



## Education Council

Ensuring that our students are provided with quality educational experiences



# Agenda

Monday, Oct 26, 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            | <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'Inew; 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               |
| <del>4:02</del> | <del>Welcome to new members (3 min.)</del>   | <del>Cynthia Wrate</del>    |
| 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 (10 min.)  |                             |
|                 | 1. Education Council Chair (4 min.)  | Cynthia Wrate               |
|                 | 2. VP Academic (3 min.) <b>Regrets</b>   | John Boraas                 |
|                 | 3. Board Member (3 min.)   | Laylee Rohani               |
|                 | Committee Reports (nil)  |                             |
|                 | 1. Awards (nil)  | Dominic Bergeron            |
|                 | 2. Educational Approvals Steering Committee (nil)  | TBD                         |
|                 | 3. Education Council Policy and Standards Committee (nil)  | Steven Rumpel               |
| 4:20            | Integrated Curriculum Committee Report (35 min.) – see attachment  | Connie Klassen              |
|                 | 1 Presentation of Renewed Program: Diploma in Visual Arts (15 min.)  | Jospeh Hoh,<br>Bradley Muir |

| TIME        | ITEM   | PRESENTER      |
|-------------|--|----------------|
| 2           | <b>Regular Curriculum Regular Curriculum for Full Recommendation (5 min)</b>   | Connie Klassen |
| 3           | <b>Governance Items Arising from Curriculum Review (15 min.)</b>   | Connie Klassen |
| <b>4:55</b> | <b>Presentations and/or Discussions (20 min.)</b>  |                |
|             | <p><b>1. Cancellation of Academic Policy Committee Terms of Reference (5 min.)</b> Cynthia Wrate</p> <p>Education Council approved Policy G 3.5 Policy and Standards Committee Terms of Reference in May 2014. Policy G 3.5 supersedes Policy G 3.2 Academic Policy Committee Terms of Reference; however there was no motion at that time to cancel Policy G 3.2. It has been brought to our attention that Education Council must approve a motion to cancel Policy G 3.2. As such, there is a request for a motion to cancel Policy 3.2 Academic Policy Committee Terms of Reference. See attachments.</p> <p><b>Motion</b><br/>Education Council approves the cancellation of Policy G3.2 Academic Policy Committee Terms of Reference, as it has been replaced by policy G3.5 Policy and Standards Committee Terms of Reference.</p> <p><b>2. Board of Governors Acceptance of New Programs &amp; Approval of Cancellation of Programs Procedures (5 min.)</b> John Boraas</p> <p>See attachment.</p> <p><b>3. Education Policy Update (10 min.)</b> <i>regrets</i> John Boraas</p> |                |
| <b>5:15</b> | <b>Meeting Adjourned</b>   | Cynthia Wrate  |

Upcoming Meetings:

*Regular Meetings*

Monday, Nov 16, 2015

4:00-6:00 pm

CC 321, Interurban

**Members** (*Quorum = 9*)

**Voting Council Members**

- |   |   |
|---|---|
| 1. Alison Bowe, Faculty                 | 6. Emara Angus, Student                         |
| 2. Bijan Ahmadi, Faculty                | 7. Hannah Thomson, Student - regrets            |
| 3. Cindy Drover-Davidson, Support Staff | 8. John Boraas, Administration <i>-regrets</i>  |
| 4. Cynthia Wrate, Faculty               | 9. Leslie Martin, Support Staff <i>-regrets</i> |
| 5. Dominic Bergeron, Administration     | 10. Lisa Robertson, Faculty                     |

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

11. Nicole Greengoe, Administration
12. Patrick Jones, Faculty
13. Peter Ove, Faculty
14. Rachael Grant, Student
15. Sarah Lindsay, Student

16. Shohreh Hadian, Faculty
17. Stephen Bishop, Faculty
18. Steven Rumpel, Administration
19. Tim Ayers, Faculty
20. Vacant, Faculty

**Non-Voting Council Members**

Sherri Bell, President (regrets)  
Laylee Rohani, Board of Governors  
Shelley Butler, Permanent Secretary

Connie Klassen, ICC Chair  
Corrine Michel, Indigenization Coordinator

**Guests**

Jospeh Hoh, Arts and Science  
~~Bradley Muir, Arts and Science~~

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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:** Connie Klassen, Sport & Exercise Education, 250-220-2568, [klassenc@camosun.bc.ca](mailto:klassenc@camosun.bc.ca)

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

**Permanent Secretary:** Shelley Butler, Office of VP Education, 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, Sept 21, 2015

4:00-6:00 pm

CC 321, Interurban

## Present

|  |                                     |
|--|-------------------------------------|
| Alison Bowe, Faculty                       | Leslie Martin, Support Staff        |
| Bijan Ahmadi, Faculty                      | Nicole Greengoe, Administration     |
| Cindy Drover-Davidson, Faculty             | Peter Ove, Faculty                  |
| Connie Klassen, ICC Chair                  | Rachael Grant, Student              |
| Corrine Michel, Indigenization Coordinator | Sarah Lindsay, Student              |
| Cynthia Wrate, Faculty                     | Shelley Butler, Permanent Secretary |
| Dominic Bergeron, Administration           | Sherri Bell, President              |
| Emara Angus, Student                       | Shohreh Hadian, Faculty             |
| Hannah Thomson, Student                    | Stephen Bishop, Faculty             |
| John Boraas, Administration                | Tim Ayers, Faculty                  |
| Laylee Rohani, Board of Governors          |                                     |

## Regrets/Absent

|                         |                        |
|-------------------------|------------------------|
| Lisa Robertson, Faculty | Patrick Jones, Faculty |
|-------------------------|------------------------|

## Guests

Nil

| ITEM  | PRESENTER     |
|---|---------------|
| <p><b>A. Call to order and Declaration of Quorum</b></p> <p>The Regular Meeting was called to order at 4:00 by Cynthia Wrate, Education Council Chair.</p>  | Cynthia Wrate |
| <p><b>B. Acknowledgement of Coast Salish Territory</b></p> <p><i>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. <a href="http://camosun.ca/aboriginal/territory.html">http://camosun.ca/aboriginal/territory.html</a></i></p> | Cynthia Wrate |
| <p><b>C. Welcome to new members</b></p> <p>Cynthia welcomed the newest members to Education Council – Alison, Bijan, Cindy, Connie, Corrine, Emara, Peter and Sherri.</p>   | Cynthia Wrate |
| <p><b>D. Round-Table Check-In</b></p> <p>Cynthia welcomed everyone and requested a roundtable check-in.</p>   | Cynthia Wrate |

| ITEM  | PRESENTER        |
|---|------------------|
| <b>E. Acceptance of Agenda</b><br>The Sept 21, 2015 agenda was accepted via unanimous consent.  | Cynthia Wrate    |
| <b>F. Minutes for Approval</b><br>The Jun 15, 2015 regular meeting minutes were approved via unanimous consent.   | Cynthia Wrate    |
| <b>G. Reports</b>   |                  |
| <b>1. Education Council Chair</b><br>Cynthia acknowledged that we are beginning a new academic year. She also noted that she will attend the Council of Education Council (CoEdCo) meeting in Cranbrook, BC this October. She stated that the CoEdCo agenda looked interesting.   | Cynthia Wrate    |
| <b>2. VP Academic</b><br>John reported that a lot of project work is underway, including a review of our scheduling process. If anyone wants further information they are welcome to email John.  | John Boraas      |
| <b>3. Board Member</b><br>Laylee reported that the Board held its inaugural meeting. Russ Lazaruk was elected the Board Chair, and Ron Rice was elected the Vice-Chair. She noted that the Board reviewed the <a href="#">Institutional and Accountability Plan and Report</a> . It is a good summary that reports where the College is at. | Laylee Rohani    |
| <b>H. Committee Reports</b><br>Cynthia requested for council members to considering sitting on one or more of the Education Council committees. Members can put their name forward for the Awards, Ed Approvals Steering Committee, or the EdCo Policy and Standards Committee. Contact Shelley Butler if you interested.                   | Cynthia Wrate    |
| Dominic agreed to Chair the Awards Committee.   |                  |
| In addition, he following EdCo members put their name forward:  |                  |
| <ul style="list-style-type: none"> <li>• Awards: Steven Rumpel</li> <li>• Ed Approvals Steering Committee: Tim Ayers, Cynthia Wrate, Leslie Martin</li> <li>• EdCo Policy and Standards Committee: Stephen Bishop, Corrine Michel, Alison Bowe</li> </ul>   |                  |
| <b>1. Awards</b><br>Nil   | To be determined |
| <b>2. Education Approvals Steering Committee</b><br>Nil   | To be determined |
| <b>3. Education Council Policy and Standards Committee</b><br>Nil   | Steven Rumpel    |

| ITEM   | PRESENTER                      |
|--|--------------------------------|
| <b>I. Integrated Curriculum Committee Report</b>   | Connie Klassen                 |
| <p>Cynthia introduced Connie Klassen as the new ICC Chair. Connie presented an overview Power Point on the Education Approvals Process. The presentation was intended as an orientation to Education Council members on the approvals process. See appendix for Power Point.</p> |                                |
| <p>Questions and discussion followed.</p>  |                                |
| <b>Curriculum Recommended for Approval</b>   |                                |
| <p>Nil</p>   |                                |
| <b>Issues Arising from Curriculum Review:</b>  |                                |
| <p>Nil</p>   |                                |
| <b>J. Presentations and/or Discussions</b>   |                                |
| <b>1. Governance Role of Education Council; Relationship to VP Education Office, BOG, other administration Student Services</b>  | Cynthia Wrate                  |
| <p>Cynthia gave an overview Power Point on the governance role of Education Council.</p>   |                                |
| <b>2. Overview of Key Policy Questions for the upcoming year</b>   | Cynthia Wrate<br>& John Boraas |
| <p>John noted that policy was one of the top two areas that required modernization and improvement. The goal will be to plan and prioritize our policy development. He noted that we have allocated for a policy position and the job posting is currently up.</p>               |                                |
| <b>K. Next Meeting</b>   | Cynthia Wrate                  |
| <p>Regular Meeting<br/>Monday, Oct 26, 4-6, CC 321, Interurban</p>   |                                |
| <b>L. Adjournment</b>  | Cynthia Wrate                  |
| <p>The Meeting adjourned at 5:31pm.</p>  |                                |

## Board Governance 101

## Board of Directors Governance

- What is Governance
- Governance Key roles and responsibilities

## Governance Defined

- Governance refers to the processes and structures used to direct and manage an organization’s operations and activities. It *defines the division of power and establishes mechanisms to achieve accountability among stakeholders, the governance board and management.*  
(Deloitte – the Effective Not for Profit Board)

## What are Boards?

- A group of people who supervise, manage or govern an organization, company or facility, or *those charged with providing advice or making decisions on a particular issue.*

## What do Boards “do”?

- **Provide purpose, leadership and overall strategic direction** for the organization they are responsible for governing i.e. Education Council.
- Ensure that the finances are sound, operations are legal, procedures work, assets are safeguarded and all tasks are carried out in the public’s interest.
- Know the Constitution and update the Bylaws which are two major board governing documents.
- **Comply with legislation** i.e. Education Council is the legislated authority regarding academic matters and provides an advisory role to the Board of Governors.

## Functional Roles and Responsibilities

- Legal
- **Policy (Governance), Planning (Strategic), and Programs**
- **Leadership**
- Personnel
- Finance and Budget
- Public Relations
- Evaluation
- General

**Policy, Planning, Program**

- To ensure that an effective process for planning is maintained and to formulate a strategic long range (3-5 years) plan that is updated annually.
- To **develop policies for governance of the organization.**
- To **monitor policy,** organizational performance and outcomes.
- To **establish the philosophical values base for priority determination for programs and services.**

**Leadership**

- To ensure the training & development of a qualified members who bring expertise and strategic thinking to the table.
- To ensure that effective and appropriate channels exist for communication with members or constituent groups.
- To **assume leadership of committees, task groups etc.**

**Evaluation**

- To regularly evaluate policy development
- To evaluate Board governance policies keeping current with the operating environment

**General Role of Board member**

- To make available necessary time to ensure adequate preparation and participation at all meetings and/or committees related to the position of EdCo member.
- To establish the necessary standing committees and ad hoc task teams.

**Legal Responsibilities & Liabilities**

- **Colleges and Institute Act of BC** identifies specific roles and duties of EdCo
- Fiduciary duty – ***“act honestly and in good faith for the benefit and best interests of the organization you are overseeing”.***

**Examples of fiduciary duty fulfillment:**

- Not taking advantage of your position for personal gain
- Acting honestly and industriously
- Providing adequate information to authorized people or members when requested and not misleading them in any way
- **Disclosing potential conflicts of interest**
- Acting with care and diligence
- **Ensuring all decisions are made to the advantage of the organization, not individuals or any other interest group**
- Ensuring you act according to the constitution and rules of the organization.



### Examples of competence and diligence:

- Make a decision to take, or not to take, action in good faith and for a proper purpose
- Do not have any material personal interest in the matter
- Inform yourself about the matter to the extent that you reasonably believe is appropriate.
- Reasonably believe that your judgment is in the board's best interests

### In addition, you are expected to:

- Attend meetings regularly
- Ask questions and seek more information when you believe it is required
- Understand your board's core work
- Keep abreast of governance issues

### Models of Governance

- In the not for profit world, there are two major models of governance, the Programmatic Model (may or may not also be a "working" Board) and the **Policy Model** of Governance.

### Camosun Education Council

#### Powers of the Education Council **Policy duties:**

- a) Set policies concerning **examinations and evaluation** of student performance
- b) Set policies concerning **student withdrawal from course, programs and the institution**
- c) Set criteria for **academic standing, academic standards and the grading system**
- d) Set criteria for **recognizing academic excellence**

### Powers of the Education Council cont'd

- Set policies for the procedures for appeals by students on academic matters and establish final appeal tribunal for these appeals,
- Set curriculum content for courses leading to certificates, diploma's or degrees.

### Joint Approval

- To be implemented, decisions concerning the following matters must have joint approval:
  - a) **Curriculum evaluation** for determining whether (i) courses or programs, or course credit, from another institution, university or other body are equivalent to courses or programs, or course credit at the institution, or

### Joint approval cont'd

- (ii) courses or programs, or course credit, from one part of the institution are **equivalent** to courses or programs, or course credit in another part of the institution;
- b. **Other responsibilities** of the board that, on the initiative of the board, the board and the education council agree are subject to joint approval....

### Governance: why it's a crucial/complex issue in higher ed

- Institutional diversity
  - new types; multiple programs; private options
- Delivery diversity
  - Distance, e-learning, blended
- Student diversity
- Internationalization
- Marketization of education; knowledge

### EdCo policy setting power & duty

- Examination & evaluation of student performance
- Student withdrawal from courses, programs, institution
- Procedures for student appeals on academic matters; final appeal tribunal for appeal

### EdCo criteria-setting power & duty

- Academic standing, academic standards & grading system
  - Awards recognizing academic performance
- And
- Set curriculum content for courses leading to certificates, diplomas & degrees

### Plus, advise Board

- Advice from EdCo required on many matters; requested on others


### Items warranting policy revision, criteria setting

- |  |  |
|--|--|
| ■ Attrition rates  | ■ DE standards                             |
| ■ Assessment practices   | ■ Course shelf life                        |
| ■ Competitive admission process / programs   | ■ Work terms as program/course requirement |
| ■ Cross college integration <ul style="list-style-type: none"> <li>■ courses / duplication</li> <li>■ content                         <ul style="list-style-type: none"> <li>■ Indigenization</li> <li>■ Internationalization</li> <li>■ sustainability</li> </ul> </li> </ul> | ■ Course leveling (pre-req's)              |
|  | ■ Course numbering standards               |



### Expedited Curriculum Approval

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



A circular purple stamp with the word 'APPROVED' in the center, surrounded by five stars and a decorative border.

### 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](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



A stylized red pen nib with a black outline and a small splash of red ink.

### 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?



# Integrated Curriculum Committee Report

Ensuring that our students are provided with quality educational experiences



EX-250-003-001-002

**Sept 16, 2015, 1:00-4:30, Paul 216, Lansdowne**

**Present:** Connie Klassen, Lea Quill, Lynda Warren, Shelley Butler, Mavis Smith, Tim Ayers, Valerie Montague, Ahmed Vawda

**Regrets/Absent:** Ian Humphries, Richard Stride, Steven Rumpel

**Guests:** Joseph Hoh (Arts/Sci), Bradley Muir (Arts/Sci), Dominic Bergeron (Art/Sci)

## A. Curriculum for Full Recommendation

### RENEWED PROGRAMS

The department of Visual Arts presented a renewed program in the Spring 2015. At that time the ICC sent feedback to the department to consider. The department has reviewed the feedback and made some of the suggested changes. At the September 16<sup>th</sup> meeting the ICC reviewed the feedback received from the Visual Arts.

#### Motion

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

- Diploma in Visual Arts (IDS 952) – description, admission requirements, participation requirements, learning outcomes, program content, program code
- Revisions: ART 102 (IDS 1247), ART 103 (IDS 1248), ART 106 (IDS 1249), ART 124 (IDS 956), ART 128 (IDS 958), ART 140 (IDS 959), ART 142 (IDS 960), ART 144 (IDS 961), ART 182 (IDS 973), ART 240 (IDS 978), ART 265 (IDS 983)
- New courses: ART 121 (IDS 953), ART 127 (IDS 957), ART 222 (IDS 976), ART 234 (IDS 977), ART 242 (IDS 980), ART 260 (IDS 981), ART 268 (IDS 986), ART 269 (IDS 987), ART 282 (IDS 990)
- Cancel courses: ART 122 (IDS 954), ART 123 (IDS 955), ART 160 (IDS 965), ART 220 (IDS 974), ART 221 (IDS 975), ART 241 (IDS 979), ART 264 (IDS 982), ART 266 (IDS 984), ART 267 (IDS 985), ART 280 (IDS 988), ART 281 (IDS 989)

### REGULAR CURRICULUM

#### Motion

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

- COMP Courses
  - Cancel courses: COMP 101 (IDS 1282), COMP 102 (IDS 1283), COMP 136 (IDS 1284), COMP 142 (IDS 1285), COMP 143 (IDS 1286), COMP 158E (IDS 1287), COMP 158M (IDS 1288), COMP 159M (IDS 1289), COMP 162 (IDS 1290), COMP 163 (IDS 1291), COMP 164 (IDS 1292), COMP 165 (IDS 1293), COMP 174 (IDS 1294), COMP 201 (IDS 1295), COMP 202 (IDS 1296), COMP 203 (IDS 1297), COMP 232 (IDS 1298), COMP 233 (IDS 1299), COMP 243 (IDS 1301), COMP 292 (IDS 1302)
  - Revisions: COMP 132 (IDS 1433), COMP 156 (IDS 1281), COMP 238 (IDS 1300).

- ELD 092 (IDS 1271) and ELD 094 (IDS 1272) – short description, course type, credits, learning outcomes
- ASTR 101 (IDS 1254) and ASTR 102 (IDS 1255) – title, pre-requisite, learning outcomes
- PHIL 250 (IDS 1259) – description, pre-requisite, learning outcomes

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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## A. Governance and Standards Issues Arising from Curriculum Review

### Course Duplication

This past ICC review we encountered two instances of curriculum duplication issues:

- BUS 140, COMP 152, COMP 156: All 3 Camosun courses transfer to UVic as the same course CSE 105.
- COMP 235 and COMP 238: Both Camosun courses transfer to UVic as the same course SENG 265.

We did not have any indication that these were “duplicates” of one another. Instead we needed to rely on College employees familiar with the content to note the issue during the curriculum review process. Students most likely are unaware that if they take these courses they will only receive credit for one course at UVic. We are lacking direction and policy on approving and communicating “duplicate” curriculum to our students.



|                 |                   |
|-----------------|-------------------|
| Policy:         | G-3.2             |
| Approved By:    | Education Council |
| Approval Date:  | Jan 23, 2001      |
| Amendment Date: |                   |
| Policy Holder:  | VP Education      |

## **ACADEMIC POLICY COMMITTEE TERMS OF REFERENCE**

### **Mandate and Responsibilities**

The Academic Policy Committee is a standing committee of the Education Council and is established by the Education Council. Based on the legislation, the committee will prioritize policy development, review proposed policy, monitor policy activity and monitoring criteria, and prepare recommendations for Education Council's debate and deliberation.

### **Membership**

The Academic Policy Committee will be comprised of the Senior Policy Administrator for Education Policy, the Registrar or designate, and seven (7) members of Education Council as follows:

1. Four faculty members as broadly representative of the schools as possible.
2. One student.
3. One staff member.
4. One educational administrator.

Notwithstanding the above, other members as deemed appropriate may be appointed by the chair of Education Council from time to time.

### **Chair**

The chair is appointed by the Education Council chair from amongst the members of the committee

### **Length of Term**

All appointments will normally be for one year, and will be renewable.

### **Committee Operation**

1. The committee will meet at regular intervals sufficiently prior to the council meetings to allow for reporting.
2. Administrative support will be determined by the office of the Vice President, Ed. & Stud. Svcs.



|                        |                          |
|------------------------|--------------------------|
| <b>Policy:</b>         | <b>G-3.5</b>             |
| <b>Approved By:</b>    | <b>Education Council</b> |
| <b>Approval Date:</b>  | <b>May 12, 2014</b>      |
| <b>Amendment Date:</b> |                          |
| <b>Policy Holder</b>   | <b>VP Education</b>      |

## **POLICY AND STANDARDS COMMITTEE TERMS OF REFERENCE**

### **Purpose**

As a Sub-Committee of Education Council, the Policy and Standards Committee is responsible for recommendations to Education Council regarding governance and policy issues and coordinates the development of policy briefings and policy drafts for review, discussion and decision of Education Council.

### **Responsibilities**

#### **Committee:**

1. Reviews Education Council's governance record, policies and procedures periodically to ensure consistency with the powers and responsibilities identified in the BC College and Institute Act;
2. Initiates revision or creation of policy that falls under the responsibility of Education Council in the College and Institute Act;
3. Identifies and engages college resources, stakeholders, and communication processes to support policy development and review;
4. Participates as needed in policy development initiatives;
5. Reviews submitted drafts of Education Council governance briefings, policies and procedures/processes that fall under the responsibility of Education Council in the College and Institute Act;
6. Liaises with ICC / Education Council to set priorities for issues arising from curriculum review;
7. Presents briefings, policies and procedures to Education Council for decision/approval;



8. Develops new Education Council member orientation and training pertaining to policy and standards.

**Chair:**

1. To chair meetings as the representative of Education Council.
2. Regularly reports to Education Council on the work of the Committee and any arising issues or concerns.

**Committee Membership**

Committee members will typically be Education Council members supplemented by members of the college community as deemed appropriate by Education Council.

**Committee Operation**

1. The Committee will normally meet monthly September through June. Additional meetings will be scheduled as required.
2. Briefing documents and draft policy will be presented to Education Council for their discussion and decision.
3. Staff Coordination support will be provided by the Office of the VP Education and other college departments as required.
4. Quorum is required for all decisions leading to a recommendation to Education Council.



## Education Council Briefing Notes

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

**Date:** Oct 26, 2015

**Topic:** Board of Governors Acceptance of New Programs, and Approval of Cancellation of Program Procedures

**Background:**

As per the [College and Institute Act](#), the Board may determine courses or programs to be offered at the institution:

### Part 4 — The Powers and Duties of Boards and Education Councils

#### Powers of board

<sup>9</sup> ~~19~~ (1) Subject to this Act, a board may do the following:

(d) determine courses or programs to be offered or cancelled at the institution;

On Sept 14, 2015, the Board approved an administrative procedure to facilitate an acceptance of new programs and an approval of program cancellations

- Acceptance of new programs: The procedure includes a functional definition of “programs to be offered”, the information to be included in a briefing report, and the procedural steps to be followed.
- Approval of program cancellations: The procedure outlines the information to be included in a briefing report and the procedural steps to be followed.

These procedures are being shared with Education Council for information.

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



| Procedure                         | Program Approval                       |
|-----------------------------------|--|
| <b>Approved by:</b>               | Board of Governors                     |
| <b>Advice by:</b>                 | VP Education                           |
| <b>Approval / Amendment Date:</b> | Sept 14, 2015                          |
| <b>Procedure Holder:</b>          | College Governance Executive Assistant |

### Board of Governors

### Acceptance of New Programs and

### Approval of Cancellation of Programs Procedures

#### PART 1: APPROVAL OF NEW PROGRAMS

As per the College and Institute Act Section 9.1 (D), the Board may determine the courses or programs to be offered or cancelled at the institution. Details are outlined in policy [E-1.6 Educational Approvals](#).

#### Definition of “programs to be offered” for purposes of Board Acceptance

The guidelines and procedures will apply to the following curriculum changes:

- New credentials not previously offered by Camosun and associated courses
- Majors, Options, Specializations developed in existing programs and to be recognized on student’s transcripts (does not include the Coop or Internship designations) and associated courses
- Substantively renewed programs (as determined by the Education Council Executive Committee) and associated courses.

## Approvals Procedure

### Programs that do not require Ministry Approval



### Programs that require Ministry Approval

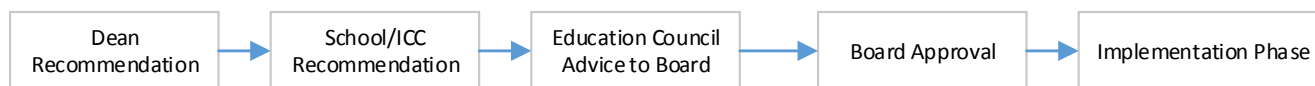


1. Coordinator of Education Approvals prepares a briefing report for Board including:
  - a. the program name (i.e. credential awarded)
  - b. associated course subject codes/numbers
  - c. brief program description
  - d. brief rationale for the offering
  - e. effective date of the offering
2. Coordinator of Education Approvals forwards to VP Education for review and edits.
3. Coordinator Education Approvals forwards to the Board via the College Governance Executive Assistant (EA).
4. College Governance EA adds to Board Executive Committee Meeting agenda.
5. VP Education presents briefing at Board Executive Committee Meeting.
6. VP Education presents briefing at the Board and requests a motion to approve. Acceptance is noted in the Board of Governors minutes.
7. College Governance EA notifies the Coordinator Education Approvals that Board acceptance has been granted. Board acceptance date is noted in the Curriculum Approvals database.
8. If Ministry approval (i.e. DQAB) is required, curriculum is forwarded to the Ministry for approval. Implementation may proceed once Ministry approval has been given.

## PART 2: APPROVAL OF PROGRAM CANCELLATIONS

As per the College and Institute Act Section 4.19 (D), the Board may determine the courses or programs to be offered or cancelled at the institution. Details are outlined in the E1.11 [Program Suspension and Cancellation Policy](#).

### Approval of Cancellation Procedures



1. Coordinator of Education Approvals prepares a briefing report for Board including:
  - a. the program name (i.e. credential awarded)
  - b. associated course subject codes/numbers
  - c. brief program description
  - d. brief rationale for the cancellation
  - e. last intake of students
  - f. program cancellation form and program outline
  - g. advice from Education Council regarding the proposed cancellation
2. Coordinator of Education Approvals forwards to VP Education for review and edits.
3. Coordinator Education Approvals forwards to the Board via the College Governance Executive Assistant (EA).
4. College Governance EA adds to Board Executive Committee Meeting agenda.
5. VP Education presents briefing at Board Executive Committee Meeting.
6. VP Education presents briefing at the Board and requests a motion to approve. Approval is noted in the Board of Governors minutes.
7. College Governance EA notifies the Coordinator Education Approvals that Board approval has been granted.
8. The Coordinator Education Approvals adds the Board cancellation approval date to the official program and course(s) curriculum submission paperwork filed at [\\nas2\cecp\](#).
9. Coordinator Education Approvals notifies the School and Student Services regarding the program and course(s) cancellations.