



Agenda

Monday, Nov 17, 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.)	Cynthia Wrate
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>	Cynthia Wrate
4:02	Welcome to New Members & Round-Table Check-In (3 min.)	Cynthia Wrate
4:05	Acceptance of Agenda (1 min.)	Cynthia Wrate
4:06	Minutes for approval (2 min.)	Cynthia Wrate
4:08	Integrated Curriculum Committee Report (20 min.)	
	1. Curriculum Presentation for Information and Acknowledgement (10) Legal Office Assistant, Medical Office Assistant, and Office Administration Program Changes (10 min.)	Odette Coccola
	2.	
	2. 3. Curriculum Recommended for Approval (10min.) Regular Curriculum	Karin Kaercher
	3. 4. Issues Arising from Curriculum Review (nil)	Karin Kaercher
4:28	Reports (7 min.)	
	1. Education Council Chair (3 min.)	Cynthia Wrate
	2. VP Academic (2 min.)	John Boraas
	3. Board Member (2 min.)	Laylee Rohani
4:35	Committee Reports (15 min.)	
	1. Awards (10 min.)	Nicole

TIME	ITEM	PRESENTER
	<i>The Education Council Awards Committee recommends:</i> <ul style="list-style-type: none"> • Donald Family Leadership Award – Robin Adams • Mixon Animal Rights Award – Natasha Illi • Leadership in African Awareness Award –Robin Adams 	Greengoe
	2. Educational Approvals Steering Committee (nil)	Karin Kaercher
	3. Education Council Policy and Standards Committee (2 min.)	Cynthia Wrate
4:50	Presentations and/or Discussions (15 min.)	
	1. Academic Policy Foundations Working Group	Cynthia Wrate
5:05	Meeting Adjourned	Cynthia Wrate
	Next Meeting:	
	<i>Regular Meeting</i>	
	Monday, Dec 15, 2014	
	4:00-6:00 pm	
	CC 321, Interurban	

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

Carly Hall, Faculty
 Craig Derksen, 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
 Patrick Jones, Faculty
 Rachael Grant, Student
 Sarah Lindsay, Student
 Shohreh Hadian, Faculty
 Stephen Bishop, Faculty
 Steven Rumpel, Administration
 Todd Ormiston, Faculty
 Tony Vernon, Faculty
 Vicky Qu, Student

Non-Voting Council Members

Peter Lockie, President
 Laylee Rohani, Board of Governors

Shelley Butler, Permanent Secretary
 Karin Kaercher, ICC Chair (*Regular Guest*)

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

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

Vice-Chair: Stephen Bishop, Health & Human Services, 370-3113, bishops@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:

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

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



DRAFT Minutes

Monday, Oct 20, 2014

4:00-6:00 pm

CC 321, Interurban

Present

Carly Hall, Faculty
 Craig Derksen, Faculty
 Cynthia Wrate, Faculty
 Joanne Cumberland, Support Staff
 John Boraas, Administration
 Karin Kaercher, ICC Chair (*Regular Guest*)
 Leslie Martin, Support Staff
 Lisa Robertson, Faculty
 Narine Grigoryan, Faculty

Nicole Greengoe, Administration
 Peter Lockie, Interim President
 Shelley Butler, Permanent Secretary
 Stephen Bishop, Faculty
 Steven Rumpel, Administration
 Todd Ormiston, Faculty
 Tony Vernon, Faculty
 Vicky Qu, Student

Regrets/Absent

Dominic Bergeron, Administration
 Hannah Thomson, Student

Laylee Rohani, Board of Governors
 Shohreh Hadian, Faculty

Guests

Tag Kelt, Student Society
 Geoff Wilmschurst, International Education

Eric Sehn, Trades and Technology

ITEM

PRESENTER

A. Call to order and declaration of quorum

Cynthia Wrate

The Regular Meeting was called to order at 4:07 by Cynthia Wrate, Education Council Chair.
 There were some late members. Quorum was reached at 4:11 pm.

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'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

Cynthia Wrate

Cynthia welcomed everyone and requested a roundtable check-in.

D. Acceptance of Agenda

Cynthia Wrate

The Oct 20, 2014 agenda was accepted via unanimous consent.

E. Minutes for approval

Cynthia Wrate

The Sept 29, 2014 minutes were approved via unanimous consent.

F. Reports

1. Education Council Chair

Cynthia Wrate

Cynthia thanked members for attending the retreat on Sept 29th. She drew members' attention to the attached notes in the agenda package that document two of the retreat's activities: (1) Planning and Priorities Exercise, and (2) Curriculum Viewpoints Icebreaker Activity.

Additionally, Cynthia reviewed the Expedited Approvals report with EdCo members. The expedited Nursing program admission requirement change was clarified by Nicole. Nicole stated that because the joint MOU was not signed between Camosun and UVic as expected some Admission Requirements changes needed to be revised for the Sept 2015 so that we could admit students without issue.

Lastly, Cynthia reported on the recent Council of Education Council Chair's meeting hosted by Camosun at Lansdowne Campus on Oct 17. No decisions were made at the meeting. There were two presentations: (1) Dorothy Rogers from the Ministry re. the Green Paper and the BC Jobs Blueprint, and (2) the Assistant Deputy Minister of Education on moving to away from preparing students for jobs in the K-12 systems, versus the training for jobs in the post-secondary system.

2. VP Academic

John Boraas

John noted some decisions have recently been made at the College as outlined by the Board during the budget approval that has recently resulted in the reduction of one dean and one director. Over the upcoming months he will be looking at what a reasonable organizational structure will look like with the loss of these positions.

Additionally, John reviewed the launch of the Program Mix Analysis. Feedback from the pilot and pre-launch sessions has resulted in improving the analysis process to ensure as level of a playing field for programs as possible. This Program Mix Analysis is intended to break the College out of the negative budget cycle when it comes to future directions and decisions about our programming.

Lastly, John also noted that Administration has received the presentation on the BC Jobs Blueprint. The target is to switch programming so that 25% is targeted toward jobs. Camosun, however, substantially exceeds this target with 80% of programming targeted toward jobs. This is an ongoing conversation with the Ministry to determine what this intended "shift" means for Camosun.

3. Board Member

Cynthia Wrate

Cynthia noted that Laylee Rohani sent her regrets for the meeting. Cynthia did attend the last Board meeting and updated Education Council members. She reported the Board held a very open meeting in a larger venue with the purpose to hear from a broader range of voices from the College community. Their intent is to feel broadly informed about the

issues of importance to the Camosun community. This is a new direction the Board is taking.

John added that this is a different approach to governance, is exciting and redefines us as a College.

G. Committee Reports

- | | | |
|----|---|----------------------|
| 1. | Awards
Joanne noted the Awards Committee will be meeting on Nov 5 to select the recipients for 4 Awards. There is still space on the Committee for additional members to join. Steven Rumpel volunteered to join the committee. | Joanne
Cumberland |
| 2. | Education Approvals Steering Committee
Nil | Karin Kaercher |
| 3. | Education Council Policy and Standards Committee
Nil | Cynthia Wrate |
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H. Integrated Curriculum Committee Report

- | | | |
|----|--|----------------|
| 1. | Curriculum Recommended for Approval | Karin Kaercher |
|----|--|----------------|

PRESENTATION

Carly presented the proposed International Pathway for Practical Nursing program. Questions and discussion followed

Motion

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

- International Pathway for Practical Nursing (IDS 143)
- PNUR 103 (IDS 146), PNUR 104 (IDS 147), PNUR 105 (IDS 148), PNUR 106 (IDS 149), ELD PN1 (IDS 156), ELD PN2 (IDS 157)

Motion Carried

Abstention (Lisa Robertson)

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 (IDS 155), ELC 170 (IDS 101), ELC 143 (IDS 150)
- Bachelor of Athletic and Exercise Therapy (IDS 142), AET 272 (IDS 140)

Motion Carried

Abstention (Lisa Robertson)

It was requested that for future ICC reports that there be a brief description of the change. Discussion followed. The intent of the description is give members an understanding of what they are voting on and directs them to the more detailed curriculum documents if

they need further information.

Additionally, if any Education Council member would like to observe an ICC Meeting, they are invited to attend. An email will be sent out with upcoming dates and times.

2. Governance/Standards Issues Arising from Curriculum Review

Karin Kaercher

Nil

I. Presentations and/or Discussions

1. Quarter to Semester Project – For Information Only

Steven Rumpel
and Eric Sehn

Steven and Eric gave an overview of the quarter to semester project for the Technology programs. The planned effective date for the change is Sept 2016. While the project aims to move the technology programs from a quarter to semester model; it will also be an opportunity look at the curriculum in a meaningful way and revision/renew those programs. The conversion will affect 4 departments, 9 programs, hundreds of courses, and a number of Access courses used by the programs.

Question and discussion followed. This included, but was not limited to:

- *How will the “common Access” program be structured?*
- *Will there be new tuition for some of the courses in the revised programs?*
- *What is driving the shift to from the quarter to semester schedule?*
- *Will this require changes in all the documentation?*
- *What is the timeline to implement this model? What about off-stream students?*

2. Student Appeals Policy

Steven Rumpel

Steven reviewed the proposed changes to the Student Appeals policy as per the briefing. While the appeals policy (E-2.4) includes specific timelines for resolution and communication of the decision to the student for most of its stages, it does not for the final stage of the appeal process and the student appeal panel. The college must ensure it provides students in the program with clear timelines for each of the stages of the process. These timelines must be published. The proposed changes address this concern. *Note - This policy requires joint approval with the Board.*

Motion

It was moved by Steven and seconded by Stephen that Education Council approves revision to the Student Appeals Policy.

Motion Carried

3. Education Council Priorities

Cynthia Wrate

Cynthia spoke briefly about the need to get the Policy and Standards Committee up and running again. She invited Education Council members to join the committee if they were interested. She also noted that that committee will require a new Chair and she suggested that Steven Rumpel may be an appropriate candidate. Additionally, she noted that a new Credentialing Policy working group Committee needs to be established to begin working on this policy. It was suggested the committee be made up a key stakeholders across the College.

K. Next Meeting

Cynthia Wrate

Regular Meeting

Monday, Nov 17, 4-6, CC 321, Interurban

L. Adjournment

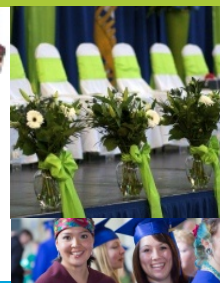
Cynthia Wrate

The Meeting adjourned at 6:00 pm.



Integrated Curriculum Committee Report

Ensuring that our students are provided with quality educational experiences



EX-250-003-001-002

Oct 15, 2014, 1:00 - 4:00, Paul 216, Lansdowne

Present: Karin Kaercher (Chair), Lynda Warren, Dianne Biin, Shelley Butler, Steven Rumpel, Clarence Bolt, Connie Klassen, Pei Mei Chia, Valerie Montague

Regrets/Absent: Business Rep (vacant), Trades & Tech Rep (vacant)

Guests: Odette Coccola, Nicholas Read

Oct 20, 2014, 12:30-3:30, CC 321, Interurban

Present: Karin Kaercher (Chair), Lynda Warren, Shelley Butler, Clarence Bolt, Connie Klassen, Pei Mei Chia, Valerie Montague, Dianne Biin

Regrets/Absent: Steven Rumpel, Business Rep (vacant), Trades & Tech Rep (vacant)

Guests: Alan Duncan

Oct 22 2014, 12:00-4:00 CC 321, Interurban

Present: Karin Kaercher (Chair), Lynda Warren, Shelley Butler, Clarence Bolt, Andy van Neutegem, Pei Mei Chia, Valerie Montague, Steven Rumpel, Dianne Biin

Regrets/Absent: Business Rep (vacant), Trades & Tech Rep (vacant)

Guests: Odette Coccola

A. CURRICULUM FOR FULL RECOMMENDATION

PRESENTATION

Odette Coccola and Nicholas Read presented the revised programming for the Legal Office Assistant, Medical Office Assistant, Office Administration, Bookkeeping Fundamentals and the Office Fundamentals curriculum.

Motion

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

- Bookkeeping Fundamentals (IDS 212) – program change
- Office Fundamentals (IDS 213) – program change
- Legal Office Assistant (IDS 214)– program change
 - Cancel Courses - LGL 111 (IDS 215), LGL 112 (IDS 216), LGL 114 (IDS 217), LGL 115 (IDS 218), LGL 120 (IDS 219), LGL 121 (IDS 220), LGL 122 (IDS 221), LGL 124 (IDS 223), LGL 130 (IDS 222), LGL 133 (IDS 224), LGL 140 (IDS 225), LGL 160 (IDS 226), LGL 161 (IDS227), ABTO 181 (IDS 228)
 - New Courses – LGL 150 (IDS 229), LGL 151 (IDS 230), LGL 152 (IDS 231), LGL 153 (IDS 232), LGL154 (IDS 233), LGL 155 (IDS 235), LGL 156 (IDS 236), LGL 170 (IDS 237)
- Medical Office Assistant (IDS 238) – program change
 - Cancel Courses- ABT 112 (IDS 239), ABT 122 (IDS 240), ABT 123 (IDS 241), ABT 124 (IDS 242), ABT 125 (IDS 243), ABT 128 (IDS 244), ABT 129 (IDS 245), ABT 131 (IDS 246)

- 246), ABT 135 (IDS 248), ABT 139 (IDS 249)
- New Courses – MOA 150 (IDS 250), MOA 151 (IDS 251), MOA 152 (IDS 252), MOA 153 (IDS 253), MOA 154 (IDS 254), MOA 170 (IDS 255)
- Office Administration (IDS 256) – program change
 - Cancel Courses - ABT 110 (IDS 257), ABT 117 (IDS 258), ABT 118 (IDS 259), ABT 160 (IDS 260), ABT 161 (IDS 261), ABT 164 (IDS 262), ABT 165 (IDS 263), ABT 167 (IDS 264), ABT 170 (IDS 265), ABT 171 (IDS 266), ABT 178 (IDS 267), ABT 184 (IDS 268), ABT 281 (IDS 269)
 - New Courses – ABT 120 (IDS 270), ABT 162 (IDS 271)
 - Course Changes – ABT 270 (IDS 272), ABT 294 (IDS 273)
- Cancel Courses - ABTO 104 (IDS 275), ABTO 105 (IDS 276), ABTO 106 (IDS 277), ABTO 107 (IDS 278)
- New Course – ~~BUS~~ ^{ACCT} 161 (IDS 280)
- Course Changes – ABTO 125 (IDS 283), ABTO 134 (IDS 284), ABTO 139 (IDS 285), ABTO 170 (IDS 286), ABTO 182 (IDS 287), ABTO 184 (IDS 288), ABTO 190 (IDS 289), ABTO 191 (IDS 290), ABTO 192 (IDS 291), ABTO 193 (IDS 292), ACCT 250 (IDS 281), BUS 140 (IDS 282)

REGULAR CURRICULUM

Motion

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

- BUS 141 (IDS 274) – cancel course
- BUS 145 (IDS 279) - new course
- Certificate in Business Admin. (IDS 177) – Remove ECON 102, Replace BUS 141 with BUS 145.
- Diploma in Business Admin. - Replace BUS 141 with BUS 145
 - Accounting (IDS 293)
 - Finance (IDS 294)
 - General Management (IDS 295)
 - Indigenous Business Leadership (IDS 296)
 - Marketing (IDS 297)
- Diploma in Public Administration (IDS 298) - Replace BUS 141 with BUS 145
- Bachelor of Business Administration - Replace BUS 141 with BUS 145
 - Accounting (IDS 299)
 - HR Management & Leadership (IDS 300)
 - Marketing (IDS 301)
- Certificate in Weapons Engineering Technology (IDS 195) – Create a new version of program at request of the Department of National Defense (DND). There are some additional course delivery hours changes to align with DND's latest requirements and cascading changes to the existing Weapons Engineering Tech certificates.
 - Certificate in Weapons Engineering Tech: SEP (IDS 203)
 - Certificate in Weapons Engineering Tech: NWT (IDS 201)
 - Certificate in Weapons Engineering Tech: NET (IDS 202)
 - ELEN 160 (IDS 196), ELEN 163 (IDS 197), ELEN 243 (IDS 198), ELEN 244 (IDS 199), ELEN 285 (IDS 200)
- ENGL 050 (IDS 211) – updated learning outcomes to align with the BC ABE Articulation Handbook
- GED Prep (IDS 312) – Cancel Course (no replacement)
- Electrical Technician (IDS 206) – Remove course no longer required by the Department of National Defense.
- HEVY 150 (IDS 208) and HEVY 151 (IDS 209) – Cancel Courses (replaced by new HEVY

courses)

- Diploma in Hospitality Management (IDS 302) – Admission Requirements, Participation Requirements, Program Content, and Course changes to make the program more flexible and accessible to a wide range of students.
 - HMGT 180 (IDS 303), HMGT 184 (IDS 304), HMGT 185 (IDS 305), HMGT 187 (IDS 306), HMGT 190 (IDS 307), HMGT 192 (IDS 308), HMGT 283 (IDS 309), HMGT 285 (IDS 310)
- Certificate in Hospital Unit Clerk (IDS 176) – Remove GED from admission requirements and replace with BC Adult Grad Diploma. Update Participation Requirements language.
- ENGL 130 (IDS 315) – Update course title, short description, learning outcomes
- IST 205 (IDS 316) and IST 206 (IDS 317) – New Courses

***Curriculum Change Documents are viewable
in the [EdCo Curriculum Documents folder](#) on the EdCo Sharepoint site***

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

1. There is a need for a College standard on course subject codes, including the process to request a new subject code.