

# EDUCATION COUNCIL Minutes

June 5, 2006

<b>Present:</b>	Dianne Crisp Dana Cserepes Jody Gordon Nancy Graham Roger Elmes Sandra Hoffman Jim Jamieson	Karen Metzger, Recorder Susan Murray Alexandra Richmond Takashi Sato, Chair  Newton Wainman Ken McIntyre, Member-at-Large
<b>Regrets:</b>	Cate Anderson Laura Anderson Mary Androsiuk Bob Davis Robert Evans, Board Rep.	Dana Goedbloed, Vice Chair Kristina Kearley Skip Triplett
<b>Guests:</b>	Bob Attridge Carol Hansen Stephanie Howes Ann MacGregor	Shirley McKendry Lori Shortridge Wayne Tebb Carolyn Robertson

## 1. Confirmation of Agenda

The meeting was called to order at 4:20 pm.

Takashi Sato introduced Stephanie Howes, incoming Council member from Community and Health Studies, and Wayne Tebb, appointed in the place of Derek Francis who is retiring. He also extended thanks and best wishes to Jim Jamieson who is retiring from Council and from Kwantlen.

**Moved by Dianne Crisp, seconded by Ken McIntyre, THAT Council confirm the agenda as amended.**

**MOTION CARRIED.**

## 2. Approval of Minutes

**Moved by Susan Murray, seconded by Nancy Graham, THAT Council approve the minutes of the May 1, 2006 meeting as presented.**

**MOTION CARRIED.**

## 3. Chair's Report

The Chair reminded members of the planning retreat scheduled for Monday June 19, 2006, and thanked members for responding quickly to affirm their attendance. Though not all will be able to attend, there will be quorum.

Election of executive for 2006/07 will be on the agenda at the retreat. Takashi advised members who are not able to attend but who would be willing to accept a nomination that they need to send a letter to Jody Gordon to that effect. He will advise absent members via email. Likewise, nominations from people not able to attend should be sent to Jody.

The retreat will also be a time to discuss committee reports in greater depth than typically happens at regular meetings with tight schedules.

## 4. Standing Committee Reports

### 4.1. Degree and Program Assessment Committee

Dianne Crisp reported that though the May 17, 2006 DPAC meeting did not reach quorum, to prevent delays for proponents, the committee decided to function as usual.

DPAC reviewed the following documents, and recommended all to Education Council, pending minor revisions:

- Program Concept: BA English Major
- FPP: Community Support Worker Diploma
- Program Revision: Home Support/Resident Care Attendant Certificate
- Program Revision: Gerontology-Based Therapeutic Recreation Certificate
- Program Revision: Special Education Teacher Assistant Certificate

A sub-group of DPAC met today to review the *Program Implementation Review* process for the first year of a new program. Revisions/refinements will be incorporated, and the document will go back to DPAC for approval at a later date. There are ongoing discussions with a representative from Financial Services about incorporating feedback to do with financial resources, which is an area that does not fall within the DPAC mandate.

## 5. Sub-Committee Reports

### 5.1. Curriculum Sub-Committee

The following new and revised course outlines were approved by the Education Council curriculum sub-committee on the dates shown:

#### Mar. 15, 06

IDSN 3541 Digital Representation  
IDSN 3690 Major Site Tutorial  
IDSN 4721 Documentation  
IDSN 4761 Work Experience IV  
IDSN 4781 Interior Design Business II

#### Apr 26, 06

APPL 1110 Basic Electricity  
APPL 1115 Basic Electronics  
APPL 1120 Ancillary Products  
APPL 1125 Electric Dryers  
APPL 1130 Standard and Self-Cleaning Electric Ranges  
APPL 1210 Automatic Washers  
APPL 1215 Automatic Dishwashers  
APPL 1220 Basic Refrigeration and Domestic Air Conditioning  
APPL 1225 Work Experience Practicum  
APPL 1230 Microwave Ovens  
APPL 1235 B.C. Provincial Gas "C" Certificate  
CAHS 2120 Supporting Students with Autism Spectrum Disorders  
GDMA 4240 Contemporary Issues in Graphic Design  
MFAB 1141 Basic Metal Fabrication  
MWIN 1111 Measuring and Layout Tools  
MWIN 1121 Hand Tools and Bench Work  
MWIN 1131 Power Hand Tools  
MWIN 1140 Machine Tools Basics  
MWIN 1150 Machine Tools  
MWIN 1160 Fasteners and Fittings  
MWIN 1170 Metallurgy  
MWIN 1180 Level 1 Welding for Millwrights  
WELD 1010 Worksite Safety and Orientation  
WELD 1115 Oxy Fuel Welding and Cutting  
WELD 1120 Basic Shielded Metal Arc Welding  
WELD 1130 Basic Gas Metal Arc Welding  
WELD 1140 Material Handling

#### May 10, 06

ANTH 3130 The Sikhs: Culture, Religion, and Society  
GEOG 3100 Research Methods in Human Geography  
SOC 2255 Micro Sociology: The Dynamics and Structure of Social Interaction  
SOC 2270 Sociology of Education: A Critical Perspective  
SOC 3210 Technology and Society  
SOC 3310 Sociology of Conflict and Conflict Resolution  
SOC 3345 Social Policy in Context  
SOC 3385 Introduction to Demography

#### May 29, 06

ASTA 1100 Safety, Communication, Tools & Fasteners  
ASTA 1110 General Automotive Services, Practices and Maintenance  
ASTA 1120 Electrical Fundamentals, Diagnosis and Repair  
ASTA 1130 Steering, Frames, Suspension and Wheel Alignment  
ASTA 1140 Automotive Braking Systems  
ASTA 1150 Welding  
ASTA 1160 The Internal Combustion Engine  
ASTA 1170 Power Train Fundamentals

ASTA 1180 Engine Management and Control Systems  
 CARP 1100 Safe Work Practices  
 CARP 1105 Hand and Power Tools  
 CARP 1110 Building Materials, Codes and Drawings  
 CARP 1115 Building Site Layout & Leveling  
 CARP 1120 Building Residential Concrete Formwork Systems  
 CARP 1120 Floors, Walls and Ceilings: Residential Framing Systems  
 CARP 1130 Roofs and Stairs: Residential Framing Systems  
 OPET 1140 Lubrication and Fuel Systems  
 OPET 1150 Engines & Service & Repair Equipment  
 PRTS 1100 Parts Trade Introduction and Safety  
 PRTS 1110 Warehousing Tasks & Parts Catalogues  
 PRTS 1120 Counter Duties and Basic Vehicular Systems  
 PRTS 1130 Mechanical Parts Introduction  
 PRTS 1140 Standard Stock, Lubricant & Shop Supplies  
 PRTS 1150 Catalogues and Engine Components  
 PRTS 1160 Engine Support Systems

**Mar. 15, 06**

IDSN 2300 Studio III  
 IDSN 2325 Systems I  
 IDSN 2331 Design Theories I  
 IDSN 2341 AutoCAD I for Interior Design  
 IDSN 2345 Representation I  
 IDSN 2361 Work Experience I  
 IDSN 2400 Studio IV  
 IDSN 2425 Systems II  
 IDSN 2431 Design Theories II  
 IDSN 2441 AutoCAD II for Interior Design  
 IDSN 2445 Representation II  
 IDSN 2451 Site Tutorial I  
 IDSN 2461 Work Experience II  
 IDSN 3500 Studio V  
 IDSN 3521 Detailing  
 IDSN 3531 Design Theories III  
 IDSN 3551 Site Tutorial II  
 IDSN 3561 Work Experience III  
 IDSN 3600 Studio VI  
 IDSN 3631 Theories IV  
 IDSN 3645 Representation III  
 IDSN 3651 Site Tutorial III  
 IDSN 3681 Interior Design Business I  
 IDSN 4700 Thesis Programming  
 IDSN 4765 Mentorship I  
 IDSN 4800 Thesis Synthesis  
 IDSN 4880 Interior Design Business III

**Apr. 26, 06**

MWIN 1101 Millwright Trade Safety  
 MWIN 1105 Print Reading and Sketching

**May 10, 06**

CRWR 3100 Techniques in Short Fiction  
 CRWR 3110 Poetic Forms & Techniques  
 CRWR 3120 Screenwriting 1

**May 29, 06**

SPAN 1100 Basic Spanish 1  
 SPAN 1101 Basic Spanish 1

*The following items were recorded for tracking.*

**REVISIONS REQUIRING ONLY DIVISIONAL CURRICULUM COMMITTEE APPROVAL:**

CMNS 3100 Technical Report Writing

## DISCONTINUED COURSES

IDSN 3545	Representation III	effective 31-Aug-06, replaced by IDSN 3645
IDSN 3621	Documentation	effective 31-Aug-06, replaced by IDSN 4721
IDSN 3641	Digital Representation	effective 31-Aug-06, replaced by IDSN 3541
IDSN 3661	Work Experience IV	effective 31-Aug-06, replaced by IDSN 4761
IDSN 3680	Interior Design Business II	effective 31-Aug-06, replaced by IDSN 4781
IDSN 4790	Major Site Tutorial	effective 31-Aug-06, replaced by IDSN 3690
CRIM 1251	Philosophy of Law	effective 1-Sept-05, replaced by CRIM 3351

## LIBERAL EDUCATION

PHYS 1112 Pulp Physics

**Moved by Roger Elmes, seconded by Alexandra Richmond, to commend the people involved with the writing of the Trades course outlines in a timely manner to allow the revised Trades programs to be implemented in September 2006 with ITA approval and funding.**

**MOTION CARRIED.**

### 5.2. Policy Review Committee (Dana Goedbloed, Chair)

#### 5.2.1. Policy L.3 President's Honour Roll

Jody Gordon explained that the minor revisions to policy *L.3 President's Honour Roll* reflect actual practice, and that it has been formatted according to the current template. She answered questions from Council members.

**Moved by Ken McIntyre, seconded by Dianne Crisp, THAT Council approve the revised policy *L.3 President's Honour Roll* as presented.**

**MOTION CARRIED.**

#### 5.2.2. Policy B.4 Final Examinations and Grade Reporting for Semester-Based Courses

Jody Gordon presented the revision to policy *B.4 Final Examinations and Grade Reporting for Semester-Based Courses*, which are mainly to update the format and to reflect current practice, and to remove references to students. Policy B.17 will deal with the student issues.

There was discussion about the wording, particularly 'if administered in class during last two weeks.'

**Moved by Nancy Graham, seconded by Dianne Crisp, THAT Council approve the revisions to policy *B.4 Final Examinations and Grade Reporting for Semester-Based Courses* as presented.**

**MOTION DEFEATED.**

The policy will return to the Policy Review Committee for further review.

#### 5.2.3. Policy B.17 Final Examination Procedures

As policy *B.17 Final Examination Procedures* is related to policy *B.4 Final Examinations and Grade Reporting for Semester-Based Courses*, it will be deferred and will return to the Policy Review Committee for further review.

#### 5.2.4. Policy C.32 Concurrent Academic Studies

Jody Gordon presented the revisions to the policy, which include updating the format and reflecting current practice, and added that it does not replace any Memoranda of Understanding under which under-aged student are admitted to the institution, such as CTC or SPARK.

**Moved by Roger Elmes, seconded by Dana Cserepes, THAT Council approve the revisions to policy *C.32 concurrent Academic Studies*, as amended: under Principles, item 2, after 'principal, add 'or designate.'**

**MOTION CARRIED.**

#### 5.2.5. Policy L.9 Essential Skills

Geoff Dean presented the revisions to the proposed policy *L.9 Essential Skills*, which fall under the category of Procedures. He distributed documentation on the survey on e-skills recently conducted among faculty, and suggested members read them before the Education Council retreat, when he will present a more in-depth report.

There was minor discussion about how essentials skills fit into courses and programs.

**Moved by Sandra Hoffman, seconded by Ken McIntyre, THAT Council approve policy *L.9***

**Essential Skills** as amended.

**MOTION CARRIED**

**6. Program Revision: Special Education Teacher Assistant Certificate**

Carolyn Robertson presented the proposed revisions to the Special Education Teacher Assistant (SETA) certificate program, which will align the program with the *Community, Education, and Health Care Common Curriculum Initiative*, approved by Education Council Apr. 3, 2006. Some courses will be deleted and will be replaced with common core courses, and in addition, a new course will be included to deal with specific needs in the field: *CAHS 2120 Supporting Students with Autism Spectrum Disorder*. The program credits will increase from 36 to 37.5.

**Moved by Roger Elmes, seconded by Nancy Graham, THAT Council approve the revisions to the Special Education Teacher Assistant certificate program, pending minor revisions.**

**MOTION CARRIED.**

This will go forward to the Board of Governors for approval.

Implementation is planned for Sept. 2007.

**7. Program Revision: Gerontology-Based Therapeutic Recreation Cert.**

Carol Hansen presented the proposed revisions to the *Gerontology-Based Therapeutic Recreation* certificate program. The proposed revisions will align the program with the *Community, Education, and Health Care Common Curriculum Initiative* approved by Education Council Apr. 3, 2006. Some courses will be deleted and will be replaced with common core courses, and some new courses will be developed to maintain existing content and to incorporate new content as required by the industry. The program credits will increase from 38 to 38.5.

**Moved by Ken McIntyre, seconded by Newton Wainman, THAT Council approve the revisions to the Gerontology-Based Therapeutic Recreation certificate program, pending minor revisions.**

**MOTION CARRIED.**

This will go forward to the Board of Governors for approval.

Implementation is planned for Sept. 2007.

**8. Program Revision: Home Support/Resident Care Attendant Certificate**

Nancy Graham presented the proposed revisions to the *Home Support/Resident Care Attendant Certificate (HS/RCA)* program, which will align the program with the *Community, Education, and Health Care Common Curriculum Initiative* approved by Education Council Apr. 3, 2006. Some courses will be deleted and will be replaced by common core courses, and some courses will have their credits reduced as some content is covered in core courses. The program credits will increase from 31.5 to 33.

**Moved by Dianne Crisp, seconded by Susan Murray, THAT Council approve the revisions to the Home Support/Resident Care Attendant program, pending minor revisions.**

**MOTION CARRIED.**

This will go forward to the Board of Governors for approval.

Implementation is planned for Sept. 2007.

Nancy Graham also spoke to the request to remove volunteer hours as a prerequisite for the program. Currently entrance requirements include 30 hours of volunteer hours, which is not a length of time that is compatible with employers. Also, if students apply late for the program, they may have difficulty in completing the volunteer hours in a timely manner. She said that no change in attrition is anticipated because students are generally aware of the nature of the work the program prepares them for.

**Moved by Sandra Hoffman, seconded by Dana Cserepes, THAT Council approve the change in entrance requirements for the Home Support/Resident Care Attendant program.**

**MOTION CARRIED.**

The change in entrance requirements is for immediate implementation.

**9. Program Revisions: Graduate Nurse English Additional Language Certificate**

Lori Shortridge explained that the requested revision was anticipated when the full program proposal was approved by the Board of Governors on March 15, 2006, at which time the Canadian English Language Benchmark Assessment for Nurses (CELBAN) levels had not yet been set by the accrediting body. When they were identified, they came in slightly lower than had been anticipated in the full program proposal. The change

will not affect students adversely.

**Moved by Dianne Crisp, seconded by Nancy Graham, THAT Council approve the change in entrance requirements for the *Graduate Nurse English Additional Language Certificate* as presented.**

**MOTION CARRIED.**

This will go forward to the Board of Governors for approval.

Implementation is planned for Sept. 2007.

**10. FPP: Community Support Worker Diploma**

Anne MacGregor attended to present the full program proposal for a *Community Support Worker* diploma, which includes a certificate exit. She explained that the nature of the revisions required to bring the existing program in line with other standard certificate and diploma programs across the country warranted a full program proposal. The certificate exit will be reduced from 51 to 38 credits, and the diploma exit will be reduced from 64 to 63.5 credits. This FPP also aligns the program with the *Community, Education, and Health Care Common Curriculum Initiative*, approved by Education Council Apr. 3, 2006. The revisions are supported by other institutions and community agencies that hire graduates.

**Moved by Nancy Graham, seconded by Ken McIntyre, THAT Council approve the full program proposal for a *Community Support Worker Diploma*, as presented.**

**MOTION CARRIED.**

This item will go forward to Board of Governors for approval in August, after which it will be posted to PSIPS for the 30-day peer review period.

Implementation is planned for Sept. 2007.

**11. Program Concept: B.A. English Major**

Bob Attridge said that the program concept for a Bachelor of Arts, English Major, was initiated in response to requests from student in the B.A. English Minor program, who are looking for a traditional type of degree that would be useful in the pursuit of a variety of careers or further education. A number of new courses would be required to offer the proposed program, and the plan is to determine which areas of study would be in the highest demand.

**Moved by Dana Cserepes, seconded by Ken McIntyre, THAT Council approve the program concept for a B.A. English Major.**

**MOTION CARRIED.**

This item will go forward to the Board of Governors for approval in August.

It was suggested that letters of support on letterhead be procured for the full program proposal.

**12. Next Meeting:** Planning meeting, Monday, June 19, 2006, 10:00 am to 3:00 pm, Inn at the Quay, New Westminster.

**13. Adjournment:** Moved by Roger Elmes to adjourn the meeting at 6:09 pm.