

Education Council Minutes

Nov. 7, 2005

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| Present: | Laura Anderson Cate Anderson Dianne Crisp Dana Cserepes Bob Davis Roger Elmes Rob Fleming Nancy Graham Sandra Hoffman | Jim Jamieson Kristina Kearley Ken McIntyre, Member-at-Large Karen Metzger, Recorder Alexandra Richmond Takashi Sato, Chair Skip Triplett Newton Wainman |
| Regrets: | Mary Androsiuk Derek Francis Dana Goedbloed, Vice Chair | Jody Gordon Forrest Li Susan Murray |
| Guests: | Geoff Dean Gery Lengert | Panteli Tritchew |

1. Confirmation of Agenda

Takashi Sato called meeting to order at 4:24 pm.

Moved by Roger Elmes, seconded by Dianne Crisp, THAT Council approve the agenda as presented.

MOTION CARRIED.

2. Approval of Minutes (Oct. 3, 2005)

Moved by Roger Elmes, seconded by Rob Fleming, THAT Council approve the minutes of the Oct. 3, 2005 meeting as amended.

MOTION CARRIED.

3. Chair's Report

The Chair Introduced new Council members: Dianne Crisp, acclaimed representative from Social Sciences and DPAC chair; Alexandra Richmond, elected representative from the School of Business; and Dana Cserepes, elected representative from Humanities and new member on DPAC.

He attended his first meeting of the Council of Education Councils (COEDCO) on Nov. 4-5 at Capilano College and found it an enlightening experience.

Takashi presented the idea of asking proponents who have taken an item to DPAC to provide a brief summary of DPAC's recommendations and any revisions made prior to taking the item to Education Council. This step would acknowledge the work done by DPAC in scrutinizing proposals, and would speed up the process at Council. The Chair of DPAC would also provide commentary.

He met with Jody Gordon and Dana Goedbloed to discuss any ramifications of the recent change to the Council by-laws re members (faculty and students) being elected in the Spring for a September start. They recommend leaving the by-laws as per the recently-approved change, as, with staggered membership terms, only newly elected members would not be eligible to be elected as table officers at the June meeting.

4. Standing Committee Reports

4.1. Degree and Program Assessment Committee (Dianne Crisp, Chair)

Dianne Crisp reported that DPAC met on Oct. 19, 05, and reviewed the following:

- Increase in entrance requirement for the Powerline Technician Citation program: DPAC is satisfied that it is necessary and will have no adverse affect on students. DPAC recommends approval.
- Post-baccalaureate framework: DPAC requested that the document be reviewed further by divisional curriculum committees before recommending approval. It will come back to DPAC in the new year.
- DPAC Mandate: DPAC recommends approval of revision. See item 4.1.1.
- Bachelor of Applied Design in Interior Design: Change in delivery of modules of a Communications course. DPAC recommends approval. See item 7.

4.1.1. DPAC mandate revision

A change in the DPAC Mandate was requested to allow a representative from the Office of the VP Learning to attend rather than just the VP Learning.

Moved by Alexandra Richmond, seconded by Bob Davis, to approve the revision to the DPAC mandate

as presented.

MOTION CARRIED.

There was further discussion about staff and student representatives on DPAC. There is currently no student representative, and there has not been for a number of years. The mandate does not specify that there should be a staff representative. There will be some fact-finding between now and the next meeting about how student members were selected in the past.

Moved by Kristina Kearley, seconded by Laura Anderson, to advertise to the student body that a position is available on DPAC.

MOTION DEFEATED.

Moved by Ken McIntyre, seconded by Cate Anderson, to amend the motion to appoint Kristina Kearley to DPAC until a permanent representative is found.

MOTION DEFEATED.

Moved by Rob Fleming, seconded by Cate Anderson, THAT Council appoint Kristina Kearley as a temporary representative to DPAC, pending clarification of procedures.

MOTION CARRIED.

4.2. Program Review Committee (Carolyn Robertson, Chair)

Carolyn Robertson submitted the following report as she was unable to attend:

The focus of Program Review Committee discussion from meeting on October 26, 2005:

- Committee members have been encouraged to attend the session on *Auditing Teaching and Learning Process for Quality Improvement*. (Rob Fleming added that a second flyer with final details about the session will be distributed soon.) Members will pursue substitute funds through their Dean's office; if no funding is available, will contact Carolyn Robertson who will work with Roger Elmes to access funds from other sources.
- The inclusion of an external review process will be a critical component of program review within a university context. Over the next while, the committee will be examining what is involved in undergoing external review and the implications of including this component within Kwantlen's review process. Before decisions are made, the committee will be reviewing other universities' models and will ask Kwantlen faculty from degree programs that already undergo external review to share their work and insights with the committee.
- The committee discussed concerns about the relevance and applicability of current data from first- and second-year students as it applies to the review of degree programs. It will be examined in more detail with the assistance of the Office of Institutional Analysis and Planning.

5. Sub-Committee Reports

5.1. Curriculum Approval

The Chair reminded Council members that the sub-committee now approves course outlines and bring them to EdCo for information. The following new and revised courses were approved by the Education Council curriculum sub-committee on Oct. 12, 2005:

NEW COURSES

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| IDSN 3681 | Interior Design Business I |
| IDSN 4880 | Interior Design Business III |
| FASN 1205 | Computer Applications for Fashion |
| PSYC 3311 | Psychology of Consciousness (Seminar) |
| PSYC 5001 | Honours Theses I (BA) |

REVISED COURSES

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| ENVI 1121 | Environmental Issues |
| ENVI 2307 | Environmental Physics |
| ENVI 2315 | Water and Soil Sampling |
| MRKT 2340 | Marketing Research |
| JRNL 2477 | Newspaper Publication II |
| PSYC 5000 | Honours Theses I (BAA) |

DISCONTINUED

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| GEOG 1211 | Human Geography: Social & Cultural Perspectives – Jan. 2005 |
| CRIM 1202 | Procedure and Evidence – Jan. 2006 |

5.2. International Education Committee (Derek Francis, Chair)

No report.

5.3. Policy Review Committee (Dana Goedbloed, Chair)

Dana Goedbloed was not available to report. The committee reviewed and recommends approval of a new policy on Essential Skills. See item 5.4.1.

5.4. Employability Skills Committee (Geoff Dean, Chair)

Geoff Dean distributed flyers advertising the symposium on employability skills, *Encouraging Creative Thinking and Problem Solving in the Classroom*, planned for Nov. 18, 05, the first in a series, and asked Council members to encourage their colleagues to attend.

5.4.1. E-skills Policy

Geoff Dean explained that the proposed policy had been reviewed by the Policy Review Committee and by three divisional curriculum committees. As background information, he distributed a document listing all the employability skills with their foundation and advancement competencies as approved by Education Council April 28, 1997, and mandated for inclusion in all programs Dec. 1, 1998. No policy was developed at that time to support those decisions.

There was considerable discussion about how to operationalize the proposed policy. Council requested that it undergo further review by DPAC and the curriculum committees that have not yet had an opportunity to review it. There were questions about how this policy would impact full program proposals, and also about identifying appropriate mastery of the skill.

There was also discussion about changing the name of the skills to Essential Skills, but no decision was made.

Moved by Ken McIntyre, seconded by Sandra Hoffman, THAT Council approve the proposed E-skills policy, subject to further review and approval by divisional curriculum committees, DPAC, and the VP Learning, and pending procedures being developed.

MOTION DEFEATED.

The proposed policy will be reviewed again by DPAC, the Program Review Committee, divisional curriculum committees, and the Policy Review committee.

6. Program Revision: Powerline Technician Citation

Gerry Lengert attended to present the proposed revision to the Powerline Technician Citation program. In consultation with the advisory committee, it is requested to change the entrance requirements for the program as follows: increase from 'C' to 'C+' in Math 11 (Principles or Applications), English 12, and Physics 11. Graduates are hired to work on high voltage lines and need the identified level of Math and Physics to ensure safety for themselves and their co-workers. They also need a high level of communication skills to function effectively in a variety of work settings.

There was general discussion about assessments and providing upgrading for applicants who do not meet the entrance requirements.

Moved by Ken McIntyre, and seconded by Bob Davis to approve the revision to the Powerline Technician Citation program as presented.

MOTION CARRIED

This program revision will go forward to the Board of Governors for approval. If approved, it will be implemented in Spring 2007.

7. Change in Interior Design Curriculum

Panteli Tritchew explained the proposed revision to the Bachelor of Applied Design in Interior Design program, which involves a change in delivery of *CMNS 1140 Business and Technical Communication: Theory & Application*. As per a more involved program restructuring approved by Education Council in May 2005, CMNS 1140 was to be delivered in three 1-credit modules; for practical reasons, the three modules will be changed to two 1.5-credit modules. There is no change in content and outcomes.

Moved by Sandra Hoffman, seconded by Kristina Kearley, THAT Council approve the revision to the Bachelor of Applied Design in Interior Design program.

MOTION CARRIED.

This program revision will be for implementation in Spring 2007.

8. Next Meeting: Monday, Dec. 5, 2005 at 4:15 pm.

9. MinuteAdjournment: Moved by Ken McIntyre to adjourn the meeting at 5:51 pm.

