

# Agenda

Monday, April 20, 2014

4:00-6:00 pm – Regular Meeting

CC 321, Interurban

Please bring your own mug or water bottle.

Awaiting proposed By-Laws revision document. Will add as soon as it is available.

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. <a href="http://camosun.ca/aboriginal/territory.html">http://camosun.ca/aboriginal/territory.html</a></i>	Cynthia Wrate
4:02	Welcome to New Council-Elect Members and Re-elected Members Hannah Thomson, Racheal Grant, Emara Angus, Sarah Lindsay, Stephen Bishop, Peter Oye, Cynthia Wrate, Bijan Ahamadi, Alison Bowe, Leslie Martin, Cindy Drover-Davidson, and Tim Ayers	Cynthia Wrate
4:02	Round-Table Check-In (3 min.)	Cynthia Wrate
4:05	Acceptance of Agenda (1 min.)	Cynthia Wrate
4:06	Minutes for approval (1 min.)	Cynthia Wrate
4:07	Reports (9 min.)	
	1. Education Council Chair (3 min.)	Cynthia Wrate
	• Report	
	• Expedited Report	
	2. VP Academic (3 min.)	John Boraas
	3. Board Member (2 min.)	Laylee Rohani
4:15	Committee Reports (nil)	
	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 (30 min.)	Karin Kaercher

TIME	ITEM	PRESENTER
	<b>1. Curriculum Presentation for Information and Acknowledgement (10 min.)</b> Revised Programs : Certificate in Plumbing and Pipe Trades Foundation and the Refrigeration and Air Conditioning Mechanic Foundation	Rod Lidstone
	<b>2. Curriculum Recommended for Approval (5min.)</b>	Karin Kaercher
	<b>3. Program Cancellations (5 min.)</b> Certificate in Web Foundations, Certificate in MS-Access Data Management, and Certificate in Tourism and Business	John Boraas
	<b>4. Issues Arising from Curriculum Review (10 min.)</b> <ul style="list-style-type: none"> <li>Non-course Equivalent Evaluation for English proficiency            Assessment Tests – Standard (10 min.)</li> </ul>	Karin Kaercher
<b>4:45</b>	<b>Presentations and/or Discussions (30 min.)</b>	
	<b>1. Adding an Indigenous Voice to Education Council (15 min.)</b> Draft By-Law Change –Motion <i>(requires 2/3 of collected votes)</i>	Cynthia Wrate
	<b>2. Briefing – Letter of Agreement between JIBC and Camosun College (15 min.)</b> Request for Motion for Approval	John Boraas
<b>6:00</b>	<b>Meeting Adjourned</b>	Cynthia Wrate
<b>Upcoming Meetings:</b>		
<b>Regular Meetings</b>		
<del>Monday, May 4, 2015 – CANCELLED</del>		
Monday, May 25, 2015 <i>(start time 4:10, due to Special Meeting at 4:00)</i>		
Monday, Jun 1, 2015		
Monday, Jun 15, 2015		
4:00-6:00 pm		
CC 321, Interurban		
<b>Special Meeting (Election of 2015-2016 Chair and Vice-Chair)</b>		
Monday, May 25, 2015		
4:00-4:10		
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

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

John Boraas, Administration  
Leslie Martin, Support Staff  
Lisa Robertson, Faculty  
Nicole Greengoe, Administration  
Patrick Jones, Faculty  
Sarah Lindsay, Student  
Shohreh Hadian, Faculty

Stephen Bishop, Faculty  
Steven Rumpel, Administration -  
Rachael Grant, Student  
~~Todd Ormiston, Faculty~~ (Resigned)  
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*)  
Corrine Michel, Indigenization Coordinator  
(*Regular Guest*)

**Guests**

Rod Lidstone, Trades and Technology

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**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>



# DRAFT Minutes

Monday, Mar 16, 2015

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*)

Patrick Jones, Faculty  
 Rachael Grant, Student  
 Sarah Lindsay, Student  
 Shelley Butler, Permanent Secretary  
 Shohreh Hadian, Faculty  
 Stephen Bishop, Faculty

## Regrets/Absent

Dominic Bergeron, Administration  
 Hannah Thomson, Student  
 Laylee Rohani, Board of Governors  
 Leslie Martin, Support Staff  
 Lisa Robertson, Faculty  
 Nicole Greengoe, Administration

Peter Lockie, Interim President  
 Steven Rumpel, Administration  
 Todd Ormiston, Faculty  
 Tony Vernon, Faculty  
 Vicky Qu, Student

## Guests

## ITEM

## PRESENTER

### A. Call to order

Cynthia Wrate

The Regular Meeting was called to order at 4:08 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'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 and Welcome

Cynthia Wrate

Cynthia welcomed everyone and requested a roundtable check-in.

### D. Reports

#### 1. Education Council Chair

Cynthia Wrate

Cynthia reported on three activities:

ITEM	PRESENTER
<ul style="list-style-type: none"> <li>The Education Council Executive met with the College lawyer regarding the options for adding an Indigenous voice to Education Council under the College and Institute Act. The details of the meeting will be discussed in more depth later in the agenda.</li> <li>Cynthia attended the last Board meeting on College programming. The new special topics and open format allowed for a greater range of voices from the College community to be heard.</li> <li>Cynthia also noted that she is Chairing a Board Sub-committee for an innovation award with a focus on the School of Arts and Science for this year. She attended that meeting as well.</li> </ul>	
<b>2. VP Academic</b>	<b>John Boraas</b>
<p>John updated council members on two items:</p> <ul style="list-style-type: none"> <li>The Education Leadership Team had a retreat at the end of February to examine program mix analysis and the education division renewal. A report has been created for College Executive to review. The report will be released more broadly to the college at a later date.</li> <li>The College has submitted a plan to government to include <u>all</u> areas of Camosun programming into skills gap funding. The government has accepted this argument.</li> </ul>	
<b>3. Board Member</b>	<b>Cynthia Wrate</b>
<p>Cynthia Wrate gave a joint report on the Board activity as Laylee was unable to attend the Education Council meeting. She reported on three topic items:</p> <ul style="list-style-type: none"> <li>The board hosted the special topics forum on program mix.</li> <li>The President search continues.</li> <li>The next board meeting will be devoted to budget.</li> </ul>	
<b>E. Declaration of Quorum</b>	<b>Cynthia Wrate</b>
Quorum was reached and called at 4:23.	
<b>F. Acceptance of Agenda</b>	<b>Cynthia Wrate</b>
The Mar 16, 2015 agenda was accepted via unanimous consent.	
<b>G. Minutes for approval</b>	<b>Cynthia Wrate</b>
The Feb 16, 2015 minutes were approved via unanimous consent, with one correction. The Next Meeting as noted in the minutes should have read Mar 16, 2015.	
<b>H. Committee Reports</b>	
<b>1. Awards</b>	<b>Joanne Cumberland</b>
Nil	
<b>2. Education Approvals Steering Committee</b>	<b>Karin Kaercher</b>
Karin reported that the committee has put together a workshop on navigating the educational approvals process. Carly Hall will be the presenter for the workshop. There will be an offering in May and June. Registration can be done through the CETL website.	
<b>3. Education Council Policy and Standards Committee</b>	<b>Cynthia Wrate</b>

ITEM	PRESENTER
Cynthia reiterated that the committee is waiting on a decision regarding resource support in the next budget cycle before moving forward on policy development.	
<b>I. Integrated Curriculum Committee Report</b>	<b>Karin Kaercher</b>
<b>Curriculum Recommended for Approval</b>	
<b>PROGRAM CANCELLATION</b>	
Karin presented the briefing for the cancellation of the Arts and Science Studies Diploma – Global Studies option. Questions and discussion followed:	
<b>Motion</b>	
It was moved by Karin Kaercher and seconded by Craig Derksen that Education Council recommend the approval of the cancellation of the Arts and Science Studies Diploma – Global Studies to the Board of Governors:	
Diploma in Arts and Science Studies – Global Studies (IDS 724)	
<b>Motion Carried</b>	
<b>REGULAR CURRICULUM</b>	
<b>Motion</b>	
It was moved and seconded by the Integrated Curriculum Committee that Education Council approves changes to following revised curriculum :	
<ul style="list-style-type: none"> <li>• PHYS 200 (IDS 762), PHYS 214 (IDS 763), PHYS 215 (IDS 764) – Course cancellations</li> <li>• PSC 214 (IDS 760) – Course cancellation</li> <li>• GSWS 204 (IDS 769), ENVR 244 (IDS 766) and ENVR 246 (IDS 767) – reduce pre-requisites</li> </ul>	
<b>Motion Carried</b>	
<i>(1 abstention –Shohreh Hadian)</i>	
<b>J. Presentations and/or Discussions</b>	
<b>1. Adding an Indigenous Voice to Education Council</b>	<b>Cynthia Wrate</b>
Cynthia reported on the results of a conversation with the College lawyer and the Education Council Executive Committee regarding the options of adding an Indigenous voice to Education Council. The lawyer reviewed a number of options that would be possible under the College and Institute Act. These included:	
<ul style="list-style-type: none"> <li>• Election of an Aboriginal person to Education Council through our regular election process. Not guaranteed.</li> <li>• President appoints an Aboriginal administrator</li> <li>• Add an Aboriginal member (i.e faculty) and then increase other membership proportionally.</li> <li>• Use section 15.3 to increase voting members for one year. Need to add other members proportionally.</li> <li>• Board member could be an Aboriginal member.</li> <li>• Add an Aboriginal support person.</li> </ul>	

## ITEM

## PRESENTER

- Add the Indigenous voice as a regular guest (no vote).
- Amend the by-laws to make a non-voting member.

Education Council was advised not to act outside the legislation as we would be putting any work done under this revised version council at risk. The recommendation from the Education Council Executive is to choose the last option and amend the by-laws to include a non-Indigenous voice on Education Council as a non-voting member. They also recommend encouraging the government to change the legislation to add Aboriginal people on policy boards.

Questions and discussion followed. Feedback included but was not limited to:

- *We need to consider how adding a “non-voting” member may be perceived by the College community. We need to be clear on the constraints that have influenced this choice.*
- *Currently the Indigenous Coordinator is not required to be of Aboriginal descent. The College is currently exploring the human rights work to make this possible.*
- *The role on Education Council should be added to the Indigenous Coordinator’s job description.*
- *Need an organized communication plan around adding this voice. John will speak with Joan Yates in Communications regarding this.*
- *Education Council should take this issue forward to the BC Assoc. of Governance Councils so that a collective province wide Education Council voice is sent to the government. John has noted that he also will take this issue forward to the College administration. We should approach government from both of these paths.*

**Motion**

It was moved by Karin Kaercher and seconded by Stephen Bishop that Education Council amend its bylaws to add the Camosun College Indigenization Coordinator to Education Council.

**Motion Carried**

**Motion**

It was moved by Stephen Bishop and seconded by Sarah Lindsay that Camosun College Education Council raise a motion at the BC Association of Governance Councils semi-annual meeting on April 24<sup>th</sup>, 2015. This motion will seek support to have the BC College and Institute Act amended to include an Indigenous representative as a voting member of Education Council.

**Motion Carried**

## 2. Letter of Agreement between JIBC and Camosun College

John Boraas

John presented the MOU letter between The Justice Institute of BC and Camosun College as a notice of motion. The intent is to create a 2+2 model. Students will complete 2 years at Camosun and take the final 2 years at the Justice Institute and exit with a Bachelor of Law Enforcement degree. This is an exciting opportunity for Camosun College and a win-win for both institutions. John intends to bring the Letter of Agreement back for endorsement at the April 20<sup>th</sup>, 2015 Education Council meeting.

ITEM	PRESENTER
<b>K. Next Meeting</b> <b>Regular Meeting</b> Monday, April 20, 4-6, CC 321, Interurban	Cynthia Wrate
<b>L. Adjournment</b> The Meeting adjourned at 5:48 pm.	Cynthia Wrate



**Education Council**

**Request for Expedited Curriculum Approvals Report**

**April 20, 2015**

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**Expedited Implementation Only**

**Curriculum:** Bachelor of Science in Nursing

**Target Curriculum Approval Date:** nil

**Effective Date:** Sept 2015

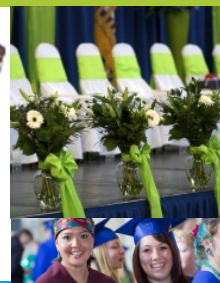
**Reason for Expedited Request:** Other extraordinary circumstances

**Expedited Implementation Approved:** April 7, 2015



# Integrated Curriculum Committee Report

Ensuring that our students are provided with quality educational experiences



EX-250-003-001-002

**Mar 18, 2014, 1:00-4:00, Paul 216, Lansdowne**

**Present:** Karin Kaercher, Connie Klassen, Dianne Binn, Lea Quill, Lynda Warren, Pei Mei Chia, Shelley Butler, Yolina Denchev, Lynelle Yutani, Mavis Smith, Tim Ayer

**Regrets/Absent:** Steven Rumpel, Valerie Montague, Amar Bouallouche

**Guests:**

**Mar 23, 2014, 1:00-4:00, CC 321, Interurban**

**Present:** Connie Klassen, Lea Quill, Lynda Warren, Pei Mei Chia, Shelley Butler, Steven Rumpel, Yolina Denchev, Lynelle Yutani,

**Regrets/Absent:** Karin Kaercher, Amar Bouallouche, Dianne Binn, Valerie Montague, Mavis Smith, Tim Ayers

**Guests:** Richard Stride

## A. CURRICULUM FOR FULL RECOMMENDATION

### RENEWED PROGRAMS

Rod Lidstone and John Gordon presented the renewed Plumbing and Pipe Trades, and the Refrigeration and Air Conditioning Mechanic Foundation programs.

#### Motion

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

- Certificate in Plumbing and Pipe Trades Foundation (IDS 743)
- Certificate in Refrigeration and Air Conditioning Mechanic Foundation (IDS 744)
- Course Cancellations: PIPE 100 (IDS 753), PIPE 199B (IDS 755)
- New Courses: PIPE 110 (IDS 746), PIPE 119 (IDS 748), PIPE 120 (IDS 747), PIPE 130 (IDS 752), REFG 100 (IDS 754), REFG 130 (IDS 749), TACC 109 (IDS 745)

### REGULAR CURRICULUM

#### Motion

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

- Associate of Arts – English (IDS 787) – Program Content
- CDA 110 (IDS 776), CDA 111 (IDS 778), CDA 120 (IDS 779), CDA 121 (IDS 780), CDA 140 (IDS 781), CDA 141 (IDS 782), CDA 142 (IDS 783), CDA 150 (IDS 784), CDA 151 (IDS 785) – course cancellations
- Certificate in Legal Office Assistant (IDS 838), Medical Office Assistant (IDS 839), and Office Administration (IDS 840) – Admission Requirements
- Coop Changes: Office Admin Coop Appendix (IDS 835), ABT 101 (IDS 836), ABT 102 (IDS 837) and ABT 203 (IDS 836) -
- Post-Degree Diploma in Business Admin – Marketing (IDS 809), MARK 110 (IDS 1015) MARK

210 (IDS 810), MARK 220 (IDS 811), MARK 230 (IDS 812), MARK 235 (IDS 813), MARK 325 (IDS 814), MARK 340 (IDS 815), MARK 360 (IDS 816), MARK 365 (IDS 817), MARK 385 (IDS 818), MARK 395 (IDS 819), MARK 435 (IDS 820), MARK 440 (IDS 821), MARK 465 (IDS 822) – Admission Req., Learning Outcomes, Program Content, Course Pre-requisites

- Bachelor of Athletic and Exercise Therapy (IDS 879) – program content, and AET 481 (IDS 876) – course hours
- MARK 215 – course cancellation

#### **PROGRAM CANCELLATIONS**

*See Program Cancellation Briefing*

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

**Note – not all documents may be posted to the folder as they are in progress.  
To view documents not listed in the folder go to [\nas2\cecp](#) and  
search by School folder, then Program or Course**

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

### **1. Non-course Equivalent Evaluation for English proficiency Assessment Tests – Standard**

1. There is an inconsistent application of the cut scores required in TOEFL, IETLS and LPI tests for program admission amongst different units at the institution. There is one standard used by Admissions to admit students to a College program. International Education also uses a different standard to market program admission to students overseas. This standard is “less than” the chart used by Admissions. For example, Grade 12 English is a 6.5 IELTS overall score in Admissions, and 6.0 IELTS overall score in International Ed. Grade 12 English is 88 TOEFL overall score in Admissions and 83 TOEFL overall scores in International Ed. This discrepancy creates two levels of admissions for second language learners (domestic ESL and International), and causes confusion.
2. The listing of the detailed cut score as a program admission requirement also creates issues. Our practice is to translate the cut scores to a Camosun course equivalent. As such as student now has the ability to use that course for entry into any program or course at the institution in perpetuity. As such, programs and courses should not include the cut scores (in a detailed sense) in the program Admission Requirements or course pre-requisites as there is a possibility of transcription error or misapplication of how the College admits students based on these scores (i.e. addition of a time limit, purposely increasing or decreasing the scores, etc.).

**Recommendation to address these two issues:** *It is recommended that a generic statement be included in Admission Requirements to advise students that TOEFL, IETLS and LPI tests may be used for admission to the program with a hyperlink to the approved Non-Course Equivalent Chart Standard (i.e. primary source document). To facilitate this process this equivalency Chart Standard needs to be agreed to by key stakeholders (Admissions, English, International Ed, the Deans) and be approved by Education Council. Any changes require consultation with the key stakeholders and approval by EdCo.*



EX-260-001-006

## Education Council Briefing Notes

**Submitted by:** John Boraas, VP Education

**Date:** April 20, 2015

**Topic:** Program Credential Cancellations

**Decision Being Sought:** Request for Education Council to recommend to the Board for approval of cancellation of the following program credentials:

- *Certificate in Web Foundations*
- *Certificate in MS-Access Data Management*
- *Certificate in Tourism and Business*

**Background:** At this time I am bringing forward following program credentials for cancellation:

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### **Certificate in Web Foundations**

The Certificate in Web Foundations was first offered in 2009. The Web Foundations program was focused on the most critical elements of web design that are the least likely to change over time. Students developed the skills needed to create basic yet functional, well designed websites. By the end of the program students designed and developed several small sites as well as a comprehensive project encompassing all the concepts covered in the program.

The Web Foundations program was successful with waitlists and full classes, however after just four years the content was no longer current due to advancements in the industry. Graduates were no longer employable as they were in the first three years. The program has been replaced with the new Digital Marketing program (approved by Education Council in Jan 2015).

Education Council approved a motion to recommend to the Board for cancellation of this program on April 20, 2015.

### **Request for Motion to recommend the CANCELLATION of to the Board of Governors:**

Program Cancellation: Certificate in Web Foundations (IDS 824),

Course Cancellation: BSCM 720V (IDS 825)

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**Certificate in MS-Access Data Management**

The Certificate in MS Access Data Management was first offered approximately in 1998. The program provided students with relational database concepts, strong software skills and key development methodology. Students learned how to design and build a wide variety of database applications, create customized user-friendly user interfaces. The program was very successful in the past; however as web-based databases increased in popularity the demand for learning this software has declined.

Education Council approved a motion to recommend to the Board for cancellation of this program on April 20, 2015.

**Request for Motion to recommend the CANCELLATION of to the Board of Governors:**

Program Cancellation: Certificate in MS Access Data Management (IDS 826)

Course Cancellation: BSCM 520V (IDS 827), BSCM 523V (IDS 828), BSCM 525V (IDS 829), BSCM 526V (IDS 830), BSCM 527V (IDS 831), BSCM 528V (IDS 832), BSCM 526V (IDS 833), BSCM 530V (IDS 834).

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**Certificate in Tourism and Business**

The Certificate in Tourism and Business was first offered in Sept 2010. The program was a dynamic, applied program that provided learners with a broad understanding of the Tourism industry and a solid grounding in practical business skills. The core values of service, along with the fundamental themes of sustainability and Indigenous world views allowed students to better examine the business world through a tourism lens.

The program did achieve its target intake of 15 students the first (and only) year it ran. However, due to a budget shortfall within that fiscal year a decision was made not to offer the program. It has not been offered since. The program was replaced with the Post-Degree Diploma in Applied Tourism and Hospitality (approved by Education Council in Jan 2015).

Education Council approved a motion to recommend to the Board for cancellation of this program on April 20, 2015.

**Request for Motion to recommend the CANCELLATION of to the Board of Governors:**

Program Cancellation: Certificate in Tourism and Business (IDS 842)



## Education Council Briefing Notes

**Submitted by:** John Boraas

**Date:** March 16, 2015

**Topic:** Letter of Agreement between Justice Institute of BC (JIBC) and Camosun College

***Background:***

I am pleased to present a submission of a draft Letter of Agreement between Camosun College and JIBC for the offering of a collaborative Bachelor of Law Enforcement Studies (BLES). The letter of agreement outlines the objectives and principles, the curriculum and program design, the scholarly activity, the registration and learning resources, the policies and procedures, the communications and marketing, and the administration of the BLES.

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

The draft Letter of Agreement is presented for information only at this meeting. It is intended that a motion will be brought forward at the April Education Council meeting to support the signing of the Letter of Agreement

### LETTER OF AGREEMENT

This Letter of Agreement (LOA) is made in the context of the existing Memorandum of Understanding and as of (Date), 2015 between:

**Justice Institute of British Columbia (JIBC)**  
715 McBride Boulevard  
New Westminster, BC V3L 5T4

and

**Camosun College (CAM)**  
3100 Foul Bay Rd  
Victoria, BC V8P 5J2

The parties have entered into the Letter of Agreement (hereafter referred to as “**LOA**”) to confirm and describe their commitment to working together collaboratively to meet regional needs and interests specific to the Bachelor of Law Enforcement Studies (BLES).

#### Article 1: Objectives and Principles

1. Each of the parties hereby confirms and acknowledges its respective interest and commitment to offer the BLES program in Victoria (Years 3 and 4), in a collaborative manner.
2. The impetus for this LOA is based on a desire to foster and develop collaboration where the regional mandate of CAM is maximized to the extent possible as well as recognizing the provincial justice and public safety mandate of JIBC.
3. The curriculum for the BLES is the (intellectual) property of JIBC and the degree conferred will be a JIBC degree. Transcripts and credentials will reflect the collaborative delivery.
  - a. Frequency of admissions to the program will be determined at the program level with recommendations to the Vice Presidents by June, 2015.
  - b. Initial planning focuses on a two-plus-two model with a goal of moving towards a more fulsome joint degree program.
  - c. Cohort one for Year 3 will commence Fall, 2016.
4. FTE counting for the BLES courses that are JIBC courses only will be JIBC counted. Those courses delivered as part of the degree by CAM will be counted by CAM.
5. The parties acknowledge and agree that relationships between the parties are of paramount importance and to this end the parties will:
  - 5.1 Engage from a place of mutual respect and shared values.
  - 5.2 Recognize that any financial arrangements will need to be acceptable to both parties and realistic within the context of existing realities and constraints.
  - 5.3 Promote and maintain open and timely communication.
  - 5.4 Encourage the early, effective, efficient and consensual resolutions at the appropriate level of decision making.

**Comment [Is1]:** John, not sure if we need this or not, and I would want to ensure this is accurate from our IR director as well



- 5.5 Commit to transparency in the relationship between the parties; and clearly delineate and allocate responsibilities and the expected role and function of each of the parties.

**Comment [Is2]:** This may be better in the MOU – thoughts?

## Article 2: Commitments

The shared commitments of the two signatories include:

### 1. Curriculum/Program Design

- 1.1. Initial design is a two plus two whereby CAM graduates (and other graduates of applicable diploma programs) would apply into Year 3 of BLES
  - 1.1.1 CAM students in Year 2 can apply to Year 3 of BLES for the Fall cohort
  - 1.1.2 Subsequently, options for dual admission at Year 1 will be explored.
- 1.2 The credential awarded to graduates of BLES will be a JIBC credential with appropriate notations on parchments and transcripts of the collaboration.
- 1.3 Program review options will be explored and determined by September, 2016 with involvement of relevant units as applicable (e.g., Institutional Research)
  - 1.3.1 Program review leads from JIBC and CAM will establish annual and cyclical processes that contribute to respective institutional and shared learning for quality assurance and program enhancement.
- 1.4 Program chairs/coordinator (with Dean involvement as desired) will identify options for courses at CAM that could be electives or equivalents for 300/400 level credit based on the BLES Year 3 and 4 program matrix.
  - 1.4.1 Identification of course at CAM to developed for cross coding at the 300 or 400 level
  - 1.4.2 Respective educational governance committee/s will be involved as applicable.

### 2 Scholarly Activity

- 2.1 Where ever possible, qualified CAM faculty will be offered opportunities for involvement in students' capstone courses and/or other undergraduate research options.
- 2.2 Joint Ethical Review Board approvals will be utilized as appropriate for students' capstone courses.
- 2.3 Exploration of options and opportunities for additional scholarly activity and applied research will be undertaken.

### 3 Registration and Learning Resources

- 3.1 Locally hired faculty (with appropriate qualification and experience) will be integrated into the PCP program delivery whenever possible, including existing COTR faculty.
- 3.2 Initially, a block transfer agreement serves as the foundation for the two-plus-two program design.
- 3.3 Joint admissions will be explored over the next year whereby students could apply either to the CAM diploma or the JIBC BLES at Year one.
- 3.4 JIBC and CAM leads for Library will determined the best student-focused approach for use and access to learning resources (e.g., dual student cards, etc.)
- 3.5 Other student services/learning supports and resources will be determined in a manner that is reflective of the intention of this agreement to maximize support for students within realistic resourcing parameters.

### 4 Policies and Procedures

- 4.1 CAM policies will apply to students in Years 1 and 2 and JIBC policies will apply to Years 3 and 4.
- 4.2 For CAM faculty and/or staff who are seconded or have other forms of employment with JIBC for the BLES, relevant JIBC policies will apply.

## 5 Communications and Marketing

- 5.1 Joint marketing will be planned, developed, and implemented including online options and relevant calendar updates will be undertaken.
- 5.2 Both JIBC and CAM logos will be used in all communications whenever possible.
- 5.3 All communication content and materials will be jointly approved and a clear process will be identified and shared with all relevant individuals in both organizations.
- 5.4 Communication protocols will be established with key contact people at each institution with including roles and responsibilities with an intention to maximize efficiencies and effectiveness.

## 6 Administration

- 6.1 JIBC agrees to compensate CAM for reasonable costs for such areas as facilities, personnel and services provided as mutually agreed to by the Vice President Academics.
- 6.2 Each institution will allocate 1 section or equivalent in time at the program or School level (as per Deans' decision) for the first year of implementation (2016-2017 academic year).
- 6.3 Assessment will be undertaken to ascertain if Years 3 and 4 can be hosted at CAM (this is the preferred option for the first offering, at minimum).
- 6.4 Provide information in a timely and accurate manner to facilitate planning and implementation.
- 6.5 Utilize transparent means to recruit and select teaching faculty, maximizing the integration of existing CAM faculty and staff where possible.
  - 6.5.1 A joint selection committee will be undertaken for hiring to teach in Years 3 and 4 BLES courses (including those that may be CAM courses as electives or equivalents)
  - 6.5.2 Sessional hiring options to be jointly explored (e.g., sessional postings for both JIBC/BLES and CAM/Diploma courses)
  - 6.5.3 JIBC hiring requirements/expectations will be upheld for hiring and teaching in Years 3 and 4.

This agreement will be in place from signing date and will be reviewed annually (month?).

SIGNED:

\_\_\_\_\_  
Dr. Laureen Styles  
Vice President Academic  
Justice Institute of British Columbia

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. John Borass  
Vice President Education  
Camosun College

\_\_\_\_\_  
Date



# MEMORANDUM OF UNDERSTANDING

BETWEEN  
JUSTICE INSTITUTE OF BRITISH COLUMBIA  
AND  
CAMOSUN COLLEGE

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Justice Institute of British Columbia (JIBC) with its main campus in New Westminster, BC, Canada and Camosun College (CAM) with its main campus in Victoria, Canada *recognizing* their common interests in high quality programming and offering related and complementary programs; *valuing* institutional cooperation; and *wanting* to promote such cooperation in a more structured fashion agree as follows:

## ARTICLE I OBJECTIVES

In the context of the above, it is in the mutual interest of both institutions, their staff and faculty, and their students to enter into a Memorandum of Understanding to explore, develop, undertake and evaluate activities in the context of each institution's mandate, vision, mission, and strategic directions.

## ARTICLE II SCOPE OF COLLABORATIVE ACTIVITIES

The scope of collaboration on academic and applied research activities under this Memorandum of Understanding may include, but is not limited to, the following:

1. Planning
  - 1.1. Explore opportunities to contribute to each others' planning efforts such as collaborating to meet government education and training priorities, strategic enrolment management as well as sharing non-confidential data and other forms of information.
  - 1.2. Explore opportunities to collaborate in facilities planning, utilization, and other joint operations.
  - 1.3. Work together to identify areas for students, employees and employers to participate in partnership projects and initiatives.
  - 1.4. Work together to identify and implement approaches to maximize promotion and marketing abilities internationally in the context of each institutions programmatic areas of strength and government priorities.
2. Scholarly activity and applied research
  - 2.1. Share expertise regarding research planning and infrastructure related information.
  - 2.2. Work together to identify opportunities for mutually beneficial applied research partnership and where possible and practical, make joint applications to research funding sources.

- 2.3. Explore options and opportunities to better support faculty in their applied research activities including such actions as appointments at both institutions.
  - 2.4. Explore options and opportunities to better support faculty in their teaching abilities and in the scholarship of applied teaching and learning at both institutions.
3. Programming
    - 3.1. Investigate and put into place necessary agreements or arrangements, where possible, to support transfer of students and articulation of courses and programs to encourage such transfers. It is recognized that the respective governing bodies of the institutions may need to approve any agreements or arrangements that result.
    - 3.2. Explore the development and implementation of collaborative courses, programs or projects of mutual interest and benefit considering respective institutional mandates.
    - 3.3. Exchange information and expertise to strengthen and expand educational pathways for students at both institutions in support of student interests, and community and provincial employment needs.
  4. Priorities

Priorities will be established from time to time and revised periodically through the respective institutions' Vice Presidents Academic.

#### **ARTICLE III      CONTRIBUTION BY BOTH PARTIES**

Signature of the Memorandum of Understanding does not entail any material, financial or other obligation for either of the two institutions. Specific initiatives are to be considered and agreed upon, on a case by case basis, including the contributions and commitments of each institution.

For each collaborative activity, a working group will be established with participation from both institutions in order to best facilitate effectively working together. The working group may make recommendation to the respective point of contact for either institution for particular actions such as specific Letters of Agreement. Subsidiary agreements, through such Letters of Agreement are to be signed as required, including what, if any financial liability and responsibility is involved for each party and appended to this memorandum.

Each institution will designate an individual as a regular point of contact, and each institution agrees to meet regularly, no less than annually, to review and evaluate activities undertaken through this agreement. Such discussions may give rise to new initiatives.

The designated point of contact for Justice Institute of British Columbia will be: Vice President Academic.

The designated point of contact for Camosun will be: Vice President Education.

**ARTICLE IV      AMENDMENT AND DURATION OF THE AGREEMENT**

This Memorandum will be in effect in an ongoing manner from the date of signing. An annual review is the mechanism to maintain relevance. Either party may exit out of this agreement for any reason with thirty (30) days advance notice, in writing. At such time, if there are LOAs in place the conditions of these are expected to be honored and/or a transition established and implemented by mutual agreement of both parties.

Signed on behalf of:

**CAMOSUN COLLEGE**

**JUSTICE INSTITUTE OF BRITISH COLUMBIA**



Peter Lockie, Interim President  
Camosun College



Dr. Michel Tarko, President / CEO  
Justice Institute of British Columbia



Date



Date