

EDUCATION COUNCIL

Minutes of Meeting, Jan. 29, 2007

Present:	Theresa Abraniuk Wendy Belter Jesse Chezenko Dianne Crisp Dana Cserepes Betty Cunnin Bob Davis Rob Fleming Dana Goedbloed, Vice Chair Jody Gordon (ex officio)	Sandra Hoffman Denny Hollick Stephanie Howes Matt Huff Ken McIntyre, Member-at-Large Karen Metzger, Recorder Takashi Sato, Chair Skip Triplett (ex officio) Newton Wainman Marilynne Waithman
Regrets:	Mary Androsiuk (on leave) Alexandra Richmond	
Guests:		

1. Confirmation of Agenda

The meeting was called to order at 4:24 pm.

The agenda was approved by consensus with the following change: Add item 4.2.1 Program Review Committee Mandate

2. Approval of Minutes

Moved by Dana Goedbloed, seconded by Theresa Abraniuk, THAT Council approve the minutes of the Dec. 18, 2006 meeting as presented.

MOTION CARRIED.

3. Chair's Report

Takashi Sato introduced Marilynne Waithman, Director of Educational Transitions, as a new administrative representative, and student representative Mat Huff, who had not been able to attend during the fall semester because of scheduling. He also explained that Dianne Crisp is no longer representative for Social Sciences as she has moved into the position of Associate Dean, School of Business. She has been appointed to serve Council as an administrative representative. That is also the situation on DPAC, which voted to have Dianne stay on as chair through June 2007. A new DPAC chair will be elected from among the membership in April, effective September 2007.

Wayne Tebb is no longer serving as administrative representative on Council.

Dana Cserepes was elected as chair of the Math & Quantitative Skills committee at the committee meeting on Jan. 26; John Sprung served as interim chair since September 2006.

The Program Review committee has been working on a revised mandate, which will be presented later in this meeting.

4. Standing Committee Reports

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

Dianne Crisp noted that the Jan. 10, 07 meeting was cancelled because of snow and was rescheduled to Jan. 17, 07. DPAC reviewed and revised its mandate slightly; the mandate will be on the next Education Council agenda for approval.

4.1.1. Revised FPP template for degrees

DPAC perused DQAB's new full program proposal (FPP) criteria for degree programs, as well as the revised full program proposal form. The Notice of Intent will no longer be required, and has been replaced by an executive summary within the FPP. The main required sections have not changed, but some of the criteria are somewhat more stringent than in the previous version.

All FPPs will now be posted to a public Website for peer review, while appendices will be posted only to a restricted site.

DQAB has not yet clearly defined what they mean by course outlines in section 4 of the FPP form. Information will be disseminated to the Kwantlen community when it is available.

4.1.2. Revised program concept template

Dianne noted that DPAC recommends adding a section under *internal consultations* in the program concept

document. The added section asks proponents to consult with other departments whose courses might be recommended or required for the credential being developed. In the past, departments have been surprised by increased demand for sections of courses required for credential, when additional sections had not been budgeted for or scheduled.

In the program concept form, names have been replaced with titles under *internal consultations* to eliminate the need to update the form when there are personnel changes.

No motion required.

4.2. Program Review Committee (Carolyn Robertson, Chair)

Takashi reported on behalf of Carolyn Robertson that Colleen McGoff-Dean has been appointed to the position of half-time Program Review Facilitator effective Feb. 1, 2007, and that Cathy Bray has been appointed to a half-time position effective May 1, 2007. A part-time administrative assistant will also be hired. Colleen will work with the Program Review Committee in the initial phase to develop procedures and processes, as well as protocol for exempting programs that undergo external accreditation.

The facilitators will work out of the Office of Institutional Analysis and Planning and will work with the committee as required, for this one-year pilot project.

4.2.1. Program Review Committee Mandate

The Program Review Committee has reviewed, revised, and expanded the committee's mandate as the previous version was extremely brief. Since the former mandate was approved, the role of the committee has expanded because of increased requirements from the Ministry.

Moved by Newton Wainman, seconded by Stephanie Howes, THAT Council approve the Program Review Committee mandate as presented.

MOTION CARRIED.

5. Sub-Committee Reports

5.1. Curriculum Sub-Committee

The following new and revised courses were approved by the Education Council curriculum sub-committee on Jan. 14, 2007

NEW COURSES

ANTH 2133	Religion, Magic, and Witchcraft
ANTH 2163	Culture, Health, and Well-Being
HIST 2301	The Ancient World
HIST 3370	History of Modern Japan
HIST 4470	Warriors of Japan: The Samurai
SOCI 4280	Sociolegal Aspects of Assisted Death

REVISED COURSES

FASN 3100	Textile Design (pending)
FASN 3120	Volume Production (pending)
FASN 3140	Pattern Grading & CAD (pending)
FASN 3150	Preparation for Fashion Industry Internship (pending)
IDSN 4865	Mentorship II
PRLN 1120	Public Relations Writing I
PRLN 1140	Computer Skills I
PRLN 1210	Electronic Media Strategies
PRLN 1220	Writing for Newspapers and Features
PRLN 1236	Visual Presentations
PRLN 1240	Computer Skills II
PRLN 2310	Issues Management & Crisis Response
PRLN 2320	Public Relations Writing II
PRLN 2350	Public Relations Advertising
PRLN 2460	Stakeholder Relations
PRLN 2476	Public Relations Work Experience

For information only:

DISCONTINUED COURSES

ABEE 0025	LPI Preparation (effective May 2007)
ENGP 1025	LPI Preparation (effective May 2007)

REVISED: approved by divisional curriculum committee

ASTR 2101	Astrophysics I: Stellar Astrophysics
ASTR 2102	Astrophysics II: Galactic Astronomy

LIBERAL EDUCATION

FREN 1100	French for Beginners I (effective November 2006)
FREN 1101	French for Beginners II (effective November 2006)
FREN 1105	Basic French I (effective November 2006)
FREN 1106	Basic French II (effective November 2006)

5.2. Math & Quantitative Skills Committee (Dana Cserepes, Chair)

Dana Cserepes reported that the M&Q committee met Friday Jan. 26, 07, her first meeting as chair, and reviewed the draft, revised mandate and the membership and committee structure. Harry Yang presented a report from the fall on probation rates.

5.3. Policy Review Committee (Dana Goedbloed, Chair)

Dana Goedbloed noted that the committee met January 8 and reviewed policy C. 20, which is on today's agenda, and also started a discussion about how to develop a policy on online courses. Examinations and student identifications are issues related to online courses. She added that a policy on program prioritization developed over the past several years is near completion, and that there are ongoing discussions about a policy concerning breath or general education.

5.3.1. Policy C.20 Student Evaluation and Grading

Dana explained that in reviewing policy *C.20 Student Evaluation and Grading*, the committee discussed in particular item A.4 "Normally, no single evaluation shall be worth more than 30% of the final mark, but a final exam may be worth up to 50% if it is appropriate to the course objectives." There was consensus that the wording 'normally' provides sufficient flexibility, as 50% finals are generally accepted at higher-level studies at other institutions, and as some courses have to meet professional association standards.

Moved by Dana Cserepes, seconded by Ken McIntyre, THAT Council approve the revised policy C.20 Student Evaluation and Grading, with additional minor copy edits.

MOTION CARRIED.

ACTION: Karen will make the required revisions and will send the revised policy to Sandi Klassen. (Done Jan. 30)

6. Up-coming Elections (Jody Gordon)

Jody Gordon announced that she will call the Spring 2007 elections for Education Council on Feb 1, and that four faculty seats, four student seats, and one staff seat will need to be filled, effective September 2007.

She added that this is the first time the election will be online.

The Chair asked members to do what they can to encourage colleagues to run in the election.

7. For information: Grade 12 provincial exams

Rob Fleming and Jody Gordon spoke to the changes in Grade 12 graduation requirements, which makes only English 12 provincial exams mandatory. Most optional exams are in the sciences. There is much discussion going on among post-secondary institutions about this change, and whether or not provincial exams will be required for admission purposes.

Kwantlen will monitor student performance to determine whether or not an applicant's high school grade not inclusive of provincial exams makes a difference to student success. Because Kwantlen's current admission policy makes no reference to provincial exams, our plan is to honour high school grades with or without the exams. Kwantlen may subsequently make a change in entrance requirements, but will follow current policy for now. Any changes to Kwantlen's admissions policy would need to be reviewed by this body.

8. **Next Meeting:** Feb. 26, 2007, 4:15 pm

9. **Adjournment:** Theresa Abraniuk moved to adjourn the meeting at 5:22 pm.