



Education Council

Ensuring that our students are provided with quality educational experiences



Agenda

Monday, Nov 16, 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	Round-Table Check-In (3 min.)	Cynthia Wrate
4:05	Acceptance of Agenda (1 min.)	Cynthia Wrate
4:07	Minutes for approval (1 min.)	Cynthia Wrate
4:08	Reports (10 min.)	
	1. Education Council Chair (4 min.)	Cynthia Wrate
	2. VP Academic (3 min.)	John Boraas
	3. Board Member (3 min.)	Laylee Rohani
4:18	Committee Reports (2 min.)	
	1. Awards (nil)	Dominic Bergeron
	2. Educational Approvals Steering Committee (2 min.) The meeting was cancelled on Nov 13, 2015. No update at this time.	TBD
	3. Education Council Policy and Standards Committee (nil)	Steven Rumpel
4:20	Integrated Curriculum Committee Report (45 min.) – see attachment	Connie Klassen
	1 CDEV WPS Workplace Preparation Skills (IDS 1453) new course (15 min.)	Lois Fernyhough

TIME	ITEM	PRESENTER
		and Kathryn Le Gros
2	Presentation of Renewed Program: Information & Computer Systems Technology (15 min.) – Tentatively Scheduled	Saryta Schaerer
3	Regular Curriculum Regular Curriculum for Full Recommendation (5 min)	Connie Klassen
4	Governance Items Arising from Curriculum Review (10 min.)	Connie Klassen
5:05	Presentations and/or Discussions (40 min.)	
	1. Notice of Motion: Academic Schedule Policy (15 min.)	Steven Rumpel
	2. CICAN Indigenous Protocol (15 min.) http://www.collegesinstitutes.ca/policyfocus/indigenous-learners/approaches-and-exemplary-practices-to-guide-implementation/	John Boraas
	3. Education Policy Update (10 min.) <i>Tentative scheduled</i>	John Boraas
5:45	Meeting Adjourned	Cynthia Wrate

Upcoming Meetings:

Happy Holidays Social
Monday, Dec 14, 2015
3:30-4:00 pm
CC 321, Interurban

Regular Meeting
Monday, Dec 14, 2015
4:00-6:00 pm
CC 321, Interurban



Members (*Quorum = 11*)

Voting Council Members

- | | |
|---|-------------------------------------|
| 1. Alison Bowe, Faculty | 9. Leslie Martin, Support Staff |
| 2. Bijan Ahmadi, Faculty | 10. Lisa Robertson, Faculty |
| 3. Cindy Drover-Davidson, Support Staff | 11. Nicole Greengoe, Administration |
| 4. Cynthia Wrate, Faculty | 12. Patrick Jones, Faculty |
| 5. Dominic Bergeron, Administration | 13. Peter Ove, Faculty |
| 6. Emara Angus, Student | 14. Rachael Grant, Student |
| 7. Hannah Thomson, Student | 15. Sarah Lindsay, Student |
| 8. John Boraas, Administration | 16. Shelley Melissa, Faculty |

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

17. Shohreh Hadian, Faculty

18. Stephen Bishop, Faculty - **Regrets**

19. Steven Rumpel, Administration

20. Tim Ayers, 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

Saryta Schearer, Trades and Technology

Lois Fernyhough, Arts and Science

Kathryn Le Gros, Coop Education

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:

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, Oct 26, 2015

4:00-6:00 pm

CC 321, Interurban

Present

Alison Bowe, Faculty	Patrick Jones, Faculty
Bijan Ahmadi, Faculty	Peter Ove, Faculty
Cindy Drover-Davidson, Faculty	Rachael Grant, Student
Connie Klassen, ICC Chair	Sarah Lindsay, Student
Corrine Michel, Indigenization Coordinator	Shelley Butler, Permanent Secretary
Cynthia Wrate, Faculty	Shohreh Hadian, Faculty
Dominic Bergeron, Administration	Stephen Bishop, Faculty
Emara Angus, Student	Tim Ayers, Faculty
Laylee Rohani, Board of Governors	

Regrets/Absent

Lisa Robertson, Faculty	Leslie Martin, Support Staff
Hannah Thomson, Student	Nicole Greengoe, Administration
John Boraas, Administration	Sherri Bell, President

Guests

Joseph Hoh, Arts and Science

ITEM	PRESENTER
<p>A. Call to order and Declaration of Quorum</p> <p>The Regular Meeting was called to order at 4:04 by Cynthia Wrate, Education Council Chair.</p>	Cynthia Wrate
<p>B. Acknowledgement of Coast Salish Territory</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. http://camosun.ca/aboriginal/territory.html</i></p>	Cynthia Wrate
<p>C. Round-Table Check-In</p> <p>Cynthia welcomed everyone and requested a roundtable check-in. The round table check-in is a way to Indigenize our meetings. The topic for the check-in, is what prompted you to join Education Council.</p>	Cynthia Wrate
<p>D. Acceptance of Agenda</p>	Cynthia Wrate

ITEM	PRESENTER
<p>The Oct 26, 2015 agenda was accepted via unanimous consent with a few changes, remove the welcome to new members, Cynthia will present the Board of Governance discussion item, and the Education Policy update will be postponed as John is away.</p>	
E. Minutes for Approval	Cynthia Wrate
<p>The Sept 21, 2015 regular meeting minutes were approved via unanimous consent.</p>	
F. Reports	
1. Education Council Chair	Cynthia Wrate
<p>Cynthia did attend the Council of Education Councils Meeting. She noted that we share common best practices and concerns with other Education Councils with regard to the relationship between Education Councils and their respective Boards. Many of the other colleges are clarifying their governance procedures and their advisory role to their Boards. Some of the other Colleges are envious of our commitment to adding policy resources.</p>	
2. VP Academic	John Boraas
<p>John sent his regrets due to illness.</p>	
3. Board Member	Laylee Rohani
<p>Laylee reported that the last Board Meeting was on Oct 5, 2015. The Board was given updates on the Strategic Plan development. Stage 2 of that process is now complete. The information received is being processed and then there will be an interactive report released sometime between early to mid-November. The Board also received a Risk Management report (that included financial risk, external risk, etc.).</p>	
G. Committee Reports	Cynthia Wrate
1. Awards	Dominic Bergeron
<p>Nil</p>	
2. Education Approvals Steering Committee	Tim Ayers
<p>There is no Chair currently in place for this committee. Tim Ayers, as a committee member, gave the report. Tim noted that there were mostly new committee members in attendance at the last meeting. A broad overview of what the committee has done-to-date, and an update on how the Program Admission Requirements will be documented to align with the College website were presented.</p>	
3. Education Council Policy and Standards Committee	Steven Rumpel
<p>Steven noted that the VP Education Office is currently in the process of hiring a Manager for the Education Policy position.</p>	

H. Integrated Curriculum Committee Report

Connie Klassen

Curriculum Recommended for Approval**PRESENTATION**

Connie introduced Joseph Hoh, Chair of Visual Arts. Joseph presented the renewed Diploma in Visual Arts program. Questions and discussion followed.

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 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)

Motion Carried**REGULAR CURRICULUM**

Connie presented the following curriculum for approval. Questions and discussion followed. There was discussion on the role of the ICC. It was clarified that when curriculum is put forward by the ICC it is deemed to be approval ready. The role of Education Council is not to duplicate the curriculum review work done by the ICC. Education Council members are advised to review curriculum documents in the EdCo Agenda curriculum document folder on the Share Point site prior to the meeting if they not comfortable voting solely based on the ICC recommendation.

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

Motion Carried*1 abstention***Issues Arising from Curriculum Review:**

Connie Klassen

Course Duplication

During the ICC review, two issues of course duplication were raised again. The ICC did not have any indication that the courses were “duplicates” of one another. Instead they relied 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. The College is lacking direction and policy on approving and communicating “duplicate” curriculum to our students.

Questions and discussion followed.

I. Presentations and/or Discussions**1. Cancellation of Academic Policy Committee Terms of Reference**

Cynthia Wrate

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 was brought to Education Council’s attention that they must approve a motion to cancel Policy G 3.2. As such, a motion was put forward to cancel Policy 3.2 Academic Policy Committee Terms of Reference.

Motion

Tim Ayers put forward a motion and it was seconded by Stephen Bishop to cancel 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

Motion Carried**2. Board of Governors Acceptance of New Program & Approval of Cancellation of Program Procedures**

Cynthia Wrate

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

- 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 were shared with Education Council for information only.

J. Next Meeting

Cynthia Wrate

Regular Meeting

Monday, Nov 16, 4-6, CC 321, Interurban

K. Adjournment

Cynthia Wrate

The Meeting adjourned at 6:08 pm.



Integrated Curriculum Committee Report

Ensuring that our students are provided with quality educational experiences



EX-250-003-001-002

Oct 14, 2015, 1:00-4:30, CC 321, Interurban

Present: Connie Klassen, Lea Quill, Lynda Warren, Shelley Butler, Mavis Smith, Valerie Montague, Debbie Hlady, Ian Humphries, Richard Stride, Steven Rumpel

Regrets/Absent: Tim Ayers

Guests: Kathryn Le Gros (Coop), Lois Fernyhough (Coop), Joyce van de Vegte (Trades and Tech)

Oct 21, 2015, 1:00-4:00, CC 321, Interurban

Connie Klassen, Lea Quill, Lynda Warren, Shelley Butler, Mavis Smith, Valerie Montague, Debbie Hlady, Ian Humphries, Richard Stride, Steven Rumpel

Regrets/Absent: Tim Ayers

Guests: Saryta Schaerer (Trades and Tech)

A. Curriculum for Full Recommendation

RENEWED PROGRAMS

Saryta Schaerer presented the new Diploma in Information and Computer Systems Technology.

Pending Motion

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

Proposed new Diploma in Information and Computer Systems

- Information and Computer Systems Technology (IDS 1460)
- ICS 111 (IDS 1462), ICS 112 (IDS 1463), ICS 113 (IDS 1464), ICS 114 (IDS 1465), ICS 121 (IDS 1466), ICS 122 (IDS 1467), ICS 123 (IDS 1468), ICS 124 (IDS 1469), ICS 125 (IDS 1470), ICS 126 (IDS 1471), ICS 127 (IDS 1472), ICS 199 (IDS 1473) – new course
- ICS 200 (IDS 1474), ICS 211 (ICS 1475), ICS 212 (IDS 1476), ICS 213 (IDS 1477), ICS 214 (ICS 1478), ICS 215 (IDS 1479), ICS 217 (IDS 1480), ICS 221 (IDS 1481), ICS 224 (ICS 1482), ICS 226 (IDS 1483), ICS 227 (IDS 1484), ICS 228 (IDS 1485), ICS 298 (IDS 1486), ICS 299 (IDS 1496) – new course
- MATH 155 (IDS 1406) – new course
- STAT 157 (IDS 1407) – new course
- BUS 143 (IDS 1489) – course hours

NEW COURSE

Lois Fernyhough and Kathryn Le Gros presented a new workplace preparation skills course that will be available to all Camosun students.

Motion

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

- CDEV WPS Workplace Preparation Skills (IDS 1453) – new course

REGULAR CURRICULUM**Motion**

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

- Certificate in Applied Project Management (IDS 1422) description, participation requirements, learning outcomes, content, special notes
- APMC 500V (IDS 1423), APMC 501V (IDS 1424), APMC 502V (IDS 1425), APMC 503V (IDS 1426), APMC 504V (IDS 1427), APMC 505V (IDS 1428) short description, hours, learning outcomes
- MS Office Certificate (IDS 1536) - hours, BSCM 521V (IDS 1429) short description, hours
- ABT 140 (IDS 1416), ABT 142 (IDS 1417), ABT 144 (IDS 1418), ABT 150 (IDS 1419), ABT 154 (IDS 1415), ABT 156 (IDS 1420) – course cancellations
- CHIN 200 (IDS 1399), CHIN 201 (IDS 1400), CHIN 220 (IDS 1401), CHIN 221 (IDS 1402) – course cancellations
- Engineering Transfer (IDS 1403) – admission requirements, content, completion requirements, special notes
- IDS 210 (1450) – description, pre-req., hours
- SPMA 260 (IDS 1432) – pre-req., co-req.
- MRAD 157 (IDS 1537) – activity and hours

Curriculum Change Documents are viewable in the EdCo Curriculum Documents folder on the EdCo Sharepoint site

[LINK to curriculum documents here:](#)

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

A. Governance and Standards Issues Arising from Curriculum Review**FOR INFORMATION ONLY****Pre-requisites**

There are instances where pre-requisites are identified in the curriculum documents but they are not utilized in the automated system in Colleague. Subsequently students may be able to access a course for which they do not have the stated pre-requisites. This is typically occurs in program areas where there is a desire to have student register in all courses at once when they sign-up. As such, we cannot set pre-requisites on courses as students will not be able to sign up for all courses at once.

In instances where this occurs there is a lack of clarity if the course actually has a pre-requisite or not? The listing of the pre-requisite leads everyone to believe there is a pre-requisite, when in reality there isn't one.

Program, Credentials and Admission Requirements

Some programs are designed that will allow a student to take all of the content without ever actually signing up for the program and meeting the admission requirements. This does not present an issue if the admission requirements are in alignment with all course curriculum. However, in instances where a program requires additional requirements (i.e. particular age, portfolio, resumes, etc.) it becomes more convoluted. If a student completes all program content, without ever being admitted to a program:

- Do we require the student to meet the admission requirements at the end of the program before they receive their credential?
- In programs where this is possible, does it mean the Admission Requirements (i.e. the additional ones):
 - are not actually serving the purpose the curriculum developer intended;
 - are not in alignment with the program outcomes; and
 - therefore the Admission Requirements (i.e. the additional ones) should be removed.

This would influence existing programs, as well as how we develop and evaluate new programs coming forward.

This requires some additional research and discussion to understand the issue more.

Course cancellations

The question has arisen at ICC as to how long a course that has not been offered for a period of time be allowed to remain before a mandatory cancellation is required. There is an impact on articulation practices when this does not occur.

“Permission of Chair to Register”

Given that students can seek “Permission of the Chair to Register” for any course at Camosun College, where should such language exist on College documents and website to ensure transparency for all.

Motion for Policy G-3.4 Revision

Motion

It was moved and seconded by the Integrated Curriculum Committee that Education Council approves the following changes to the Committee Operation section of Policy G-3.4 Integrated Curriculum Committee Terms of Reference:

5. Quorum is required for all decisions leading to a recommendation to Education Council.
5. **A quorum of 80% of the committee** is required for all decisions leading to a recommendation to Education Council.
6. Decisions will be made by consensus.
6. Decisions will be made by consensus **of 80% of the committee.**

Indigenous Education Protocol for Colleges and Institutes



Colleges and Institutes Canada
Collèges et instituts Canada

The signatory institutions to this protocol recognize and affirm their responsibility and obligation to Indigenous education.

Colleges and institutes respect and recognize that Indigenous people include First Nation, Métis and Inuit people, having distinct cultures, languages, histories and contemporary perspectives.

Indigenous education emanates from the intellectual and cultural traditions of Indigenous peoples in Canada.

Indigenous education will strengthen colleges' and institutes' contribution to improving the lives of learners and communities.

The signatory institution agrees to:

1. Commit to making Indigenous education a priority.
2. Ensure governance structures recognize and respect Indigenous peoples.
3. Implement intellectual and cultural traditions of Indigenous peoples through curriculum and learning approaches relevant to learners and communities.
4. Support students and employees to increase understanding and reciprocity among Indigenous and non-Indigenous peoples.
5. Commit to increasing the number of Indigenous employees with ongoing appointments, throughout the institution, including Indigenous senior administrators.
6. Establish Indigenous-centred holistic services and learning environments for learner success.
7. Build relationships and be accountable to Indigenous communities in support of self-determination through education, training and applied research.

Signatories endorse the intent of these principles and are committed to developing policies, procedures and practices within their institutions.

Institution

Name

Title

Date

Signature





Education Council Briefing Notes

Submitted by: Steven Rumpel, Director, Education Policy & Planning
Meeting Date: Monday, November 16, 2015
Topic: Proposed changes to Camosun's Academic Schedule Policy

Background:

In follow-up to discussion at the June 2015 Education Council meeting, regarding planning to implement a week-long Reading Break in February 2017, efforts have been undertaken to review the necessary changes to Camosun's Academic Schedule policy to support implementation of this. Through this review, additional policy items have been identified to modernize and bring the current policy in alignment with institutional practice (the current policy was last updated in May 2008). Proposed policy revisions include the following:

Proposed Changes Effective 2015/16 Academic Year:

- Adjustment of the Spring/Summer semester exam period from five to eight days, to align with the Winter and Fall Semesters (effective immediately and in place for May – August 2016 only)

Proposed Changes Effective 2016/17 Academic Year:

- Inclusion of a Summer semester (trimester model starting May 2017), includes
 - removal of language referencing a Spring/Summer semester
 - removal of language referencing a Spring term
 - removal of language referencing a Summer term
- Update to policy language reflecting the shift to a 1-week Reading Break in February 2017
- Update to policy language regarding academic schedule creation processes and alignment with current, standing institutional practice

Proposed Changes Effective 2017/18 Academic Year:

- Removal of all language referencing the Quarter delivery system

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

No decision is being sought at this time. Formally, a Notice of Motion is being tabled to invite input and feedback on the proposed policy changes. Future intent is to propose a Motion for Approval at the December 2015 meeting of Education Council, following a month-long period of review, input and feedback from members.

Attachments:

1. Current Academic Schedule Policy
2. Proposed Academic Schedule policy – in track changes
3. Proposed (clean) Academic Schedule policy – September 2016 version
4. Proposed (clean) Academic Schedule policy – September 2017 version



Policy:	E-1.2
Approved By:	Board of Governors
Approval Date:	Nov. 25, 2002
Advice By Ed Co:	Nov. 18, 2002
Amendment Date:	May 5, 2008
Policy Holder:	VP Education

Current

ACADEMIC SCHEDULE

Purpose / Rationale

To establish an academic schedule that meets the needs of the academic programming at Camosun College

Scope / Limits

This policy covers all students enrolled in a College course or program as well as prospective students, while engaged in college activity either on or off campus.

Principles

1. For the fall semester, instruction normally begins on the Tuesday following Labour Day and continues for fourteen weeks followed by an exam period that will normally be eight days in duration, including Saturday.
2. For the winter semester, instruction normally begins in the first full week of January and continues for fourteen weeks followed by an exam period that will normally be eight days in duration including Saturday.
3. For the spring/summer semester, instruction normally begins in the first full week of May and continues for fourteen weeks followed by an exam period that will normally be five days in duration, including Saturday.
4. For the spring term instruction normally begins in the first full week of May and continues for seven weeks followed by an exam period which will normally be three days in duration.
5. For the summer term, instruction normally begins the first week of July following Canada Day, ensuring three working days for grade processing following spring exams and continues for seven weeks followed by an exam period that will normally be two days in duration.
6. The first quarter will normally begin on the last Monday in September and continue for eleven weeks followed by an exam period that will normally be five days in duration.
7. The second quarter will normally begin on the first working day immediately following the New Year holiday and will continue for eleven weeks followed by an exam period that will normally be five days in duration.

8. The third quarter will normally begin the first week in April and continue for eleven weeks followed by an exam period that will normally be five days in duration.
9. The fourth quarter will normally begin the first week in July and will continue for eleven weeks, followed by an exam period that will normally be five days in duration.
10. A two-day reading break will occur on Thursday and Friday of the winter semester during week six of instruction, normally in conjunction with the University of Victoria reading break.
11. For the quarter system, a one-day reading break will occur on the Friday of the same reading break period as the semester, which is in the second quarter.
12. For continuous entry programs, a one-day reading break will occur on the Friday of the same reading break period as the semester, which is in the second quarter.
13. An effort will be made to include dates important to students such as, application, registration and withdrawal dates.
14. The registrar's scheduling office will notify the department chairs upon the release of the timetable when statutory holidays will adversely affect classroom hours.
15. Recognition of the number of working days between the end of one teaching period, including exams, and the beginning of the next teaching period will be a determining factor in establishing the academic schedule.
16. The academic schedule will be developed by the Office of the Registrar based on the above principles. On behalf of the Board of Governors, the Education Council through the Academic Policy Committee will monitor the academic schedule for the purpose of affirming that it aligns with the principles identified in the policy.
17. The academic schedule will normally come to the Academic Policy Committee in September and be reported on at the October meeting of Education Council.

DRAFT of ALL Changes – Proposed Sept 2016 and 2017**Versions**November 9, 2015**ACADEMIC SCHEDULE****Purpose / Rationale**

To establish an academic schedule that meets the needs of the academic programming at Camosun College

Scope / Limits

This policy covers all students enrolled in a College course or program as well as prospective students, while engaged in college activity either on or off campus.

Principles

1. For the fall semester, instruction normally begins on the Tuesday following Labour Day and continues for fourteen weeks followed by an exam period that will normally be eight days in duration, including Saturday.
2. For the winter semester, instruction normally begins in the first full week of January and continues for fourteen weeks followed by an exam period that will normally be eight days in duration including Saturday.
3. For the spring/summer semester, instruction normally begins in the first full week of May and continues for fourteen weeks followed by an exam period that will normally be **five eight** days in duration, including Saturday.
(ADJUSTMENT effective 2015-16 Academic year. Starts May – Aug 2016 only; REMOVE SEPTEMBER 2016)
4. For the Summer semester, instruction normally begins in the first full week of May and continues for fourteen weeks followed by an exam period that will normally be eight days in duration including Saturday.
(NEW effective 2016-17 Academic year. Starts May – Aug 2017)
3. For the spring/summer semester, instruction normally begins in the first full week of May and continues for fourteen weeks followed by an exam period that will normally be five days in duration, including Saturday.
(REMOVE effective 2016-17 Academic year - September)
4. For the spring term instruction normally begins in the first full week of May and continues for seven weeks followed by an exam period which will normally be three days in duration.
(REMOVE effective 2016-17 Academic year - September)
5. For the summer term, instruction normally begins the first week of July following Canada Day, ensuring three working days for grade processing following spring exams and continues for

~~seven weeks followed by an exam period that will normally be two days in duration.
(REMOVE effective 2016-17 Academic year - September)~~

6. ~~The first quarter will normally begin on the last Monday in September and continue for eleven weeks followed by an exam period that will normally be five days in duration.
(REMOVE effective 2017-18 Academic year - September)~~

7. ~~The second quarter will normally begin on the first working day immediately following the New Year holiday and will continue for eleven weeks followed by an exam period that will normally be five days in duration.
(REMOVE effective 2017-18 Academic year - September)~~

8. ~~The third quarter will normally begin the first week in April and continue for eleven weeks followed by an exam period that will normally be five days in duration.
(REMOVE effective 2017-18 Academic year - September)~~

9. ~~The fourth quarter will normally begin the first week in July and will continue for eleven weeks, followed by an exam period that will normally be five days in duration.
(REMOVE effective 2017-18 Academic year - September)~~

10. Winter reading break will occur in February of each year.

- a) For the semester system, a week long reading break will occur in the winter semester, generally during week six of instruction.

AND

- b) For the quarter system, a one-day reading break will occur on the Friday of the same reading break period as the semester, which is in the second quarter.
- c) Trades/Apprenticeship programs and courses do not observe a reading break.

10. ~~A two-day reading break will occur on Thursday and Friday of the winter semester during week six of instruction, normally in conjunction with the University of Victoria reading break.
(REMOVE effective 2016-17 Academic year - September)~~

11. ~~For the quarter system, a one-day reading break will occur on the Friday of the same reading break period as the semester, which is in the second quarter.
(REMOVE effective 2016-17 Academic year - September)~~

12. ~~Trades/Apprenticeship programs and courses do not observe a reading break.
(REMOVE effective 2016-17 Academic year - September)~~

13. An effort will be made to include dates important to students such as, application, registration and withdrawal dates.
(ADJUSTMENT - effective 2016-17 Academic year – September – renumber to #15)

14. ~~The registrar's scheduling office will notify the department chairs upon the release of the timetable when statutory holidays will adversely affect classroom hours.
(REMOVE effective 2016-17 Academic year - September)~~

15. Recognition of the number of working days between the end of one teaching period, including exams, and the beginning of the next teaching period will be a determining factor in establishing the academic schedule.

(ADJUSTMENT - effective 2016-17 Academic year – September – renumber to #13)

14. The academic schedule will be developed by the Office of the Registrar based on the above principles. The academic schedule will normally come to the VP Education in September for approval and the purpose of affirming that it aligns with the principles identified in the policy. Approval will be provided in October to the Office of the Registrar.

(ADJUSTMENT - effective 2016-17 Academic year. Starts May – Aug 2017)

~~16. The academic schedule will be developed by the Office of the Registrar based on the above principles. On behalf of the Board of Governors, the Education Council through the Academic Policy Committee will monitor the academic schedule for the purpose of affirming that it aligns with the principles identified in the policy.~~

~~*(REMOVE effective 2016-17 Academic year - September)*~~

~~17. The academic schedule will normally come to the VP Academic Academic Policy Committee in September and be reported on at the October meeting of Education Council.~~

~~*(REMOVE effective 2016-17 Academic year - September)*~~

DRAFT of ALL Changes – Proposed Sept 2016 VersionNovember 9, 2015**ACADEMIC SCHEDULE****Purpose / Rationale**

To establish an academic schedule that meets the needs of the academic programming at Camosun College

Scope / Limits

This policy covers all students enrolled in a College course or program as well as prospective students, while engaged in college activity either on or off campus.

Principles

1. For the fall semester, instruction normally begins on the Tuesday following Labour Day and continues for fourteen weeks followed by an exam period that will normally be eight days in duration, including Saturday.
 2. For the winter semester, instruction normally begins in the first full week of January and continues for fourteen weeks followed by an exam period that will normally be eight days in duration including Saturday.
 3. For the Summer semester, instruction normally begins in the first full week of May and continues for fourteen weeks followed by an exam period that will normally be eight days in duration including Saturday.
 4. The first quarter will normally begin on the last Monday in September and continue for eleven weeks followed by an exam period that will normally be five days in duration.
 5. The second quarter will normally begin on the first working day immediately following the New Year holiday and will continue for eleven weeks followed by an exam period that will normally be five days in duration.
 6. The third quarter will normally begin the first week in April and continue for eleven weeks followed by an exam period that will normally be five days in duration.
 7. The fourth quarter will normally begin the first week in July and will continue for eleven weeks, followed by an exam period that will normally be five days in duration.
 8. Winter reading break will occur in February of each year.
 - a) For the semester system, a week long reading break will occur in the winter semester, generally during week six of instruction.
- AND
- b) For the quarter system, a one-day reading break will occur on the Friday of the same reading break period as the semester, which is in the second quarter.

c) Trades/Apprenticeship programs and courses do not observe a reading break.

9. Recognition of the number of working days between the end of one teaching period, including exams, and the beginning of the next teaching period will be a determining factor in establishing the academic schedule.

10. The academic schedule will be developed by the Office of the Registrar based on the above principles. The academic schedule will normally come to the VP Education in September for approval and the purpose of affirming that it aligns with the principles identified in the policy. Approval will be provided in October to the Office of the Registrar.

11. An effort will be made to include dates important to students such as, application, registration and withdrawal dates.

DRAFT of ALL Changes – Proposed Sept 2017 Version

November 9, 2015

ACADEMIC SCHEDULE

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3. For the Summer semester, instruction normally begins in the first full week of May and continues for fourteen weeks followed by an exam period that will normally be eight days in duration including Saturday.
4. Winter reading break will occur in February of each year.
 - a) For the semester system, a week long reading break will occur in the winter semester, generally during week six of instruction.
 - b) Trades/Apprenticeship programs and courses do not observe a reading break.
5. Recognition of the number of working days between the end of one teaching period, including exams, and the beginning of the next teaching period will be a determining factor in establishing the academic schedule.
6. The academic schedule will be developed by the Office of the Registrar based on the above principles. The academic schedule will normally come to the VP Education in September for approval and the purpose of affirming that it aligns with the principles identified in the policy. Approval will be provided in October to the Office of the Registrar.
7. An effort will be made to include dates important to students such as, application, registration and withdrawal dates.