

**Education Council Minutes  
Sep. 13, 2004**

<b>Present:</b>	Theresa Abraniuk Robert Adamoski Jan Carrie Jim Cohoon Caroline Daniels Bob Davis Roger Elmes Derek Francis Dana Goedbloed, Chair	Judith McGillivray Karen Metzger, Recorder Susan Murray James Panabaker Takashi Sato Skip Triplett Newton Wainman
<b>Regrets:</b>	Lisa Coan Marge Damon	Jody Gordon Nancy Graham Steven Lee
<b>Guests:</b>	Grant Allan David Davidson	Alice Macpherson

**1. Confirmation of Agenda**

The Chair called the meeting to order at 4:20 pm, and welcomed members back for the beginning of the academic year.

**Moved by Caroline Daniels to approve the agenda as presented.**

**2. Approval of Minutes (June 30, 2004)**

**Moved by Newton Wainman, seconded by Bob Davis, to approve the minutes of the June 30, 2004 meeting as presented.**

**MOTION CARRIED.**

**3. Chair's Report**

Dana Goedbloed reported that the full program proposals for the B.A. in General Studies, B.A., Double Minor, B.A., Major in Criminology, and B.A., Major in Psychology proposals approved at the Council meeting on June 30, 2004, had been approved by the Board of Governors on August 18. The standard procedure is that the Board of Governors approves new programs at the program concept stage. In the case of the four B.A degrees, the framework for degrees had been approved in place of individual program concepts, and therefore the full program proposals and the notices of intent were submitted to the Board for approval. The notices of intent and the full program proposals were posted on the PSIPS Website on Aug. 23 for the 30-day peer review period.

Dana also reported that she had to send a notice of expulsion to student representative Rob Edger, who had missed seven meetings since January of this year in contravention of the by-laws. Elections for student representatives are normally held in October; Dana and Jody Gordon met recently to discuss the possibility of electing student representatives in the spring, and to require candidates to have a letter of support from a faculty member to be eligible to run for election. In the past, some student representatives have been elected and have collected the \$250 award from ZOOM Media, but have not apparently taken the seat on Council seriously. Dana urged members to recommend students they know would be effective representatives.

**4. Standing Committee Reports**

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

No report as there had been no meeting since the last Education Council meeting.

**4.2. Program Review Committee (Panteli Tritchew, Chair)**

No report as there had been no meeting since the last Education Council meeting.

**5. Sub-Committee Reports**

**5.1. Curriculum Approval**

There's no curriculum to approve as there has been no curriculum sub-committee meeting since the last Council meeting. The sub-committee will meet on Wednesday, Sept. 15. Course outlines for review will be available on G/outlines/1-current review, and members are invited to send any comments via Karen Metzger.

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

No report.

**5.3. International Education Committee (Derek Francis, Chair)**

No report as no issues have arisen.

**5.4. Policy Review Committee (Jan Carrie, Chair)**

No report as there has been no meeting since the last Council meeting. Jan Carrie invited new Council members to consider sitting on the committee in the interest in having good representation from all areas within the Kwantlen community. The committee generally meets on the Monday following the Education Council meeting, at 3:00 pm in room G 2105.

**6. Policy 1.8 Board Relationship with Education Council and the Kwantlen Foundation (for discussion)**

Takashi Sato had requested a discussion on the relationship between the Board of Governors and Education Council after the posting on Plaza at the end of August of *Policy 1.8 Board Relationship with Education Council and the Kwantlen Foundation* .

Dana distributed the document *Function of the Board of Governors*, which describes the Carver model of bi-cameral governance adopted by the Board in Jan. 2004. Subsequent to that adoption, it became necessary to review and reorganize a number of policies to fall in line with the four types of policies described by the Carver model: Ends policies, executive limitation policies, Board executive relations policies, and Board process policies.

NOTE: Dana asked Council members to add the document to their binders.

Further elaboration on the types of policies:

Ends policies are broad in nature and state generally what the University College exists to achieve, e.g., students will be academically successful, active in the community, and successful in gaining employment or further education.

Executive limitation policies go hand-in-hand with ends policies and specify what the president may not to do to achieve the goals identified by the ends policies.

Each month, the president is evaluated on some aspect of how ends policies have been achieved, according to reports provided by the Office of Analysis and Planning.

Under the Act, Education Council has sole, joint, and advisory powers with the Board of Governors; the Act also states that The Board must choose a representative to Council. Though the two bodies have worked together well in the last year, it has been difficult for representatives to attend Council meetings on a regular basis. At the last Board meeting, it was suggested that representation to Council be on a rotating basis in order to have regular representation and to make it possible for more Board members to understand the complexities of what Council deals with.

**7. Academic Freedom Statement Dana Goedbloed**

Kwantlen has had a statement of academic freedom since 2002, when it was drafted by Judith McGillivray's office to meet requirements of AUCC for membership. The statement was general in nature and based on what other institutions were using. It was presented to legal counsel, who inserted a statement about fiscal responsibility, which was rejected by Council on the basis of intense feedback from the academics within the institution. The Kwantlen Faculty Association has stated this issue belongs under Education Council's purview.

A committee has been struck to reconsider the statement of academic freedom, with the mandate to present a draft, revised version to Council via the Policy Review Committee by January 2005.

The committee will consist of Robert Adamoski, Grant Allan, Warren Bourgeois, and Russell Ogdon. There will be a call for members, followed by forums to discuss the issue.

**8. B.A. degrees posted to PSIPS Website: Update**

Judith McGillivray reported that there have been no comment to date about our proposed B.A. degrees from other institutions, and the peer review period will be over in ten days. She commended the program developers on their thorough external consultations before completing the full program proposals.

Feedback has been received on the Bachelor of Psychiatric Nursing degree proposal, which had been expected. A Memo of Understanding with Douglas College is still required, and Skip said he will sign the approval form when that has been achieved. Judith said the situation looks positive in terms of resolving curricular and political issues.

**9. Program Prioritization Committee**

Dana distributed a draft document with background, mandate, membership, and terms of reference for the committee. She explained that the committee will develop a policy, with procedures within in, under the guidance of Education Council. Program prioritization will be done prior to implementation and is totally separate from program review, and must fit with the priorities of the institution. To date, it has been determined in an informal, ad hoc way the deans the vice presidents at the program concept stage, without the benefit of a policy to guide the process.

The committee could look at the pragmatic procedure used this year in the development of the four baccalaureate degrees.

**Moved by Roger Elmes, seconded by Caroline Daniels, THAT Council approve the striking of a program prioritization committee as described in the distributed briefing paper.**

**MOTION CARRIED.**

**10. Employability Skills Committee Dana Goedbloed**

An Education Council sub-committee with the following mandate has been struck, to be chaired by Geoff Dean:

To review the current state of the University College's effort to ensure that its graduates develop the "employability skills as well as social and other capabilities required to maximize their human potential," as required by Education Council's 1995 policy, and, where necessary, to recommend ways to improve that effort.

In November of 2003, Dana Goedbloed, Geoff Dean, and Gordon Lee attended an ACCC-sponsored workshop in Charlottetown, PEI, on Essential Skills, and in May 2004 made a presentation to the deans on the topic and to solicit members for the committee. The committee will set criteria for assessing the validity of employability skills, and whether they add value to curriculum or outcomes, and will also look at assessment tools. The committee will begin its work soon, and will report directly to Education Council.

Skip Triplett reiterated the importance of the work of this committee and that employability skills are of continuing interest to the Business Council.

Members so far include Grant Allan, Shirley Calla, Choon-Hian Chan, Geoff Dean, Dana Goedbloed, Gordon Lee, Steve Lee, Jim Matteoni, and Wayne Tebb, but volunteers are still needed from some areas.

There was discussion about adding research skills to the existing list of employability skills.

**11. Next Meeting: Mon. Oct. 4, 4:15 pm.**

**12. Adjournment: Moved by Theresa Abraniuk to adjourn the meeting at 5:45 pm.**