

# EDUCATION COUNCIL MINUTES

Dec. 6, 2004

<b>Present:</b>	Theresa Abraniuk Rob Adamoski Jan Carrie Jim Cohoon Caroline Daniels Bob Davis Roger Elmes Robert Evans, Board rep. Derek Francis Dana Goedbloed, Chair Nancy Graham	Kristina Kearley Judith McGillivray Ken McIntyre Karen Metzger, Recorder Susan Murray Victoria Moore Bernice O'Shea James Panabaker Takashi Sato Skip Triplett Newton Wainman
<b>Regrets:</b>	Marge Damon Jody Gordon	
<b>Guests:</b>	Diane Basaraba Arthur Coren David Davidson Rob Fleming Pam Galea	Jackie Heslop Steve Lee Gerry Lengert Alice Macpherson Tally Wade

## 1. Confirmation of Agenda

The meeting called to order at 4:20 pm, and the agenda was approved as presented by consensus.

Ken McIntyre gave a notice of motion for the January 10, 2005 meeting.

## 2. Approval of Minutes (Nov. 1, 2004)

**Moved by Newton Wainman, seconded by Susan Murray, THAT Council approve the minutes of the Nov. 1, 2004 meeting as presented.**

**MOTION CARRIED.**

## 3. Chair's Report

Dana Goedbloed reported that the Program Prioritization ad hoc committee has prepared draft criteria for program prioritization. The committee recommends using the existing program concept form for the process, and will present the revised concept document, with the criteria clearly identified, to DPAC for approval. The committee also suggests adding a step in the regular approval process: that the executive committee review the concept before it goes to the Board of Governors for approval.

Dana attended a symposium in Toronto, Nov. 28 to 30, on immigrant settlement presented by the Association of Canadian Community Colleges (ACCC), Immigration Canada and Human Resources and Skills Development Canada. They are looking at ways to work with immigrants on work experience and language issues to have their credentials recognized through educational institutions.

The Council executive met recently to discuss Council's role as a governing body, and looked at how we might become a more senate-like body. The Act defines what we must do, not what we can do. As an example of an issue Council can work with as a governing body, they discussed internationalizing curriculum in a meaningful way throughout the institution. Jan Carrie can explain at a future meeting what Camosun has done so far in that regard.

Dana brought attention to a recent article in *The Now* newspaper that referred to two programs having been 'scrapped.' She clarified that those programs had not been approved, and asked that Council members take opportunities to pass that information on.

## 4. Standing Committee Reports

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

DPAC met on Nov. 24 and recommended for approval four items on this meeting agenda: 1) FPP for a Paralegal Diploma, 2 ) Associate of Arts in Creative Writing, 3) a program revision to the BBA Entrepreneurial Leadership, and 4) a change in the DPAC mandate.

#### 4.1.1. DPAC Mandate

**Moved by Susan Murray, seconded by Newton Wainman, THAT Council approve the DPAC mandate with the following revision: include in the list of members the Chair of Education Council and the Vice**

**President, Learning.**

**MOTION CARRIED.**

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

Dana reported on behalf of Panteli that the committee has developed guidelines for a program review cycle, to be presented to Council in January for approval; that a first of a series of news bulletins was distributed via email to the whole community and in print to all faculty; and that community forums are scheduled for Langley, Richmond, and Surrey campuses on Dec. 14, and for the Newton campus on Dec. 20.

**5. Sub-Committee Reports**

**5.1. Curriculum Approval**

**Moved by Theresa Abraniuk, seconded by Jim Cohoon, THAT Council approve the following new and revised course outlines:**

**NEW COURSES**

ACCT 3111	Introduction to Fraud Examination
GDMA 2200	Publication Design 2
GDMA 2210	Interactive and Sequential Image Development
GDMA 2220	Interactive Software Applications 1
GDMA 2230	Introduction to Marketing Communications
MUSI 3113	The Social History of the Guitar
NRSG 4211	Health/Professional Growth: Transitions
NRSG 4241	Nursing Practice 8
PHYS 2101	Experimental Physics I
PHYS 2201	Experimental Physics II

**REVISED COURSES**

ENVI 1106	Environmental Chemistry I
NRSG 4350	Consolidated Practice Experience 5

**MOTION CARRIED.**

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

No report.

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

Jan was pleased to report that the Policy Review Committee has a number of new members and was able to have a meeting with full quorum on Nov. 8. Gerry Lengert attended the meeting to contribute to the discussion of *Policy B.2 Attendance and Performance in Individualized Continuous Intake Programs* and *C.33 Waitlists for Continuous Intake Programs*, which will go back to his division for further discussion.

The committee also reviewed *Policy C.5 Appeals of Academic Decisions*, which is presented today for approval, and the *Statement of Academic Freedom*, which is on the agenda for discussion only.

In response to questions, Jan clarified that divisions can initiate policy review if the need is identified there, via the Policy Review Committee.

The committee will be reviewing *Policy L.5 Requirements for Graduation*.

**5.3.1. Policy Matrix**

The policy matrix was distributed for information only, and shows the policies that fall under the responsibility of Education Council. Policy review is both systematic and responsive; policies are scheduled for review on the basis of last review date and/or as needed if issues arise. The committee does not deal with Board-initiated policies.

**5.3.2. Policy C.5 Appeals of Academic Decisions**

Proposed revisions to *Policy C.5 Appeals of Academic Decisions* were made in response to difficulties that arose due to restrictive language used.

**Moved by Nancy Graham, seconded by Theresa Abraniuk, THAT Council approve the revised Policy C.5 Appeals of Academic Decisions, as presented.**

**MOTION CARRIED.** 2 opposed: Victoria Moore and Ken McIntyre.

**6. Concept: Public Safety Communications Diploma**

Tally Wade, Alice Macpherson, and Gerry Lengert attended to present the concept for a diploma in Public Safety Communications. Tally explained that the proposed diploma program builds on the existing certificate program and prepares students for advancement to supervisory and management positions within the industry. Both students and industry have been requesting a diploma program in this field; students will come from

industry and from the certificate program.

**Moved by Jan Carrie, seconded by Bob Davis, THAT Council approve the concept for a Public Safety Communications diploma, pending the following minor revisions:**

Page 2, C.1: please revise wording re students with disabilities in consultation with Suzanne Dadson.

Page 2, D.1: consider replacing 'show enthusiasm' with 'motivation' or other word.

Page 4, E.2: please verify that 'physics' should be included in the list of non-core support courses.

Page 9, I.b: please delete existing items

**MOTION CARRIED.**

**Next step:** The revised concept will be signed off by Dana Goedbloed and presented to the Board of Governors for approval Jan. 19, 2005.

#### **7. Statement of Academic Freedom**

Jackie Heslop, who is on the ad hoc committee working on the Statement of Academic Freedom and also has previous experience in this area, attended to speak to this item. She stated that the document presented for discussion was drafted on the basis of much consultation and investigation of what other institutions are using.

There was general discussion about the wording in the last paragraph re human participants; it was decided by consensus to remove the reference to human participants in that paragraph and instead delete the fourth bullet on page 1 and include that information in the first bullet.

In discussion about students' rights, it was pointed out that this document is for faculty only, and that students are protected by specific policies, and by course outlines as legally binding documents.

It was also pointed out that human rights legislation will always trump a statement of academic freedom.

The statement will be revised according to the discussion, and will be considered again by the Policy Review committee and by legal counsel before it comes to Education Council for approval.

#### **8. Quantitative Courses**

Rob Fleming presented the proposed list of quantitative requirement courses (Q-courses) recommended by the BA Curriculum Task Group. An ad hoc committee under that group reviewed several hundred course outlines submitted for consideration against requirement guidelines as distributed to the divisions. The committee will continue to review courses until it has satisfied its mandate.

After that, proposed Q-courses will be evaluated against the criteria by department and division curriculum committees, and by the Education Council curriculum sub-committee. The Course Outline Summary Form will be revised to include a field for this category.

**Moved by Roger Elmes, seconded by Takashi Sato, THAT Council approve the list of quantitative requirement courses as presented.**

**MOTION CARRIED.**

#### **9. FPP: Paralegal Diploma**

Pam Galea, Diana Basaraba, and Arthur Coren presented the full program proposal for a Paralegal Diploma, which is being developed in response to a need in the legal profession for paralegals. The proposed diploma builds on the existing certificate program (Applied Business Technology – Legal Administrative Assistant option), which has been very successful. Graduates have been asking for a diploma program to allow them to take on the role of paralegals. ICBC, one of the proponents of the program, predicts that there will be shortage of paralegals in the near future. Existing programs at other Lower Mainland institutions are unable to meet the demand for seats.

**Moved by Judith McGillivray, seconded by Jim Cohoon, THAT Council approve the full program proposal for a Paralegal Diploma, pending the following minor revisions:**

Page 4, item 3: typo – 'Capiliano' should be 'Capilano'

Page 5, D.1, 1st bullet: Knowledge of basic substantive and intermediate procedural aspects ... (or something along that line)

Page 6: clarify the level of knowledge referred to in the list

Page 7, 4th paragraph: include reference to print research

Appendix A: Interpersonal skills: missing a verb

**MOTION CARRIED.**

**Next step:** On approval of revisions, the proposal will be presented to the Board of Governors for information only, and will then be posted on the PSIPS Website for a 30-day peer review.

**10. AA in Creative Writing**

Rob Fleming explained that an Associate of Arts (AA) in Creative Writing captures the programming that students have been self-selecting for some time. Having an AA facilitates students moving into 3rd-year studies. There is good cooperation among institutions in the area of creative writing, and UBC is preparing to offer a doctoral program.

**Moved by Ken McIntyre, seconded by Kristina Kearley, THAT Council approve as Associate of Arts in Creative Writing, effective immediately.**

**MOTION CARRIED.**

**11. Revision: BBA Entrepreneurial Leadership**

Art Coren explained that the program revision to the BBA Entrepreneurial Leadership will formalize what has been practice for a while: ACCT 3380 may be used in lieu of ENTR 3170, and ACCT 3320 may be used in lieu of ENTR 3120, as one-way substitutions only. The rationale for the revision is that the ACCT courses are more intense than the ENTR courses, and that students who take the ACCT courses rather than the ENTR courses will have a similar level of skill, but more technical in nature.

**Moved by Theresa Abraniuk, seconded by Victoria Moore, THAT Council approve the revision to the BBA Entrepreneurial Leadership as presented, effective immediately.**

**MOTION CARRIED.** 1 abstention: Kristina Kearley.

**12. Next Meeting:** Mon. Jan. 10, 2005, 4:15 pm.

**13. Adjournment:** Moved by Nancy Graham to adjourn the meeting at 6:02 pm.