the impact ...

MOTION CARRIED. 1 abstention.

3. Chair's Report

Dana Goedbloed reported that the revised *Principles of Academic Freedom* has recently been approved by legal counsel, and that the current version will be distributed via email to Council members. She asked that members send any feedback to Jan Carrie for collation.

Dana will be away for two weeks in March and will be in touch with those who volunteered for the Prioritization Committee to determine whether they will meet before or after her trip.

4. Standing Committee Reports

4.1. Degree and Program Assessment Committee (David Davidson, Chair)

David Davidson stated that DPAC met Feb. 25 and recommended approval of item 6 through 11 on today's agenda, with the exception of item 7, Program Revision: GDMA, which was tabled to the next DPAC meeting. The committee wanted to see a more detailed explanation of how the content of the courses would be reorganized while still maintaining the total program content as approved.

The committee also looked at the DPAC membership terms, as current practice is not in line with the mandate. David will present a proposed new model for membership at the next meeting.

Discussion about the Library Assessment Template resulted in the recommendation that only the summary be attached to program concepts, though the summary will be expanded to include sub-totals. The full assessment document, which is primarily a tool for program developers and the Library, should be made available to the Library representative on Council. There was also discussion about service areas preparing cost estimates for program proposals.

4.2. Program Review Committee (Panteli Tritchew, Chair)

4.2.1. Presentation on Program Review

Panteli made the PowerPoint presentation that he has presented to curriculum committees and chairs' meetings over the past few months, and has modified it according to their feedback. He explained that the Program Review committee was set up (as a result of MAE's guidelines and SCOEA's meta-evaluation)

with the mandate to develop a two-tiered program review structure.

It is difficult to create a Level One review structure that adequately fits Kwantlen's varied 91 programs from 100+ departments. The committee is working hard to structure a process that will be a useful tool to all programs to facilitate short- and long-term planning.

To address concerns by the Kwantlen community about program review, the presentations have stressed that the process is to be primarily formative, and that it is not related to program reductions. In terms of workload concerns, Panteli explained that the process will be simple, and that much of the required data is already available through SORS and the Office of Institutional Analysis and Planning. It is expected that the process can support 10 to 12 program reviews per year.

5. Sub-Committee Reports

5.1. Curriculum Approval

Moved by Dawna, second by Jan to approve the new and revised courses as listed.

NEW COURSES

ACCT 3520	Management Accounting I & II
ACCT 4720	Advanced Managerial Accounting
ABTY 1141	Keyboarding & Introductory Word Processing
CRWR 3101	Short Fiction
CRWR 3110	Poetic Forms & Techniques
CRWR 3210	Advanced Poetic Forms & Techniques
ENTR 4848	Global Marketing Strategies
FINA 1111	Professional Practice
GEOG 2170	Regional Geography of Europe
MATH 2335	Statistics for Life Sciences
POLI 2110	Ideology and Politics

REVISED COURSES

CPSC 2302	Data Structures and Program Organization
FASN 1100	Fundamentals of Fashion Design
FASN 1120	Drafting & Sewing I
MUSI 1156	Major Instrument Applied I
MUSI 1256	Major Instrument Applied II
MUSI 2356	Major Instrument Applied III
MUSI 2456	Major Instrument Applied IV
PSYC 5000	Honours Thesis I
PSYC 5010	Honours Thesis II

MOTION CARRIED.

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

Dana Goedbloed reported that changes proposed to Liberal education will come forward to Education Council within the next few months.

5.3. International Education Committee (Derek Francis, Chair)

No report.

5.4. Policy Review Committee (Jan Carrie, Chair)

Jan Carrie stated that the following policies are currently under review, and it is expected that they will come to Education Council for approval in April:

Policy C.5 Appeals of Academic Decisions

Policy C.3 President's Honour Roll

Policy C.22 Graduation with Distinction

Policy C.42 Requirements for Graduation

Further, *Principles of Academic Freedom* as per the Chair's report, and *Policy C.8 Academic Honesty* has been with legal counsel and will be sent back to the Deans for more input, after which it will come to Council for approval.

6. AA Phil: Program Revision

David Davison addressed this item on behalf of Doran Smolkin, who was unable to attend. The proposed changes will align this credential more closely with other associate degrees, and will make the program more

flexible. It follows Ministry requirements. Students will get a sufficient foundation in philosophy to go on to further studies in the field.

Moved by Alexandra Richmond, seconded by Kate Young, THAT Council approve the revisions to the Associate of Arts Degree in Philosophy as presented.

MOTION CARRIED.

7. Program Revisions: BA Fashion Design & Technology

1. Changes to FASN calendar copy re ENGL 1100

The proposed change in English requirements brings them into line with other non-Fashion courses for the degree program and accommodates students who transfer in from other institutions.

Moved by Gerry Lengert, seconded by Wayne Jeffrey, THAT council approve the revision to the English requirements for the BA in Fashion Design and Technology as presented.

MOTION CARRIED.

2. Full-time entry to the Fashion Design and Technology degree program

Moved by Dawna DeAdder, seconded by Bob Perkins, THAT Council approve the change to full-time enrollment only for the BA in Fashion Design and Technology. Withdrawn??

There was general discussion about the proposed change in enrollment for the BA in Fashion Design and Technology, but as no representative from the department was in attendance to fully explain the proposed change, Council was unable to reach a conclusion.

MOTION TABLED.

8. Program Revision: Diploma of Business Management and General Business Studies

Arthur Coren explained that the proposed change to move *ECON 1250 Principles of Macroeconomics* from a required to a recommended course was brought about by a number of factors including changes to SFU's transfer requirements; *ECON 1101 Foundations of Economics* prepares students for further studies, and changes in English requirements have eliminated one elective course from the program. The department of Economics has endorsed the proposed revision. Students who wish to proceed into Kwantlen's BBA degree will take *ECON 1150 Principles of Microeconomics*.

Moved by Wayne Jeffrey, seconded by Lorraine Irvine, THAT Council approve the revision to the Diplomas of Business Management and General Business Studies as presented.

MOTION CARRIED.

9. Program Revision: Business Administration Diploma

Arthur Coren presented the proposed revision to group D electives for the Business Administration Diploma program, which flows from changes made by the English department. ENGL 1202 or 1204 will replace ENGL 1205 or 1206.

Moved by Alexandra Richmond, seconded by Wayne Jeffrey, THAT council approve the changes in group D electives for the Business Administration Diploma.

MOTION CARRIED.

10. Program Revision: School of Business Co-op Option

Arthur Coren spoke to the proposed addition of a prerequisite course (*COOP 1101 Job Search Techniques*) for *COOP 3210 Work Semester 3*. The new course, which replaces two mandatory workshops, prepares students for the 3rd-year work experience for School of Business degrees. It will add one credit to the co-op option, which gives students special designation on their credential, but in no way changes the basic requirements for the degrees without the co-op option.

Moved by Gerry Lengert, seconded by Kate Young, THAT Council approve the addition of a prerequisite course (COOP 1101) for COOP 3210.

MOTION CARRIED.

11. LCLC: English Language Proficiency Standards

Rhonda Porter attended to present concerns identified by the Language Proficiency Liaison Committee (LCLC) about students being under-prepared with language skills for some courses they get into. Some students have been able to use their English Placement Test as the equivalent of English 12 with a C, which in effect is giving them access to failure.

There was discussion about how students might be flagged and tracked to ensure they get the preparatory

English training they need to be successful. Suggestions included placing them in a qualifying or preparatory year before they go on to university studies.

The Office of the Registrar (OREG) will be commencing a study in May 2004 of English language proficiency to look at the impact of the change in entrance requirements to English 12 with a C. The study is expected to be completed by November 2004. OREG is collecting data and feedback from English, ACP, and ELS. The study will look at all courses students have taken with those entrance requirements.

At present, students are not required to be concurrently enrolled in preparatory courses and other courses; they are able to drop a preparatory course and still be enrolled in a university transfer course. Jody Gordon will bring this issue back to the Deans for further discussion.

Discussion also touched on establishing exit as well as entrance standards.

Council will table these concerns and will continue to deal with this issue.

12. Next Meeting: Monday, Apr. 5, 2004

13. Adjournment: Alexandra Richmond moved to adjourn the meeting at 6:15 pm.