



Agenda

Monday, June 16, 2014




4:05 – 6:00 pm – Regular Meeting

CC 321, Interurban

Please bring your own mug or water bottle.

TIME	ITEM	PRESENTER
4:05	Call to order and declaration of quorum (1 min.)	Carly Hall
4:06	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
4:07	Round-Table Check-In (3 min.)	Carly Hall
4:10	Acceptance of Agenda (1 min.)	Carly Hall
4:12	Minutes for approval (2 min.)	Carly Hall
4:14	Reports (6 min.) 1. Education Council Vice-Chair (2 min.) 2. VP Academic (2 min.) 3. Board Member (2 min.)	Carly Hall John Boraas Ian Cowan
4:20	Committee Reports (15 min.) 1. Awards (nil) 2. Education Council Steering Committee – Education Approvals Review & Renewal (3 min.) 3. Education Council Policy and Standards Committee (12 min.)	Joanne Cumberland Karin Kaercher Cynthia Wrate
4:35	Integrated Curriculum Committee Report (4 min.) 1. Curriculum Presentation for Information and Acknowledgement (nil) 2. Curriculum Recommended for Approval (5 min.)	Karin Kaercher



TIME	ITEM	PRESENTER
	<ul style="list-style-type: none"> Regular Curriculum 	
	3. Issues Arising from Curriculum Review (nil)	Karin Kaercher
4:40	Presentations and/or Discussions (35 min.)	
	1. Medical/Compassionate Withdrawal & Course Withdrawal (15 min.) <i>Request for Motion to Approve</i>	Nicole Greengoe
	2. Prescribed Curriculum Educational Standard (10 min.) <i>Revision to align with new Expedited Approvals Standard – Notice of Motion to Approve at Sept/Oct Education Council Meeting.</i>	Karin Kaercher
	3. Credentialing Policy <i>New Policy Development under consideration</i>	Cynthia Wrate
	4. Education Council Retreat Discussion (10 min.) <i>Sept 29, 2014, - Proposed time 3:00-7:00. Request for volunteers</i>	Cynthia Wrate
5:15	Thank You to Outgoing Members <ul style="list-style-type: none"> Andy Chen Corrine Michel Mindy Cui Yu Jiang Pamela Webster Piotr Burek 	Carly Hall
	Other Thank You's <ul style="list-style-type: none"> Nicole Greengoe, <i>Outgoing Integrated Curriculum Committee Chair (Chair, Oct 2008 – Jun 2014)</i> Carly Hall, <i>Outgoing Education Council Chair (Chair, Aug 2012-July 2014, and Vice-Chair; Vice-Chair Aug 2010-July 2012)</i> 	Karin Kaercher Cynthia Wrate
5:25	Meeting Adjourned (estimated time)	Carly Hall
	Next Meeting:	
	Retreat (tentative)	
	Monday, Sept 29, 2014 3:00-7:00 Location TBD	
	Regular Meeting	
	Monday, Oct 20, 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 Chair (*Regular Guest*)

Guests

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: Karin Kaercher, CETL, 370-3365, kaercher@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:

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>



Education Council

Ensuring that our students are provided with quality educational experiences

Ex-250-002-002

Special Meeting Minutes

Monday, May 12, 2014

4:00 – 4:10 Meeting

CC321, Interurban

DRAFT

Present

Carly Hall, Faculty
 Cynthia Wrate, Faculty
 Dominic Bergeron, Administration
 Hannah Thomson, Student
 Joanne Cumberland, Support Staff
 John Boraas, Administration
 Leslie Martin, Support Staff
 Lisa Robertson, Faculty

Narine Grigoryan, Faculty
 Nicole Greengoe, Administration
 Richard Stride, Administration
 Shohreh Hadian, Faculty
 Stephen Bishop, Faculty
 Todd Ormiston, Faculty
 Tony Vernon, Faculty

Regrets/Absent

Craig Derksen, Faculty
 Ian Cowan, Board of Governor Rep

Kathryn Laurin, President
 Vicky Qu, Student

Meeting

A. CALL TO ORDER AND A DECLARATION OF QUORUM

The Special Meeting was called to order at 4:06 by Nicole Greengoe. Quorum declared.

B. REVIEW OF ELECTION PROCESS

Nicole reviewed the election process for the Chair and Vice-Chair of Education Council.

C. ELECTION OF 2014-2015 CHAIR

Nicole called for nomination from the floor for the position of Chair of Education Council. Cynthia Wrate was nominated and she accepted the nomination. There were no other nominations. Cynthia Wrate was declared the 2014-2015 Chair of Education Council.

D. ELECTION OF 2014-2015 VICE CHAIR

Nicole called for nomination from the floor for the position of Vice-Chair of Education Council. There were no nominations. The position of Vice-Chair is currently vacant. Education Council will hold another election for Vice-Chair at the next meeting.

E. NEXT MEETING & ADJOURNMENT

Next meeting for the 2014-2015 Education Council will be Monday, September 29, 2014, 3:00-7:00 pm, CC 321, Interurban campus.

Nicole adjourned the meeting at 4:11 pm.



DRAFT Minutes

Monday, May 12, 2014

4:00 – 6:00 pm

CC 321, Interurban

Present

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

Regrets/Absent

Craig Derksen, Faculty	Piotr Burek, Student
Ian Cowan, Board Representative	Shohreh Hadian, Faculty
Kathryn Laurin, President	

Guests

Ray Fisher, Trades and Technology	Tag Kelt, Student Society
Kyle Broad, Trades and Technology	

ITEM

PRESENTER

A. Call to order and declaration of quorum

Carly Hall

The Regular Meeting was called to order at 4:11 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'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

Carly Hall

Carly welcomed everyone, including the newest members and requested a roundtable check-in.

D. Acceptance of Agenda

Carly Hall

The May 12, 2014 agenda was accepted via unanimous consent.

E. Minutes for approval

Carly Hall

The April 14, 2014 minutes were approved via unanimous consent.

F. Reports

1. Education Council Chair

Carly Hall

1. Regular Chair's Report

Carly noted that the BC's Skills for Jobs Blueprint was recently released. She encouraged all Education Council members to read the report. The report is available here <http://www.workbc.ca/Job-Seekers/Skills-and-Training/B-C-'s-Skills-for-Jobs-Blueprint/Read-B-C-'s-Skills-for-Jobs-Blueprint.aspx>

2. Expedited Approvals/Implementation

Carly advised that the Education Council Executive Committee approved 3 sets of curriculum for expedited approval/implementation this past month via the Expedited Approvals process. The curriculum included the Heavy Mechanical Trades Foundation (seeking approval May 12, effective for Sept 2014), the Early Learning and Care, ELC 241 & 242 curriculum (seeking approval and effective immediately), and WELD 401, 402, 403 (approved immediately, effective Sep 2014).

2. VP Academic

John Boraas

John advised that he would report on the budget later in the meeting. In addition, John noted the College is proceeding with the pilot-stage of the Program Mix Analysis in all the schools. As well, John informed Education Council members, if they hadn't seen in the recent CamNews article that Peter Lockie, the VP Administration and CFO announced his resignation.

3. Board Member

Carly Hall

Carly noted that Ian Cowan sent his regrets for the meeting. Carly did attend the last Board meeting and updated Education Council members. She noted that after much discussion the Board approved the budget. There were reductions in many areas; however there were no cancellations or suspensions.

G. Committee Reports

1. AwardsJoanne
Cumberland

Joanne noted that Education Council Award's Committee met in early May to select the recipient for the Lt. Governors Silver Medal Award. The Committee nominated Jonathan Candel as the recipient for the Award. Jonathan completed his Post Degree Diploma in Business Administration with the Accounting option in December, 2013. He completed with an impressive 8.5 GPA. Jonathan already has a Bachelor of Music from the University of Calgary and a Masters of Music from Carnegie Mellon University in Pittsburg. He is an accomplished trombone player who uses his musical talents for the benefit of the community as a teacher, a volunteer and a working musician with several local bands,

orchestras and symphonies.

For his Accounting interests, Jonathan was hired right out of his internship. He attributes the skills and knowledge he gained at Camosun for his success in this field. In addition, he also tutored fellow accounting students at Camosun and Royal Roads. He has been accepted as a CPA candidate starting in the Fall.

Motion

It was moved by Joanne Cumberland and seconded by Dominic Bergeron that Education Council approves Jonathan Candel for the Lt. Governor's Silver Medal Award.

Motion Carried

2. Education Council Steering Committee – Education Approvals Review & Renewal Karin Kaercher

Karin noted that Carly and she have attempted to visit the various school curriculum committee meetings to share updates on the Education Approvals process. Unfortunately, the most of committee are not meeting as they do not have curriculum to review. Karin will try to reschedule the meetings for the fall. In addition, the College will be putting on Ed Approvals workshops in the Fall that are approx. 60-90 min. in length to orient faculty and staff on the process.

3. Education Council Policy and Standards Committee Cynthia Wrate

Cynthia re-introduced the DRAFT Terms of Reference for the Education Council Policy and Standards Committee. In September 2013, Education Council initiated the formation of a Sub-Committee of Education Council with the purpose of addressing and supporting the 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. The committee members met regularly to recommend the scope of work of the Committee, and to draft a Terms of Reference.

Motion

It was moved by Cynthia Wrate and seconded by Todd Ormiston that Education Council approves the Education Council Policy and Standards Committee Terms of Reference.

Motion Carried

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

Karin Kaercher

PRESENTATION

Ray Fisher and Kyle Broad presented the New Program – Heavy Mechanical Trades Foundation, HEVY 100 & 101. Questions and discussion followed.

Motion

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

- **Heavy Mechanical Trades Foundation** – *new program* (IDS 46)
- **HEVY 100** (IDS 47) and **HEVY 101** (IDS 52) – *new courses*

Motion Carried.**REGULAR CURRICULUM**

Corrine Michel presented a brief overview of the IST 120 Understanding Indigenous Peoples. Questions and discussion followed.

Motion

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

- **IST 120** (ID 62641) – *new course*
- **Environmental Technology** (IDS 41), **ENVR 220** (IDS 42)
- **GSWS 100** (IDS 6) and **GSWS 240** (IDS 7)
- **Mental Health and Addictions Certificate** (IDS 4) and **MHA 130** (IDS 5)
- **Criminal Justice** (IDS 53)

Motion Carried

2. Governance/Standards Issues Arising from Curriculum Review

Karin Kaercher

Nil

I. Presentations and/or Discussions**1. College Budget Update**

John Boraas

John noted that he would be brief with the budget update it has been covered in various other forums and through Cam News. John stated that the results of the budget process have been communicated and everyone appears to be well-informed. He would like to commend the College community on their creative solutions, gracious response, and keeping students in the forefront of their concerns. He thanked everyone and requested that council members extend this thank you out to their respective units.

2. Medical/Compassionate Withdrawal & Course Withdrawal Policies**Nicole Greengoe**

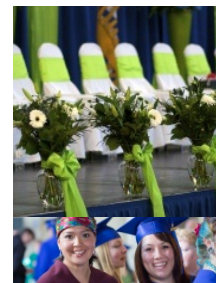
Nicole gave an update on the status of this policy review. The policies have been taken to ELT and the Student Society for. Revisions were made based on the feedback. Nicole brought the policies to the May 12, 2014 Education Council Meeting for further discussion. She is now bringing forward a request for motion to approve them.

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

Monday, June 16, 2014, 4:10-6:00, CC 321, Interurban

K. Adjournment**Carly Hall**

The Meeting adjourned at 5:09 pm.

**May 26, 2014, 1:00 - 3:00, CC 321, Interurban**

Present: Karin Kaercher (Chair), Lynda Warren, Mindy Jiang, Dianne Biin, Shelley Butler, Steven Rumpel, Mindy Jiang, Andy van Neutegem,

Regrets/Absent: Nicole Greengoe, Amar Bouallouche, Clarence Bolt, Elizabeth West, Troy Dunning, Connie Klassen

Guests: n/a

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 :

- Early Learning and Care (IDS78), ELC 140 (IDS79), ELC 141 (IDS80), ELC 143 (IDS81) - (*requires expedited implementation for Sept 2014*), and ELC 240 (IDS88), and ELC 212 (IDS89)
- HLTH 113 (IDS66)
- SPP 163 (IDS44)

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

nil



Education Council Briefing Notes

Submitted by: Nicole Greengoe

Date: June 16, 2014

Topic: Course Withdrawal Policy & Medical Compassionate Withdrawal Policy

Background:

The Course Withdrawal Policy had not been reviewed or revised for fourteen years. 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.

Revisions to the Course Withdrawal Policy include the following:

- Students are permitted to use Camlink to withdraw from classes until the academic drop deadline.
- References to requiring signatures or approval prior to withdrawal have been removed.
- References to Medical/Compassionate Withdrawals have been removed.

Revisions to the Medical/Compassionate Withdrawal Policy (previously included in the Course Withdrawal Policy) include the following:

- All medical or compassionate withdrawal requests will be submitted to the Director, Student Services & Registrar rather than to School Deans.
- Fee refunds will be provided on a pro-rated basis until the last day to withdrawal without academic penalty.
- Medical or compassionate withdrawals will only be considered between the fee deadline and prior to the last day of instructional activity for the term.
- Appeals to the decision of the Director, Student Services & Registrar will go to the Office of the VP Academic.
- The definition of "attending professional" has been expanded to include:
 - Aboriginal Elder
 - Nurse Practitioner

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

Approval of newly created and revised policies

Proposed New Course Withdrawal Policy (note highlighting).



Policy:	E-2.2
Approved By:	Education Council
Approval Date:	September 18, 2000
Amendment Date:	
Policy Holder:	VP Education

COURSE WITHDRAWALS

Purpose / Rationale

The purpose of this policy is to establish clear, consistent principles and guidelines for the course withdrawal process.

Scope / Limits

1. This policy applies to all students enrolled in College courses.
2. Official withdrawal deadlines do not normally apply to self-paced programs

Principles

1. Camosun College recognizes that students may need to withdraw from course(s). Financial and/or academic penalties for course withdrawals may be imposed depending on whether students withdraw before or after the *Fee Deadline* or *Course Withdrawal Deadline*. (See Definitions and Table below.)
2. **Withdrawing Before or After the Fee Deadline:**
 - a) **Prior** to the Fee Deadline, students who drop courses will be refunded tuition and ancillary fees, but not the registration deposit.
 - b) **After** the Fee Deadline, fees are nonrefundable.
If students do not officially withdraw prior to the Fee Deadline, they will be required to pay all outstanding fees, will receive no further service until all fees are paid, and may be assigned an "F" grade.
3. **Withdrawing Before or After the Course Withdrawal Deadline:**
 - a) **Prior** to the Course Withdrawal Deadline (and after the Fee Deadline), students must follow official course withdrawal procedures (see Guidelines). A "W" (withdrawal) status will be entered on the student's record to indicate an official withdrawal has taken place.
 - b) **After** the Course Withdrawal Deadline, students may no longer officially withdraw. Students who fail to successfully complete the course may be assigned an "F" grade.
4. Students experiencing extenuating medical or compassionate circumstances who wish to withdraw after the course withdrawal deadline should refer to the Medical/Compassionate Withdrawal Policy

Summary of Academic and Financial Penalties:

	Before Fee Deadline	After Fee Deadline & Before Course Withdrawal Deadline	After Course Withdrawal Deadline
Academic Penalty	No penalty	No penalty	Possible penalty <i>(An "F" grade is placed on the student's record if the student fails to successfully complete the course.)</i>
Financial Penalty	Tuition and ancillary fees are refundable <i>(Registration deposit is nonrefundable)</i>	All fees are nonrefundable	All fees are nonrefundable

A. Definitions

1. Fee Deadline

The Fee Deadline is the date course fees are due and is the last day fees are refundable. This date is usually 14 days after the semester/quarter begins or 7 days after the term begins. Official Fee Deadline dates are published in the Camosun College Calendar. (See link.)

2. Course Withdrawal Deadline

The Course Withdrawal Deadline is the last day students may withdraw from courses to avoid a possible academic penalty. Course Withdrawal Deadlines are set at 66% of course length regardless of the start and end dates (with the exception of self-paced courses—see Limits). Students may obtain official Course Withdrawal Deadline dates from the following sources:

- a) For semester, term, and quarter courses with *regular* start and end dates, students must consult the Camosun College Calendar. (See link.)
- b) For courses with *irregular* start and end dates, students must contact Student Services.
- c) Withdrawal is not permitted for prior learning assessment (PLA) courses of one week's duration or less.
- d) Students enrolled in self-paced programs must consult Student Services for withdrawal deadlines.

B. GUIDELINES FOR WITHDRAWING AFTER THE FEE DEADLINE AND BEFORE THE COURSE WITHDRAWAL DEADLINE

Students may withdraw prior to the course withdrawal deadline in person by visiting the Registration Department or via Camlink,.

D. STUDENT APPEALS

Appeals and exceptions related to this policy can be directed to the Office of the Director, Student Services & Registrar

E. FORMS

The following forms are available through Student Services:

1. *Request for Medical/Compassionate Withdrawal*

F. LINKS TO RELATED POLICIES AND CALENDAR

[E-1.5 Grading](#)

[E-1.7 International Education](#)

[E-2.4 Student Appeals](#)

[Camosun College Calendar](#)

Medical/Compassionate Withdrawal Policy



Policy	Medical/Compassionate Withdrawals
Approved By:	EDCO
Approval Date:	
Amendment Date:	
Policy Holder:	VP Academic

MEDICAL/COMPASSIONATE WITHDRAWAL POLICY

Purpose / Rationale

The purpose of this policy is to recognize circumstances under which students are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances - such as death in the immediate family, a student's sudden illness or accident, health or mental health issues. This policy provides the option for a student to request a medical/compassionate withdrawal and fee refund under exceptional circumstances.

Scope / Limits

This policy applies to all students enrolled in graded courses and programs offered by Camosun College.

Principles

1. The College recognizes that serious medical/compassionate/mental health matters may arise for students that prevent them from successfully continuing their studies.
2. Medical or compassionate withdrawals are approved at the discretion of the Director, Student Services and Registrar.
3. Medical or compassionate withdrawal requests will normally only be considered prior to the last day of instructional activity of the term, semester, or quarter.
4. The College recognizes that financial hardship can sometimes arise as a result of medical/compassionate circumstances. Therefore, fee refunds for medical/compassionate withdrawals will be considered on a prorated basis.

DEFINITIONS

1. *Health Care Provider*– For the purposes of medical or compassionate withdrawals, health care providers are *normally* defined as:

- a) Physician (GP or medical specialist)
- b) Nurse Practitioner
- c) Psychiatrist
- d) Psychologist
- e) Counsellor
- f) Aboriginal Elder

A. GUIDELINES

1. Process

- a) Students withdrawing due to exceptional medical/compassionate circumstances after the fee deadline and prior to the last day to drop classes without an academic penalty (typically 66% of the course length) must submit a completed medical/compassionate withdrawal form to the office the Director, Student Services and Registrar if they are seeking tuition refund.
- b) Between the last day to drop classes without an academic penalty (typically 66% of the course length) and prior to the last day of instructional activity of the term, semester, or quarter in which he/she is enrolled, a student must submit a completed medical/compassionate withdrawal form to the Office of the Director, Student Services & Registrar in order to withdraw without academic penalty.
- c) Requests will be considered within three weeks of submission.
- d) Refunds will be provided as follows:
 - a. Students withdrawing after the fee deadline and prior to the last day to drop classes without an academic penalty (typically 66% of the course length) will have 75% of their tuition fees refunded.
 - b. Refunds will not be provided beyond the last day to withdraw without an academic penalty (typically 66% of the course length).

2. Appeals

- a) Students who have been incapacitated to the extent that they could not submit their request for a medical/compassionate withdrawal prior to the last day of the term,

semester or quarter, may appeal to Director of Student Services and Registrar for special consideration. Requests for special consideration must be accompanied by confirmation from an appropriate health-care provider (as identified above) who has had a therapeutic relationship with the student of a duration sufficient to support the appeal and can confirm that the student was incapable of taking the necessary steps to submit their request for a medical/compassionate withdrawal prior to the end of the term, semester or quarter.

- b) Appeals to the decision of the Director of Student Services & Registrar may be submitted to the Office of the Vice-President, Academic.

C. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

Course Withdrawals

Student Appeals

Standards of Academic Progress

Medical/Compassionate Withdrawal Form



Education Council Briefing Notes

Submitted by: Education Approvals Steering Committee

Date: June 16, 2014


Topic: Prescribed Curriculum

Background: The *Approval of Prescribed Curriculum Standard* was recently revised to align the practices of approving Prescribed Curriculum with our new educational approval processes. The curriculum (or specific elements of curriculum) is determined and prescribed by a third party thereby constraining the ICC in terms of its review and feedback. However, all curriculum that leads to a Camosun College credential must be approved by Educational Council and is therefore reviewed by ICC prior to being recommended for approval. The revised standard recognizes the unique nature of prescribed curriculum and sets the principles by which it will be reviewed.

Prescribed curriculum often requires expedited approval and expedited implementation of changes or new curriculum at the request of a third party. If there is a need to expedite the review and approval of prescribed curriculum this can now be facilitated under our Expedited Approval process. The new *Approval of Prescribed Curriculum Standard* was reviewed and amended in light of these new processes, defines prescribed curriculum, and the principles by which the ICC will conduct its review.

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

For Approval at the September 2014, EDCO meeting.

 <p>Camosun COLLEGE</p> <p>Educational Standards</p>	Educational Standard:	EX 260-001-004 (05)
	Approved by:	Education Council
	Approval Date:	Sept 20, 2010
	Amendment Date:	July 17, 2013 (minor wordsmith)
	Office of Primary Responsibility:	VP Academic

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 Approval of Prescribed Curriculum

Standards for Prescribed Curriculum leading to A Camosun Credential

Purpose:

All curriculum that leads to a Camosun credential must be approved by Education Council and its committees through the educational approvals process. We, as the granting institution for the credential, have an ethical and legislative responsibility to review curriculum to ensure it meets pedagogical standards appropriate to that field of study and is of quality to bear a Camosun credential. This Educational Standard sets the expectations regarding the review and approval of prescribed curriculum that leads to a Camosun credential.

Scope/Limits:

This standard applies to curriculum that is prescribed by an organization, another educational institution or funding body that leads to a Camosun Credential. (e.g. Professional body or association, accreditation agency etc.)

Principles:

- We value the relationships and/or partnerships college programming has with external partners, professional and/or funding agencies.
- We aim to be flexible, responsive, and transparent in the review of prescribed curriculum.
- We commit to providing feedback on whether, and how, the prescribed curriculum under review reflects leading curricular practice.
- We respect that Camosun faculty have academic freedom and encourage them to bring “value added” components to prescribed curriculum that contributes to a unique Camosun experience.
- We commit to ensuring that any “value added” components adhere to Camosun College policies and standards.

Definition:

Prescribed Curriculum is defined as curriculum that is delivered by Camosun College but is developed and established by another institution, organization or external partner. The prescribed nature of the curriculum means that Camosun may not have the flexibility or authority to independently alter curriculum elements such as content, learning outcomes, hours, requisites, admission requirements etc.

Process:

1. Where curriculum elements (e.g. program content, learning outcomes, hours, requisites, admission requirements etc.) are prescribed by a third party contract, curriculum approval bodies are not at liberty to challenge these elements but instead must endeavour to understand these elements in the context in which they are presented. In some instances, it may be appropriate for approval committees to note where they are challenged by particular prescribed elements so that these issues are identified and later shared with the third party for the purpose of improving the learner experience.
2. In the case of changes to previously approved prescribed curriculum, departments must note the following on their education approval forms:
 - A brief description of the curriculum change requested by the external body and the external body's rationale for the change, if possible; and
 - Any other supporting documentation from the external body that supports this change and demonstrates some level of pedagogical standard that is appropriate to the field even if it differs from Camosun standards.



Education Council Briefing Notes

Submitted by: EdCo Policy and Standards Committee

Date: June 16, 2014

Topic: College policy on credentialing

Background:

The Education Council Policy and Standards Committee has identified the need for a college policy on credentialing as a priority due to a number of concerns identified by the ICC and Student Services that pertain to the approval and implementation of curriculum. A credentialing policy is needed to provide guidance and direction at minimum on the following:

- Curricular changes that result in program/credential versioning
- Shelf life of courses used to apply for a credential
- Shelf life of a credential if the program is cancelled
- The time a student may take to complete a credential
- The granting of multiple credentials recognizing the same course work
- Definitions of Camosun credentials including specializations, concentrations, etc.

Furthermore, the recent changes to the Education Approval processes have required revisions to the existing Educational Approvals Policy in which credentials are defined and described. The inclusion of these definitions now feels misplaced and fails to address any of the complex issues mentioned above. The Committee recognizes that a separate credential policy is needed to address the increased complexity of Camosun curriculum and the granting of credentials.

The policy committee suggests that a working committee be struck to examine this issue, with work beginning in September 2014 leading to draft policy recommendations by January 2015.

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

The committee seeks a recommendation from EdCo to include on this committee members from across the college who have experience and knowledge of the curriculum challenges related to versioning of credentials and programs, and experience and knowledge in understanding student, faculty and administrative interests.

It is suggested the working committee include individuals from student services, the VP Educations office, a dean, an EDCO member, individuals from each school and a student.