



Agenda

Monday, Sept 21, 2015

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 (3 min.)	Cynthia Wrate
4:05	Round-Table Check-In (3 min.)	Cynthia Wrate
4:08	Acceptance of Agenda (1 min.)	Cynthia Wrate
4:09	Minutes for approval (1 min.)	Cynthia Wrate
4:10	Reports (7 min.) 1. Education Council Chair (3 min.) 2. VP Academic (2 min.) 3. Board Member (2 min.)	Cynthia Wrate John Boraas Laylee Rohani
4:17	Committee Reports (5 min.) Request for members to put their names forward for one or more of the Education Council Committees <ul style="list-style-type: none"> Awards: Require chair and members. Approx. 1 or 2 meetings (1-3 hrs each) per year to select nominees for College wide awards. 2015-2016 membership: Joanne Cumberland, Franklyn Roy, Nicole Greengoe, Patricia Gaudreault, Dominic Bergeron, Shelley Butler (Support) Ed Approvals Steering Committee: Require chair and members. Approx. 1 or 2 meetings (90 min.) a month to provide guidance, feedback and advise on challenges with the Ed Approvals process. 2015-2016 	Cynthia Wrate

TIME	ITEM	PRESENTER
	<p><i>membership: Carly Hall, Lynda Warren (Lea Quill alternate), Steven Rumpel, Connie Klassen (new), Tracey Morris (new), Cindy Drover-Davidson (new), Shelley Butler</i></p> <ul style="list-style-type: none"> • EdCo Policy & Standards Committee: Require members. Meeting schedule to be determined (likely one or two 90 min. meetings a month). See Terms of Reference for the committee. 2015-2016 membership: Cynthia Wrate (Chair), Nicole Greengoe, Shohreh Hadian, Steven Rumpel, Sarah Lindsay, Shelley Butler 	
	1. Awards (nil)	None
	2. Educational Approvals Steering Committee (nil)	None
	3. Education Council Policy and Standards Committee (nil)	Cynthia Wrate
4:22	Integrated Curriculum Committee Report (18 min.)	
	1. Introduction of Connie as ICC Chair (3 min.)	Cynthia Wrate
	2. Overview of ICC Process as a working committee of Education Council (15 min.)	Cynthia Wrate and Connie Klassen
4:40	Presentations and/or Discussions (47 min.)	
	1. Governance Role of Education Council; Relationship to VP Education Office, BOG, other administration Student Services (10 min.)	Cynthia Wrate and John Boraas
	2. Responsibilities of members (responsibilities compared to ‘representation’ (5 min.)	Cynthia Wrate
	3. Overview/Review of Hallmarks of Quality Curriculum (15 min.)	TBD
	4. Overview of key policy questions for year (15 min.)	Cynthia Wrate and John Boraas
	5. Reminder re. Committee Opportunities (2 min.)	Cynthia Wrate
5:22	Meeting Adjourned	Cynthia Wrate

Upcoming Meetings:**Regular Meetings****Monday, Oct 19, 2015****4:00-6:00 pm****CC 321, Interurban**

Members (*Quorum = 9*)**Voting Council Members**

- | | |
|---|-------------------------------------|
| 1. Alison Bowe, Faculty | 11. Nicole Greengoe, Administration |
| 2. Bijan Ahmadi, Faculty | 12. Patrick Jones, Faculty |
| 3. Cindy Drover-Davidson, Support Staff | 13. Peter Ove, Faculty |
| 4. Cynthia Wrate, Faculty | 14. Rachael Grant, Student |
| 5. Dominic Bergeron, Administration | 15. Sarah Lindsay, Student |
| 6. Emara Angus, Student | 16. Shohreh Hadian, Faculty |
| 7. Hannah Thomson, Student | 17. Stephen Bishop, Faculty |
| 8. John Boraas, Administration | 18. Steven Rumpel, Administration |
| 9. Leslie Martin, Support Staff | 19. Tim Ayers, Faculty |
| 10. Lisa Robertson, Faculty | 20. Vacant, Faculty |

Non-Voting Council Members

Sherri Bell, President

Laylee Rohani, Board of Governors

Shelley Butler, Permanent Secretary

Connie Klassen, ICC Chair

Corrine Michel, Indigenization Coordinator

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:** Connie Klassen, Sport & Exercise Education, 250-220-2568, klassenc@camosun.bc.ca**VP Education:** John Boraas, Office of VP Education, Interurban, 370-4543, boraas@camosun.bc.ca**Permanent Secretary:** Shelley Butler, Office of VP Education, 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, Jun 15, 2015

4:00-6:00 pm

CC 321, Interurban

Present

Carly Hall, Faculty

Cynthia Wrate, Faculty

Dominic Bergeron, Administration

John Boraas, Administration

Karin Kaercher, ICC Chair (*Regular Guest*)

Leslie Martin, Support Staff

Nicole Greengoe, Administration

Rachael Grant, Student

Sarah Lindsay, Student

Shelley Butler, Permanent Secretary

Shohreh Hadian, Faculty

Steven Rumpel, Administration

Regrets/Absent

Corrine Michel, Indigenization Coordinator

Craig Derksen, Faculty

Hannah Thomson, Student

Laylee Rohani, Board of Governors

Lisa Robertson, Faculty

Patrick Jones, Faculty

Peter Lockie, Interim President

Stephen Bishop, Faculty

Guests

Alan Duncan, Trades and Technology

Ross Lyle, Trades and Technology

Zoe Broom, Trades and Technology

Pat Wrean, Access; and Arts and Science

ITEM

PRESENTER

A. Call to order and Declaration of Quorum

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 acknowledges the Coast Salish Territory. Camosun College serves the communities of southern Vancouver Island and the south Gulf Islands that are located in the traditional territories of the Esquimalt; Lekwungen; Malahat; Pacheedaht; Pauquachin (Saanich); SC'lanew; Tsartlip (Saanich); Tsawout (Saanich); Tseycum (Saanich); and T'Sou ke Nations. Camosun College campuses are located on land that is the traditional territory of the Lekwungen, Esquimalt, and Saanich peoples. <http://camosun.ca/aboriginal/territory.html>

C. Round-Table Check-In

Cynthia Wrate

Cynthia welcomed everyone and requested a roundtable check-in.

D. Acceptance of Agenda

Cynthia Wrate

The Jun 15, 2015 agenda was accepted via unanimous consent.

E. Minutes for approval The May 25, 2015 regular and special meeting minutes were approved via unanimous consent.	Cynthia Wrate
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F. Reports	
1. Education Council Chair Cynthia reported on three items: <ul style="list-style-type: none"> • This will be the last meeting of the academic year for Education Council. We will see some long standing members ending their term and a number of new members beginning in September. • Cynthia requested that returning council members consider sitting on one or more of Education Council Committees – Awards Committee, Ed Approvals Steering Committee, and the Policy and Standards Committee. • Cynthia attended the last Board meeting. She noted the Board recognized the end of terms for both Peter Lockie as Interim President and Marilyn Pattison as Board Chair. She also noted that the Board is taking a lot of interest in the curriculum issues, etc. coming out of Education Council. 	Cynthia Wrate
<hr/> 2. VP Academic John reported briefly on proposed changes to the College’s reading break schedule. The aim is to align with UVic’s reading break, with a proposed start date of Feb 2016. Details are proposed to come forward to the September 2015 Education Council.	John Boraas
<hr/> 3. Board Member Laylee was absent from the Education Council meeting. There was no report.	Laylee Rohani
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G. Committee Reports	
Cynthia Wrate	
Cynthia requested again for council members to considering sitting on one or more of the Education Council committees. Contact Shelley Butler if you interested.	
1. Awards Nil	To be determined
<hr/> 2. Education Approvals Steering Committee Nil	Karin Kaercher
<hr/> 3. Education Council Policy and Standards Committee Nil	Cynthia Wrate
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H. Integrated Curriculum Committee Report	
Karin Kaercher	
Karin noted that Connie Klassen would take over as ICC Chair when she retires at the end of June. Connie has been a member of ICC for a couple of years now and is a Department Chair within the Centre for Sport and Exercise Education.	
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Curriculum Recommended for Approval	
Karin introduced the background of the impetus for the technology program renewal quarter	

to semester changes. John concluded Karin's remarks by thanking Steven Rumpel and other administration, faculty, and staff for the amount of work that has been undertaken to bring these changes forward.

PRESENTATION 1

Patricia Wrean presented the renewed technology access programs – Civil Engineering Technology Access, Mechanical Engineering Technology Access, and the Electronics and Computer Engineering Technology Access. Questions and discussion followed.

Motion

It was moved Karin Kaercher and seconded by Sarah Lindsay that Education Council approves changes to following revised curriculum :

- Program #1: Electronics and Computer Engineering Access (IDS 1238)
 - ECET 125 (IDS 1241)
- Program #2: Mechanical Access (IDS 1238)
- Program #3: Civil Access (Quarter Version – “transition version for Jan 2016”) (IDS 1236)
- Program #3: Civil Access (Semester Version – Sept 2016) (IDS 1239)
- All Programs: Shared Courses
 - TEAC 105 (DS 846)
 - ENGL 130 (IDS 875)
 - MATH 139 (IDS 874)
 - LRNS 102 (IDS 843)
 - Program 2&3: CHEM 175 – Quarter Version – Jan 2016 (IDS 1242)
 - Program 2&3: CHEM 175 – Semester Version – Sept 2016 (IDS 1243)

Motion Carried

PRESENTATION 2

Zoe Broom presented the renewed Civil Engineering Technology programs. Questions and discussion followed.

Motion

It was moved by Karin Kaercher and seconded by Leslie Martin that Education Council approves changes to following revised curriculum :

- Civil Engineering Technology (IDS 896)
- CIVE 131 (IDS 897), CIVE 141 (IDS 898), CIVE 181 (IDS 899), CIVE 191 (IDS 900), CIVE 132 (IDS 901), CIVE 142 (IDS 902), CIVE 152 (IDS 903), CIVE 192 (IDS 904)
- CIVE 251 (IDS 905), CIVE 255 (IDS 906), CIVE 261 (IDS 907), CIVE 271 (IDS 908), CIVE 276 (IDS 909), CIVE 291 (IDS 910), CIVE 262 (IDS 911), CIVE 278 (IDS 912), CIVE 282 (IDS 913), CIVE 289 (IDS 914), CIVE 292 (IDS 915)
- CHEM 180 (IDS 845)

Motion Carried

PRESENTATION 3

Ross Lyle presented the renewed Mechanical Engineering Technology programs. Questions and discussion followed.

Motion

It was moved by Karin Kaercher and seconded by Sarah Lindsay that Education Council approves changes to following revised curriculum :

- Mechanical Engineering Technology (IDS 1065)
- MENG 131 (IDS 1067) MENG 132 (IDS 1074), MENG 141 (IDS 1069), MENG 152 (IDS 1075), MENG 162 (IDS 1077), MENG 171 (IDS 1070), MENG 172 (IDS 1078), MENG 181 (IDS 1071)
- MENG 244 (IDS 1087), MENG 245 (IDS 1092), MENG 253 (IDS 1082), MENG 254 (IDS 1088), MENG 263 (IDS 1083), MENG 264 (IDS 1089), MENG 273 (IDS 1084), MENG 274 (IDS 1090), MENG 275 (IDS 1093), MENG 283 (IDS 1085), MENG 284 (IDS 1091), MENG 293 (IDS 1086), MENG 295 (IDS 1094)
- ECET 149 (IDS 1073), ECET 248 (IDS 1081)
- MATH 191 (IDS 948), MATH (IDS 949), PHYS 272 (IDS 1104)

Motion Carried

REGULAR CURRICULUM

Karin presented the following curriculum for approval:

Motion

It was moved by Karin Kaercher and seconded by Dominica Bergeron that Education Council approves changes to following revised curriculum :

- MATH 142 (IDS 1098), MATH 143 (IDS 1099) – new courses
- MATH 226 (IDS 1097) – course title, learning outcomes
- Early Learning and Care (IDS 1245) – participation requirements, content
- CFCS 211 (IDS 1240) - cancellation
- ELC 231 (IDS 1244) – new course
- COMP 244 (IDS 1235) – pre-req, activity/hours, learning outcomes

Motion Carried

Issues Arising from Curriculum Review:

nil

Karin Kaercher

I. Presentations and/or Discussions

Nil

J. Thank You to Outgoing Members

Cynthia Wrate

Cynthia thanked outgoing Education Council Members and acknowledged their contributions to the council over their year(s) of service: Karin Kaercher, Carly Hall, Craig Derksen, Joanne Cumberland, Tony Vernon, Vicky Qu, and Peter Lockie.

K. Next Meeting

Cynthia Wrate

Regular Meeting

Monday, Sept 21, 4-6, CC 321, Interurban

L. Adjournment

Cynthia Wrate

The Meeting adjourned at 5:31pm.



Education Approval Process

Expedited Curriculum Approval

- ▶ To address extraordinary circumstances where curriculum approval & implementation is time-sensitive
 - ▶ Funding
 - ▶ Accreditation or licensing changes
 - ▶ Contractual or external agency requirements



Expedited Approval Process

- ▶ Complete Expedited Approval Request form
 - ▶ Rationale
 - ▶ Impact to current students
- ▶ Dean approval of request
- ▶ Submit to Ed Approvals Coordinator
- ▶ EDCO Executive approval or determination of next steps
- ▶ Developer works with Student Services to implement

Ed Approvals website

- ▶ http://intranet/ed_prov/Glossary.php

Categories of Curriculum Approval

- ▶ **Category 1 – CC Board or Ministry Approval**
 - ▶ New programs, Applied Degrees

- ▶ **Category 2 – EDCO Approval**
 - ▶ New program, revised programs, new courses, course revisions that impact program curriculum, credit/hour increases, increase in Pre-requisites

Category 3 – Dean Approval

- ▶ Wordsmithing
- ▶ Error correction
- ▶ Cascading changes
- ▶ Some course number changes I.e. from 100 to 200 level
- ▶ Course hour changes that do not increase credits
- ▶ Relaxing pre-requisites or adding alternate pre-requisites



Approval Timelines

EDCO approval by:

- ▶ **December 2015 for September implementation**
- ▶ **June 2016 for January 2017 implementation**



Ed Approval Forms

- ▶ Have been reviewed, revised and simplified
- ▶ New forms were launched November 1, 2014
- ▶ Developers should be using the new forms – still seeing some old forms.
- ▶ Forms have sections to be completed by Support Staff, Developer, Students Services and Ed Approvals Coordinator
- ▶ Some aspects may be completed at the SCC meeting (i.e. Consultations)

Future Development

- ▶ Developer Resources – for development of curriculum
- ▶ Developer Resources for approval of curriculum (faculty workshop)
- ▶ Updated and improved ED Approvals website
- ▶ Process for advisory revisions
- ▶ Process for ICC recognized “critical change
- ▶ Updated Policies.



School Curriculum Committee

- ▶ Ensure fit with School Ed Plan priorities
- ▶ Support developers to get curriculum approval ready
- ▶ Tap them into resources:
 - ▶ Students Services (Reg Com (programs), Advising etc.
 - ▶ CETL – assistance with course/program development, descriptions, and outcomes
 - ▶ Ed Approvals Coordinator – approval categories, forms etc.
- ▶ Consultation with other Schools/Depts.

Markers of Quality Curriculum

- ▶ Learner-centred
- ▶ Currency/relevancy
- ▶ Accessible/Flexible
- ▶ Unique/distinctive to Camosun
(Indigenization, sustainability, leading practice, cross-disciplinary)
- ▶ Consistent with college policies and standards



Questions

- ▶ How else can we support your work?
- ▶ Other?