



Education Council

Ensuring that our students are provided with quality educational experiences



Agenda

REGULAR MEETING

Wed, Jan 24, 2018

4:00 - 6:00 pm, CC 321, Interurban

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.) Dec 13, 2017.	Tim Ayers
4:14	Reports (6 min.) <ol style="list-style-type: none"> Education Council Chai <ul style="list-style-type: none"> Expedited Approval Report – Certificate in Business Analysis, and Trades Skill Foundation (CORE) – Construction, Trades Skill Foundation (CORE) – Marine. VP Education Board Member 	Tim Ayers John Boraas TBD
4:18	Committee Reports (2 min.) <ol style="list-style-type: none"> Education Council Policy and Standards Committee Awards 	Steven Rumpel Bijan Ahmadi
4:20	Presentation and Discussion <ol style="list-style-type: none"> Awards Committee Briefing (10 min.) 	Bijan Ahmadi
4:35	Integrated Curriculum Committee Report (45 min.)	Connie Klassen

TIME	ITEM	PRESENTER
1	Curriculum for Presentation and Approval  (45 min) <ul style="list-style-type: none"> Proposed Certificate in Trades Skills Foundation (CORE), Marine; and revised Certificate in Trades Skills Foundation (CORE), Construction <i>Presented by Olaf Nielsen</i> Proposed Certificate in Business Analysis <i>Presented by Linda Young</i> Proposed Diploma in Massage Therapy <i>Presented by Jennifer Gow</i> 	
2	Curriculum For Approval  (nil)	Connie Klassen
6:00	Meeting Adjourned	Tim Ayers

Upcoming Meetings:

Regular Meeting

Wed., Feb 21, 2018
4:00-6:00 pm
CC 321, Interurban

Members (Quorum = 11)

Voting Council Members

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

Non-Voting Council Members

Sherri Bell, President

Vacant, Board of Governors

Shelley Butler, Permanent Secretary

Connie Klassen, ICC Chair

Todd Ormiston, Indigenization Rep (temporarily acting in place of Indigenization Coordinator)

Guests

Jennifer Gow, Sport & Exercise Education

Linda Young, Business

Olaf Nielsen, Trades & Technology

For Information:

Education Council Executive:

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

Vice-Chair: Bijan Ahmadi, Business, 370-4140, ahmadib@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.ca

Permanent Secretary: Shelley Butler, Office of VP Education, Interurban, 370-4690,
edapprovals@camosun.bc.ca

Intranet:

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



DRAFT Minutes

Wednesday, Dec 13, 2017

4:00 – 6:00 pm

CC 321, Interurban

Present

Andrea Kucherawy, Support Staff
 Bijan Ahmadi, Faculty
 Brent Wasserman, Faculty
 Connie Klassen, ICC Chair
 Isabel Grondin, Faculty
 Karen Lightbody, Faculty
 Karen Neilson, Faculty
 Patrick Jones, Faculty

Peter Ove, Faculty
 Richard Stride, Administration
 Scott Harris, Administration
 Shelley Butler, Permanent Secretary
 Sherri Bell, President
 Steven Rumpel, Administration
 Tia Primrose, Support Staff
 Tim Ayers, Faculty (Chair)

Regrets/Absent

Dana Campbell, Student
 Isaiah Jurkuch, Student
 Stephen Benecke, Faculty

John Boraas, Administration
 Nigel Giuliani, Board of Governors
 Todd Ormiston, Indigenization Coordinator

Guests

Keri Norrie, Business
 Patricia Gaudreault, Business

ITEM	PRESENTER
<p>A. Call to order and Declaration of Quorum The Regular Meeting was called to order at 4:10 by Tim Ayers, Education Council Chair.</p>	<p>Tim Ayers</p>
<p>B. Acknowledgement of Coast Salish Territory <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>	<p>Tim Ayers</p>
<p>C. Round-Table Check-In Tim requested members describe a favorite holiday meal for this time of year.</p>	<p>Tim Ayers</p>
<p>D. Acceptance of Agenda</p>	<p>Tim Ayers</p>

ITEM	PRESENTER
<p>The Dec 13, 2017 agenda was approved by unanimous consent, with one amendment - the program cancellation for the Bachelor of Sport and Fitness Leadership, Sport Management Specialization will not be brought forward at this time, so it has been removed from the agenda.</p>	
E. Minutes for Approval	Tim Ayers
<p>The Nov 15, 2017 minutes were approved by unanimous consent.</p>	
F. Reports	
1. Education Council Chair	Tim Ayres
<p>Tim reported that the Education Council Executive reviewed and approved one request for Expedited Approval – the Advanced Certificate in Accounting and Finance.</p>	
2. VP Education	John Boraas
<p>John was ill and sent his regrets.</p>	
3. Board Member	Sherri Bell for Nigel
<p>Nigel sent his regrets. Sherri reported that Nigel Giuliani has resigned from the Board of Governors (and Education Council) as of Dec 31, 2017. He will be replaced with a new representative. The Board is waiting on the Government to appoint new members to the Board. Once that has happened a new Education Council representative will be appointed by the Board. In addition to this news, the Board Chair Russ Lazaruk has ended his term as Chair, and Ron Rice has been voted in as the new Board Chair.</p>	
G. Committee Reports	
1. Awards	Bijan Ahmadi
<p>Nil</p>	
2. Education Council Policy and Standards Committee	Steven Rumpel
<p>Steven noted the Policy and Standards Committee Meeting in December was deferred to January. He also reported that the competition is underway for the new Education Policy Specialist position. Interviews will be held in January. Lastly, he reported that Alison Bowe has started working on the diversity and inclusion policy.</p>	
H. Presentations and/or Discussions	
<p>Nil</p>	
I. Integrated Curriculum Committee Report	Connie Klassen
<p>Curriculum Recommended For Approval</p>	
PRESENTATION	
<p>Kerri presented the proposed Advanced Certificate in Accounting and Finance. School of Business requested that a variance to the Camosun credential naming convention be granted by Education Council so that the credential (which is at the</p>	

ITEM	PRESENTER
<p>“Diploma” level) be approved as an “Advanced Certificate”. The naming of the credential as an “Advanced Certificate” is a requirement of our partner -- the CPA, and is important for the brand recognition that CPA is building nationally. Questions and discussion followed.</p>	
<p>Motion: It was moved by Steven Rumpel and seconded by Bijan Ahmadi that Education Council approves the following curriculum:</p>	
<ul style="list-style-type: none"> • Advanced Certificate in Accounting and Finance (IDS 2844) 	Motion Carried

REGULAR CURRICULUM

Connie Klassen reported that the following curriculum achieved full or partial recommendation by the ICC to move forward. Questions and discussion followed.

Motion: It was moved by Isabel Grondin and seconded by Steven Rumpel that Education Council approves the following curriculum:

- ABTO 100 (IDS 2800), ABTO 112 (IDS 2801), ABTO 113 (IDS 2802), ABTO 115 (IDS 2803), ABTO 116 (IDS 2804), ABTO 120 (IDS 2805), ABTO 125 (IDS 2806), ABTO 130 (IDS 2807), ABTO 132 (IDS 2808), ABTO 133 (IDS 2809), ABTO 134 (IDS 2810), ABTO 135 (IDS 2915), ABTO 136 (IDS 2811), ABTO 137 (IDS 2812), ABTO 138 (IDS 2813), ABTO 139 (IDS 2814), ABTO 150 (IDS 2815), ABTO 151 (IDS 2816), ABTO 152 (IDS 2817) , ABTO 160 (IDS 2818), ABTO 161 (IDS 2819), ABTO 162 (IDS 2820), ABTO 170 (IDS 2821), ABTO 172 (IDS 2822), ABTO 173 (IDS 2823), ABTO 175 (IDS 2824), ABTO 180 (IDS 2825), ABTO 181 (IDS 2826), ABTO 182 (IDS 2827), ABTO 183 (IDS 2828), ABTO 184 (IDS 2829), ABTO 185 (IDS 2830), ABTO 186 (IDS 2831), ABTO 187 (IDS 2832), ABTO 188 (IDS 2833), ABTO 190 (IDS 2834), ABTO 191 (IDS 2835), ABTO 192 (IDS 2836), ABTO 193 (IDS 2837) – cancel courses
- ACCT 330 (IDS 2790), learning outcomes, short description
- Bachelor of Athletic and Exercise Therapy (IDS 2884); AET 420 (IDS 2875) – program content, new course
- BBA, Accounting (IDS 2789), content
- BUS 110 (IDS 2783), short description, learning outcomes
- BUS 460 (IDS 2912) – cancel course
- Business Admin – Accounting Option (IDS 2792) description, participation requirements, content
- Business Admin – Finance Option (IDS 2791) content
- Certificate in Office Administration (IDS 2914) content
- ECON 212 (IDS 2913) – new course
- ELEX 137 (IDS 2793), ELEX 139A (IDS 2794), ELEX 139B (IDS 2795), ELEX 150 (IDS 2797), ELEX 163 (IDS 2796) – pre-requisite, pre/co-requisite
- Engineering Transfer (IDS 2779), program content

ITEM	PRESENTER
<ul style="list-style-type: none"> • GEOG 220 (IDS 2782), pre-requisite • ICS 110 (IDS 2870), ICS 111 (IDS 2879), ICS 112 (IDS 2882), ICS 113 (IDS 2886), ICS 114 (IDS 2887), ICS 121 (IDS 2888), ICS 122 (IDS 2889), ICS 223 (IDS 2890), ICS 124 (IDS 2891), ICS 125 (IDS 2892), ICS 126 (IDS 2893), ICS 199 (IDS 2895), ICS 200 (IDS 2897), ICS 211 (IDS 2899), ICS 212 (IDS 2900), ICS 213 (ICS 2901), ICS 214 (ICS 2902), ICS 215 (IDS 2903), ICS 221 (IDS 2905), ICS 226 (IDS 2910), ICS 228 (ICS 2906), ICS 280 (IDS 2908) ICS 290 (IDS 2907), COMP 297 (IDS 2924) – new course, cancellation, description, requisites, activity/hours, credits, learning outcomes • Information and Computer Systems Technology (IDS 2861), content, completion requirements • Legal Office Assistant (IDS 2799) content • MATH 072 (IDS 2845), MATH 073 (IDS 2846), MATH 137 (IDS 2847), learning outcomes, pre-reqs. • MATH 251 (IDS 2780), short description • Medical Office Assistant (IDS 2842) content • Mental Health and Addictions (IDS 2798) content • MHA 125 (IDS 2839) activity/hours, credits, learning outcomes • MOA 151 (IDS 2838), MOA 152 (IDS 2840), MOA 170 (IDS 3031)– cancel courses • MOA 155 (IDS 2916) and MOA 180 (IDS 2917) – new courses • MTECH 100 (IDS 2918), MTECH 210 (IDS 2919), MTECH 220 (IDS 2920), MTECH 212 (IDS 2921), MTECH 224 (IDS 2922) – pre-requisite 	<p>Motion Carried</p>
<p>J. Adjournment</p>	<p>Tim Ayers</p>
<p>The Meeting adjourned at 4:50 pm.</p>	

BRIEFING NOTE FOR DECISION

Issue:

The awards committee has in the past experienced concern over lack of process and guidance in deciding winners of the four awards that fall under the purview of Education Council, and feels that a change in responsibility is necessary to improve access to the awards, and ensure the awards both meet the needs of the donors, and serve better the students they seek to help.

Background:

The EdCo Awards Committee was first created in Sept 1998, in response to a request by the Foundation and the VP Education office, for Education Council to select a student and an employee for the new Donald Family Award. The rationale presented at the time was that *“Education Council is the only forum in the institution that has representatives from all employee groups and from the student body”*. It was felt that Education Council should form an “Ad Hoc Awards Committee” to evaluate nominations and make recommendations for external awards offered to students and employees (Sept 21, 1998 Education Council Minutes). Over the years additional awards have been added.

Over the last thirteen years, our permanent secretary, Shelley Butler, has observed that the committee often struggles with the selection process, particularly in awards where two or more students appear equally deserving of the award.

The three main concerns about continuing to use the Awards committee for the selection process are:

1. The Committee does not have the efficient and effective guidelines, processes, or procedures and/or the training used by the Financial Aid and Awards Office to select students.
2. There is regular turn-over in the Awards Committee, so there is a lack of a consistent application of the selection process that “organically” develops over time.
3. There is no mandate in the College and Institute Act that gives Education Council accountability or responsibility for selecting students for awards. It is outside the mandate of the council.

Currently, the Financial Aid and Awards Office evaluates applications and select students for various awards (e.g. Camosun College Entrance Award, Knowledge First Foundation Entrance Award, Peninsula Coop Entrance Award, etc.). The Financial Aid and Awards Office has established and consistent processes and procedures for evaluating and selecting students for awards. Further, they have a promotion and advertising process that would improve student awareness and access to the awards. Their staff are trained, and the process is efficient and effective.

Recommendation:

The Awards committee feels that their mandate, as described by policy G-3.3 “Awards Committee Terms of Reference” of promotion, selection, assessment, and disbursement of these four awards would be better served by another department of the College, and recommends that **Education Council approve a motion to dissolve the committee** as required by section H.1 of policy G-3.1 “Education Council By-Laws”. Further, we request from Scott Harris, Registrar, that these responsibilities be taken over by Financial Aid and Awards, as they have the process, staff, knowledge, and consistency necessary to complete these responsibilities in an efficient and unbiased manner, and provide an outcome that is in the best interest of students.



EX-250-003-001-002

Wed, Dec 6, 2017, 1:00-4:00, CBA 142, Interurban

Present: Connie Klassen (Chair), Cynthia Smith, Shelley Butler, Mavis Smith, Steven Rumpel, Tim Ayers, Gillyan Haden, Richard Stride for Business & Sport, Business (vacant), Sport & Exercise (vacant)

Regrets/Absent: Heather Del Villano, Todd Ormiston, Debbie Hlady, Cynthia Smith

Guests:

 [Hyperlink Curriculum Documents](#)

PRESENTATION 1

Jennifer Gow presented the proposed Diploma in Massage Therapy. Note – This was originally presented at the November 2017 ICC Meeting.

Whereas: The Integrated Curriculum Committee has reviewed the following curriculum:

Whereas: The Integrated Curriculum Committee has reviewed the following curriculum:

- Diploma in Massage Therapy (IDS 2885)
- MASS 105 (IDS 2848), MASS 110 (IDS 2849), MASS 112 (IDS 2854), MASS 115 (IDS 2862), MASS 117 (IDS 5863), MASS 121 (IDS 2850), MASS 122 (IDS 2855), MASS 123 (IDS 2864), MASS 131 (IDS 2851), MASS 132 (IDS 2856), MASS 141 (IDS 2852), MASS 142 (IDS 2857), MASS 151 (IDS 2858), MASS 152 (IDS 2865), MASS 161 (IDS 2866), MASS 180 (IDS 2853), MASS 182 (IDS 2859), MASS 191 (IDS 2860), MASS 192 (IDS 2867), MASS 224 (IDS 2868), MASS 262 (IDS 2869), MASS 270 (IDS 2871), MASS 272 (IDS 2872), MASS 274 (IDS 2876), MASS 276 (IDS 2881), MASS 284 (IDS 2873), MASS 286 (IDS 2877), MASS 288 (IDS 2878), MASS 293 (IDS 2874), MASS 294 (IDS 2880), MASS 298 (IDS 2883)

Whereas: The Integrated Curriculum Committee had consensus to recommend full approval of the curriculum;

- New Program: Diploma in Massage Therapy (IDS 2885)
- New Courses: MASS 105 (IDS 2848), MASS 110 (IDS 2849), MASS 112 (IDS 2854), MASS 115 (IDS 2862), MASS 117 (IDS 5863), MASS 121 (IDS 2850), MASS 122 (IDS 2855), MASS 123 (IDS 2864), MASS 131 (IDS 2851), MASS 132 (IDS 2856), MASS 141 (IDS 2852), MASS 142 (IDS 2857), MASS 151 (IDS 2858), MASS 152 (IDS 2865), MASS 161 (IDS 2866), MASS 180 (IDS 2853), MASS 182 (IDS 2859), MASS 191 (IDS 2860), MASS 192 (IDS 2867), MASS 224 (IDS 2868), MASS 262 (IDS 2869), MASS 270 (IDS 2871), MASS 272 (IDS 2872), MASS 274 (IDS 2876), MASS 276 (IDS 2881), MASS 284 (IDS 2873), MASS 286 (IDS 2877), MASS 288 (IDS 2878), MASS 293 (IDS 2874), MASS 294 (IDS 2880), MASS 298 (IDS 2883)

Motion: Be it so moved that Education Council approves changes to the following curriculum:

Moved by:

Seconded by:

PRESENTATION 2

Karen Giffon originally presented the proposed Certificate in Business Analysis in May 2017. Linda Young has since taken over as the program coordinator.

Whereas: The Integrated Curriculum Committee has reviewed the following curriculum:

Whereas: The Integrated Curriculum Committee has reviewed the following curriculum:

- New Program: Certificate in Business Analysis (IDS 2583)
- New Courses: BSNS 551V (IDS 2584), BSNS 552V (IDS 2585), BSNS 553V (IDS 2586), BSNS 554V (IDS 2587), BSNS 555V (IDS 2588), BSNS 556V (IDS 2589), BSNS 557V (IDS 2590), BSNS 558V (IDS 2591)

Whereas: The Integrated Curriculum Committee had consensus to recommend full approval of the curriculum;

- New Program: Certificate in Business Analysis (IDS 2583)
- New Courses: BSNS 551V (IDS 2584), BSNS 552V (IDS 2585), BSNS 553V (IDS 2586), BSNS 554V (IDS 2587), BSNS 555V (IDS 2588), BSNS 556V (IDS 2589), BSNS 557V (IDS 2590), BSNS 558V (IDS 2591)

Motion: Be it so moved that Education Council approves changes to the following curriculum:

Moved by:

Seconded by:

PRESENTATION 3

Olaf Nielsen presents the proposed Trades Skill Foundation (CORE), Marine. As a result of this proposal and to avoid any confusion, the existing Trades Skills Foundation (CORE) with a construction focus, will be revised to Trades Skills Foundation (CORE), Construction.

Whereas: The Integrated Curriculum Committee has reviewed the following curriculum:

Whereas: The Integrated Curriculum Committee has reviewed the following curriculum:

- Trade Skills Foundation (CORE), Marine (IDS 3032) –new program
- Trades Skills Foundation (CORE), Construction (IDS 3043) – name, description, participation requirements, learning outcomes, content, completion requirements, external licensing
- CORE 100 (IDS 3034) – course title, description, learning outcomes

- CORE 110 (IDS 3033) – new course

Whereas: The Integrated Curriculum Committee had consensus to recommend full approval of the curriculum;

- Trade Skills Foundation (CORE), Marine (IDS 3032) –new program
- Trades Skills Foundation (CORE), Construction (IDS 3043) – name, description, participation requirements, learning outcomes, content, completion requirements, external licensing
- CORE 100 (IDS 3034) – course title, description, learning outcomes
- CORE 110 (IDS 3033) – new course

Motion: Be it so moved that Education Council approves changes to the following curriculum:

Moved by:

Seconded by:

REGULAR CURRICULUM

Nil