



# Education Council

Ensuring that our students are provided with quality educational experiences



## Agenda

Monday, Dec 15, 2014

3:30-4:00 Happy Holidays Social

4:00– 6:00 pm – Regular Meeting

CC 321, Interurban

Happy Holidays Social

3:30-4:00

Appetizers and  
Refreshments



| TIME | ITEM  | PRESENTER         |
|------|---|-------------------|
| 3:30 | <b>Happy Holidays Social</b><br>Appetizers and refreshments provided <div>Bring a non-perishable donation for the Student Food Bank Box</div>   |                   |
| 4:00 | <b>Call to order and declaration of quorum (1 min.)</b>   | Cynthia Wrate     |
| 4:01 | <b>Acknowledgement of Coast Salish Territory (1 min.)</b><br><i>We acknowledge that Camosun College serves the communities of southern Vancouver Island and the south Gulf Islands that are located in the traditional territories of the Esquimalt; Lekwungen; Malahat; Pacheedaht; Pauquachin (Saanich); SC'lanew; Tsartlip (Saanich); Tsawout (Saanich); Tseycum (Saanich); and T'Sou ke Nations. Camosun College campuses are located on land that is the traditional territory of the Lekwungen, Esquimalt, and Saanich peoples. <a href="http://camosun.ca/aboriginal/territory.html">http://camosun.ca/aboriginal/territory.html</a></i> | Cynthia Wrate     |
| 4:02 | <b>Round-Table Check-In (3 min.)</b>  | Cynthia Wrate     |
| 4:05 | <b>Acceptance of Agenda (1 min.)</b>  | Cynthia Wrate     |
| 4:07 | <b>Minutes for approval (2 min.)</b>  | Cynthia Wrate     |
| 4:09 | <b>Reports (6 min.)</b>   |                   |
|      | 1. Education Council Chair (2 min.)   | Cynthia Wrate     |
|      | 2. VP Academic (2 min.)   | John Boraas       |
|      | 3. Board Member (2 min.)  | Laylee Rohani     |
|      | <b>Committee Reports (nil)</b>  |                   |
|      | 1. Awards (nil)   | Joanne Cumberland |
|      | 2. Educational Approvals Steering Committee (nil)   | Karin Kaercher    |
|      | 3. Education Council Policy and Standards Committee (nil)   | Cynthia Wrate     |

---

## 4:15 Integrated Curriculum Committee Report (55 min.)

### 1. Curriculum Presentation for Information, Acknowledgement, and Approval (

- Certified Dental Assistant – Mandy Hayre, Health and Human (15 min.)
- Medical Radiography – Lynelle Yutani, Health and Human (15 min.)



### 2. Curriculum Recommended for Approval (10 min.)

Karin Kaercher

- Regular Curriculum

### 3. Issues Arising from Curriculum Review (15 min.)

Karin Kaercher

---

---

## 5:10 Meeting Adjourned

Cynthia Wrate

### Next Meeting:

#### *Regular Meeting*

Monday, Jan 19, 2015  
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, Interim President  
Laylee Rohani, Board of Governors

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

#### Guests

Mandy Hayre, Health and Human

Lynelle Yutani, Health and Human

---

**For Information:**

**Education Council Executive:**

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

**Vice-Chair:** Stephen Bishop, Health & Human Services, 370-3113, [bishops@camosun.bc.ca](mailto:bishops@camosun.bc.ca)

**ICC Chair:** Karin Kaercher, CETL, 370-3365, [kaercher@camosun.bc.ca](mailto:kaercher@camosun.bc.ca)

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

**Permanent Secretary:** Shelley Butler, Office of VP Academic, Interurban, 370-4690, [edapprovals@camosun.bc.ca](mailto:edapprovals@camosun.bc.ca)

**Intranet:**

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

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

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



# Education Council

Ensuring that our students are provided with quality educational experiences



## DRAFT Minutes

Monday, Nov 17, 2014

4:00-6:00 pm

CC 321, Interurban

### Present

Carly Hall, Faculty  
Craig Derksen, Faculty  
Cynthia Wrate, Faculty  
Dominic Bergeron, Administration  
John Boraas, Administration  
Karin Kaercher, ICC Chair (*Regular Guest*)  
Laylee Rohani, Board of Governors  
Leslie Martin, Support Staff  
Lisa Robertson, Faculty

Patrick Jones, Faculty  
Rachael Grant, Student  
Sarah Lindsay, Student  
Shelley Butler, Permanent Secretary  
Shohreh Hadian, Faculty  
Steven Rumpel, Administration  
Todd Ormiston, Faculty  
Tony Vernon, Faculty

### Regrets/Absent

Hannah Thomson, Student  
Joanne Cumberland, Support Staff  
Narine Grigoryan, Faculty  
Nicole Greengoe, Administration

Peter Lockie, Interim President  
Stephen Bishop, Faculty  
Vicky Qu, Student

### Guests

Tag Kelt, Student Society  
Odette Coccola, Business  
Nicholas Read, Business

Patrician Gaudreault, Business  
Richard Stride, Business

### ITEM

### PRESENTER

#### A. Call to order and declaration of quorum

Cynthia Wrate

The Regular Meeting was called to order at 4:03 by Cynthia Wrate, 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'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 and Welcome

Cynthia Wrate

Cynthia welcomed everyone and requested a roundtable check-in. She introduced the three new Education Council members, Patrick Jones, Sarah Lindsay and Rachael Grant.

| ITEM   | PRESENTER     |
|--|---------------|
| <b>D. Acceptance of Agenda</b><br>The Nov 17, 2014 agenda was accepted via unanimous consent with one change - Dominic Bergeron agreed to provide the Awards Committee report due to Nicole's absence. | Cynthia Wrate |
| <b>E. Minutes for approval</b><br>The Oct 20, 2014 minutes were approved via unanimous consent.  | Cynthia Wrate |

## F. Integrated Curriculum Committee Report

### 1. Curriculum Recommended for Approval

#### PRESENTATION

Nicolas Read and Odette Coccola presented the revised Office Administration, Medical Office Assistant, and Legal Office Assistant programs. Note: There are additional cascading changes as a result of these revisions.

#### Motion

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

- 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 (IDS 227), ABTO 181 (IDS 228)
  - New Courses – LGL 150 (IDS 229), LGL 151 (IDS 230), LGL 152 (IDS 231), LGL 153 (IDS 232), LGL 154 (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), 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 – 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 293)

281), BUS 140 (IDS 282)

- Bookkeeping Fundamentals (IDS 212) – program change
- Office Fundamentals (IDS 213) – program change

**Motion Carried**

*Abstention (Sarah Lindsay)*

## REGULAR CURRICULUM

### Motion

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

| ITEM   | PRESENTER  |
|--|--|
| <ul style="list-style-type: none"> <li>• HEVY 150 (IDS 208) and HEVY 151 (IDS 209) – Cancel Courses (replaced by new HEVY courses)</li> <li>• 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.</li> <li>• 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)</li> <li>• Certificate in Hospital Unit Clerk (IDS 176) – Remove GED from admission requirements and replace with BC Adult Grad Diploma. Update Participation Requirements language.</li> <li>• ENGL 130 (IDS 315) – Update course title, short description, learning outcomes</li> <li>• IST 205 (IDS 316) and IST 206 (IDS 317) – New Courses</li> </ul> | <b>Motion Carried</b><br><i>Abstention (???)</i> |
| <b>G. Reports</b>  |  |
| <b>1. Education Council Chair</b><br>Nil   | <b>Cynthia Wrate</b>                             |
| <b>2. VP Academic</b><br>Nil   | <b>John Boraas</b>                               |
| <b>3. Board Member</b><br>Laylee Rohani noted that Dan Hodgson from Institutional Research presented the Fall Enrolment report. It included trend information, such as what students were taking in terms of course loads, etc. In addition, the Board approved (jointly with Education Council) the recent proposed changes to the Student Appeals policy. Laylee informed Education Council members of the upcoming Board meeting on Internationalization on Dec 1, 4:30, Fisher100, Lansdowne. All member of the College community are invited to attend.   | <b>Cynthia Wrate</b>                             |
| <b>G. Committee Reports</b>  |  |
| <b>1. Awards</b><br>Dominic reviewed the proposed recipients for the Mixon Animal Rights Award, the Leadership in African Awareness Award and the Donald Family Award. The selection process for this year's award was very easy given the proposed recipients were such strong candidates for the awards.   | <b>Dominic Bergeron</b>                          |
| <b>Motion</b><br>It was moved by Dominic Bergeron and seconded by Shohreh Hadian, that Education Council approves Robin Adams for the Leadership in African Awareness Award and the Donald Family Award, and Natasha Illi for the Mixon Animal Rights Award.   | <b>Motion Carried</b>                            |

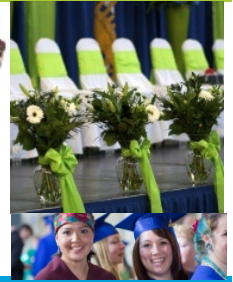
| ITEM  | PRESENTER                          |
|---|------------------------------------|
| <b>2. Education Approvals Steering Committee</b><br>Nil   | Karin Kaercher                     |
| <b>3. Education Council Policy and Standards Committee</b><br>Cynthia noted that the Policy and Standards Committee has not met yet, but they will be meeting for Nov 25 <sup>th</sup> . Steven Rumpel has agreed to be the Chair of the Committee. The committee is intending to begin work on developing a Policy Framework. In addition, a meeting will be held with a “working group” made up of faculty, administration and staff from around the College on Dec 1 to begin looking at a credential policy.  | Cynthia Wrate                      |
| <b>I. Presentations and/or Discussions</b>  |                                    |
| <b>1. Academic Policy Foundations Working Group</b><br>Steven and Cynthia presented the need for a Policy Framework to be developed to help guide the work of Education Council and the Education Council Policy and Standards Committee. We need a vision and principles that guides the development of academic policies at Camosun College. This will also help us inform gaps in our existing policies, align our resources to fill those gaps, and help define who and what we aspire to be.<br><br><i>Thoughts and reactions were welcomed. They included but were not limited to:</i> <ul style="list-style-type: none"> <li>• “thumbs up”</li> <li>• <i>We should acknowledge the work and accomplishment of the developers via a Cam News announcement. (note Karin Kaercher has offered to write an article for next Cam News)</i></li> </ul> | Steven Rumpel<br>and Cynthia Wrate |
| <b>K. Next Meeting</b>  |                                    |
| <b>Happy Holidays Social</b><br>Monday, Dec 15, 3:30-4:00, CC 321, Interurban   |                                    |
| <b>Regular Meeting</b><br>Monday, Dec 15, 4-6, CC 321, Interurban   |                                    |
| <b>L. Adjournment</b>   |                                    |
| The Meeting adjourned at 5:15 pm.   |                                    |





# Integrated Curriculum Committee Report

Ensuring that our students are provided with quality educational experiences



EX-250-003-001-002

## Nov 12, 2014, 12:30-4:30 Paul 216, Lansdowne

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

**Regrets/Absent:** Valerie Montague, Trades & Tech Rep (vacant)

**Guests:** Mandy Hayre, Elaine Paterson

## Nov 17, 2014, 12:00-3:30, CC 321, Interurban

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

**Regrets/Absent:** Richard Stride, Trades & Tech Rep (vacant)

**Guests:** Lynelle Yutani, Debbie Hlady

## Nov 19, 2014, 1:00-4:00, Fisher 214, Lansdowne

**Present:** Karin Kaercher (Chair), Lynda Warren, Shelley Butler, Clarence Bolt, Pei Mei Chia, Valerie Montague

**Regrets/Absent:** Steven Rumpel, Richard Stride, Connie Klassen, Dianne Binn, Trades & Tech Rep (vacant)

**Guests:** Mary Byrne

## A. CURRICULUM FOR FULL RECOMMENDATION

### PRESENTATION

Mandy Hayre presented the revised Certified Dental Assistant program.

### Motion

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

- Certified Dental Assistant (IDS 366) – Revised Program
- New Courses - DENA 110 (IDS 367), 111 (IDS 368), 120 (IDS 369), 121 (IDS 370), 130 (IDS 371), 131 (IDS 372), 140 (IDS 373), 141 (IDS 374), 142 (IDS 375), 150 (IDS 376), 151 (IDS 377), 161 (IDS 378), 171 (IDS 379), 172 (IDS 380), 173 (IDS 381)

### RESENTATION

Lynelle Yutani presented the revised Medical Radiography program.

### Motion

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

- Diploma in Medical Radiography (IDS 332) – Revised Program
- New Courses - MRAD 104 (IDS 333), 106 (IDS 334), 108 (IDS 335), 112 (IDS 336), 117 (IDS 337)

337), 119 (IDS 338), 130 (IDS 339), 134 (IDS 340), 148 (IDS 341), 173 (IDS 342), 156 (IDS 343), 157 (IDS 344), 159 (IDS 345), 165 (IDS 346), , 254 (IDS 355), 256 (IDS 356), 260 (IDS 357), 264 (IDS 358), 266 (IDS 359), 268 (IDS 360), 273 (IDS 361), 277 (IDS 362), 279 (IDS 363), 288 (IDS 364), 290 (IDS 365)

- MRAD 240 (IDS 347), 241 (IDS 348), 243 (IDS 349), 245 (IDS 350) , 246 (IDS 351), 247 (IDS 352), 248 (IDS 353), 249 (IDS 354) – Course Activity and Hours changes

## **REGULAR CURRICULUM**

### **Motion**

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

- BUS 311 (IDS 184), BUS 440 (IDS 192), BUS 480 (IDS 193) – Remove PLA option
- Applied Chemistry and Biotechnology – Coop Appendix (IDS 567) – Addition of COOP WEP
- CHEM 290 (IDS 325) and CHEM 291 (IDS 326) – Short description wordsmith, add COOP WEP to pre-requisite, revise learning outcomes

***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**

### **Prior Learning Assessment (PLA)**

At the November ICC meeting, a number of courses came forward requesting the removal of the option to recognize a student's prior learning experiences for course credit. The practice, to date, has been to encourage all developers to include the option of PLA in their course submissions. When PLA was not indicated on a course submission, it has been standard practice to ask the developers to rationalize why the course isn't subject to PLA. This is a discussion matter on fairly regular basis at the ICC. The most recent requests led to a number of questions regarding our PLA policy and practice including:

1. Is it time to refresh our PLA policy? Is this still a priority for the college? (The existing policy was developed and approved in 1999)
2. How often is PLA practiced at Camosun? Does it serve our learners well?
3. If PLA is to be encouraged, how can the college help support this in practice? What information and supports are needed by faculty? What provisions are in place to help faculty to determine appropriate assessment practices?
4. How should PLA be practiced? Should all courses be eligible for PLA?

### **Credentials**

A recent submission to the ICC raised questions about what is a program and what is a credential?

A **credential** represents the official acknowledgment (often a document) of the successful completion of a course or set of courses that qualifies the status of a graduate.

At Camosun, a **program** of studies is characterized by a thoughtful and purposefully selected course (or set of courses) that fulfill(s) a clearly articulated program purpose and learning outcomes. The program has admission and completion requirements, unifying concepts and themes, knowledge, skills etc. The program is usually created in response to evidence of need within the community and the program credential is recognized by employers as a pre-requisite to employment or by receiving institutions for transfer purposes. Students value the credential associated with a program of studies because of the employment or transfer opportunities and application for the credential is generally high.

The ICC reviewed a proposal for a Certificate that would recognize a graduate who has focused on an area of study or a (sub) discipline. The Certificate is not a program of studies as there is no formal intake of students and students do not need to register their intent to complete the certificate, they need only apply for the credential once they have completed the required courses. The certificate does not lead directly to a particular form of employment nor is it a credential that is recognized by employers as a pre-requisite to employment. The credential may however serve to draw an employer's attention to the focus of study and an associated skill set. Furthermore, the certificate does not serve to formally advantage students in transferring to further studies. The initiative to have an exit credential is not necessarily student or employer driven.

The credential is best described as an "exit" credential recognizing an area or focus of study that the student can apply for once they have completed the required set of courses. It sets out a pathway of learning that allows a student to pursue a passion and it may facilitate recruitment and marketing for a discipline or area of study, validation of that area of study, and attendance at graduation ceremonies.

Questions remain as to how many students who qualify for such a credential will actually apply for the credential given its limited advantage in terms of employment or further studies. We do know that credentials are highly valued by Camosun International and our international students. There are, however, substantial manpower costs associated with creating, approving, and auditing of records to grant an "exit" credential.

Therefore, the ICC seeks guidance from EDCO and Educational leadership on the following:

1. Is the college in support of "exit" credentials? What are the benefits and what are the potential costs and risks?
2. If EDCO and the college supports the creation of "exit" credentials, the ICC recommends the identification of a model and a process by which these are developed, approved, and implemented within the institution.