

EDUCATION COUNCIL MINUTES

Feb. 7, 2005

Present:	Rob Adamoski Jan Carrie Jim Cohoon Marge Damon Bob Davis Derek Francis Dana Goedbloed, Chair Jody Gordon Nancy Graham Kristina Kearley	Judith McGillivray Ken McIntyre Karen Metzger, Recorder Victoria Moore Susan Murray Bernice O'Shea Takashi Sato Skip Triplett Newton Wainman
Regrets:	Caroline Daniels Roger Elmes	James Panabaker
Guests:	David Davidson Panteli Tritchew	

1. Confirmation of Agenda

The meeting was called to order at 4:15 pm, and the agenda was approved by consensus as amended:

Delete item 10: *Internationalizing Curriculum* ; after item 6, add *Advice to the Board of Governors* ; and after item 10, add *Reading Break* , and *Education Council By-Laws* .

2. Approval of Minutes (January 17, 2005)

Moved by Nancy Graham, seconded by Jim Cohoon, THAT Council approve the minutes of the Jan. 17, 2005 meeting as presented.

MOTION CARRIED.

3. Chair's Report

Dana Goedbloed reported that she has been working with Sandi Klassen on two new policies: Program Prioritization, and Program Cancellation, both of which will go forward to the Policy Review Committee at its next meeting.

Sec. 23.1 (e) of the Act requires Education Council to provide advice to the Board of Governors re program cancellation; to date, Kwantlen has relied on principles of program retention only in that regard. The Deans are in the process of providing feedback re program cancellation.

4. Standing Committee Reports

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

DPAC met on Jan. 19, 2005 and recommends approval of several items on today's agenda: The AA in Canadian Studies, and revisions to the Program Concept template pertaining to program prioritization. The committee is working on establishing a program implementation review process, which will come to Council at a later date.

David Davidson alerted Council to a number of FPPs and the Trades Curriculum Framework coming forward in the near future.

4.2. Program Review Committee (Panteli Tritchew, Chair)

Panteli Tritchew reported that, at its Feb. 2, 2005 meeting, the committee discussed the feedback from a symposium at Camosun College on program review that he, Dana Goedbloed, Judith

McGillivray, and Kathleen Bigsby attended in January. The information provided will help with the process of establishing a level two program review, which the committee is now working on.

5. Sub-Committee Reports

5.1. Curriculum Approval

Moved by Victoria Moore, seconded by Ken McIntyre, That Council approve the following new and revised course outlines:

NEW COURSES

CHEM 1154 Chemistry for Engineering
GDMA 3100 Information Design

REVISED COURSES

FASN 1150 Fashion Retail Experience
FASN 1215 Textile Science
FASN 2115 History of Costume
PRLN 1150 Public Relations Practice
PRLN 1241 Organizational Communications
PRLN 2310 Issues Management & Crisis Response
PRLN 2320 Public Relations Writing II
PRLN 2330 Event Management
CHEM 1110 The Structure of Matter
CHEM 1210 Chemical Energetics and Dynamics
JRNL 2373 Newspaper Publication I
JRNL 2471 Work Experience
JRNL 3100 Online Publishing I
PTEC 1101 Electric Safe Work Practices and Regulations
PTEC 1103 Introductory Computer Skills
PTEC 1105 Communications and Team Building
PTEC 1110 Electrical Utility Climbing

MOTION CARRIED. 1 opposed (Kristina Kearley)

5.2. International Education Committee (Derek Francis, Chair)

No report.

5.3. Policy Review Committee (Jan Carrie, Chair)

Jan Carrie stated that the committee has been working on the Principles of Academic Freedom, which will come back to the next meeting pending legal advice for wording about recognition of provincial and federal legislation. Committee members have taken on a number of policies to review. Jan invited Council members to join in the review process in for policies in their areas of expertise.

Policies currently under review:

C.23 Minimum Academic Standards for Programs in which Letter Grades are Assigned

B.2 Attendance and Performance in Individualized Continuous Intake Programs

C.33 Waitlists for Continuous Intake Programs

B.7 Final Examinations and Grade Reporting for Semester-Based Courses

B.16 Principles of External Alliances

C.32 Concurrent Academic Studies

C.8 Plagiarism and Cheating

5.3.1. Policy L.5 Requirements for Graduation

Moved by Ken McIntyre, seconded by Bob Davis, THAT Council approve the revisions to *Policy L.5 Requirements for Graduation* as presented.

MOTION CARRIED. 1 abstention (Kristina Kearley)

Jody clarified concern brought forward re overlapping credits for two credentials, and explained that exceptional cases where the 50% rule is not appropriate will be dealt with on an individual basis. Post-baccalaureate credentials will be approved through Education Council via memo, not full program proposal.

6. AA in Canadian Studies

The proposed AA meets the basic Ministry requirements and allows students to complete 30 credits of courses with significant Canadian content, leaving enough latitude to allow students to move into degree programs. (All courses focus on Canadian content though it may not be obvious from their descriptive titles.) The credits will also count to satisfy other AA requirements. New curriculum that is interdisciplinary in nature could be developed in the future.

Moved by Ken McIntyre, seconded by Kristina Kearley, THAT Council approve the Associate of Arts in Canadian Studies.

MOTION CARRIED.

7. Advice to Board of Governors

The Chair distributed a letter sent to her from the Board of Governors asking for advice re loss of class time due to the BCGEU strike action, referring to sections 23(1)(b) and 23 (1)(h) of the Act.

Moved by Ken McIntyre, seconded by Kristina Kearley, THAT an ad hoc committee be created to provide advice to the Board of Governors as per the request from the Board, and that the committee will seek feedback from Council members via email before finalizing and forwarding the advice to the Board.

MOTION CARRIED.

Kristine Kearley, Takashi Sato, Bob Davis, Ken McIntyre, Victoria Moore, Marge Damon, Newton Wainman, and Dana Goedbloed volunteered for the ad hoc committee. Meeting times will be set by email communication.

There was discussion about concerns to be considered by the ad hoc committee and parameters for the discussion.

8. Revision: Program Concept Document (Program Prioritization)

Dana reported that the ad hoc committee on program prioritization recommends using the program concept document to identify specific program prioritization areas that meet Ministry Service Plan requirements, and also align with Kwantlen's Strategic Implementation Plan and mission and values statements. Program prioritization information will be highlighted in a one-page summary attached to the program concept document.

The committee is in the process of preparing a draft policy on program prioritization, which will apply to all new programs considered for implementation; it is in no way related to program cancellation.

Moved by Judith, seconded by Jan Carrie, THAT Council approve the revisions to the Program Concept template to incorporate program prioritization information.

MOTION CARRIED. 1 abstention (Kristina Kearley)

9. Program Development Flow Charts

A revised program approval flowchart worksheet was distributed. Bob Davis requested that additional information be developed elaborating on the concept and full program proposal steps.

ACTION: Karen to send the flowchart to the deans for feedback.

10. GDMA Transfer/PLA Credits

Marge Damon distributed additional wording for the program statement for transfer credits and PLA for the Graphic Design for Marketing degree program. She presented the request to limit transfer/PLA to 60 credits rather than the standard 75% because of the unique mix of graphic design and marketing and other special features of the program. Under extenuating circumstances, transfer/PLA credits could be as high as 75%.

Moved by Nancy Graham, seconded by Kristina Kearley, THAT Council approve the following:

The Graphic Design for Marketing (GDMA) program will accept transfer and PLA (prior learning assessment) up to a maximum of 60 credits. The 60-credit maximum applies to students who intend to complete the three-year diploma or the four-year degree. Applicants for transfer credits and PLA will be assessed on an individual basis (in exceptional circumstances only, the GDMA program may consider granting additional credits up to a maximum of 75%).

MOTION CARRIED. 1 opposed (Victoria Moore)

This change will take effect in September 2006.

11. Reading Break

Kristina Kearley requested clarification for students about the cancellation of the reading break, and making up classes cancelled due to the BCGEU strike action.

Judith McGillivray explained that only those classes scheduled for Thursdays and Fridays will be rescheduled on those days. She added that the reading break was started in 2000 as a way to give students time to catch up on work and to meet with instructors if needed. Faculty members are required to be available to students during reading break.

Dana directed the students to get in touch with senior administration with questions relating to process.

12. Education Council By-Laws

Kristina Kearley submitted a notice of motion for the next meeting re abstentions from voting on motions and the effect on the vote. She referred to bylaw 2.01, which states "All proceedings of the Council shall be governed by the most recent revisions of Robert's Rules of Order, except as otherwise provided."

ACTION: Kristina Kearley will provide suggestions for revision.

13. Internationalizing Curriculum

Tabled to a future meeting.

14. Next Meeting: Monday, March 7, 2005 at 4:15 pm.

15. Adjournment: Bob Davis moved to adjourn at 6:15 pm.