Education Council
Minutes of Meeting Oct 22, 2007

Present:	Theresa Abraniuk Wendy Belter Dianne Crisp Dana Cserepes, Vice Chair Betty Cunnin Farhad Dastur Bob Davis John Fernando Rob Fleming Dana Goedbloed	Stephanie Howes Mohammed Kallas Steve Lee Karen Metzger, Recorder Rob Mumford, Board Rep. Derek Robertson Takashi Sato, Chair Marilynne Waithman Joel Whittemore
Regrets:	Mary Androsiuk Jody Gordon (ex officio)	Skip Triplett (ex officio) Newton Wainman
Guests:	Cathy Bray Colleen McGoff Dean Carolyn Robertson	

1. **Confirmation of Agenda**
   Takashi Sato called the meeting to order at 4:23 pm.

   Moved by Steve Lee, seconded by Dianne Crisp, THAT Council approve the agenda as amended: delete item 7**.**

   MOTION CARRIED.

   Takashi introduced Mohammed Kallas and Steve Lee, student representatives attending for the first time this year. (Steve Lee was a Council members a few years ago.) He also introduced guests Colleen McGoff Dean and Cathy Bray. Derek Robertson introduced Robert Mumford who is attending as Board of Governors representative.

2. **Approval of Minutes (Sept. 24, 07)**
   Moved by Wendy Belter, seconded by Dana Goedbloed, THAT Council approve the minutes of the Sept. 24, 07 meeting as amended: correct attendance, update list of approved courses to reflect current reality, and change 'Royal' to 'Belter' in item 8.

   MOTION CARRIED.

3. **Chair's Report**
   Takashi noted that he attended the first ever, very successful on-campus convocation ceremony, as did other Council members, and it appears that graduates attended who might not have attended a summer event.

   He reminded members of the upcoming meeting on Nov. 5, 07, the scheduled alternate meeting, at which Gordon Lee will prepare members for the special meetings with the AUCC site visit team.

   Rob Fleming summarized the potential benefits of AUCC membership. It would improve student mobility across the country because universities would recognize the standards of our degrees; students applying for grad schools would have better access; it may have a positive effect on the viability of our programs. He added that our current application is much stronger than the previous one, though library resources will always be a challenge. A greater proportion of our faculty now have or are working toward terminal degrees in their fields.

   Takashi noted that the Board of Governors approved the revisions to the Grad Nurse English Additional Language certificate program and the Grad Nurse Re-Entry citation program.

   He also reported that the Education Council office received a request from the University of Southern Oregon for information about Kwantlen's program review model.

4. **Standing Committee Reports**
4.1. **Degree and Program Assessment Committee (Dana Cserepes, Chair)**
   Dana Cserepes noted that there had been no meeting since the last Council meeting, and therefore nothing specific to report.

4.2. Program Review Committee (Carolyn Robertson, Chair)
Carolyn Robertson introduced Program Review facilitators Colleen McGoff Dean and Cathy Bray, each of whom is engaged half-time in this role.

4.2.1. Update on Program Review
Colleen McGoff Dean noted that the Program Review Website to be launched this week will include a glossary, FAQs, contact information, and various forms that have been developed for program review and exemption from the full process. She encouraged members to let their divisions know that Colleen and Cathy would welcome invitations to attend meetings to share information about the current state of program review. She reiterated that the process is meant to be formative and collaborative, and that it could well lead to celebration and renewal.

There was general discussion about how the process relates to program development and prioritization in that the process should confirm how programs are in alignment with values and strategic plans.

Cathy Bray reported that the program review team (Colleen McGoff-Dean, Cathy Bray and Danielle Baxter) have accomplished results in four main areas over the past months.

Policy development (please see website):

·   Inquiry framework was developed.
·   Exemption application form was developed
·   Preparation of guidelines for external reviewers is in process
General education about program review

·   The Program review website has been developed and will go live by the end of October, 2007.
·   A Program review Guidebook is under development
Initiating reviews

·   General meeting with all pilot review participants took place on June 13 at which review purposes and questions, data sources and timelines, were discussed.
·   Pilot Program reviews have begun:
    o   Psychology Review: program review was discussed at a faculty meeting and all faculty were invited to suggest important questions. The self-study committee has met twice, under Wayne Podrouzek's leadership. Questionnaires are being developed and will be administered in November and again in March.
    o   ESL Review: A three hour preparatory workshop with the faculty has taken place. Joel Murray has met and corresponded with PR staff. The self-study committee will meet in the next month
    o   Fashion Design: program review was introduced at a faculty meeting. This review will commence in January 2008.
Developing administrative protocols and tools

·   Prepared and presented documents to PRC (inquiry framework, exemption application)
·   Developed the registration database for program review
·   Met with IAP staff to determine data needs and begin to develop a retrospective database. Discussed various data sources (fall registration survey, Data Mart, collective results of course evaluations, grade distribution data, SORS and BC stats, Creating our Future results) regarding their applicability to program review
·   Discussions about the budget have taken place
Thanks go to Carolyn Robertson, Sue Birtwell, Wayne Podrouzek, Lori Scanlan, Farhad Dastur, Rob Adamoski, Joel Murray, Karen Buxton, Sue Chambers, Karen Metzger, Sooz Klinghamer, and staff in marketing and IET.

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 Oct. 10, 2007:

NEW COURSES
CUST 1200	Introduction to Japanese Society and Culture
ELST 0167	English for Special Purposes
ENVI 2900	Research Paper
HSRC 1250	Dementia and Mental Health Challenges in Aging
JAPN 1200	Introduction to Japanese Society and Culture
MUSI 3500	Special Topics
POLI 4125	The Politics of Multiculturalism in Canada
WELD 1250	Stationary Shop Equipment

REVISED COURSES

APSC 1151	Introduction to Engineering Graphics
BIOL 2421	Cellular Biochemistry
ENVI 1206	Environmental Chemistry II
ENVI 2305	Environmental Toxicology
ENVI 2307	Environmental Physics
ENVI 2420	Contaminated Sites Management
ENVI 2426	Health & Safety
ELTE 3100	Applied Linguistics and English Language Training
ELTE 3200	Approaches to English Language Teaching
FINA 1135	Introduction to Digital Media I
PHIL 1150	Introduction to Formal Logic
PHIL 3220	Empiricism

For information only:

REVISED: requiring only divisional curriculum committee

INFO 3120	Web Programming with Java	1-Jan-2008
INFO 3140	Advanced Data Communications	
Systems	1-Jan-2008	
CISY 1215	Enterprise Networking	1-Jan-2008
CISY 2313	Data Communications	1-Jan-2008
CISY 2411	GUI and Object-Oriented Programming	1-Jan-2008
PHIL 1155	Introduction to Scientific Reasoning	1-May-2008

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

Dana Cserepes reported that the committee met last on Sept 28, and is engaged in checking Math entrance and exit requirements for degree and non-degree programs at Kwantlen and at other institutions. The committee is continuing to follow how the lowering of entrance requirements at SFU may affect student performance. The committee is working on fulfilling its mandate.

5.3. Policy Review Committee (Dana Goedbloed, Chair)

Dana Goedbloed stated that the committee met Sept 17, 07 and reviewed and recommended for approval the two policies on today's agenda.

5.3.1. Policy L.7 Minimum Academic Standards for Program in which Letter Grades are Assigned

The main revision to this policy is additional wording as follows: "Students who are placed on Academic Suspension are not permitted to enroll in undergraduate courses, but can, where applicable, enroll in university college preparatory courses during their one (1) year of Academic Suspension."

MOVED by Theresa Abraniuk, seconded by Steve Lee, THAT Council approve the revised policy *L.7 Minimum Academic Standards for Program in which Letter Grades are Assigned* as presented.

MOTION CARRIED.

There was discussion about revising the policy for clarity of language. Wendy Belter will look into this. Any suggested revisions will be reviewed by the Policy Review Committee.

Sandi Klassen will correct a typo and will publish the approved policy.

5.3.2. Policy L.10 Principles for Program Prioritization

Dana Goedbloed explained that this policy was created to comply with article 23(1)(d) of the College and Institute Act at the request of the Board of Governors (BoG). This policy is needed to guide the BoG in determining the viability of proposed new programs, and sometimes revised programs. Education Council does not consider fiduciary elements of program proposals.

This policy will also assist the institution in ensuring DQAB requirements re quality assurance and faculty currency are incorporated into program planning.

There was general agreement that priorities can be examined at the department level, and that potential programs determined to be important and in alignment with institutional values and strategic plans ought not to be hampered by this policy.

Proponents of programs going through the development and approval process in recent years have

expressed support for the clarity provided by the policy.

Moved by Steve Lee, seconded by Stephanie Howes, THAT Council approve policy *L.10 Principles for Program Prioritization* with minor copy edits.

MOTION CARRIED.

Sandi Klassen will make the required edits and will pass this on to the BoG for approval.

6. **Guide for Program Development**
   The *Guide for Program Development, Program Revisions, and Implementation Review2007/2008* has been under development for several years, starting when Dianne Crisp was chair of DPAC. Changes in Ministry and internal requirements in recent years have resulted in the *Guide* undergoing extensive revisions and slowing down the process.

   Council reviewed the Guide and made suggestions for copy edits for clarity and completeness of information.

   Karen Metzger will make the revisions and will distribute printed and electronic copies to the Kwantlen community. The *Guide* will be reviewed in about a year.

   Moved by Theresa Abraniuk, seconded by Steve Lee, THAT Council approve the *Guide for Program Development, Program Revisions, and Implementation Review* 2007/2008 with revisions.

   MOTION CARRIED.

7. **Next Meeting:** Nov 5, 2007 (AUCC briefing) and Nov. 26, 2007 (regular meeting)
8. **Adjournment:** Dana Cserepes moved to adjourn the meeting at 5:57 pm.