



Education Council

Ensuring that our students are provided with quality educational experiences



Agenda

Monday, April 14, 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 (6 min.) 1. Education Council Vice-Chair (2 min.) <ul style="list-style-type: none"> • New Members Announced – Lisa Robertson, Hannah Thomson, Vicky Qu • Notice of Motion: Education Council Election for Chair and Vice-Chair will take place at the May 12th EdCo Special Meeting • Expedited Approval Report 	Carly Hall
	2. VP Academic (2 min.)	John Boraas
	3. College Budget Update (nil) – moved to discussion section	John Boraas
	4. Board Member (2 min.)	Ian Cowan
4:15	Committee Reports (nil) 1. Awards (nil)	Joanne Cumberland
	2. Education Council Steering Committee – Education Approvals Review & Renewal (nil)	Karin Kaercher
	3. Education Council Policy and Standards Committee (nil) – moved to discussion section	Cynthia Wrate



TIME	ITEM	PRESENTER
4:15	Integrated Curriculum Committee Report (10 min.)	
	1. Curriculum Presentation for Information and Acknowledgement	
	• Nil	
	2. Curriculum Recommended for Approval (5 min.)	Karin Kaercher
	3. Issues Arising from Curriculum Review (5 min.)	Karin Kaercher
4:25	Presentations and/or Discussions ()	
	1. Education Council Policy and Standard Committee(20 min.) – Notice of Motion to Approve Terms of Reference	Cynthia Wrate
	2. College Budget Update (60 min.)	John Boraas
	3. Medical/Compassionate Withdrawal & Course Withdrawal (2 min.)– Update on intended process to bring forward again.	Nicole Greengoe
6:00	Meeting Adjourned	Carly Hall

Next Meeting:**Regular Meeting**

Monday, May 12, 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*)**Guests**

Ian Humphries, Access

For Information:**Education Council Executive:****Chair:** Carly Hall, Health and Human Services, Lansdowne, 370-3240, hall@camosun.bc.caIf you cannot attend please inform Shelley Butler @ 370-4690 or butler@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:

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

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



Education Council

Ensuring that our students are provided with quality educational experiences



DRAFT Minutes

Monday, Mar 17, 2014

4:00 – 6:00 pm

CC 321, Interurban

Present

Andy Chen, Student	Mindy Cui Yu Jiang, Student
Corrine Michel, Faculty	Narine Grigoryan, Faculty
Craig Derksen, Faculty	Nicole Greengoe, Administration
Cynthia Wrate, Faculty	Richard Stride, Administration
Dominic Bergeron, Administration	Shelley Butler, Permanent Secretary
Ian Cowan, Board Representative	Shohreh Hadian, Faculty
Joanne Cumberland, Support Staff	Stephen Bishop, Faculty
John Boraas, Administration	Todd Ormiston, Faculty
Karin Kaercher, ICC Chair (Special Guest)	Tony Vernon, Faculty
Kimberly Eden (Acting Permanent Secretary)	
Leslie Martin, Support Staff	

Regrets/Absent

Carly Hall, Faculty	Pamela Webster, Student
Kathryn Laurin, President	Piotr Burek, Student

Guests

Steven Rumpel, Office of VP Academic	Ian Humphries Access
Halinka Szwender, Business	Patricia Gaudreault, Business
Keri Norrie, Business	Odetta Coccola, Business
Tag Kelt, Student Society	

ITEM

PRESENTER

A. Call to order and declaration of quorum

Cynthia Wrate

The Regular Meeting was called to order at 4:06 by Cynthia Wrate, Acting Education Council Chair.

B. Acknowledgement of Coast Salish Territory

Cynthia Wrate

Cynthia 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'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>

C. Round-Table Check-In

Cynthia Wrate

ITEM	PRESENTER
Cynthia welcomed everyone and requested a roundtable check-in.	
D. Acceptance of Agenda The Feb 17, 2014 agenda was accepted via unanimous consent with some adjustments to timing and presenter.	Cynthia Wrate
E. Minutes for approval The Feb 17, 2014 minutes were approved via unanimous consent.	Cynthia Wrate
F. Reports	
1. Education Council Chair <i>Expedited Approvals/Implementation</i> Cynthia advised that the Education Council Executive Committee approved 3 sets of curriculum for expedited approval/implementation this past month via the new Expedited Approvals process. The curriculum included the Engineering Transfer/ENGR 175 (approved and effective immediately), the Music curriculum and the BBA-HRML curriculum (seeking approval Mar 17, 2014, effective for Sept 2014).	Cynthia Wrate
2. VP Academic John advised that he would be reporting later on in the meeting.	John Boraas
3. Board Member Ian Cowan advised that the main item discussed at the last Board meeting was the budget.	Ian Cowan
G. Committee Reports	
1. Awards Nil	Joanne Cumberland
2. Education Council Steering Committee – Education Approvals Review & Renewal Nil	Karin Kaercher
3. Education Council Governance/Accountability – Education Approvals Review & Renewal Cynthia noted that the group as met and is finalizing a draft Terms of Reference. As Education Council is intended to be the “governance committee”, it is expected the name of this committee will change to better reflect the policy coordination work of the committee. She hopes to bring a draft Terms of Reference to the April 17 th Education Council.	Cynthia Wrate

ITEM	PRESENTER
H. Presentations and/or Discussions Part 1	
<p>1. Special Program Approval Renewal – Request for Letter of Support from Education Council</p> <p>Ian reviewed the BC Human Rights Tribunal Special Program Approval renewal. Since 2003 the College has reserved about 5% of the seats in some select programs (i.e. Nursing) for students of Aboriginal descent. The College has renewed this agreement with the BC Human Rights Tribunal on a regular basis; however this year the BC Human Rights Tribunal is requesting letters of support from the Board of Governors and Education Council. Questions and discussion followed.</p> <p>Motion It was moved Stephen Bishop and seconded by Shohreh Hadian that Education Council provide a letter of support that endorses and supports the Special Program Approval renewal between Camosun College and the BC Human Rights Tribunal.</p> <p style="text-align: right;">Motion Carried</p>	Ian Humphries
<p>2. Medical/Compassionate Withdrawal and College Withdrawal Policies</p> <p>Nicole introduced the proposed Medical/Compassionate Withdrawal and College Withdrawal policies. It was identified that, in light of current process, practice and in order to provide clear and consistent information and service to students the policy required renewal. This resulted in the removal of medical and compassionate withdrawal references from the Course Withdrawal Policy, a revision of the Course Withdrawal Policy and the creation of a new, stand alone, Medical/Compassionate Withdrawal Policy. Questions and discussion followed.</p> <p><i>Questions and discussion included, but was not limited to:</i></p> <ul style="list-style-type: none"> • <i>Clarification on change in practice regarding refunds</i> • <i>Clarification requested on process (i.e. who, what, when, where, how, etc.) for students requesting withdrawal</i> • <i>Clarification on why these changes were made (i.e. consistency in application, reduce abuse of the policy)</i> • <i>Policies are not intended to describe process to a student. This should be done elsewhere.</i> <p>Motion It was moved Nicole Greengoe and seconded by Craig Derksen that Education Council approve the Medical/Compassionate Withdrawal and the College Withdrawal Policies.</p> <p style="text-align: right;">Motion Not Carried <i>6 yes, 4 no, 4 abstentions</i></p>	Nicole Greengoe

I. Integrated Curriculum Committee Report

ITEM	PRESENTER
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1. Curriculum Recommended for Approval

Halinka
Szwender

Halinka presented the proposed revisions to the Bachelor of Business Administration, Human Resources Management Leadership Major. Questions followed.

Motion

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

Bachelor of Business Administration, Human Resource Management & Leadership Major

Program revisions, course revisions and new courses to take effect September 2014.

- Bachelor of Business Administration, Human Resource Management & Leadership Major (ID62602)
- BUS 210 (ID62603), BUS 310 (ID62604), BUS 312 (ID 62605), BUS 313 (ID 62606), BUS 318 (ID 62607), BUS 325 (ID 62608), BUS 421 (ID 62609), BUS 440 (ID 62610), BUS 480 (ID62611), BUS 485 (ID62612).

Motion Carried

Keri presented the proposed revisions to the Post Degree Diploma in Business Administration – Accounting Option. Questions followed.

Motion

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

Post-Degree Diploma in Business Administration, Accounting Option

Program revisions take effect September 2014.

- Post Degree Diploma in Business Administration, Accounting Option (ID 62613)

Motion Carried

REGULAR CURRICULUM

Motion

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

- Diploma in Jazz Studies – program content (ID 62548)
- Certificate in Music Foundations – program completion requirements (ID62549)
- Diploma in Music – program completion requirements (ID 62550)
- Certificate in Music Technologies – program completion requirements (ID 62551)

ITEM	PRESENTER
<ul style="list-style-type: none"> • Courses – revisions including relaxing pre-requisites, course description/learning outcomes changes, course hour changes, course cancellations, and new courses. • JAZZ 105 (IOD 62568), JAZZ 112 (ID62552), JAZZ 113 (ID 62553), JAZZ 123 (ID 62569), JAZZ 125 (ID 62570), JAZZ 134 (ID 62554), JAZZ 135 (ID 62555), JAZZ 145 (ID 62572), JAZZ 147 (ID 62573), JAZZ 204 (ID 62574), JAZZ 205 (ID 62575), JAZZ 212 (ID 62556), JAZZ 213 (ID 62557), JAZZ 222 (ID 62576), JAZZ 223 (ID 62577), JAZZ 225 (ID 62578), JAZZ 227 (ID 62579), JAZZ 234 (ID 62558), JAZZ 235 (ID 62559), JAZZ 244 (ID 62582), JAZZ 245 (ID 62583), JAZZ 246 (ID 62584), JAZZ 247 (ID 62585) • MTEC 100 (ID 62560), MTEC 210 (ID 62592), MTEC 212 (ID 52593), MTEC 214 (ID 62615), MTEC 220 (ID 62594), MTEC 222 (ID 62595), MTEC 290 (ID 62596) • MUS 123 (ID 62614), MUS 140 (ID 62586), MUS 142 (ID 62587), MUS 170 (ID 62561), MUS 171 (ID 62562), MUS 212 (ID 62563), MUS 213 (ID 62564), MUS 222 (ID 62588), MUS 223 (ID 62589), MUS 227 (ID 62590), MUS 270 (ID 62565), MUS 271 (ID 62566), MUS 276 (ID62567) • MUSF 101 (ID 62597), MUSF 102 (ID 62598), MUSF 103 (ID 62599), MUSF 120 (ID 62600), MUSF 121 (ID 62601) 	Motion Carried
<p>2. Governance/Standards Issues Arising from Curriculum Review Nil.</p>	Karin Kaercher
J. Presentations and/or Discussions	
<p>1. Program Mix Presentation and Discussion</p>	Steven Rumpel
<p>John introduced Steven Rumpel, Director Education Planning and gave an overview of the purpose and goals of the Program Mix Analysis. Program Mix Analysis will challenge us to reflect on and examine our educational offerings, generating meaningful information about the quality and performance of each of our programs. Collectively, and over time, this will help us create a longer-term view of the sustainability and overall strength of our programming mix.</p>	
<p>Steven presented more detail on the approach, tools, and timing of the program mix analysis project. We are currently in a pilot phase for the project and will have a full roll-out for September 2014. More detail can be found on the Program Mix Analysis Intranet site at http://intranet/educationplanning/program-mix-analysis.php</p>	
<p>Questions and discussion followed.</p>	
<p>2. College Budget Update</p>	John Boraas
<p>John gave a brief overview on the budget to date. John clarified that the college has chosen to move toward a sustainable budget development process. He also spoke to the challenges that Camosun faces with Government rules and policies that make it difficult for the college to create a sustainable budget.</p>	

ITEM**PRESENTER**

In addition, John noted that it was not an easy decision to decide on which programs, courses or areas to target for reductions. Those programs or areas affected have been communicated with and the intent is for them to consider alternatives or options to the proposed reductions. The areas affected include the music programming with the Conservatory, Arts and Science second year capacity, Early Learning and Care, Applied Business Technology programming, Nursing, Computer Science Technology, and Student Services. The result of the reductions are estimated to be in the area of 700 student FTE's and bring us to a 93% utilization rate over a 2 year period. More information is available on the budget website http://intranet/budget_development/ Questions and discussion followed.

Questions and discussion included, but were not limited to:

- *Need to be responsive with our approvals process as a result of changes due to budget cuts.*
- *What is the role Education Council can play in this discussion? It would be appropriate for Education Council to request a briefing so that the council can address the request thoughtfully.*
- *These cuts are heart wrenching and will also limit the services we can provide students.*
- *Our comprehensive programming (i.e. some costly programs) makes us more vulnerable.*
- *Our choices regarding tuition increases in past years are not serving us now.*
- *Need specifics in order to give feedback. What are the timelines and process for giving feedback?*

K. Next Meeting**Cynthia Wrate****Regular Meeting**

Monday, April 14, 2014, 4:00-6:00, CC 321, Interurban

L. Adjournment**Cynthia Wrate**

The Meeting adjourned at 7:01 pm.

**Education Council Executive Committee
Request for Expedited Curriculum Approvals Report
April 14, 2014**

This report only describes instances where expedited approvals were granted by the Education Council Executive Committee. A complete report with a ratio of expedited to non-expedited approvals will be shared with EdCo at the Dec and Jun EdCo meetings.

Curriculum: Post-Degree Diploma in Business Administration- Accounting Option

Approval Date: March 27, 2014

Effective Date: Sept 2014

Reason for Expedited Request: Time-sensitive access to funding and contractual/external agency requirements.

Approved: Yes

Curriculum: CFCS 120 and 121

Approval Date: April 2, 2014 (Cat 3 change)

Effective Date: Sept 2014

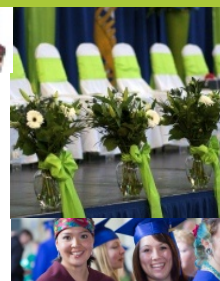
Reason for Expedited Request: Already teaching to the requested changes to course outcomes.

Approved: Yes



Integrated Curriculum Committee Report

Ensuring that our students are provided with quality educational experiences



EX-250-003-001-002

Mar 31, 2014, 1:00-4:00, CC 321, Interurban

Present: Karin Kaercher (Chair), Nicole Greengoe, Lynda Warren, Amar Bouallouche, Dianne Biin, Elizabeth West, Shelley Butler, Catherine Mack, Andy Van Neutegem, Clarence Bolt, Steven Rumpel, Mindy Jiang

Regrets/Absent: Mindy Jiang

Guests: Marlene Welsh (Health and Human)

A. CURRICULUM FOR FULL RECOMMENDATION

REGULAR CURRICULUM

Motion

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

- ELD 103 (ID 62524) and ELD 104 (ID62525) – *new courses*
- IST 120 (ID 62641) – *new course* **Note - IST 120 Awaiting Final ICC I-Poll**
- Nursing Access for Practical Nurses (ID 62642) – *program description, admissions, participation, learning outcomes, content, delivery arrangements, and completion revisions*
- WELD 199P (ID 62643) and WELD 199T (ID 62644) – *course cancellations*

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

The approval of ELD 103 and 104 serves to create another set of preparatory-level English courses and alternates to our English Roadmap. The complexity of the English Roadmap was raised as an issue last year.

ELD 103 and 104 prepares learners to meet the academic university writing requirements and will serve non-native speakers of English (International and second language students). They will serve as an alternate way by which English 12 can be met. They will also serve as alternates to ELD 092 and 094. They are considered alternates not equivalent to Gr 12 English (whereas ELD 092 and 094 are considered equivalent).

The approval of these courses raises a variety of questions:

- How much course duplication is appropriate and desirable at the college? If course duplication is considered appropriate, under what circumstances? Is course duplication sustainable?

- How do we communicate the vast array of English alternates to our learners and the college community in a way that all can understand? Is this array of alternates sustainable from a systems management/ manpower perspective?
- How do we create a shared understanding of the function of alternates and equivalents?

Request to EDCO - that Education Council provide direction to the ICC regarding the above to guide the review of curriculum and decision-making to recommend curriculum for approval.



Education Council Briefing Notes

Submitted by: Cynthia Wrate

Date: April 9, 2014

Topic:

Terms of Reference, Education Council Policy and Standards Committee

Background:

In June 2013, Education Council approved the formation of the Integrated College Curriculum Committee (ICC). As a Sub-Committee of Education Council, the ICC is responsible for the review of curriculum leading to a Camosun College credential. ICC makes recommendations to Education Council for approval of curriculum in accordance with the Camosun College Policy on Education Approvals.

The creation of the ICC and supporting processes result in approval-ready examination of curriculum, and provide the opportunity for Education Council to add additional areas of policy responsibility, as well as curriculum, to Education Council's meeting agenda.

In September 2013, Education Council initiated the formation of a Sub-Committee of Education Council with the purpose of addressing ways in which Education Council is provided the information, resource supports, and priority decision-making tools necessary to fulfill Education Council's policy and advisory responsibilities under the BC College and Institute Act.

In addition to facilitating a Governance training workshop for Education Council members in January 2014, committee members have met regularly to recommend the scope of work of the Committee, and to draft a Terms of Reference.

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

The Terms of Reference for the proposed Policy and Standards Committee is presented for discussion by Education Council, in preparation for Motion for Approval at the May, 2014 Education Council meeting.



Policy:	
Approved By:	Education Council
Approval Date:	
Amendment Date:	
Policy Holder	VP Academic

EDUCATION COUNCIL POLICY & STANDARDS COMMITTEE

Draft Terms of Reference (Draft 5, April 9 2014)

Purpose

As a Sub-Committee of Education Council, the (Policy and Standards Committee) is responsible for recommendations to Education Council regarding governance and policy issues and coordinates the development of policy briefings and policy drafts for review, discussion and decision of Education Council.

Responsibilities:

Committee:

1. Reviews Education Council's governance record, policies and procedures periodically to ensure consistency with the powers and responsibilities identified in the BC College and Institute Act;
2. Initiates revision or creation of policy that falls under the responsibility of Education Council in the College and Institute Act;
3. Identifies and engages college resources, stakeholders, and communication processes to support policy development and review;
4. Participates as needed in policy development initiatives;
5. Reviews submitted drafts of Education Council governance briefings, policies and procedures/processes that fall under the responsibility of Education Council in the College and Institute Act;
6. Liaises with ICC / Education Council to set priorities for issues arising from curriculum review;
7. Presents briefings, policies and procedures to Education Council for decision/approval;

8. Develops new Education Council member orientation and training pertaining to policy and standards.

Chair:

(Draft to be consistent with existing EdCo documentation. Usual chair responsibilities, and specifically)

1. To chair meetings as the representative of Education Council.
2. Regularly reports to Education Council on the work of the Committee and any arising issues or concerns.

Committee Membership:

Committee members will typically be Education Council members supplemented by members of the college community as deemed appropriate by Education Council.

Committee Operation

1. The Committee will normally meet monthly September through June. Additional meetings will be scheduled as required.
2. Briefing documents and draft policy will be presented to Education Council for their discussion and decision.
3. Staff Coordination support will be provided by the Office of the VP Academic and other college departments as required.
4. Quorum is required for all decisions leading to a recommendation to Education Council.



March 28, 2014

Members of Education Council,

At our last Education Council meeting, I provided updates on the budget plan being prepared by administration for submission to the Board, for approval in May. As part of the budget development, communication and consultation process, as you are aware, several recent communications have gone out to the college community through written updates and in-person information sessions. Through these, the general college community, including members of the Education Council, has been invited to provide feedback and potential alternatives to the draft plan that has been developed.

For reference, recent written communications and materials presented at the March 25th budget forums are posted to the intranet at: http://intranet.camosun.bc.ca/budget_development/

I have requested time on the upcoming Education Council agenda to provide the opportunity for individual EDCO members, or the council itself, to provide advice or alternatives to the college's administration.

The college's administration has identified the period until April 14, 2014 to provide advice which will be considered by college executive as it finalizes the budget for board approval.

General comments and suggestions are welcome. Some specific questions include:

1. Are there any alternative reductions administration should consider?
2. Do the identified reductions have consequences for other programs?
3. What criteria should be added as we consider our decisions?