

## EDUCATION COUNCIL MINUTES

Mar. 26, 07

<b>Present:</b>	Theresa Abraniuk Mary Androsiuk Wendy Belter Dianne Crisp Dana Cserepes Betty Cunnin Bob Davis Rob Fleming	Jody Gordon (ex officio) Sandra Hoffman Stephanie Howes Karen Metzger, Recorder Alexandra Richmond Takashi Sato, Chair Newton Wainman Marilynne Waithman
<b>Regrets:</b>	Jesse Chezenko Dana Goedbloed, Vice Chair Denny Hollick	Matt Huff Ken McIntyre, Member-at-Large Skip Triplett (ex officio)
<b>Guests:</b>	Rob Adamoski Farhad Dastur Nancy Graham	Jamshid Jahidi Susan Powell Carolyn Robertson

### 1. Confirmation of Agenda

The meeting was called to order at 4:21 pm.

Takashi Sato introduced member-elect Farhad Dastur who will start attending and is invited to participate in discussions because there is currently no representative from his division, but will not have a vote until September.

The agenda was approved by consensus as amended: add 4.1.2 Program Implementation Survey, and after item 8, Associate of Arts in Economics.

### 2. Approval of Minutes (Jan. 29, 07)

The minutes of the Jan. 29, 2007 meeting were approved by consensus as amended: Item 7, 2nd paragraph, change 'is backed up by' to 'not inclusive of.'

### 3. Chair's Report

Takashi alerted Council to the additional meetings likely to be required to deal with expected agenda items. To date, it is anticipated that the alternate meeting scheduled for May 14 will be required.

It came to his attention that the recently-approved *AA in Asian Studies* comprised several courses that were not transferable, and needed to be removed from the list of options for the credential. It was agreeable to all to deal with it as a correction rather than as a program revision.

Carolyn Robertson and Kurt Penner discussed ways of letting students know that they are welcome to join our various subcommittees. Kurt has included information and a link for them on the Student Life & Development website. [http://www.kwantlen.ca/sld/volunteering/kwantlen\\_committees.html](http://www.kwantlen.ca/sld/volunteering/kwantlen_committees.html)

At the last DPAC meeting, a program that had existed since the early 1980's but had not gone through an Education Council approval process was presented for revision. It was deferred to the next meeting while governance requirements were investigated. Precedents from the early days of Education Council, as well as requirements of the Colleges and Institutes Act, indicated that pre-existing credit programs require Education Council approvals for revisions, and must undergo Program Review but do not require a retroactive, initial approval via a Full Program Proposal. Although it is unusual that a program had not been formally revised since the mid 1990s when Education Council was established, it is recommended that we proceed with the program revision request at this time.

The requirement for Education Council approval for the purposes of student loan eligibility does not apply in this case because of the program level.

The curriculum sub-committee has become aware of the lack of security of course outlines on the common drive, where electronic versions are currently housed. An interim solution will be to place .pdf files there instead of Word documents until the Lotus Notes database becomes fully operational.

There has been a request from faculty to allow course writers to create their own condensed course titles for Banner when the regular title exceeds 30 characters; the Course Outline Summary Form has been revised to accommodate that request.

Mar 3, 2007, he attended a meeting of COEDCO—the Council of Education Councils—hosted by Kwantlen at the Richmond campus. Chairs of the institutions with an Education Council discuss issues of common interest. At this meeting, they discussed topics including:

- Residency requirements (upside down residency)
- Provincial exams – no conclusion
- Member recruitment
- Models for distributed learning

He distributed copies of a letter from the Board of Governors inviting Council to send a member to the Presidential Search Advisory Committee (PSAC), as well as terms of reference for the committee. President Skip Triplett is planning to retire in the summer of 2008. Identifying a member to represent Council on PSAC will be on the next meeting agenda. It is anticipated that the committee will function for about a year, and that it will be a considerable time commitment.

ACTION: Takashi will find out what the constitution of the committee will be, and what the time commitment is anticipated to be.

#### **4. Standing Committee Reports**

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

Dianne Crisp reported that two items on the Mar. 7, 2007 DPAC agenda were tabled for unexpected reasons. The proposed revision to the *Public Relations diploma* program was tabled because the revision would create one or more semesters that were short of the 15 credits required by the Ministry to allow the program to have student loan status. The proposed revision to the *Employment and Educational Access* program (to be renamed *Career Choices and Life Success*) was tabled because it had become unclear how to approve a revision to a program that had never gone through an Education Council approval process. (See Chair's Report)

After much discussion and numerous revisions, DPAC approved the Program Implementation Survey form, which is on this agenda for approval by Council. A few people will meet to plan a forum for those programs implemented since 2002 to gather information as per the program implementation survey. The survey will take effect for programs currently in the approval process.

##### **4.1.1. Revisions: DPAC Mandate**

Dianne explained that the DPAC mandate needed to be revised to reflect the current reality of program implementation review. The mandate has also been updated with current titles, and added 'baccalaureate credentials' in items 1 and 2.

**Moved by Dianne Crisp, seconded by Dana Cserepes, THAT Council approve the revised DPAC mandate as presented.**

**MOTION CARRIED.**

##### **4.1.2. Program Implementation Survey**

Council reviewed the revised Program Implementation Survey form, and discussed how it will differ from the formal program review process. DPAC recommends that it be used with programs yet to be approved, and that the process be modified if needed based on actual application. Programs will have the freedom to adapt it as required to suit different programs.

The Dean's office will be responsible to follow up with Enrolment and Registrar Services to capture required data.

DPAC will follow up to determine how well the process works.

**Approved by consensus**

##### **4.2. Program Review Committee (Carolyn Robertson, Chair)**

Carolyn Robertson reported that Colleen McGoff Dean has started in the position of as Program Review Facilitator on a part-time basis, and that Cathy Bray will join her in May. They will be developing a manual for the program review process, and a process for programs undergoing external accreditation that will meld with Kwantlen's program review process. They will start meeting with departments in August to inform them of the process, and pilot reviews will also start in the Fall, beginning with two B.A. degree programs and a diploma program.

She added that Rob Fleming has been invited to make a presentation on program review with two other institutions to the Association of Canadian Community Colleges (ACCC) conference in Winnipeg, May 3-4.

#### **5. Sub-Committee Reports**

##### **5.1. Curriculum Sub-Committee**

The Curriculum sub-committee reviewed and approved the following new and revised courses at the April

14, 07 meeting:

### **NEW COURSES**

ANTH 2120	Cross-Cultural Women's Studies
ANTH 2160	Culture and the Environment
ASTR 1120	Introduction to Astrophysics
CADD 1100	Drafting Fundamentals
CADD 1110	Summative Project
CADD 1150	Computer Aided Drafting & Design (CADD) Software
CADD 1160	Introduction to Office Procedures and Software
CMNS 1106	Interactive Communication for Florists
CMNS 1216	Writing for the Specialized Workplace
CMNS 1217	Writing for the Specialized Workplace
CRWR 3200	Short Fiction
CRWR 3301	Mythological Narratives
CSWC 1135	Supporting Learning 1
CSWC 1175	Professional Practice 1
FSDN 4103	Textile Studies for Teachers: Computer Applications for Textile Studies and Fashion Design
SETA 1101	Including Diverse Learners in Schools
SOCI 4325	Sociological Aspects of Community Services

### **REVISED COURSES**

APPD 0021	Career Awareness
APPD 0031	Job Preparation
FINA 1100	Introduction to Drawing
FINA 1110	Introduction to Painting
FINA 1130	Ceramics I
FINA 1131	Introduction to Sculpture
FINA 1135	Introduction to New Media
FINA 1142	Introduction to Print Media
FINA 1170	Photography I
FINA 1200	Drawing II
FINA 1210	Painting II
PSYC 4200	Human Factors & Ergonomics

### **For information only:**

#### **REVISED: requiring only divisional curriculum committee**

CHEM 1101	CSI: Chemical Science Investigation
IDDS 1363	Drafting for Design
SETA 1161	Change and Development: Childhood
SETA 1162	Change and Development: Adolescence through Middle Adulthood

#### **DISCONTINUED:**

CMNS 1105	Introduction to Interactive Communication – effective Aug. 1, 07
CRWR 3101	Short Fiction – effective Sept. 1, 07
CSWC 1130	Supporting Learning I – effective June 1, 07
CSWC 1170	Introduction to Practice as a Community Support Worker – effective June 1, 07
CSWC 1230	Supporting Learning II – effective June 1, 07
EEAC 0100	Self-Discovery and Esteem-Building effective Sept. 1, 07
EEAC 0101	Communicating Effectively - effective Sept. 1, 07
EEAC 0102	Effective Problem Solving - effective Sept. 1, 07
EEAC 0115	Experience Placement - effective Sept. 1, 07
EEAC 0210	Assessment and Career Options - effective Sept. 1, 07
EEAC 0211	Options for Self-Employment - effective Sept. 1, 07
EEAC 0212	Career Decisions and Action Plans - effective Sept. 1, 07
EEAC 0335	Individual Project - effective Sept. 1, 07
SETA 1100	Introduction to Inclusive Schools - effective Sept. 1, 07
SETA 1205	Introduction to Diversity in Learners - effective Sept. 1, 07

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

Dana Cserepes noted that she has been working on developing a stable membership on the committee, and also on identifying any tasks that have not been completed because of the committee's hiatus in the fall. At the March 23 meeting, the committee looked at predictors of success based on Math 11 streams.

#### **5.2.1. M&Q Mandate**

Dana Cserepes presented a revised, draft mandate which has been modelled on the mandates of other

sub-committees.

**Moved by Newton Wainman, seconded by Sandra Hoffman, THAT Council approve the mandate for the Math & Quantitative Skills Committee as presented.**

**MOTION CARRIED**

**5.3. Policy Review Committee (Dana Goedbloed, Chair)**

Takashi reported on behalf of Dana Goedbloed that a group is working on a new policy on curriculum development and approval to replace the outdated policies B.11 and 13.

**6. Home Support/Resident Care Attendant program status**

Nancy Graham and Susan Powell attended to present a request to have the Home Support/Resident Care Attendant certificate program classified as 'concurrently enrolled.' Students in this vocational program are required to take three common core courses shared by three other undergraduate programs, and about 40 percent of the students do not have the English entrance requirements for undergrad programs. There are provisions within the program for supporting students who need skill development in this area. Students are restricted to the specific program courses in addition to the three common core courses.

There were discussions and concern about student preparedness and success.

**Moved by Sandra Hoffman, seconded by Stephanie Howes, THAT Council approve the Home Support/Resident Care Attendant certificate program as a concurrently enrolled program, with the proviso that there will be a review of student success after one offering of the program, to be reported to Education Council.**

**MOTION CARRIED.**

Note: It will be the responsibility of the program to work with the Enrolment and Registrar Services to determine data that must be collected to review student success after one offering of the program.

**7. Block transfer agreement: Justice Institute of British Columbia (JIBC) and Kwantlen**

Rob Adamoski attended to present the proposed block transfer agreement which would accept graduates of the Justice Institute of B.C.'s *Adult Corrections Certificate Program* into Kwantlen's *Criminology Diploma* program. Students transferring in under this agreement would be required to take specific courses. The Criminology department has reviewed the readings and assignments in the JIBC courses and are satisfied that they meet Kwantlen's level of rigour.

**Moved by Theresa Abraniuk, seconded by Betty Cunnin, THAT Council approve the block transfer agreement between Kwantlen and the Justice Institute of B.C. into the Criminology diploma program as presented.**

**MOTION CARRIED.**

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

**8. Associate of Arts in Economics**

Jamshid Shahidi attended to present the Associate of Arts degree, which had been reviewed by DPAC and after some revisions had been approved. The credential meets BCCAT requirements, and all courses are BCCAT-approved.

**Moved by Dana Cserepes, seconded by Alexandra Richmond, THAT Council approve the Associate of Arts in Economics with minor revisions:**

Under 2.A, add 'one of' in both lists.

**MOTION CARRIED.**

To be implemented Sept. 2007.

This will go to the Board of Governors for information only.

**9. Notice of Election of Executive**

The Chair gave notice of the election of executive scheduled for the April 23 meeting: He encouraged members to consider running for the positions of Chair, Vice Chair and Member-at-large. He reminded members that all nominations should be submitted to Jody Gordon, and that they must be seconded. Only current members are eligible.

The election date was changed last year from June to April in the interest of faculty assignments.

**10. Next Meeting: Apr. 23, 2007, 4:15 pm**

**11. Adjournment: Dana Cserepes moved to adjourn the meeting at 5:57 pm.**

