



## Education Council

Ensuring that our students are provided with quality educational experiences



# Agenda

Monday, April 15, 2013

**3:55** – 6:00 pm

CC 321, Interurban

Please bring your own mug or water bottle.

**Group Portrait at 3:55 pm**

TIME	ITEM	PRESENTER
3:55	Group Portrait (5 min.)	
4:00	Call to order and declaration of quorum (1 min.)	Cynthia Wrate
4:01	<b>Acknowledgement of Coast Salish Territory (1 min.)</b> <i>We acknowledge that Camosun College serves the communities of southern Vancouver Island and the south Gulf Islands that are located in the traditional territories of the Esquimalt; Lekwungen; Malahat; Pacheedaht; Pauquachin (Saanich); SC'lanew; Tsartlip (Saanich); Tsawout (Saanich); Tseycum (Saanich); and T'Sou ke Nations. Camosun College campuses are located on land that is the traditional territory of the Lekwungen, Esquimalt, and Saanich peoples. <a href="http://camosun.ca/aboriginal/territory.html">http://camosun.ca/aboriginal/territory.html</a></i>	Cynthia Wrate
4:02	Welcome (1 min.)	Cynthia Wrate
4:03	Round-Table Check-In (3 min.)	Cynthia Wrate
4:06	Acceptance of Agenda (1 min.)	Cynthia Wrate
4:07	Minutes for approval (2 min.)	Cynthia Wrate
4:09	Reports (6 min.)	
4:09-4:11	1. Education Council Vice-Chair (2 min.) <ul style="list-style-type: none"> <li>EdCo election results</li> <li>EdCo Chair and Vice-chair – Notice of Motion for Election on May 27</li> </ul>	Cynthia Wrate
4:11-4:13	2. VP Education (2 min.)	John Boraas
4:13-4:15	3. Board Member (2 min.)	Madeline Keller-MacLeod
4:15	Committee Reports (18 min.)	
4:15-4:17	1. Awards (2 min.)	Joanne Cumberland
4:17-4:19	2. Alternatives & Electives (2 min.)	Kathy Tarnai-Lokhorst
4:19-4:21	3. Education Council Steering Committee – Education Approvals Review & Renewal (2 min.)	Cynthia Wrate (for Karin Kaercher)

TIME	ITEM	PRESENTER
4:21-4:23	<b>4. Education Council Governance/Accountability – Education Approvals Review &amp; Renewal (2 min.)</b>	Cynthia Wrate
4:23-4:33	<b>5. Selective Admission (or “Selective Qualification”) (10 min.)</b>	Cynthia Wrate
<b>4:33</b>	<b>Curriculum Presentations and College Curriculum Committee Report (40 min.)</b>	
4:33-4:43	<b>1. Diploma in Golf Management, School of Business (10 min.)</b>	Troy Dunning
4:43-5:13	<b>2. Curriculum Items – College Curriculum Report (30 min.)</b>	Nicole Greengoe
<b>5:13</b>	<b>Presentations and/or Discussions (10 min.)</b>	
5:13-5:23	<b>1. English Roadmap (<del>10 min.</del> <b>20 min.</b>)</b>	Cynthia Wrate
<b>TBD</b>	<b>Governance Items Arising from Curriculum (TBD) – may be deferred to following meeting due to timing issues.</b>	Cynthia Wrate
	<b>1.</b>	
	<b>2.</b>	
	<b>Goodbye</b>	Cynthia Wrate
	<i>Thank you all for coming to conduct the business of Education Council. Your presence and contributions are valued. Wishing everyone good health and a safe travel home.</i>	

**Next Meeting:**

***Special Meeting***

Monday, April 23, 2013  
 4:00-6:00 pm  
 Paul 216, Lansdowne

***Regular Meeting***

Monday, May 27, 2013  
 4:00-6:00 pm  
 CC 321, Interurban

**Members (Quorum = 10)**

**Voting Council Members**

Anita Ferriss, Administration  
 Carly Hall, Faculty (regret)  
 Corrine Michel, Faculty  
 Cynthia Wrate, Faculty  
 Gail Baxter, Support Staff  
 Insu Kim, Lansdowne Student Rep  
 Joanne Cumberland, Support Staff  
 John Boraas, Administration  
 John Gordon, Faculty  
 Karin Kaercher, Faculty (regret)

Kathy Tarnai-Lokhorst, Faculty  
 Mindy Cui Yu Jiang, Student  
 Nancy Sly, Faculty  
 Nicole Greengoe, Administration  
 Patricia Gaudreault, Faculty  
 Paul Brady, Faculty  
 Richard Stride, Administration  
 Thea Todd, Faculty

**Non-Voting Council Members**

Kathryn Laurin, President  
Madeline Keller-MacLeod, Board of Governor Rep  
Shelley Butler & Cindy Kwok, Permanent Secretary

**Observer**

To be confirmed

**Guests**

Troy Dunning, School of Business

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**For Information:****Education Council Executive:**

**Chair:** Carly Hall, Health and Human Services, Lansdowne, 370-3240, [hall@camosun.bc.ca](mailto:hall@camosun.bc.ca)

**Vice-Chair:** Cynthia Wrate, Business, Interurban, 370-4134, [wratec@camosun.bc.ca](mailto:wratec@camosun.bc.ca)

**CCC Chair:** Nicole Greengoe, Student Services, Interurban, 370-3840, [greengoe@camosun.bc.ca](mailto:greengoe@camosun.bc.ca)

**VP Ed:** John Boraas, Office of VP, Interurban, 370-4543, [boraas@camosun.bc.ca](mailto:boraas@camosun.bc.ca)

**Permanent Secretary:** Shelley Butler and Cindy Kwok, Office of VP Ed & SS, Interurban, 370-4690, [edapprovals@camosun.bc.ca](mailto:edapprovals@camosun.bc.ca)

**Intranet:**

*For the most up to date agenda and other resources visit us on our Share Point site. "UserName" is your Camosun number, password is your regular Camosun password. Students use the password that will be provided to you.*

<http://sp1/sites/edco/homepage>; or

<http://sp1.camosun.bc.ca/sites/edco/homepage>

**Curriculum Documents (detailed):**

- **Prior to CCC recommendation:** View CCC Agenda Packages (PDF's) – prior to CCC recommendation - <http://sp1/sites/edco/ccc/> or <http://sp1.camosun.bc.ca/sites/edco/ccc/>
- **Post CCC recommendation:** Latest Curriculum Docs and Updates (Word .doc). Search by school, course or program - <\\nas2\cecp>



Ex-250-002-002

# Approved Minutes

Monday, March 18, 2013

4:00 – 6:55 pm Meeting

CC 321, Interurban

## Present

Carly Hall (Faculty), Chair	Mindy Cui Yu Jiang (Student)
Anita Ferriss (Administration)	Nancy Sly (Faculty)
Cindy Kwok (Permanent Secretary)	Nicole Greengoe (Administration)
Cynthia Wrate (Faculty), Vice-Chair	Patricia Gaudreault (Faculty)
Gail Baxter (Support Staff)	Paul Brady (Faculty)
John Boraas (Administration)	Richard Stride (Administration)
Karin Kaercher (Faculty)	Shelley Butler (Permanent Secretary)
Kathy Tarnai-Lokhorst (Faculty)	Thea Todd (Faculty)
Madeline Keller-MacLeod (Board of Governors)	

## Regrets/Absent

Corrine Michel (Faculty)	John Gordon (Faculty)
Insu Kim (Student)	Kathryn Laurin (President)
Joanne Cumberland (Support Staff)	

## Guests

Mary Byrne, Victoria Conservatory of Music	Kelli Moorhouse, Arts & Science
Shirley Bassett, Health & Human Services	Catherine Mack, School of Business

## Meeting

### A. CALL TO ORDER AND A DECLARATION OF QUORUM

The Regular Meeting was called to order at 4:01 by Carly Hall, Education Council Chair.

### B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY

Carly acknowledged the Coast Salish Territory. Camosun College serves the communities of southern Vancouver Island and the south Gulf Islands that are located in the traditional territories of the Esquimalt; Lekwungen; Malahat; Pacheedaht; Pauquachin (Saanich); SC'lanew; Tsartlip (Saanich); Tsawout (Saanich); Tseycum (Saanich); and T'Sou ke Nations. Camosun College campuses are located on land that is the traditional territory of the Lekwungen, Esquimalt, and Saanich peoples.

### C. WELCOME AND ROUNDTABLE

Carly welcomed everyone and requested a roundtable check-in.

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**D. ACCEPTANCE OF AGENDA**

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The March 18, 2013 agenda was accepted via unanimous consent.

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**E. APPROVED MINUTES**

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The February 18, 2012 minutes were approved via unanimous consent.

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**F. REPORTS**

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**1. EDUCATION COUNCIL CHAIR – CARLY HALL**

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African Awareness award will remain at EdCo. According to Francis Yee, two representatives from VIDEA (a BC-based international development and education association) will serve on the Selection Committee. Application deadline is changed to May 15, 2013.

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**2. VP EDUCATION – JOHN BORAAS**

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John will report later. (see “Budget discussion” and “Program Mix Analysis”)

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**3. BOARD –MADELINE KELLER-MACLEOD**

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Madeline will report later. (Note: Madeline arrived late and left early, hence unable to provide Board Report).

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**G. COMMITTEE REPORTS**

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**1. AWARD’S COMMITTEE – CARLY HALL FOR JOANNE CUMBERLAND**

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**Dr. Gordon L. Diewart Community Service Entrance Award – Carly Hall**

Carly advised the award is valued at \$1,000 and is granted annually in the Fall of each year for a first year Camosun student, on the basis of good academic high school performance and leadership and/or community service. The recipient must have demonstrated participation in volunteer activities associated with the prevention of drinking and driving. Preference will be given to students who took leadership roles in their high school Dry Grad activities. This award is also available at other post-secondary institutions (eg. UBC, UVIC and Douglas). To increase the profile of this award, the Award Committee will work with Financial Aid and Sandra Bitz to put forward college-wide communiqué and add such to the EdCo website.

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**2. ALTERNATES AND ELECTIVES - KATHY TARNAL-LOKHORST**

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Kathy advised the committee has met and will put forward a proposed list of terminology very soon.

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**3. EDUCATION COUNCIL STEERING COMMITTEE – ED APPROVALS  
REVIEW AND RENEWAL – KARIN KAERCHER**

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Karin advised the committee has met regularly to review complex issues related to curriculum and operational needs. With EdCo agenda being very full lately, the committee would like to table the discussion and will report more in June.

**4. EDUCATION COUNCIL GOVERNANCE / ACCOUNTABILITY – ED APPROVALS REVIEW & RENEWAL – CYNTHIA WRATE**

Cynthia advised this Committee has discussed the scale and scope of this topic, and will bring forward a report shortly.

**5. SELECTIVE ADMISSION – CARLY HALL**

A newly revised draft was provided - EdCo members were asked to review the document and to provide feedback to Shelley or Cindy by April 8 (for April 15 EdCo meeting). Carly thanked all members for the input and hard work in creating this template since last spring.

**H. COLLEGE CURRICULUM COMMITTEE (CCC) PRESENTATIONS & REPORT – NICOLE GREENGOE**

**1. Certificate in Music Technologies and MTEC 100, 110, 210, 212, 214, 220, 222, 290 – Mary Byrne, Victoria Conservatory of Music**

The Music Technologies program is offered through a partnership between the Victoria Conservatory of Music and Camosun College. The program comprises a seven-course series which may be taken part-time through distributed learning over 3 semesters. The Certificate is designed for accomplished musicians who wish to acquire a basic competency in digital technologies applicable to modern practice in professional music-making. The impetus to create a Certificate in Music Technologies came directly from industry professionals of international stature in the Pacific Northwest region who identified significant points lacking in currently offered music technologies programs and the need to better prepare future professionals for music composition in certain industries (film, gaming, and media, including colleagues at Lucasfilm Ltd., *Finale*®, and the Berklee School - Boston). The department was asked by CCC to work with Enrollment Services regarding transferability and enrollment management (incoming and outgoing) as pre-requisites are rather complex. This program is tuition-funded and may eventually move to distance-learning module. Questions and discussion followed.

**Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Music Technologies (Certificate) (Substantive/Major Addition (New)) -	New Program/Credential	(ID 61980)
MTEC 100 Intro to Music Technologies (Substantive/Major Addition (New)) -	New Course	(ID 61982)
MTEC 110 Internet for Musicians (Substantive/Major Addition (New)) -	New Course	(ID 62059)
MTEC 210 Digital Notation and Scoring (Substantive/Major Addition (New)) -	New Course	(ID 62056)
MTEC 212 Music Sequencing and DAW (Substantive/Major Addition (New)) -	New Course	(ID 62060)
MTEC 214 Virtual & Software Instruments (Substantive/Major Addition (New)) -	New Course	(ID 62057)
MTEC 220 Music Recording: Fundamentals (Substantive/Major Addition (New)) -	New Course	(ID 62061)
MTEC 222 Digital Audio Mixing & Editing (Substantive/Major Addition (New)) -	New Course	(ID 62058)

MTEC 290 Media Composition Workshop (Substantive/Major Addition (New)) -	New Course	(ID 62062)
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**Motion Carried**

## 2. Diploma in Dental Hygiene and DHYG Courses – Shirley Bassett, School of Health & Human Services

This program prepares individuals to practice dental hygiene in both clinical practice and community-based settings. Graduates will have the knowledge, skills and attitudes necessary to provide preventive, educational and therapeutic dental hygiene services to individuals and groups, and must write the national Dental Hygiene Certification Examination to be eligible for licensure with the College of Dental Hygienists of British Columbia. Graduates of the program are eligible to apply to the UBC to complete the 4<sup>th</sup> (final) year of the Bachelor of Dental Science (Dental Hygiene) Program, or to Thompson Rivers University to complete a Bachelor of Health Science.

The proposed changes are to bring this program in line with the 2010 national entry to practice competencies and practice standards required by the Canadian Commission on Dental Accreditation and the BC regulatory authority for dental hygienists. Dental hygiene education requires 4 years of study to reach the baccalaureate level. Camosun College provides access to the first three years of study, with students entering the Dental Hygiene Program in second year. After successful completion of third year, graduates can proceed to the 4<sup>th</sup> year at UBC for their degree. The course numbers have been changed to more accurately reflect years two and three of this process. Relevant course content is maintained and enhanced so that the new courses better reflect the depth of knowledge and skill required in the new national outcomes. Students also benefit from this new model by having fewer courses to manage. Efficiency in program delivery was achieved by compressing the program time frame from 6 semesters to 4 semesters. The CCC suggested the School to (1) contact Financial Aid to determine if there are any issues with the year 2 and 3 structure, and (2) contact Academic Advising to ensure the pre-requisites, pre/co-requisites, and co-requisites are published accurately.

### Full Recommendation

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

### Motion

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Dental Hygiene (Diploma in) (Substantive/Major Revision) -	Learning Outcomes, Other:, Program Content, Program Description	(ID 62000)
DHYG 210 Pharmacology 1 (Substantive/Major Revision) -	Course Co-requisite (replacement), Course Number	(ID 62001)
DHYG 220 Dental Anatomy (Substantive/Major Revision) -	Course Number, Course Pre/Co-Requisite (replacement)	(ID 62005)
DHYG 221 Oral Sciences 1 (Substantive/Major Revision) -	Course Calendar Description, Course Number, Course Pre/Co-Requisite (replacement)	(ID 62002)
DHYG 222 Introduction to Periodontology (Substantive/Major Revision) -	Course Number, Course Pre/Co-Requisite (replacement), Course Title	(ID 62003)
DHYG 231 Radiology (Substantive/Major Revision) -	Course Co-requisite (replacement), Course Number, Course Pre/Co-Requisite (replacement), Course Pre-requisite (replacement)	(ID 62004)
DHYG 245 Professional Practice 1 (Substantive/Major Revision) -	Course Number, Course Pre/Co-Requisite (replacement)	(ID 62006)
DHYG 246 Professional Practice 2 (Substantive/Major Revision) -	Course Co-requisite (replacement), Course Number, Course Pre-requisite (replacement)	(ID 62007)

DHYG 270 Clinical Theory 1 (Substantive/Major Revision) -	Course Co-requisite (replacement), Course Number, Course Pre/Co-Requisite (replacement)	(ID 62008)
DHYG 271 Clinical Practice 1 (Substantive/Major Revision) -	Course Co-requisite (replacement), Course Number, Course Pre/Co-Requisite (replacement)	(ID 62009)
DHYG 280 Clinical Theory 2 (Substantive/Major Revision) -	Course Co-requisite (replacement), Course Number, Course Pre/Co-Requisite (replacement), Course Pre-requisite (replacement)	(ID 62010)
DHYG 281 Clinical Practice 2 (Substantive/Major Revision) -	Course Co-requisite (replacement), Course Number, Course Pre-requisite (replacement)	(ID 62011)
DHYG 310 Pharmacology (Substantive/Major Addition (New)) -	New Course	(ID 62012)
DHYG 321 Oral Sciences 2 (Substantive/Major Addition (New)) -	New Course	(ID 62013)
DHYG 322 Oral Sciences 3 (Substantive/Major Addition (New)) -	New Course	(ID 62014)
DHYG 328 Nutrition (Substantive/Major Addition (New)) -	New Course	(ID 62015)
DHYG 345 Professional Practice 3 (Substantive/Major Addition (New)) -	New Course	(ID 62016)
DHYG 370 Clinical Theory 3 (Substantive/Major Addition (New)) -	New Course	(ID 62017)
DHYG 371 Clinical Practice 3 (Substantive/Major Addition (New)) -	New Course	(ID 62018)
DHYG 380 Clinical Theory 4 (Substantive/Major Addition (New)) -	New Course	(ID 62019)
DHYG 381 Clinical Practice 4 (Substantive/Major Addition (New)) -	New Course	(ID 62020)
DHYG 390 Community Oral Health 1 (Substantive/Major Addition (New)) -	New Course	(ID 62021)
DHYG 391 Community Oral Health 2 (Substantive/Major Addition (New)) -	New Course	(ID 62022)
		<b>Motion Carried</b>

### 3. Diploma in Criminal Justice – Kelli Moorhouse

The department is proposing a number of substantive changes to the program content, with the addition of four non-UT seminar courses to ensure students will have a more holistic and applied education experience, and to include a variety of course content choices to accommodate all existing academic options and streams to other post-secondary institutions. Upon completion of Year 1, students can choose which stream of courses best meets their professional and academic destination. Many of the courses offered in the Criminal Justice Program are transferable to a number of Bachelor degree programs offered at other colleges and universities. The CCC requested clarification on the concept of “volunteerism” in the learning outcome, and if the focus on volunteerism was limited to the criminal Justice field only. The department advised the focus on volunteering will be with people (as not all students will be able to access opportunities in the criminal justice field) and the department will contact Academic Advising regarding articulation.

EdCo asked the department, upon consultation with Nicole Greengoe and Co-op office, to remove the “Criminal Record Check” from Program participation Requirements. If this requirement cannot be removed, the department should bring this back to EdCo. EdCo also suggested the department to contact School of Business for existing courses in professional and business skill development.



**Full Recommendation PENDING**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval. However, EdCo would approve this submission if the “Criminal Record Check” requirement can be removed.

**Motion PENDING**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Criminal Justice (Diploma in) (Substantive/Major Revision) -	Learning Outcomes, Other:, Program Admission Requirements, Program Content, Program Credential Awarded, Program Delivery Arrangements, Program Description, Program Participation Requirements	(ID 62030)
CRIM 120 CJ Seminar 1 (Substantive/Major Addition (New)) -	New Course	(ID 62032)
CRIM 121 CJ Seminar 2 (Substantive/Major Addition (New)) -	New Course	(ID 62031)
CRIM 220 CJ Seminar 3 (Substantive/Major Addition (New)) -	New Course	(ID 62033)
CRIM 221 CJ Seminar 4 (Substantive/Major Addition (New)) -	New Course	(ID 62034)

**Motion PENDING**

**4. Bachelor of Business Administration – Marketing; and Diploma in Business Administration – Marketing and various BUS and MARK Courses– Catherine Mack**

The BBA – Marketing degree name has been changed to better reflect the broader opportunities of study; the program description and learning outcomes have been updated, and the program content has been adjusted. Students choosing to complete the BBA – Marketing in addition to non-marketing studies will benefit because more specific marketing content has been included. Students may choose to complete the BBA – Marketing with other Business Administration diplomas in the School of Business (such as Finance, Management or Indigenous Business Leadership). Students entering the BBA – Marketing program from non-business programs of study will receive up to 36 credits. The program Math pre-requisite has been removed to allow students to be accepted into the program of their choice, and pre-requisites will be managed at the individual course level.

Research with industry advisory groups, alumni, students and other post-secondary institutions indicates the Camosun College BBA - Marketing Communications Management served students well who wanted a career in the specific Marketing Communications careers. However, research shows many other marketing career opportunities also exist in the Camosun College market. No other post-secondary institution in the area specifically addresses these marketing careers’ required skills and knowledge. The revised degree adds breadth to the offering, while preserving the original strengths for students wanting that focus. The BBA – Marketing degree provides opportunities for students in a broader choice of marketing career opportunities and the opportunity to combine studies in areas such as Indigenous Business Leadership, Finance and Management with their completion of a BBA - Marketing.

**BBA- Marketing:** The Bachelor of Business Administration Marketing Degree program provides learners with a depth of understanding of various marketing and organizational communication functions. Graduates will gain a broad range of marketing management skills and techniques, including context for strategic management and planning, and a focus on directing the marketing and communications process. Program completion requires a work experience component which may be Co-op or self-directed work terms. Employment destinations include the private, public and not-for-profit sectors, and opportunities exist for graduates to pursue further (graduate) studies at other post-secondary institutions across Canada and internationally.

**BA – Marketing:** The Business Administration Diploma – Marketing Program is a dynamic applied two-year program that is designed to provide learners with a solid business education along with additional knowledge, practical skills and abilities to succeed in a range of marketing roles. Graduates are prepared to work in entrepreneurial enterprises, business, not for profits, government and community tourism environments in areas such as marketing and sales management, public relations, advertising and customer service. Graduates wishing to further their education are able to continue with their studies at Camosun College in the Bachelor of Business Administration - Marketing Program. There is also 2-year block transfer credit to Degree Programs including Royal Roads University (B Comm), and the University of Lethbridge. Transfer credit to other post-secondary institutions on a course by course basis is available.

The CCC requested clarification regarding acceptable (and unacceptable) electives. The CCC also asked why students are required to graduate with “C+” (the department advised that all three BBA’s should have a consistent completion standard and the other two BBA’s require a “C+” as per external body requirements). Several minor edits were requested for clarity.

EdCo members appreciated the department’s hard work in putting this together and using the appropriate pre-requisites to help students achieve success in this program.

### **Full Recommendation**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

### **Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Business Admin, Marketing Major (Bachelor of) (Substantive/Major Revision) -	Program Admission Requirements, Program Content, Program Description, Program Name (and Program Code)	(ID 61981)
Business Admin - Marketing Option (Diploma) (Substantive/Major Revision) -	Learning Outcomes, Other:, Program Admission Requirements, Program Content, Program Description	(ID 61975)
BUS 130 Business Communication (Substantive/Major Revision) -	Course (Activity) & Hours, Course Type (Mode of Delivery)	(ID 61979)
BUS 290 Business Strategy Seminar (Substantive/Major Revision) -	Course (Activity) & Hours, Course Pre-Requisite (increase)	(ID 61978)
BUS 280 Entrepenuership (Substantive/Major Revision) -	Course (Activity) & Hours, Course Type (Mode of Delivery), Learning Outcomes	(ID 62064)
BUS 330 Advanced Communications (Substantive/Major Revision) -	Course Pre-Requisite (increase), Course Type (Mode of Delivery)	(ID 61977)
BUS 360 Global Business Strategies (Substantive/Major Revision) -	Course Calendar Description, Course Type (Mode of Delivery), Learning Outcomes	(ID 61976)
MARK 110 Introduction to Marketing	Course Pre-Requisite (increase)	(ID 61974)

(Substantive/Major Revision) -		
MARK 210 Marketing Research (Substantive/Major Revision) -	Course (Activity) & Hours, Course Type (Mode of Delivery), Learning Outcomes	(ID 61973)
MARK 220 Marketing Communications (Substantive/Major Revision) -	Course (Activity) & Hours, Course Type (Mode of Delivery), Learning Outcomes	(ID 61972)
MARK 230 Retail Merchandising (Substantive/Major Revision) -	Course Calendar Description, Course Pre-requisite (replacement), Course Type (Mode of Delivery), Learning Outcomes	(ID 61971)
MARK 235 Creative Selling (Substantive/Major Revision) -	Course (Activity) & Hours, Course Type (Mode of Delivery), Learning Outcomes	(ID 61983)
MARK 325 Public Relations Management (Substantive/Major Revision) -	Course Calendar Description, Course Number, Course Pre-requisite (replacement), Course Title, Course Type (Mode of Delivery), Learning Outcomes	(ID 61984)
MARK 340 Communication Tools & Media (Substantive/Major Revision) -	Course (Activity) & Hours, Course Calendar Description, Course Type (Mode of Delivery), Learning Outcomes	(ID 61985)
MARK 360 Sustainable Marketing (Substantive/Major Revision) -	Course (Activity) & Hours, Course Calendar Description, Course Title, Learning Outcomes	(ID 61986)
MARK 365 Consumer Behaviour (Substantive/Major Revision) -	Course (Activity) & Hours, Course Pre-Requisite (increase), Course Type (Mode of Delivery), Learning Outcomes	(ID 61987)
MARK 385 Services Marketing (Substantive/Major Revision) -	Course (Activity) & Hours, Course Pre-requisite (replacement), Course Type (Mode of Delivery)	(ID 61988)
MARK 395 Customer Relationship Management (Substantive/Major Revision) -	New Course	(ID 61989)
MARK 420 Marketing Project Management (Substantive/Major Revision) -	New Course	(ID 61990)
MARK 433 Strategic Communication (Substantive/Major Revision) -	Course Calendar Description, Course Pre-requisite (replacement), Course Title, Course Type (Mode of Delivery)	(ID 61991)
MARK 435 Sales Management (Substantive/Major Revision) -	Course (Activity) & Hours, Course Number, Course Pre-requisite (replacement), Course Type (Mode of Delivery), Learning Outcomes	(ID 61992)
MARK 440 Digital Marketing (Substantive/Major Revision) -	Course Calendar Description, Course Number, Course Pre-Requisite (increase), Course Title, Course Type (Mode of Delivery), Learning Outcomes	(ID 61993)
MARK 465 Business to Business Marketing (Substantive/Major Revision) -	New Course	(ID 61994)
<b>Motion Carried</b>		

## 5. Civil Engineering Technology, ENGR 253A, ENGR 253B, CIVL 255, CIVL 258

This is to revise a variety of curriculum elements to refresh the Civil Engineering curriculum. The CCC asked the department if ENGR 253A and ENGR 253B are applicable to other engineering programs. The department advised that ENGR 253A and ENGR 253B are only applicable to Civil Tech program.

### Full Recommendation

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

**Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Civil Engineering Technology (Diploma in) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 61995)
ENGR 253A Technical Report (Substantive/Major Revision) -	Course Calendar Description	(ID 62063)
ENGR 253B Technical Report 2 (Substantive/Major Revision) -	Course Calendar Description, Course Pre-Requisite (increase)	(ID 61996)
CIVL 255 Urban Services 1 (Substantive/Major Revision) -	Course Calendar Description, Course Title, Learning Outcomes	(ID 61997)
CIVL 257 Urban Services 2 (Substantive/Major Revision) -	Course Calendar Description, Course Title, Learning Outcomes	(ID 61999)
CIVL 258 Infrastructure Rehabilitation (Substantive/Major Revision) -	Course Pre/Co-Requisite (increase), Course Pre-Requisite (increase)	(ID 61998)

**Motion Carried**

**6. Certificate in Bookkeeping Fundamentals; and Certificate in Office Fundamentals**

This is to remove the Math Admission Requirement (same academic requirements as the recently-approved Certificate in Office Administration) as the Math component is incorporated within the program.

**Full Recommendation**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

**Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Bookkeeping Fundamentals (Certificate in) (Substantive/Major Revision) -	Program Admission Requirements, Program Description	(ID 62039)
Office Fundamentals (Certificate in) (Substantive/Major Revision) -	Program Admission Requirements	(ID 62055)

**Motion Carried**

**7. Bachelor of Business Administration and Diploma in Business Administration - Various Options (not including Marketing), and Diploma in Public Administration**

There are two main revisions to these programs:

1. **Admission Requirements:** Remove Math 11 and Career Entry Admission

The program Math pre-requisite has been removed to allow students to be accepted into the program of their choice, and pre-requisites are managed at the individual course level. This is consistent with other BC post-secondary institutions admission and program completion.

The Career Entry requirement has been removed as students have the opportunity to have their work-experience evaluated through the College prior learning assessment.

2. **Program Content:** Add “200 level or higher “ instead of “200 level” to the elective choices (General Business and Management Options). Add “School of Business courses can include the following subjects: ABT, ACCT, BUS, ECON, FIN, GOLF, HMG, IBL, MARK, PARDM, TMGT.” (all Business Administration diploma).

To allow students more choices when selecting electives, and to be consistent in the language for diploma programs. Listing of subjects will inform students on School of Business courses that can be considered for elective choices.

The CCC requested the department to change all the Admission Requirements to meet the same language used in the BBA and BA- Marketing program. The language should be something like this:

*“C in POM 11, or PC 11, or FOM 11, or AOM 12, or MATH 137 or MATH 073; or C+ in MATH 135, or MATH 072, or assessment” (and list out applicable high school math courses here).*

**Full Recommendation**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

**Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Business Admin, Accounting (Diploma in) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 62040)
Business Admin, Finance (Diploma in) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 62041)
Business Admin, General Business (Diploma in) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 62042)
Business Admin, Indigenous Bus Leadership (Diploma in) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 62043)
Business Admin, Management (Diploma in) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 62044)
Business Admin, Tourism Management (Diploma in) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 62045)
Public Administration (Diploma in) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 62046)
Business Admin, Accounting Major (Bachelor of) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 62131)
		<b>Motion Carried</b>

**8. Certificate in Legal Office Assistant**

This is to reduce the words per minute (WPM) keyboarding completion requirement to the industry-standard of 50 WPM, and to add a new course “Professional Success Strategies” in term 2, where students will gain skills that go beyond discipline-based knowledge. The CCC noted that this is the only program in the School of Business that now has a Math Admission Requirement. The department advised that a higher level of numeracy standard is important for students to succeed in the program (eg. preparing lawyer’s statement of accounts, calculation of interest amounts for mortgage payment/payouts etc.).

**Full Recommendation**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

**Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Legal Office Assistant (Certificate in (Substantive/Major Revision) -	Program Admission Requirements, Program Completion Requirements, Program Content	(ID 62051)
<b>Motion Carried</b>		

**9. Certificate in Office Administration and ABT 199**

This item is removed from agenda – CCC will bring this back to EdCo shortly.

**Full Recommendation Pending**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

**Pending Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Office Administration (Certificate in) (Substantive/Major Revision) -	Program Content	(ID 62051)
ABT 199 Office Administration Capstone Project (Substantive/Major Addition (New)) -	New Course	(ID 62054)
<b>Motion PENDING</b>		

**10. Diploma in Indigenous Studies**

This is to swap IST 243 and IST 232 between Fall and Winter semester. Also, revision on IST 232 and ENGL 164 Indigenous Literature, as well as listing ENGL 092 and ENGL 103 for Fall, and ENGL 096 and ENGL 106 for Winter, were carried out.

**Full Recommendation**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

**Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Indigenous Studies (Diploma in) (Substantive/Major Revision) -	Program Content	(ID 62023)
<b>Motion Carried</b>		

**11. MATH 058**

This is to add MATH 058, an on-line math resource for marine industry students, is first of its kind in Canada which will allow students to complete Transport Canada marine certifications in their home communities. MATH 058 will be a 6-week, fully online course with 50% of additional content that is not possible to include in the compressed format of Math 059. This course supports the NAUT-SCS4 program and is not intended to provide high school math course equivalency. This course does not replace Math 059, which may still be offered when a ‘boot camp’ alternative is required.

**Full Recommendation**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

**Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

MATH 058 Applied Math - Ship Stability (Substantive/Major Revision) -	New Course	(ID 62025)
<b>Motion Carried</b>		

**12. ART 100, 101, 102, 103**

This is to cancel ART 100 and 101, and add new ART 102 and 103. The introduction to new studio art courses is part of a departmental review, and focuses entirely on two dimensional art-making. This will be an elective for UT students, and successful completion of this course with a C grade can be used in lieu of a portfolio submission to the Visual Arts diploma program. ART 102 and 103 can be taken in either order. The CCC has no concerns.

**Full Recommendation**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

**Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

ART 100 Introductory Studio 1 (Substantive/Major Cancellation (No Replacement)) -	Cancel Course	(ID 62026)
ART 101 Introductory Studio 2 (Substantive/Major Cancellation (No Replacement)) -	Cancel Course	(ID 62027)
ART 102 Introduction to 2D Artmaking (Substantive/Major Addition (New)) -	New Course	(ID 62028)
ART 103 Introduction to 3D Artmaking (Substantive/Major Addition (New)) -	New Course	(ID 62029)
<b>Motion Carried</b>		

**13. PHYS 210**

This is to revise a variety of curriculum elements to make content more descriptive, clarify content, or remove content not required for articulation purposes. The CCC has no concerns.

**Full Recommendation**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

**Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

PHYS 210 Electricity and Magnetism (Substantive/Major Revision) -	Course Calendar Description, Course Pre/Co-Requisite (replacement), Course Type (Mode of Delivery), Learning Outcomes	(ID 62036)
<b>Motion Carried</b>		

**14. PSYC 258**

This new course will serve general UT students starting Fall 2013 - it is expected to transfer as unassigned second year PSYC credit. It will also serve students who enroll in the new Arts and Science Studies - Gender and Sexuality program that is under development with a proposed implementation date of September 2014.

**Full Recommendation**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

**Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

PSYC 258 Psychology and Gender (Substantive/Major Addition (New)) -	New Course	(ID 62038)
<b>Motion Carried</b>		

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**I. PRESENTATIONS AND/OR DISCUSSIONS**

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**1. LEARNING OUTCOME STANDARD – CARLY HALL**

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Carly has asked EdCo members to review the document (which was created by Shelley Butler in 2011). No questions or feedback were received so far.

**Motion**

It was moved by Carly, and seconded by Kathy, that Education Council approves the Education Standards & Guidelines, Learning Outcomes (EX 260-001-004) as updated and presented on March 18, 2013, for immediate use and implementation.

**Motion Carried**



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## **2. BUDGET DISCUSSION – JOHN BORAAS**

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John reported that all schools and departments have presented the 2013-2014 budgets, and the Board of Governors will review and approve very shortly. At this point, no programs are cancelled, and layoffs will be through labor adjustment (eg. retirement, vacant positions left unfilled). Budget development updates are available on the Intranet.

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## **3. PROGRAM MIX ANALYSIS – JOHN BORAAS**

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John reported that one of his key projects is to create a set of criteria or framework to identify programs that are at risk. He mentioned that ACP was identified as “at risk” during budget process rather than evaluating beforehand. This framework, called “Program Mix Analysis”, will be used to measure all programs continuously, and will be placed in front of the budget process in order to make programs more sustainable. The process will be transparent, fair, and community- and students-focused. He recognized that this will not be easy. This framework will recognize the strong programs as well as those that are not so strong (and will lead to budget reduction, if necessary). Criteria such as retention, graduation, employment rate, student demand, and cost per FTE will be included in this framework.

John acknowledged that creating this framework is to challenge us as an institute to learn how to make ourselves better. All departments and schools will be involved in the process, and models/ examples from other institutions are available for review. John would like to seek EdCo’s leadership to launch this framework in Fall 2013. A special meeting will be set up in a few weeks to discuss the framework further.

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## **J. NEXT MEETING**

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### **Regular Meeting**

Monday, April 15, 2013, 4:00-6:00 pm, CC 321, Interurban

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## **K. ADJOURNMENT**

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The meeting adjourned at 7:05 pm.



## Education Council Briefing Notes

**Submitted by:** Carly Hall

**Date:** March 4, 2013

**Topic:** "Competitive Entry" Educational Standard

***Background:***


The purpose of drafting this Educational Standard is to provide guidance to schools, departments, Education Council and College and School Curriculum Committees regarding the use of selective competitive entry and how this relates to the College Admissions Policy.

In spring of 2012, the Bachelor of Science in Nursing Program advised Education Council that it was working on a proposal to change their Program Admission Requirements to a selective/competitive entry process. At the April 16<sup>th</sup> Education Council meeting it was proposed that a special meeting be called to further discuss this issue. At that meeting we discussed the Nursing Program proposal as well as the need for a process with specific criteria to assist Education Council in making these decisions in the future. At the May 28<sup>th</sup> Ed Co meeting, a draft Educational Standard was brought forward. It was noted at this meeting that over the previous months there had been robust discussions about selective entry, including our values as an organization, the nature of our current competitive entry programs (Medical Radiography Technology, Music Programs, etc), and the parameters that might inform our decision making related to this. These fulsome discussions contributed to the draft standard.

In January 2013 the standard was brought back to Education Council and another small working group was formed to complete the draft standard.

***Decision Being Sought:***

Request that Education Council grant a notice of motion to approve the standard at the April 2013 meeting. Any feedback regarding this standard can be submitted by April 8<sup>th</sup> to [edapprovals@camosun.ca](mailto:edapprovals@camosun.ca).

 <p><b>Educational Standards</b></p>	<b>Educational Standard:</b>	EX 260-001-004 (05)
	<b>Approved by:</b>	Education Council
	<b>Approval Date:</b>	
	<b>Amendment Date:</b>	
	<b>Office of Primary Responsibility:</b>	VP Education & Student Services

**Educational Standards are intended to guide and support Schools, Departments, and College committees in the development, recommendation and approval of quality curriculum.**

As per the College and Institute Act Sec 24(2c), Education Council has the power to set the criteria for the “academic standards” at the institution. All Educational Standards will be vetted by a group of relevant stakeholders and receive approval by Education Council.

**DRAFT - PROPOSED**

## Standards for Competitive Entry

### Preamble:

Camosun College strongly values the current admission policy of “First Qualified, First Served” and remains committed to providing accessible educational programs to domestic and international students.

### Purpose/Rationale:

The purpose of this standard and procedure is to provide guidance to schools, departments, Education Council, and College approval bodies regarding the use of competitive program entry practices and how this relates to the College Admissions Policy.

The College Admissions Policy can be found at: <http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.1.pdf>. Please note that program admission will be granted on a “first qualified, first served” basis (as per B 2 in the policy). The following outlines when a competitive entry process may be considered.

### Scope/Limits:

This standard applies to all curriculum that leads to a Camosun credential.

### Terminology:

Competitive Entry refers to an admission practice where qualified applicants are assessed and selected using an established process that, in addition to minimum standards, considers: prior academic performance and /or skills and aptitude deemed important for student success.

## Criteria for Competitive Entry

The use of a competitive entry admission process may be considered when:

- Programs are bound by professional accreditation requirements that require a competitive entry process
- Programs are bound by an institutional partnership agreement that requires a competitive process and where the failure to use a competitive process jeopardizes either the partnership or a student's ability to continue their studies.

In programs where competitive entry is deemed necessary, the admission criteria and the selection process will be developed by the dean in collaboration with the department and program stakeholders (including students, graduates, Program Advisory Committee, employers, etc.), and must be approved by Education Council. Programs with competitive entry criteria will be identified in the college calendar and posted on the college website.

## Approvals Process:

Departments must submit an application for competitive entry through the regular education approvals process, including briefing documentation, supporting data and a plan that outlines:

- the rationale for competitive entry
- the proposed effective date for the change
- the proposed selection process, including **evidence-based and objective** qualification criteria
- the process for transitioning or grand-fathering currently enrolled students
- a plan for notifying the registrar's office, student services, impacted departments, students and partner institutions

**From:** Karin Kaercher  
**Sent:** Wednesday, April 10, 2013 4:41 PM  
**To:** Shelley Butler; Carly Hall; Cynthia Wrate; Richard Stride  
**Subject:** Competitive Entry Standard

Hi there,

I would like to suggest that the Competitive Entry standard be withdrawn for approval at the EDCO meeting (which I am unable to attend) as I see Richard’s point and would like to suggest alternative phrasing to reference the ranking associated with competitive entry.

Richard – would something like this work?

“Competitive Entry refers to an admission practice where qualified applicants are ranked and selected using an established process that considers: prior academic performance and/or skills deemed important for student success.”

Thanks, Karin

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**From:** Richard Stride  
**Sent:** Thursday, April 04, 2013 12:22 PM  
**To:** Education Approvals  
**Subject:** RE: Reminder-"Selective Admission/Qualification" feedback?

Hi Cindy,

After reading the document a few times I am not sure that I fully understand what it is trying to say. I would assume that the purpose of a competitive entry is to rank students based on a set of criteria and then select the highest ranking students first.

The definition provided in the proposed standard states, “Competitive Entry refers to an admission practice where qualified applicants are assessed and selected using an established process that, in addition to minimum standards, considers: prior academic performance and /or skills and aptitude deemed important for student success.” I do not see anything in this statement that clearly indicates the competitive aspect of the selection process. It would not simply be a matter of measuring criteria if it is competitive. It would be more a matter of weighting selection criteria and ranking prospective students. I am not sure that the proposed standard captures the central issue, the nature of the competition and selection standards.

Thanks,  
Richard

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**From:** Education Approvals  
**Sent:** April-04-13 11:32 AM  
**To:** Anita Ferriss; Carly Hall; Corrine Michel; Cynthia Wrate; Gail Baxter; Insu Kim; Joanne Cumberland; John Boraas; John Gordon; Karin Kaercher; Kathryn Laurin; Kathy Tarnai-Lokhorst; Madeline Keller-MacLeod; Mindy Jiang; Nancy Sly; Nicole Greengoe; Patricia Gaudreault; Paul Brady; Richard Stride; Shelley Butler; Thea Todd  
**Subject:** Reminder-"Selective Admission/Qualification" feedback?

Hi everyone, as per March 18 EdCo, please review the “Selective Admission” (or Selective qualification) document and send us your questions/feedback to [edapprovals@camosun.bc.ca](mailto:edapprovals@camosun.bc.ca) by Monday, April 8.

Click on “March Agenda” at <http://sp1/sites/edco/homepage/default.aspx> and scroll down to view the “Competitive Entry” document.

EX-250-003-001-002

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# CAMOSUN COLLEGE CURRICULUM COMMITTEE REPORT

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**Mar 25, 2013 - 1:00 to 4:00, ID201C, Lansdowne**

**Present:** Nicole Greengoe, Peggy Tilley, Elizabeth West, Marlene Welsh, Lynda Warren, Shelley Butler, Cindy Kwok

**Regrets/Absent:** Ian Humphries, Kristal Anderson, Carl Everitt

**Guests:** Troy Dunning, David Greig

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## CURRICULUM REPORT

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### 1. Diploma in Golf Management, School of Business – Troy Dunning

#### Summary/Purpose

The Golf Management program completed a Program Review and Renewal Process in December 2012 in consultation with graduates, employers and student focus group. The employment opportunities in the golf industry are growing (marketing, hospitality, retail, products etc.). This two-year diploma will prepare graduates to function as beginning leaders or managers in the golf industry. From managing facilities and grounds, to managing programs, services and events, or to pursue further studies at a baccalaureate level at Royal Roads University and other institutions.

Some of the proposed changes are: removal of MATH 11 as admission requirement, increasing Program Participation hours, adding elective options for 2<sup>nd</sup> semester, and adding a new course (GOLF 199).

#### CCC Concerns/Questions/Comments

1. The CCC requested the department to clarify the equivalencies between new courses and current (or cancelled) courses: GOLF 115 and GOLF 215; GOLF 253/254 and GOLF 256.
2. The CCC requested the department to use the new credit model for this submission. The department has done so.
3. The CCC requested the department to clearly outline the content of Year 1 (ie. “Academic Term 1 & 2”) and Year 2 (ie. “Academic Term 3 & 4”). The department has done so.
4. The CCC requested some error corrections and edits to language for clarity, which the department has done so.

#### Full Recommendation

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

#### Motion

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Golf Management (Diploma in) (Substantive/Major Revision) -	Learning Outcomes, Program Admission Requirements, Program Completion Requirements, Program Content, Program Description,	(ID 62149)
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	Program Participation Requirements	
GOLF 199 Integrated Golf Operations (Substantive/Major Addition (New)) -	New Course	(ID 62150)
GOLF 215 Golf Retail Operations (Substantive/Major Revision) -	Course Number, Course Pre-Requisite (increase), Learning Outcomes	(ID 62151)
GOLF 253 Golf Mgmt - Best Practices (Substantive/Major Cancellation (Replacement)) -	Cancel Course	(ID 62152)
GOLF 256 Golf Mgmt - Player Development (Substantive/Major Addition (New)) -	New Course	(ID 62153)
GOLF 257 Golf Mgmt - Business Development (Substantive/Major Addition (New)) -	New Course	(ID 62154)
GOLF 254 Biomechanics of Golf	Cancel Course	(ID 62173)

**2. BUS 311 Employment Law**

**Summary/Purpose**

The department is including two fully online sessions plus an addition of one online hour per week. This additional hour will be used to post assignments and facilitate weekly online discussions of assignment deliverables. Learning outcomes have changed to include the addition of drafting of simple contract terms and applying the legal obligations of an employer when terminating an employee. The impact of using social media in the workplace and the potential legal implications has also been added to the course.

**CCC Concerns/Questions/Comments**

1. The CCC requested some edits to language for clarity, which the department has done so.

**Full Recommendation**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

**Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

BUS 311 Employment Law (Substantive/Major Revision) -	Course (Activity) & Hours, Course Calendar Description, Course Type (Mode of Delivery), Learning Outcomes	BUS 311 Employment Law (Substantive/Major Revision) -
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**3. LGL 115 Legal Office Keyboarding**

**Summary/Purpose**

LGL 115 is now only offered in Term 1 of Legal Office Assistant program, students will benefit from the extra hour of course time to reach the exit speed of 50 WPM with 5 or fewer errors. The entrance speed for the program is 35 wpm, therefore, 56 hours of keyboard instruction (as supposed to the previous 42 hours) to help students achieve the additional 15 wpm.

**CCC Concerns/Questions/Comments**

Nil

**Full Recommendation**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

**Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

LGL 115 Legal Office Keyboarding (Substantive/Major Revision) -	Learning Outcomes	(ID 62148)
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**4. Legal Office Assistant and ABTO 181, 182, 183, 184, 185, 186, 187, 188, 190, 191, 192, 193****Summary/Purpose**

The demand for online learning has increased dramatically, and the department would like to offer this program via online delivery in addition to classroom delivery. The inclusion of online option is based on the Applied Business Technology Online Collaborative throughout BC.

**CCC Concerns/Questions/Comments**

1. The CCC asked the department to state that all courses are new to Camosun but the curriculum already exists in the province and we are applying our own numbering and abbreviation to it. Course title, calendar description, learning outcomes, hours etc are from the collaborative.
2. The CCC asked the department to cross-check all course hours, weeks, and credits between Program Outline and Course Description to ensure accuracy. The department has done so.
3. The CCC requested some edits to language for clarity, which the department has done so.

**Full Recommendation**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

**Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Office Administration (Certificate in) (Substantive/Major Revision) -	Program Content	(ID 62053)
ABTO 181 Transcription (Substantive/Major Addition (New)) -	New Course	(ID 62134)
ABTO 182 Legal Office Procedures (Substantive/Major Addition (New)) -	New Course	(ID 62135)
ABTO 183 Introduction to the Canadian Legal System (Substantive/Major Addition (New)) -	New Course	(ID 62136)
ABTO 184 Litigation Procedures 1 (Substantive/Major Addition (New)) -	New Course	(ID 62137)
ABTO 185 Litigation Procedures 2 (Substantive/Major Addition (New)) -	New Course	(ID 62138)
ABTO 186 Family Litigation Procedures (Substantive/Major Addition (New)) -	New Course	(ID 62139)
ABTO 187 Corporate Procedures 1 (Substantive/Major Addition (New)) -	New Course	(ID 62140)
ABTO 188 Corporate Procedures 2 (Substantive/Major Addition	New Course	(ID 62141)



(New)) -		
ABTO 190 Conveyancing Procedures 1 (Substantive/Major Addition (New)) -	New Course	(ID 62142)
ABTO 191 Conveyancing Procedures 2 (Substantive/Major Addition (New)) -	New Course	(ID 62143)
ABTO 192 Wills and Estates (Substantive/Major Addition (New)) -	New Course	(ID 62144)
ABTO 193 Personal Injury (Substantive/Major Addition (New)) -	New Course	(ID 62145)

**5. Indigenous College Prep (ICP) and Indigenous Human Services Career Access Program (IHSCAP)**

**Summary/Purpose**

This is to have Indigenous College Prep (ICP) to be delivered in conjunction with the Indigenous Human Services Career Access Program (IHSCAP). The primary purpose for this change is sustainability for IHSCAP. Moreover, ICP is in process of a Program Review by CETL. Many of the emerging suggestions for program change can be addressed by including some curriculum currently available in IHSCAP.

IHSCAP is an award-winning program which has provided excellent learning experience for students. However, IHSCAP has never been able to be supported by College’s base funding, and has been dependent on funding by the Aboriginal Service Plan (ASP). To support its sustainability, IHSCAP is moving from HHS to AECC so that elements of its curriculum can provided to IHSCAP and ICP students. The proposed program change is to offer students the choice between taking HLTH 112 (Holistic Health and Learning) offered to IHSCAP students, and taking IST 104 (Indigenous Ways of Knowing) with ICP students.

**CCC Concerns/Questions/Comments**

1. The CCC requested the department to review Program Content and Program Completion Requirements for accuracy. The department has done so.

**Full Recommendation**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

**Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Indigenous College Prep (Certificate in (Substantive/Major Revision) -	Learning Outcomes, Program Completion Requirements, Program Content	(ID 62155)
Indigenous Human Services Career Access () (Substantive/Major Revision) -	Program Completion Requirements, Program Content	(ID 62132)

**6. Computer and Network Technician (Appendix and ELEX 103)**

**Summary/Purpose**

This submission is the new co-op/internship appendix form for the new Computer Network Electronics Technician program.

**CCC Concerns/Questions/Comments**

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**Full Recommendation Pending**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

**Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Computer Network Electronics Technician – Coop Appendix (Certificate in) (Substantive/Major Addition (New)) -	Other:	(ID 62133)
ELEX 103 Internship (Substantive/Major Addition (New)) -	New Course	(ID 62156)

**7. TEAC 105 Explorations in Technology**

**Summary/Purpose**

This submission is to change the grading system from Competency Based to Letter Grade (percentage) in order to meet the Ministry of Education audit requirement.

**CCC Concerns/Questions/Comments**

Nil.

**Full Recommendation**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

**Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

TEAC 105 Explorations in Technology (Substantive/Major Revision) -	Course Grading System	(ID 62157)
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**8. ART 182 Professional Arts Management**

**Summary/Purpose**

This new course will provide practical topical information including management and marketing skills for creative practitioners. It will be an elective for UT students.

**CCC Concerns/Questions/Comments**

Nil.

**Full Recommendation**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

**Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

ART 182 Professional Arts Management (Substantive/Major Addition (New)) -	New Course	(ID 62158)
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**9. MATH 109****Summary/Purpose**

This course, currently taught at Camosun and UVIC, no longer cover the short statistics unit as almost all students continue on and take a course in statistics in either a mathematic, business, geography or psychology department. In addition, both Camosun and UVIC has removed Simplex method in the linear programming section. The course will now be 4 hrs/week only, and will be 3 credits.

**CCC Concerns/Questions/Comments**

Nil.

**Full Recommendation**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

**Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

MATH 109 Finite Mathematics (Substantive/Major Revision) -	Learning Outcomes	(ID 62159)
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**10. REL 290 Special Topics in Religion****Summary/Purpose**

This new course is an introduction to selected topics or problems in religion. Students have expressed an interest in a wide variety of topics, and there are instructional expertise from both History and Philosophy department to offer specialized topics. This course will m UVIC's religious studies.

**CCC Concerns/Questions/Comments**

1. The CCC requested some edits to language for clarity, which the department has done so.

**Full Recommendation**

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

**Motion**

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

REL 290 Special Topics in Religion (Substantive/Major Addition (New)) -	New Course	(ID 62160)
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**Documents as submitted to CCC (prior to any revisions):**

<http://sp1/sites/edco/ccc> ;or <http://sp1.camosun.bc.ca/sites/edco/ccc>  
Select the CCC Agenda Package – View PDF's of the curriculum.

**Documents post-CCC meeting (revisions incorporated):**

<\\nas2\cecp>  
Search by School, Course or Program



## Education Council Briefing Notes

**Submitted by:** Carly Hall

**Date:** December 10, 2012

**Topic:** English Upgrading – English Alternatives Road Map

***Background:***

On September 24<sup>th</sup> Education Council approved the introduction of ENGL 142 and cancellation of ENGL 140. There was considerable discussion regarding the “English Roadmap” document that was shared with Education Council members and Shelley noted the following in her communication to Maureen Niwa (English department chair):

*\*Note – There was substantive discussion related to the English roadmap that was forwarded to Education Council. They will bring it forward for further discussion at an upcoming Education Council. Essentially there was concern from some Education Council members as to the quantity of “English 12” alternates and equivalents that we have at Camosun. I or someone from EdCo will let you know what might be needed for this future discussion in the upcoming weeks.*

On November 16<sup>th</sup> I met with Maureen to get further clarification regarding the number of ENGL courses available to students. Notes from our conversation:

- Maureen assured me that students do not see the Road Map.
- Most students go through the School of Access or Advising or Assessment Centre so they are directed into the appropriate ENGL course.
- Maureen has not heard of any students entering into the “wrong” English course.
- ENGL 142 and ENGL 130 are designed for specific programs.
- The VP had asked the English department to develop tuition bearing alternatives to ENGL 092. This was ENGL 103. Students may choose to take ENGL 103 if ENGL 092 is full or if they are interested in a slightly higher level course, if they want the University Transfer course, or if they want the course to be eligible for student loans.
- Grade 12 English includes Language Arts and Composition. Camosun breaks these two components into two courses to allow for more flexibility in scheduling for students.
- The department seeks feedback from students frequently and the response is generally very positive – students appreciate the diverse options and they have a very low failure rate.

Attached is the response from Maureen Niwa regarding the discussion at Education Council.

***Decision Being Sought (for information only, for decision, etc.):***

Request that Education Council considers this for information only and provide direction to the Executive Committee if further action is required.

**From:** Maureen Niwa

**Sent:** Thursday, September 27, 2012 2:56 PM

**To:** Shelley Butler

**Cc:** Rhonda Maguire; Sarah Loewen; Franklyn Roy; Richard Stride; Tracey Morris; Charity Calder; Peter Rehor; Carly Hall

**Subject:** RE: EdCo Approved - ENGL 142 and 140

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Hi Shelley

In relation to the above and the reported “confusion”, I think it is important to stress Thea’s comment, which may have not been heard. Students entering the college **do not see all of the Access English courses available to them**, because if they are in programs (T&T, Sports, or Business), they are told to take ENGL 130 if in T&T, or if in Business or Sports, ENGL 140, now ENGL 142. Very simple.

Other students primarily have two options available: the tuition or tuition-free courses (ie., 092/094-096 or 103/104-106).

**Please note that ENGL 130 and ENGL 140 are not English 12 alternatives/equivalents per se.** They are Access courses for specific programs; as such, they are not “grade 12 equivalents” because they leave out the Engl 12 Language Arts requirement.

There may be some confusion why there are **two** upgrading courses for other students (tuition or non-tuition). That’s because these courses at Camosun are short in terms of hours; plus, based on surveys, students like them divided up so that they have more flexibility in getting them into their timetables. When compared to other BC institutions doing upgrading, **together** 092/094 (or any other combination) are significantly shorter in hours than institutions which offer one single course for a Grade 12 equivalency. These single courses range up to 12 hours a week (in class), and are scheduled every day of the week, M to F.

The last point of confusion may be about ENGL 103 because UVic is granting it first year English unassigned transfer. **ENGL 103 remains an English Upgrading course.** Engl 101 at Uvic, (which Engl 103 transfers as) replaces ENGL 115 (now cancelled at UVic). ENGL 099 is the remedial course for ESL students; ENGL 101 is the one for native speakers of English. ENGL 101 is currently a pilot for UVic students who do not yet meet the rigours of ENGL 135 and beyond—namely, the academic writing requirement courses. If Edco members are wondering why we have two courses 103 and 104 or 103 and 106, and not just one course, like UVic, it is because ENGL 101 (and a lot of other new practices, like self-assessment) are in a pilot phase. We will not be changing our curriculum on the UVic model which is in a pilot phase, and which does not conform to what other BC institutions are doing in terms of English upgrading or the ABE grid.

Finally, please note that I am not available on Mondays from 4:30 on this year, as my child sharing arrangements have changed. However if anyone from Edco would like to make an appointment with me to discuss the courses, I would be more than happy. Plus, feel free to share this message with them.

Cheers, Maureen

**From:** Shelley Butler

**Sent:** Thursday, September 27, 2012 11:01 AM

**To:** Maureen Niwa

**Cc:** Rhonda Maguire; Sarah Loewen; Franklyn Roy; Richard Stride; Tracey Morris; Charity Calder; Peter Rehor; Carly Hall

**Subject:** EdCo Approved - ENGL 142 and 140

Maureen,

Congratulations, on behalf of Carly Hall, Education Council Chair, I am pleased to advise you that the following curriculum was approved an Education Council on Monday, Sept 24.

(Rhonda/Tracey) Can you please send a signed original of the curriculum (**single-sided, clipped**) as per below. I will process and send to Student Services to begin implementation once I receive.

If you have any questions or concerns regarding implementation please contact Student Services directly.

Once signed paperwork is received, I will scan the Approved Curriculum Forms for viewing at [10](#) in the Approved Curriculum folder (search by program or course name).

Full Approval:

<b>ENGL 142 Academic/Professional English (Minor Addition (Replacement)) -</b>	New Course	(ID 61475)	Need Signed Original
<b>ENGL 140 Technical Professional English (Substantive/Major Cancellation (No Replacement)) -</b>	Cancel Course	(ID 61474)	Need Signed Original
<b>Business Access (Certificate in) (Substantive/Major Revision) -</b>	Program Content	(ID 61502)	Need Signed Original
<b>Exercise and Wellness Access (Certificate in) (Substantive/Major Revision) -</b>	Program Content	(ID 61477)	Signed Original already received
<b>Sport Management Access (Certificate in) (Substantive/Major Revision) -</b>	Program Content	(ID 61476)	Signed Original already received
<b>All cascading changes as a result of the cancellation of ENGL 140 and the replacement with ENGL 142.</b>	(i.e. pre-requisites, pre/co-requisites, admission requirements – replace ENGL 140 with 142)		

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