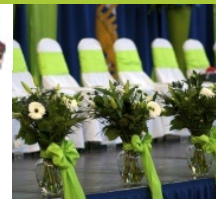




Education Council

Ensuring that our students are provided with quality educational experiences



Agenda


Monday, Jan 27, 2014

4:00 – 6:00 pm – Regular Meeting

CC 321, Interurban

Please bring your own mug or water bottle.

TIME	ITEM	PRESENTER
4:00	Call to order and declaration of quorum (1 min.)	Carly Hall
4:01	Acknowledgement of Coast Salish Territory (1 min.) <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. http://camosun.ca/aboriginal/territory.html</i>	Carly Hall
4:02	Round-Table Check-In (3 min.)	Carly Hall
4:05	Acceptance of Agenda (1 min.)	Carly Hall
4:07	Minutes for approval (2 min.)	Carly Hall
4:09	Reports (11 min.)	
	1. Education Council Chair (2 min.)	Carly Hall
	2. VP Academic (2 min.)	John Boraas
	3. College Budget Update (5 min.)	John Boraas
	4. Board Member (2 min.)	Ian Cowan
4:20	Committee Reports (10 min.)	
	1. Awards (2 min)	Joanne Cumberland
	2. Education Council Steering Committee – Education Approvals Review & Renewal (3 min.)	Karin Kaercher
	3. Education Council Governance/Accountability – Education Approvals Review & Renewal (5 min)	Cynthia Wrate
4:30	Integrated Curriculum Committee Report (40 min.)	
	1. Curriculum Presentation for Information and Acknowledgement	
	• Certificate in Shipbuilding and Repair Foundation (10 min.)	Olaf Nielsen

TIME	ITEM	PRESENTER
	<ul style="list-style-type: none"> Certificates in Employment Training and Preparation – Level 1 and Level 2 (10 min.) 	David Greig
	 2. Curriculum Recommended for Approval (3 min.)	Karin Kaercher
	3. Issues Arising from Curriculum Review (17 min.)	Karin Kaercher
5:10	Presentations and/or Discussions (20 min.)	
	1. Debrief of Governance Training Session (20 min.)	Cynthia Wrate and Carly Hall

Next Meeting:***Regular Meeting***

Monday, Feb 17, 2014
 4:00-6:00 pm
 CC 321, Interurban

Members (*Quorum = 11*)**Voting Council Members**

Andy Chen, Student
 Carly Hall, Faculty
 Corrine Michel, Faculty
 Craig Derksen, Faculty
 Cynthia Wrate, Faculty
 Dominic Bergeron, Administration
 Leslie Martin, Support Staff
 Joanne Cumberland, Support Staff
 John Boraas, Administration
 Mindy Cui Yu Jiang, Student
 Nicole Greengoe, Administration
 Narine Grigoryan, Faculty
 Pamela Webster, Student

Piotr Burek, Student
 Richard Stride, Administration
 Shohreh Hadian, Faculty
 Stephen Bishop, Faculty
 Todd Ormiston, Faculty
 Tony Vernon, Faculty

Non-Voting Council Members

Kathryn Laurin, President
 Ian Cowan, Board of Governors
 Shelley Butler Permanent Secretary
 Karin Kaercher, ICC Representative (*Regular Guest*)

For Information:**Education Council Executive:**

Chair: Carly Hall, Health and Human Services, Lansdowne, 370-3240, hall@camosun.bc.ca

Vice-Chair: Cynthia Wrate, Business, Interurban, 370-4134, wratec@camosun.bc.ca

ICC Chair: Nicole Greengoe, Student Services, Interurban, 370-3840, greengoe@camosun.bc.ca

VP Academic: John Boraas, Office of VP, Interurban, 370-4543, boraas@camosun.bc.ca

Permanent Secretary: Shelley Butler, Office of VP Academic, Interurban, 370-4690, edapprovals@camosun.bc.ca

Intranet:

If you cannot attend please inform Shelley Butler @ 370-4690 or butler@camosun.bc.ca

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>



DRAFT Minutes

Monday, December 9, 2013

4:00 – 6:00 pm

CC 321, Interurban

Present

Carly Hall, Faculty	Nicole Greengoe, Administration
Craig Derksen, Faculty	Pamela Webster, Student
Cynthia Wrate, Faculty	Piotr Burek, Student
Ian Cowan, Board Representative	Richard Stride, Administration
Joanne Cumberland, Support Staff	Shelley Butler, Permanent Secretary
John Boraas, Administration	Shohreh Hadian, Faculty
Karin Kaercher, ICC Chair (Special Guest)	Stephen Bishop, Faculty
Leslie Martin, Support Staff	Todd Ormiston, Faculty
Mindy Cui Yu Jiang, Student	Tony Vernon, Faculty
Narine Grigoryan, Faculty	

Regrets/Absent

Andy Chen, Student	Dominic Bergeron, Administration
Corrine Michel, Faculty	Kathryn Laurin, President

Guests

Michelle Bass, Health and Human	Halinka Szwender, Business
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ITEM

PRESENTER

A. Call to order and declaration of quorum

Carly Hall

The Regular Meeting was called to order at 4:09 by Carly Hall, Education Council Chair.

B. Acknowledgement of Coast Salish Territory

Carly Hall

Carly acknowledge 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'ianew; 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. <http://camosun.ca/aboriginal/territory.html>

C. Round-Table Check-In

Carly Hall

Carly welcomed everyone and requested a roundtable check-in.

D. Acceptance of Agenda

Carly Hall

The December 9, 2013 agenda was accepted via unanimous consent.

E. Minutes for approval

Carly Hall

ITEM	PRESENTER
<p>The November 18, 2013 minutes were approved via unanimous consent with one wordsmith correction in section H.1. Curriculum Recommended for Approval. “Expressed discomfort with the lack of information (...)” should be replaced with “that council consider adding additional information on the curriculum change in the ICC Report rather than relying solely on hyperlinks to the sites (...)”.</p>	
F. Reports	
1. Education Council Chair	Carly Hall
<p>Carly reported the Executive Committee reviewed the feedback received at the last Education Council meeting from the members concerned with the need for some additional information to be included with the ICC report to facilitate decision-making. The Executive Committee has altered the ICC report to include a very brief description of the curriculum change with the curriculum item. It is hope this will assist Education Council members in approving the curriculum changes.</p>	
2. VP Academic	John Boraas
<p>John reported on the upcoming issues regarding the Budget and the emergent announcement regarding funding cuts to the English Language Development programs.</p>	
3. Board Member	Ian Cowan
<p>Ian Cowan reported that Kathryn Laurin outlined the BC Government’s Core Review process coming from the Ministry. The Core Review process is intended to ensure the best possible use of government resources and respect for the interest of taxpayers. It is being led by Bill Bennett, Minster of Energy and Mines.</p>	
<p>John added that the Camosun is hoping to use existing measures and reports to report to the Ministry rather than adding an additional layer of review to the process. This will be explored further.</p>	
G. Committee Reports	
1. Awards	Joanne
<p>Nil</p>	Cumberland
2. Education Council Steering Committee – Education Approvals Review & Renewal	Karin Kaercher
<p>Karin reported that the work of the committee is wrapping up. The Committee is in the process of consultation with Student Services and ELT regarding the proposed “Categories of Change” and the Education Approvals flowchart. It is expected that the committee may come to Education Council on the Jan 27th or Feb 17th meeting with the proposed Categories of Change and the Education Approvals flowchart for approval.</p>	
3. Education Council Governance/Accountability – Education Approvals Review & Renewal	Cynthia Wrate
<p>Cynthia reported that a committee meeting was held in the first week of December. The initial discussion revolved around building the capacity necessary to deal with Education</p>	

ITEM**PRESENTER**

Council governance issues. The first order of business for the committee was to coordinate the two Governance Training Workshops with Patti Hunter. A meeting will be held in mid-December to coordinate with Patii re. the workshops.

H. Integrated Curriculum Committee Report**1. Curriculum Recommended for Approval**

Karin Kaercher

Michelle Bass presented the revisions to the Post-Degree Diploma in Interprofessional Mental Health and Addictions program. Questions and discussion followed.

Halinka Szwender presented the revisions to the Business Administration program. The addition of the Diploma in Business Administration – General Management Option to replace (to be cancelled) the Diploma in Business Administration – General Business Option, and the Diploma in Business Administration – Management Option. Questions and discussion followed.

A. CURRICULUM FOR FULL RECOMMENDATION**1. Regular Curriculum****Motion**

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

- **Post-Degree Diploma in Interprofessional Mental Health and Addictions Program and Course revisions as a result of Program Review and Renewal.** *Changes included course titles, descriptions and outcomes, course hours and credits, and removal of unnecessary pre-requisites.*
 1. Post-Degree Diploma in Interprofessional Mental Health and Addictions (ID 62448)
 2. IMHA 510 (ID 62449), IMHA 511 (ID 62450), IMHA 512 (ID 62451), IMHA 513 (ID 62452), IMHA 514 (ID 62453), IMHA 515 (ID 62454)
- **Diploma in Business Administration** *Program change as a result of Program Review and Renewal that resulted in combining the best of the BA – General Option and the BA – Management Option. This results in a new credential the Diploma in Business Administration, General Management Option and the cancellation of the BA-General Option and the BA-Management Option.*
 1. Proposed Diploma in Business Administration – General Management Option (ID 62455)
 2. Proposed Diploma in Business Administration – General Management Option Coop Appendix (ID 62456)
 3. Cancelled Diploma in Business Administration – General Business Option (ID 62457) *
 4. Cancelled Diploma in Business Administration – Management Option (ID 62458)*
 5. Cancelled Diploma in Business Administration – General Business Option Coop Appendix (ID 62459)

ITEM**PRESENTER**

6. Cancelled Diploma in Business Administration – Management Option
Coop Appendix (ID 62460)

**The Board of Governors is the body authorized to cancel the program offering. Education Council provides advice to the board on the motion (i.e. recommend to cancel).*

- ELD 032 (ID 62462), ELD 033 (ID 62463), ELD 034 (ID 62464), ELD 042 (ID 62465), ELD 044 (ID 62466), ELD 052 (ID 62467), ELD 054 (ID 62468), ELD 056 (ID 62469), ELD 062 (ID 62470), ELD 064 (ID 62471)

Reduction of course hours.

- MRAD 105 (ID 62472)

Removal of a co-requisite

Motion Carried

If any members have concerns regarding a recommend curriculum item from the ICC they should alert Shelley Butler prior to the Education Council Meeting.

2. Governance/Standards Issues Arising from Curriculum Review

Karin Kaercher

The issues as follows were presented by Karin. Questions and discussion followed.

Course Requisites Discussion

The way in which pre-requisites, co-requisites, and pre-co-requisites are understood and used vary considerably across the institution. This is a significant issue and we need to seek clarity around the terms from an Educational Standards perspective.

There was a will expressed at the meeting to table the discussion until a later date.

I. Presentations and/or Discussions

1. ELD Funding Cuts

John Boraas

John discussed the ELD funding cuts by the Ministry of Advanced Education.

Excerpt from the Camnews Article released Dec 16, 2013.

The first area of concern is that a 30-year highly successful program will lose its funding impacting the 28 faculty and staff and nearly 2,000 students per year who enroll in our programs. It will not impact International Education as those students cover the actual cost of their programming.

We are extremely concerned with this decision which will erode substantial public investment in a quality program, as well as impact some of our most vulnerable students. In addition, it is contradictory to the current federal and provincial policy to address a looming skills gap and increase opportunities for major economic development.

In addition, there is considerable concern about the proposed amount to be cut. The province indicates that our share of overall provincial ESL is \$2.5 million which is therefore the amount to be reduced from our operating budget – we believe the number is closer to \$1.3 million. If we must find \$2.5 million the

ITEM**PRESENTER**

differential of \$1.2 million will need to be found in other areas across the College in addition to our ESL programs.

This scenario is in addition to what we anticipate (though we have not received our funding letter) will already be a \$2.5 million reduction to our operating budget in order to balance the 2014-15 budget based on a 0% increase. The potential result is a total of \$5 million in budget reductions leading to significant impact to other college programs and services.

John acknowledged that it is a very difficult time. It is highly problematic, highly frustrating, and highly emotional to be in this position right now. The College has met with the Deputy Minister regarding this decision and shared our concerns. The College's intent is to make sure the government understands the impacts of the cuts. Questions and discussion followed. Discussions included, but was not limited to:

- *Why the government targeted the ESL programs? Result of a shift in the funding agreement between the Federal and Provincial government, and who they believe should be delivering these programs.*
- *This doesn't impact our ability to serve our International Students, however, the effects to the ELD department, and our programming depth and breadth may result as we shift our programming away from domestic students.*
- *All the colleges will struggle with this and they are all handling differently.*
- *Can our community and/or employers who hire these grads help advocate for this programming? Yes, we have prepared a briefing to distribute to them.*
- *Our current funding for our programming ends March 31, 2014. Jan – Mar 31 will be business as usual. After that is somewhat unknown at this time.*
- *Transition plan for students caught in this? In a worst case scenario we may need to do some extensive messaging, meet with students, etc. as we may be out of the domestic business on April 1. We don't have the resources to backfill or carry through past that date.*
- *We could deliver on a cost-recovery basis, but it would be cost-prohibitive to do so.*
- *The budget cut is consistent across the post-secondary system.*
- *The numbers feel misleading as the result will be an additional 1.2 million cut to general programming. Yes, that is understandable, but this is how the government is documenting the cut and presenting to us.*

J. Next Meeting**Carly Hall****Regular Meeting**

Monday, Jan 27, 2014, 4:00-6:00, CC 321, Interurban

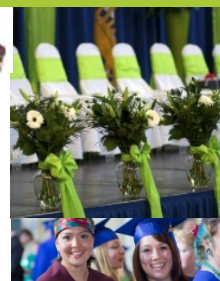
K. Adjournment**Carly Hall**

The Meeting adjourned at 5:50 pm.



Integrated Curriculum Committee Report

Ensuring that our students are provided with quality educational experiences



EX-250-003-001-002

Dec 16, 2013 1:00-4:00, CC 321, Interurban

Present: Nicole Greengoe, Karin Kaercher (Chair), Troy Dunning, Amar Bouallouche, Lynda Warren, Connie Klassen, Clarence Bolt, Steven Rumpel, Mindy Jiang, Shelley Butler

Regrets/Absent: Elizabeth West, Dianne Biin

Guests: Olaf Nielsen (Trades & Technology), Andy Van Neutegem (Sport & Exercise), Peter Rehor (Sport & Exercise)

Dec 17, 2013 1:00-4:00, CC 321, Interurban

Karin Kaercher (Chair), Troy Dunning, Amar Bouallouche, Connie Klassen, Clarence Bolt, Steven Rumpel, Mindy Jiang, Shelley Butler

Regrets/Absent: Elizabeth West, Dianne Biin, Nicole Greengoe, Lynda Warren

Guests:

A. CURRICULUM FOR FULL RECOMMENDATION

PROGRAMS

1. Motion

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

1. Certificate in Shipbuilding and Repair Foundation, and SHIP 100

New program and course to take effect September 2014.

- Shipbuilding and Repair Foundation (ID 62493)
- SHIP 100 (ID 62497)

2. Motion

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

Employment Training and Preparation and ETP Courses

Program and Course revisions as a result of Program Review and Renewal. Changes included addition of a new specialization and revision of course descriptions and outcomes.

1. Employment Training and Preparation – Level 1 (ID 62505)
2. Employment Training and Preparation – Level 2 (ID 62506)
3. ETP 021 (ID 62507), ETP 022 (ID 62508), ETP 025 (ID 62509), ETP 026 (ID 62510), ETP 030 (ID 62511), ETP 032 (ID 62512), ETP 033 (ID 62513), ETP 034 (ID 62514), ETP 035 (ID 62515)

REGULAR CURRICULUM

3. Motion

It was moved and seconded by the Integrated Curriculum Committee that Education Council approves changes to following revised curriculum :

- **Digital Communications and CMNS 102**
Internship Option added to the program
 1. Certificate in Digital Communication (ID 62516)
 2. Coop Appendix for Certificate in Digital Communication (ID 62517)
 3. CMNS 102 (ID 62518)
- **Certificate in Office Administration** (ID 62461)
Add additional elective.
- **Certificate in Mechanical Engineering Access** (ID 62496)
Inclusion of elective options in the first academic term, and revision of description and learning outcomes.
- **MHA 120** (ID 62494)
Removal of pre-requisite, revision of course type, activity and hours.
- **ENGL 163** (ID 62495)
Change in course title and short description.

Curriculum Change Documents are viewable in EdCo meeting agenda folder on the EdCo Sharepoint site

B. Governance and Standards Issues Arising from ICC Review of Curriculum

Pre-requisites

Currently the college provides students with a lengthy list of courses and course alternates by which they can qualify to enroll in college courses and programs. The two most common of these are English and Math.

A recent English Department curriculum submission seeks to create further flexibility in how a student can meet the prerequisites for 100-level English courses. Prospective learners are required to submit proof of successful completion of a "composition/writing" course and a "literature" course from two lengthy lists created by the English department. The objective is to create flexibility; the prospective learner can meet the English pre-requisites with proof of successful completion of a course from each list.

In our efforts to be as flexible as possible, we have constructed complicated charts (English Roadmap) listing high school, School of Access, and college equivalencies. In some instances, a "C" is needed; in other instances another letter grade may be accepted.

In the case of English, there are multiple ways in which a prospective learner can meet the pre-requisites for 100 level English courses. For example, in the case of English 151, a student can submit proof of any of the following:

Prerequisites: "C+" in English 12, or EFP 12; **or** "C" in ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 142; or ELD 092 and ELD 094; or ELD 097; **or** "B" in ENGL 170; **or** assessment

To complicate matters, the college has no shelf life policy on the courses used for pre-requisites resulting in the listing of additional courses that we no longer offer, but we still allow students to use for pre-requisites purposes.

There is also educational and institutional research that raises significant questions about the relationship of a pre-requisite to student success in the course or program begging the larger question of why and how requisites should be used.

Given this:

How should/could the college simplify the ways in which students meet pre-requisites for program admission or for course registration?

How should/could the college simplify the ways it communicates pre-requisites?

What are our beliefs about pre-requisites and their use as program or course admission requirements?

What are our beliefs about student success? What are our beliefs about the right to fail?

Current Requisite Definitions:

- *Pre-Requisite: A requirement that must be met before entry into a course.*
- *Co-Requisite: A course that must be taken at the same time as another course.*
- *Pre/Co-Requisite: A course that must be taken at the same time or before a course.*

1. What are your beliefs about course requisites?

*Accessibility
Achievement
Capability
Competence
Efficiency
Flexible
Independence
Practicality
Reputation
Risk-Taking
Success*

*Accountability
Assurance
Clarity
Control
Fairness
Flow
Order
Preparedness
Rigor
Self-reliance
Sustainable*

2. Given your value and beliefs what do you feel should be the purpose of course requisites?

Resources:

English Roadmap

<http://camosun.ca/learn/subjects/mathematics/documents/HighSchoolMathRequirements.pdf>