



Education Council

Ensuring that our students are provided with quality educational experiences



Agenda

REGULAR MEETING


Wed, Sept 20, 2017

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.)	Tim Ayers
4:01	Acknowledgement of Coast Salish Territory (1 min.) <i>Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</i>	Tim Ayers
4:02	Round-Table Check-In (10 min.)	Tim Ayers
4:12	Acceptance of Agenda (1 min.)	Tim Ayers
4:13	Minutes for approval (1 min.) June 21, 2016.	Tim Ayers
4:14	Reports (6 min.)	
	1. Education Council Chair (2 min.)	Tim Ayers
	2. VP Education (2 min.)	John Boraas
	3. Board Member (2 min.)	Nigel Giuliany
4:20	Committee Reports (5 min.)	
	1. Awards (nil)	TBD
	• Nil	
	2. Education Council Policy and Standards Committee (5 min.)	Steven Rumpel
4:25	Presentations and/or Discussions (60 min.)	
4:25	1 Orientation to Education Council for new & returning members	Tim Ayers Shelley Butler
nil	Integrated Curriculum Committee Report (nil) –	Connie Klassen

TIME	ITEM	PRESENTER
	1 Curriculum for Presentation (nil)	
	2 Curriculum For Approval  Hyperlink (nil)	Connie Klassen
6:00	Meeting Adjourned	Tim Ayers

Upcoming Meetings:

Regular Meeting

Wed., Oct 18, 2017

4:00-6:00 pm

CC 321, Interurban

Members (Quorum = 10)

Voting Council Members

- | | |
|--------------------------------------|------------------------------------|
| 1. Alison Bowe, Faculty (Vice-Chair) | 11. Patrick Jones, Faculty |
| 2. Andrea Kucherawy, Support Staff | 12. Peter Ove, Faculty |
| 3. Bijan Ahmadi, Faculty | 13. Richard Stride, Administration |
| 4. Brent Wasserman, Faculty | 14. Scott Harris, Administration |
| 5. Dana Campbell, Student | 15. Stephen Benecke, Faculty |
| 6. Faculty (Vacant) | 16. Steven Rumpel, Administration |
| 7. Faculty (Vacant) | 17. Student (Vacant) |
| 8. Isaiah Jurkuch, Student | 18. Student (Vacant) |
| 9. John Boraas, Administration | 19. Tia Primrose, Support Staff |
| 10. Karen Lightbody, Faculty | 20. Tim Ayers, Faculty (Chair) |

Non-Voting Council Members

Sherri Bell, President

Connie Klassen, ICC Chair

Nigel Giuliany, Board of Governors - **Regrets**

Vacant, Indigenization Coordinator

Shelley Butler, Permanent Secretary

Guests

For Information:

Education Council Executive:

Chair: Tim Ayers, Trades & Technology, 370-4455, ayers@camosun.bc.ca

Vice-Chair: Alison Bowe, Access, 370-4911, bowe@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

Registrar: Scott Harris, Registrar's Office, Interurban, 370-3840, harriss@camoun.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.

<https://hub.camosun.ca/sites/Education/>



DRAFT Minutes

Wednesday, Jun 21, 2017

4:10-6:00 pm

CC 321, Interurban

Present

Alison Bowe, Faculty	Leslie Martin, Support Staff
Cindy Drover-Davidson, Support Staff	Nigel Giuliani, Board of Governors
Connie Klassen, ICC Chair	Patrick Jones, Faculty
Cynthia Wrate, Faculty	Peter Ove, Faculty
Dominic Bergeron, Administration	Scott Harris, Administration
John Boraas, Administration	Shelley Butler, Permanent Secretary
Steven Rumpel, Administration	Tim Ayers, Faculty (Chair)

Regrets/Absent

Bijan Ahmadi, Faculty	Sherri Bell, President
Brent Wasserman, Faculty	Shohreh Hadian, Faculty
Corrine Michel, Indigenization Coordinator	Sukhdeep Kaur, Student
Emara Angus, Student	Zachary Snow, Student
Mitch Auger-Langejan, Student	

Guests

Patti Odynski, CETL	Andrea Kucherawy, Council-Elect
---------------------	---------------------------------

ITEM	PRESENTER
<p>A. Call to order and Declaration of Quorum</p> <p>The Regular Meeting was called to order at 4:04 by Tim Ayers, Education Council Chair.</p>	Tim Ayers
<p>B. Acknowledgement of Coast Salish Territory</p> <p><i>Tim acknowledged the Coast Salish Territory. Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</i></p>	Tim Ayers
<p>C. Round-Table Check-In</p> <p>Tim welcomed Patti Odynski as a guest observer. Tim requested council members share what they will be doing over the summer.</p>	Tim Ayers

ITEM	PRESENTER
D. Acceptance of Agenda The June 21, 2017 agenda was approved by unanimous consent.	Tim Ayers
E. Minutes for Approval The May 17, 2017 minutes were approved by unanimous consent.	Tim Ayers
F. Reports	
1. Education Council Chair Tim noted that Education Council Executive Committee approved expedited approval for the Electrical and the Automotive Foundation programs due to the ITA Harmonization project for Sept 2017.	Tim Ayres
2. VP Education John expressed gratitude for those who attended or helped out at the grad ceremonies, and noted it is wonderful to watch our grads cross the stage with pride and accomplishment on their faces.	John Boraas
3. Board Member Nigel reported the last Board meeting for the year occurred on June 12. The Board approved the audited financial statements, and the cancellation of the Combined Indigenous Career Access and Family Support Program. The Board was also presented with the preliminary design for the new Health Building.	Nigel Giuliany
G. Committee Reports	
1. Awards Nil	Dominic Bergeron
2. Education Council Policy and Standards Committee Steven shared that the committee did meet. The committee received a presentation of a “year in review”, and were debriefed on the Education Council retreat. He encouraged any Education Council members that would like to be on the committee to put their name forward.	Steven Rumpel
H. Presentations and/or Discussions	
Nil	
I. Integrated Curriculum Committee Report Curriculum Recommended For Approval	Connie Klassen
PRESENTATION Tim Ayers presented the quarter to semester revisions to the Engineering Graphics Technician. Questions and discussion followed	

ITEM	PRESENTER
<p>Motion: It was moved by John Boraas and seconded by Dominic Bergeron that Education Council approves the following curriculum:</p> <ul style="list-style-type: none"> • Engineering Graphics Technician (IDS 2602)- description, learning outcomes, content, delivery arrangements • Engineering Graphics Technician Coop Appendix (IDS 2611) – new • ENGR 152 (IDS 2603), ENGR 154 (IDS 2604), ENGR 158 (IDS 2605), ENGR 178 (IDS 2606), ENGR 188 (IDS 2607), ENGR 189 (IDS 2608), ENGR 198 (IDS 2609), ENGR 199 (IDS 2610) – description, pre-requisite, pre/co-requisite, activity/hours, learning outcomes <p style="text-align: right;">Motion Carried</p>	
<p>REGULAR CURRICULUM Connie Klassen reported that the following curriculum achieved full recommendation by the ICC to move forward:</p>	
<p>Motion: It was moved by Dominic Bergeron and seconded by Cindy Drover-Davidson that Education Council approves the following curriculum:</p> <ul style="list-style-type: none"> • ENGR 166 (IDS 2614) – course hours • Community, Family, and Child Studies (IDS 2630) – program content • Electrical Foundation (IDS 2650), ELEC 100 (IDS 2651), ELEC 200 (IDS 2652), ELEC 300 (IDS 2653) –cancel course; ELEC 110 (IDS 2654), ELEC 120 (IDS 2655), ELEC 130 (IDS 2656) - new • ELD 032 (IDS 2593), ELD 033 (IDS 2615), ELD 034 (IDS 2616), ELD 042 (IDS 2617), ELD 044 (IDS 2618), ELD 052 (IDS 2619), ELD 054 (IDS 2620), ELD 062 (IDS 2621), ELD 064 (IDS 2622) – description, course type, learning outcomes • Automotive Service Technician (IDS 2671) admission, participation, content; AMEC 199 (IDS 2679) –cancel; AMEC 110 (IDS 2680) -new <p style="text-align: right;">Motion Carried</p>	
<p>J. Thank you to outgoing members</p>	<p>Tim Ayers</p>
<p>Tim thanked the outgoing members of Education Council. They included Cindy Drover-Davidson, Dominic Bergeron, Cynthia Wrate, Emara Angus, Leslie Martin, Mitch Auger-Langejean, Shohreh Hadian, Sukhdeep Kaur, and Zachary Snow.</p>	
<p>K. Adjournment</p>	<p>Tim Ayers</p>
<p>The Meeting adjourned at 4:46 pm.</p>	



About Us

Education Council Member's Guidebook

©2017-08-08

Published by the Office of the Permanent Secretary to Education Council.
Contact Shelley Butler, Permanent Secretary to Education Council
Office of the VP Education, Interurban
ph. 370-4690, fax. 370-4546, e-mail edapprovals@camosun.bc.ca

TERRITORIAL ACKNOWLEDGEMENT

Camosun College is situated on the traditional territories of the Lkwungen, Esquimalt and WSANEC peoples.
We acknowledge their welcome and value their friendship.

About Us

The Education Council is a legislated governance body established under the College and Institute Act. The purpose of the council is to provide leadership and decision-making for the College in the areas outlined in the College and Institute Act (Section 24), such as setting policies concerning examinations and evaluation of student performance, setting criteria for academic standing, academic standards and the grading system, and setting curriculum content for courses leading to certificates, diplomas or degrees. The council also acts in an advisory role to the board as outlined in Section 23 of the Act, and has joint approval with the board in the area of articulation as outlined in Section 25 of the Act.

By far the greatest area of focus for the Education Council is in the area of curriculum approval. The Council has established curriculum standards and continually monitors that the standards are maintained. Camosun has an outstanding reputation for quality curriculum.

Education Council is made up of:

- 10 faculty members elected by faculty members
- 4 students elected by students
- 4 educational administrators appointed by the President
- 2 support staff elected by support staff
- 1 Board member appointed by the board as a non-voting member
- The President, as a non-voting member
- A Permanent Secretary to Education Council, as a non-voting member
- Integrated Curriculum Committee Chair, as a non-voting member
- Indigenization Coordinator, as a non-voting member



Our Mandate

The mandate of the council is to ensure that Camosun students are provided with quality educational experiences, and that Camosun graduates are recognized for their contemporary and relevant educational backgrounds. This mandate is enacted through two key responsibilities: establishing educational standards and advising the Board on educational policy.

Governance, Management and Operations

Education Council is a “***governance body***”. The role of governance is about vision and translating that vision into policy. Education Council members are expected to act in good faith; and demonstrate stewardship, transparency, and integrity. Education Council members are equally and jointly responsible for decision-making. There is no hierarchy to Education Council.

Education Council members will govern by setting direction and providing vision with regard to curriculum, educational issues, and educational policy. Education Council regularly reviews their current policies and standards to ensure currency and relevance. In addition, Education Council may identify gaps, and emerging curriculum and educational quality issues that require advice, direction, standards, or policy. These gaps and issues often emerge through the curriculum review and approvals process.

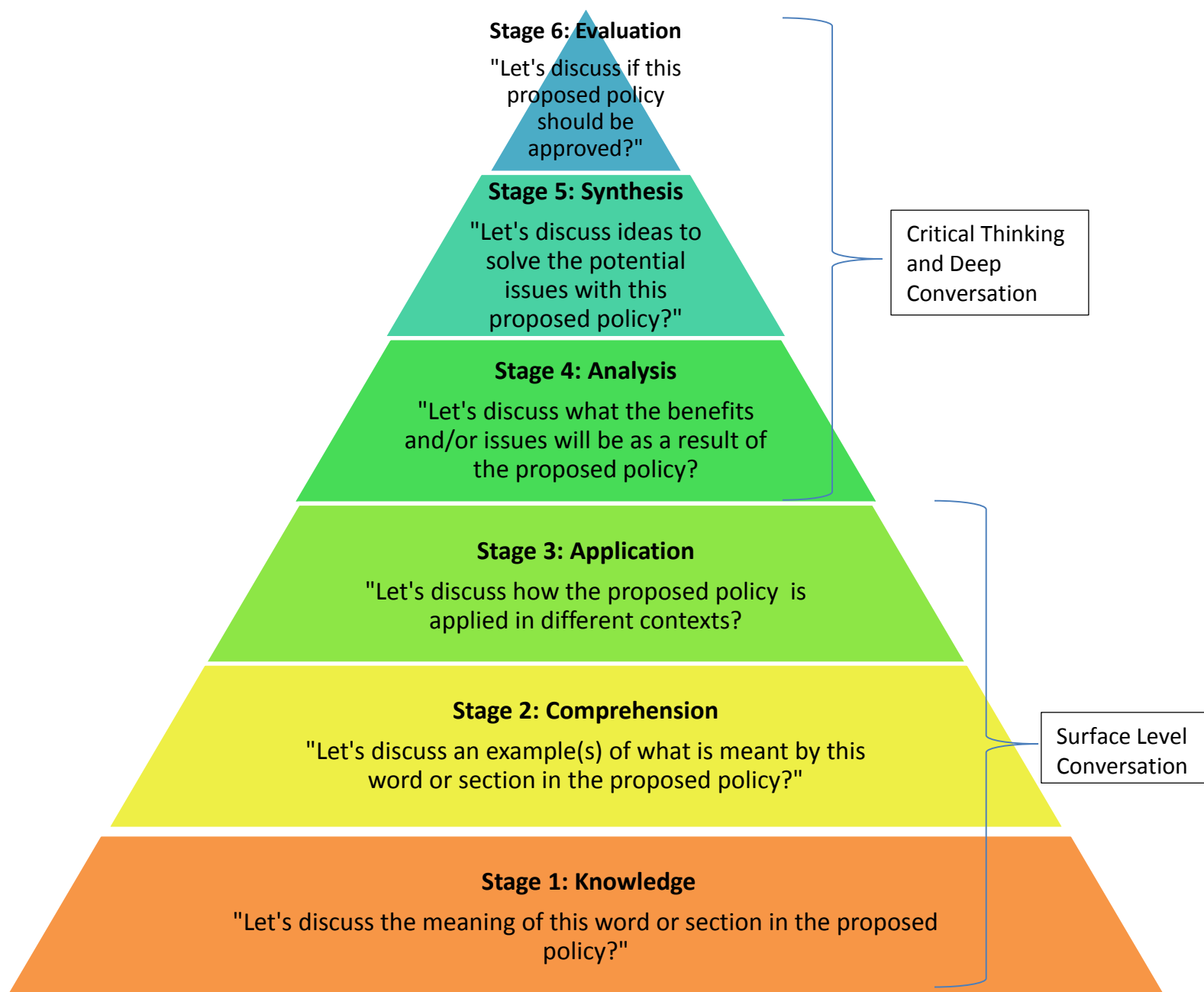
Education Council members will set direction and provide vision with regard to curriculum, educational issues, and educational policy. It should be remembered that good governance does not involve “management. ***Management*** of the curriculum, educational issues, or educational policy is the responsibility of the Administration of the institution (e.g. VP Education, the Education Leadership Team, etc.). There is a hierarchy to our management; and management is the body responsible for resourcing and delegating work as required.

In addition, the Integrated Curriculum Committee, the school curriculum review teams, and the Education Council Awards Committee, are all tasked with ***doing the various work*** of Education Council. These working teams are about putting into ***operation*** the vision of Education Council. These working teams and various ad hoc working committees make recommendations to Education Council for review and approval.

It should be remembered that Education Council's role is not to replicate work that has already taken place in these working teams. Education Council should trust that the working teams are operationalizing the vision, direction, standards and policy set out by Education Council.

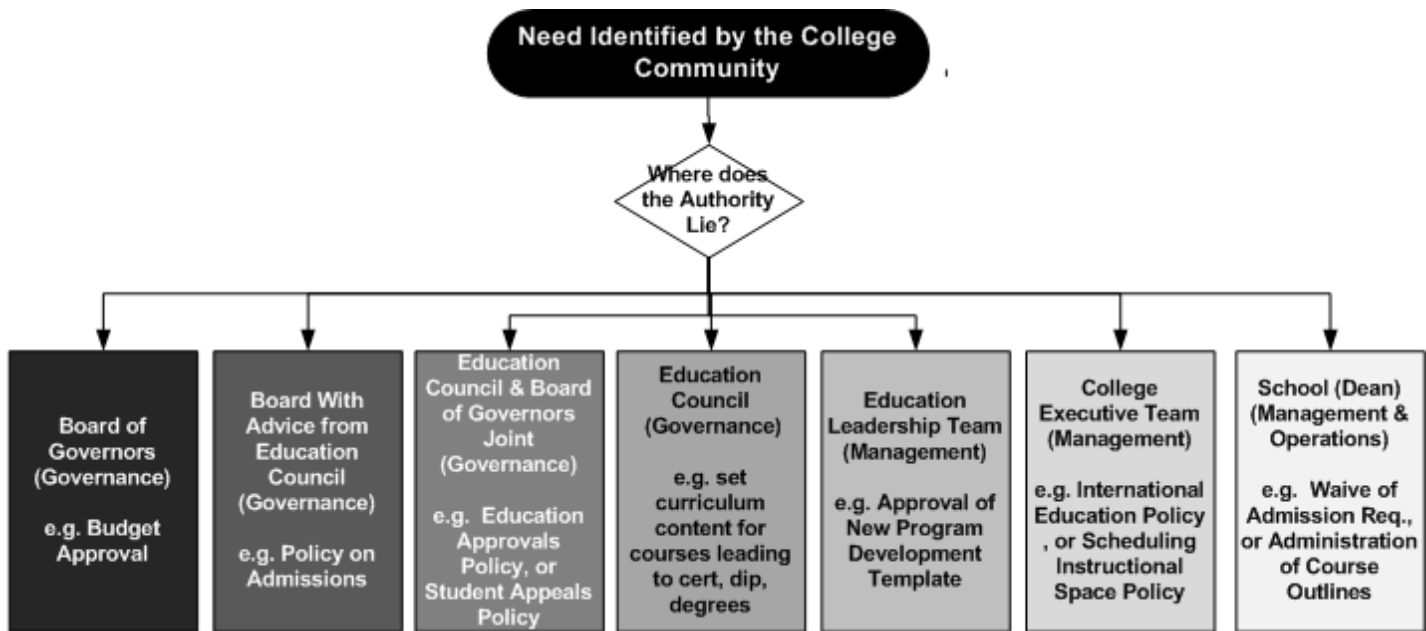
Discussion Strategy in Meetings

Education Council discussions are intended to promote deep critical thinking and conversations that require the analysis, synthesis and evaluation of issues and topics relevant to our mandate; however to do that members need to have a foundation of knowledge, comprehension, and application. Below is strategy that outlines an increasing level of discussion complexity for the adoption of a proposed policy. Our aim is to ultimately move the discussion forward from surface level to deep conversation.



Where Does the Authority Lie?

When policy, standards, or other needs arise it must be determined who has the authority to address the needs. The College and Institute Act outlines the authority of the Board of Governors and Education Council. The Education Leadership Team and the Schools are generally tasked with managing and putting into operation the various decisions of the Board or Education Council.



Over 19,000 learners are in one of our 160+ certificate, diploma or degree programs.

- Average Class size 24 students
- 24 is the average student age
- 1,600+ are International Students
- 1, 100 are Aboriginal Students
- 94% of students who go onto further studies say they were well prepared.



2017-2018 Chair and Vice Chair of Education Council

Tim Ayers, Chair

Alison Bowe, Vice-Chair

2017-2018 Meeting Schedule

Regular meetings are generally held once a month from September to June. In some cases, special meetings may be called on matters requiring immediate attention. All meeting are at Interurban, Campus Centre 321, from 4:00 to 6:00 pm. Please contact Shelley Butler at 370-4690 or edapprovals@camosun.bc.ca if you are unable to attend a meeting.

☞ **Wed, Sept 20**

☞ **Wed, Oct 18**

☞ **Wed, Nov 15** **First Meeting for the Successful Candidates of the By-Election**

☞ **Wed, Dec 13** **Happy Holidays Social 3:30-4:00, and Regular Meeting 4:00-6:00**

☞ **Wed, Jan 24**

☞ **Wed, Feb 21**

☞ **Wed, Mar 21**

☞ **Wed, Apr 18**







☞ **Wed, May 16** **Election of 2018-2019 Chair and Vice-Chair**

☞ **Wed, Jun 20**

Annual Terms end July 31. New Annual Term begins Aug 1.



2017-2018 Education Council Members

Member	Term	Yrs
Alison Bowe, Faculty, 370-4911, bowe@camosun.bc.ca	Aug 1/17-July 31/19	2
Bijan Ahmadi, Faculty, 370-3943, ahmadib@camosun.bc.ca	Aug 1/17-July 31/19	2
Brent Wassermann, Faculty, 370-3739, wassermannb@camosun.bc.ca	Aug 1/16-July 31/18 	2
Tia Primrose, Support Staff, 370-3945, primrose@camosun.bc.ca	Aug 1/17-July 31/19	2
Connie Klassen, ICC Chair (non-voting), 250-220-2568, klassenc@camosun.bc.ca		
Corrine Michel, Indigenization Coordinator (non-voting), 370-3551, michel@camosun.bc.ca		
Karen Lightbody, Faculty, 370- 3489, lightbodyk@camosun.bc.ca	Aug 1/17-July 31/19	2
Richard Stride, 370- 4123, strider@camosun.bc.ca	Aug 1/15-July 31/17	2
Isaiah Jurkuch, Student, nebiajang@hotmail.ca	Aug 1/17-July 31, 18 	1
John Boraas, Administration, 370-4543, boraas@camosun.bc.ca	Aug 1/15-July 31/17	2
Andrea Kucherawy, Support Staff, 370-3165, kucherawy@camosun.bc.ca	Aug 1/17-July 31/19	2
Nigel Giuliany, Board, nigiuliany@shaw.ca	Aug 1/16 – July 31/17	1
Peter Ove, Faculty, 370-3369, ovep@camosun.bc.ca	Aug 1/17-July 31/19	2
Scott Harris, Administration, harriss@camosun.bc.ca	Aug 1/16 – July 31/18	2
Stephen Benecke, Faculty, 370-3493, beneckes@camosun.bc.ca	Aug 1/17-July 31/19	2
Shelley Butler, Permanent Secretary (non-voting), 370-4690, edapprovals@camosun.bc.ca		
Sherri Bell, President (non-voting), 370-3408, sbell@camosun.bc.ca		
Steven Rumpel, Administration, 370-4156, rumpels@camosun.bc.ca	Aug 1/16-July 31/18	2
Dana Campbell, Student, danajcamp@gmail.com	Aug 1/17 – July 31/18 	1
Tim Ayers, Faculty, 370-4455, ayers@camoun.bc.ca	Aug 1/17-July 31/19	2
Patrick Jones, Faculty, 370-3812, jonesp@camosun.bc.ca	Nov 1/16 – July 31/18 	2
Vacant, Student	Nov 1/17-July 31/18 	1
Vacant, Student	Nov 1/17-July 31/18 	1



Elected members whose terms expire in the upcoming academic year. If you wish to complete another term be sure to put forward your name at **nomination time in March 2018**.

How to Submit Agenda Items

Submit Education Council Agenda items in writing to the “Office of the Permanent Secretary to Education Council” (Shelley Butler) at “VP Education., Interurban” or edapprovals@camosun.bc.ca. Please submit two (2) business days before the first Monday of each month for consideration at that month’s meeting. All agenda items will be considered for inclusion at the monthly Agenda setting meeting by the Education Council Executive Committee. Please include:

1. Who is submitting the item?
2. What is the item?
3. Background information
4. What you want council to do?
5. Deadline for completion (if any)

Agenda Package Schedule and Contents

Agendas packages are normally available for viewing on the Education Council Intranet Share Point site 3-5 business days prior to the meeting. In some cases, material will be distributed at the meeting and/or thorough email.

Agenda packages generally include:

- The Agenda
- DRAFT Minutes from previous meeting for approval.
- Integrated Curriculum Committee Meeting Report
- Additional Handouts for Distribution



Resources

EDUCATIONAL APPROVALS

By far the greatest area of focus for Education Council is in the area of curriculum approval. Information on Educational Approvals at Camosun College is available on the INTRANET at http://intranet/ed_prov/index.php

CAMOSUN COLLEGE STRATEGIC PLAN

The “Inspiring Lives plan charts a new and challenging course for the College as we continue to lead the way in providing life-changing learning experiences for our students (...)” To read more go to

<http://camosun.ca/documents/about/policies/strategic-plan-2011.pdf>

THE EDUCATION PLAN

Education Council needs to ensure that the curriculum changes are consistent with the College Education Plan. The Education Plan details our Educational Principles, Programming Goals, Learning & Educational Support Goals, and Enrolment Management Goals. The Education Plan is located at

<http://camosun.ca/about/documents/edplan2012-2014-ver-b.pdf>

EDUCATION COUNCIL SHARE POINT SITE

The site is used to conduct the business of Education Council. Members can find agenda, minutes, meeting schedule, council documents, and take part in virtual discussions. The site is located at

<http://sp1/sites/edco/homepage/default.aspx>

COLLEGE POLICIES

Educational Council advises (to the Board) on, and/or sets educational policy for the College. The most-up-to-date Education-related policies are available on the College INTERNET website at

<http://camosun.ca/about/policies/policies.html>

THE BOARD

Education Council advises the Board and the Board must seek advice from Education Council on various Educational Policy matters. The most up-to-date Board meeting, member information, agenda, and minutes is available on the INTERNET at <http://camosun.ca/about/bog/index.html>

Chart for Approval of By-Laws, Policies, and Terms of Reference

Located on the College Website at <http://camosun.ca/about/policies/policies.html>

Policy	Approval or Last Amendment Date	Board of Governors Approval	Education Council Approval	Education Council Advice to Board	Joint Approval Board & Education Council
Academic Progress (E-1.1)	Nov 2005		X		
Academic Schedule (E-1.2)	Mar 2016	X		X	
Admission (E-2.1)	Feb 2012	X		X	
Awards Committee Terms of Ref. (G-3.3)	Jan 2002		X		
Course Withdrawals (E-2.2)	Jun 2014		X		
Education Council By-Laws (G-3.1)	Nov 2012		X		
Educational Approvals (E-1.6)	Jun 2008				X
Grading (E-1.5)	May 2006		X		
Integrated Curriculum Committee TOR (G-3.4)	Jun 2013		X		
International Education (E-1.7)	Feb 1997	X		X	
Involuntary Health and Safety Leave of Absence (E-2.10)	Feb 2017		X		
Medical/Compassionate Withdrawal	Jun 2014		X		
Policy and Standards Committee (G-3.5)	May 2014		X		
Posthumous Credentials (E-1.4.1)	Sep 2008		X		
Prior Learning Assessment (PLA)	Jun 1999				X
Program Advisory Committee (E-1.9)	Nov 2005	X		X	
Program Suspension and Cancellation (E-1.11)	Jun 2011	X		X	
Standards for Awarding Camosun College Credentials (E-1.4)	Dec 2005		X		
Student Appeals (E-2.4)	Nov 2014				X
Student Conduct (E-2.5)	Mar 2009	X		X	
Work Integrated Learning Policy ((E-1.3)	Jun 2010		X		

The following policies are under the authority of other approval/advice bodies:

Governance

Corporate Relations (Board of Governors)

Education/Academic

Student Ancillary Fees (Board of Governors), Tuition Fees (Board of Governors), Scheduling (College Executive Team - CET), Student Penalties and Fines (CET), Sexual Violence and Misconduct (Board), Research at Camosun (CET), Ethical Conduct for Research Involving Human Subjects (CET), Integrity in Research and Scholarship (CET), Copyright (CET), Commercialization of Intellectual Property (CET)

Operations Policy

Freedom of Information and Protection of Privacy, including the section related to Course Outlines as referenced in the Instructional Record section (Board of Governors)

Educational Standards and Guidelines

Approved by Education Council or VP Education

Located on the Education Approvals Intranet Site - http://intranet/ed_prov/Glossary.php

Standard/Guideline	Approval or Last Amendment Date	Description
Active or Cancelled Course – Terminology	Feb 2011	Define differences between Active and Cancelled Courses, including how they are implemented.
Approval of Prescribed Curriculum	Jun 2014	Guide the approval of curriculum developed and established by another institution, organization or external partner
Competitive Entry	Apr 2013	Guides the use of competitive program entry practices and how this relates to the College Admissions Policy.
Course Credits	Mar 2010	Guides how to set the appropriate academic course credits.
Electives	Oct 2012	Defines terminology, including Elective, Approved Elective, and Excluded Course
Expedited Approvals Process	Feb 2014	To address extraordinary circumstances whereby curriculum or curriculum changes need to be implemented within a very short time frame.
Learning Outcomes	Mar 2013	Guide curriculum developers in writing program and course learning outcomes

Meeting Basics

Council meetings will be governed by Robert's Rules of Orders, except as otherwise provided in Education Council By-Laws. The terms and rules provided below is not a comprehensive list; however they are ones that may be most useful for the majority of business we conduct.

Abstention

To refrain and/or refuse to vote. Note that an abstention does not affect quorum (stated in the Education Council by-laws) so voting is based on members presents. An abstention at Education Council is an oxymoron, as it is a "non-vote", that has the effect of a "NO" vote.

Adjourn

To close a meeting. Note that is the meeting is not yet over and the council wishes to close it they will need a majority vote.

Motion

A formal proposal by a member, in a meeting, that a group take certain action on.

It is followed by:

- A member who seconds it
- The Chair who restates it
- The Council who debates it
- The Chair who "puts the question" (calls a vote)
- The Chair who announces the results

Motion to Amend

If a main motion might be more suitable or acceptable in an altered form (e.g. change wording to either clarify or within limits to modify the meeting), you can make a motion to amend.

Motion to "Commit" or "Refer to Committee"

If more time is required to amend a motion, or additional information is needed, so that it would be better to turn it over to a committee for study or redrafting, you can make a motion to "commit" or "refer to committee".

Motion to Reconsider

If a member changes their mind on a motion that has been either adopted or defeated during the meeting, they can make a motion to reconsider. Note that it must be made during the same meeting and only by a member on the winning side. It can be seconded by a member no matter how s/he voted.

Motion to Rescind, Renew, or Amend

If a member changes their mind on a motion that has been either adopted or defeated at a previous meeting, they can make a motion to rescind (on a motion approved), renew (on a motion defeated) or amend (make a change in wording on a motion approved or defeated). Note there are rules on the number of required votes (either majority or 2/3) to pass these motions as outlined in Roberts Rules of Order.

Quorum

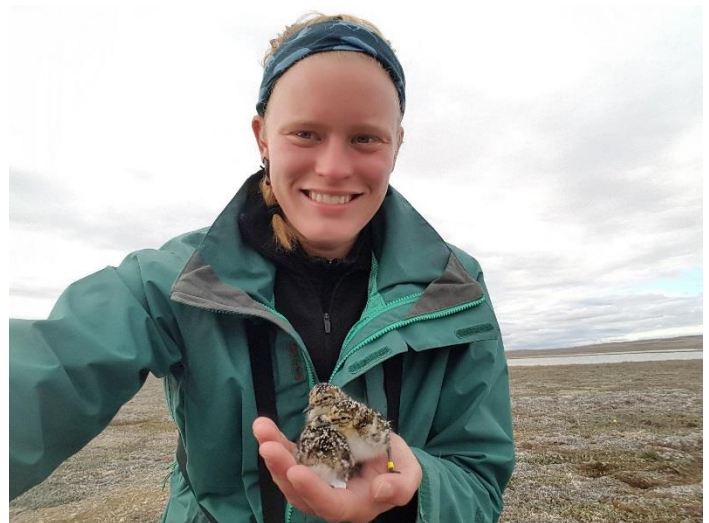
The minimum number of members (50% + 1) required to conduct Education Council business. Leaving an Education Council meeting may affect this.

Roberts Rules of Order

Henry M. Robert first derived this in 1876 from English parliamentary procedures and practices. It has become accepted as the standard authoritative work on meeting rules and procedures, and is used by Education Council to conduct our business.

Unanimous Consent

It enables a motion to be adopted or some action being taken without the necessity of having the chair state the question on a motion and putting it to a vote. The Chair simply asks the assembly if there is any objection to taking the desired action, and if no member objects, the chair declares the action has been agreed to.



The Education Approval Process

As per the College and Institute Act, Education Council approves all curricula that leads to a Camosun College credential or provides advice to the Board of Governors on the cancellation of programs. The education approvals process was established to facilitate this responsibility. As such, it guides the review, recommendation and approval of all curriculum changes that leads to a Camosun College credential.

Approximately 100+ Camosun faculty, staff and administration annually participate in the development, review, approval, and implementation of curriculum. By the time curriculum reaches the Education Council table it has been thoroughly vetted by numerous departments, committees and individuals; and has potentially undergone multiple revisions as a result of the process. The Integrated Curriculum Committee's current practice is to only forward curriculum that has received their full recommendation to Education Council for approval.

Curriculum changes are categorized as follows:

- **Category 1 Change: Board/Ministry Approval**

Curricular changes that are at the Board of Governors or Ministry Policy or Governance levels; or result in new or cancelled credentials. They are under the authority of the Camosun College Board and/or the Ministry of Advanced Education to approve.

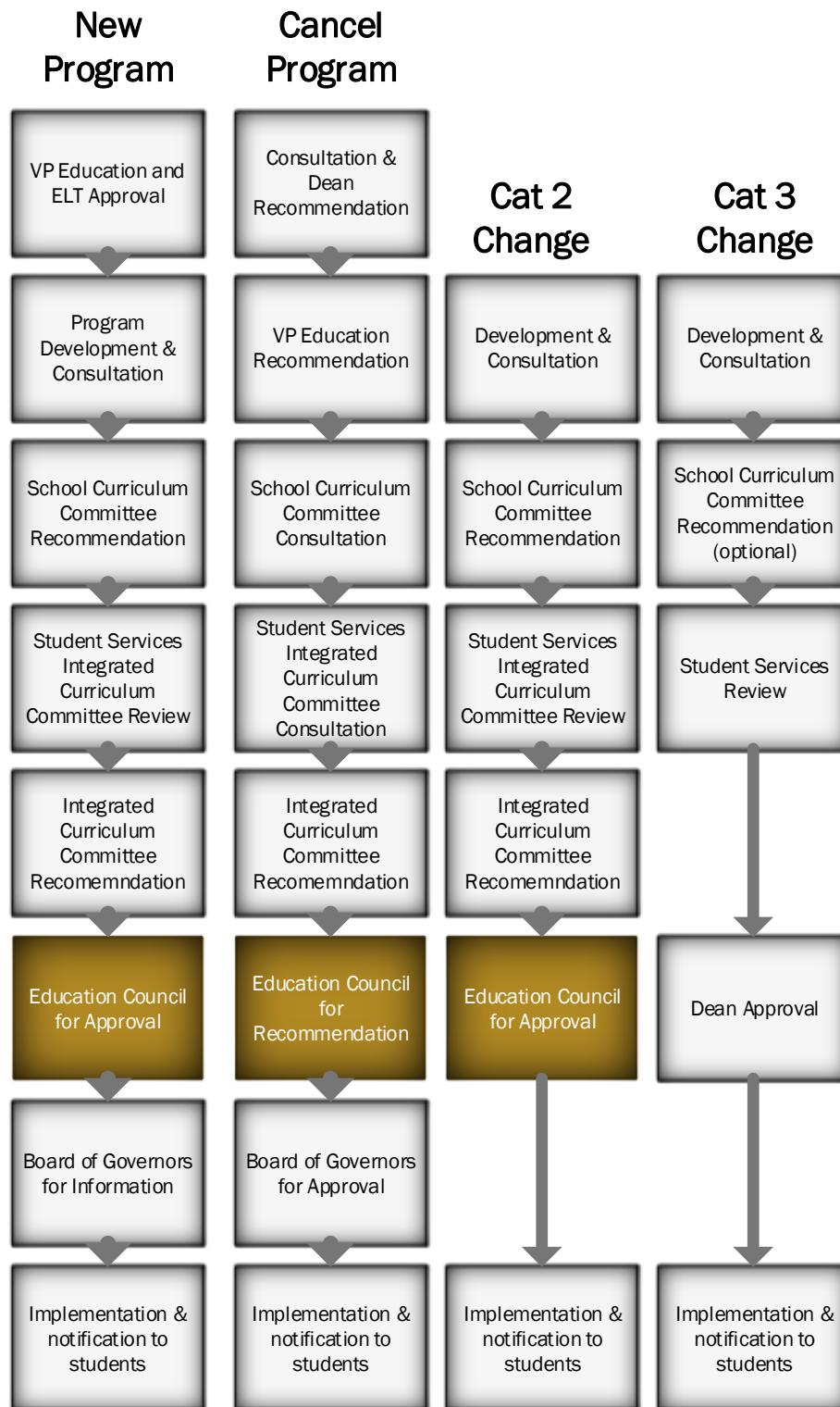
- **Category 2 Change: EdCo Approval**

Curricular changes that are at the College, Program, EdCo Policy, or EdCo Governance level; result in the addition or cancellation of course offerings; or that create barriers for students. The changes are delegated to the Integrated Curriculum Committee to recommend and for Education Council to approve.

- **Category 3 Change: Dean or Designate Approval**

Curricular changes that are at the School or Course level; or that are editing, correcting or the result of cascading changes. The changes can be delegated to the School Departments and Committees to recommend and the Dean or Designate to approve and sign-off. *In some cases, these changes may be re-designated Cat 2 changes if there is a greater impact to the curriculum/college than originally understood.*

The following are the various approvals process for most curriculum changes:



Glossary of Acronyms

ABE	Adult Basic Education – Academic Upgrading
BBA	Bachelor of Business Administration (Applied Degree)
BOG	Board of Governors
BAET	Bachelor of Athletic and Exercise Therapy
BSFL	Bachelor of Sport and Fitness Leadership
CET	College Executive Team
CETL	Centre of Excellence for Teaching and Learning
ICC	Integrated Curriculum Committee – Sub-Committee of Education Council that reviews and recommends curriculum for approval.
EdCo	Education Council
ELT	Education Leadership Team –VP Education, Deans, Registrar, Cooperative Education Director
DQAB	Degree Quality Assessment Board
DRC	Disability Resource Centre
PLA	Prior Learning Assessment – assessment by some valid and reliable means by department faculty of what has been learned through non-formal education/training or experience that is worthy of credit in a course or program.
PSIPS	Post-Secondary Institution Proposal System – On-line Provincial Wide Review of New Curriculum
SSICC	Student Services Integrated Curriculum Committee – Reviews prior to ICC review.

