



AGENDA

Regular Meeting

Wednesday, October 17, 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 (5 MIN.)	Tim Ayers
4:07	ACCEPTANCE OF AGENDA (2 MIN.)	Tim Ayers
4:09	MINUTES FOR APPROVAL (1 MIN.) For approval: EdCo Meeting Minutes Sept 19	Tim Ayers
4:10	REPORTS (6 MIN.)	
	1. Education Council Chair	Tim Ayers
	2. VP Education	John Boraas
	3. Board Member	Phil Benoit
4:16	COMMITTEE REPORTS (4 MIN.)	
	1. Education Council Policy and Standards Committee	Peter Moroney
	PRESENTATION AND DISCUSSION	
4:20	Indigenization Language on the EdCo Curriculum Change Forms For approval: Program Change Form Course Change Form	Janice Simcoe/ Connie Klassen
4:35	Admission Policy Changes: Conditional Admission for ACADEMIC IELTS and TOEFL Students See Draft Board Update	Ian Humphries



TIME	ITEM	PRESENTER
5:05	Update on EDI Policy	Peter Moroney/ Rashed Al-Haque
5:20	INTEGRATED CURRICULUM COMMITTEE REPORT (40 MIN.)	
	1. Curriculum for Presentation and Approval (15 min.)	Darlaine Jantzen
	• PN2BSN Curriculum Package See ICC Monthly Report	
	2. Curriculum for Approval (20 min.)	Connie Klassen
	See ICC Monthly Report	
	3. Curriculum Under Review (4 min.)	Connie Klassen
	See ICC Monthly Report	
	4. Approved Category 3 Curriculum Changes (1 min.)	Connie Klassen
	See ICC Monthly Report	
6:00	MEETING ADJOURNED	Tim Ayers

Upcoming Meetings:

Regular Meeting
 Wednesday, November 21, 2018
 4:00 – 6:00 pm
 CC 321, Interurban

Members (*Quorum = 10*)

Voting Council Members

- | | |
|---------------------------------------|------------------------------------|
| 1. Alison Bowe, Faculty | 11. Peter Ove, Faculty |
| 2. Andrea Kucherawy, Support Staff | 12. Richard Stride, Administration |
| 3. Bijan Ahmadi, Faculty (Vice-Chair) | 13. Ryan Russell, Faculty |
| 4. Debbie Hlady, Administration | 14. Scott Harris, Administration |
| 5. Isabel Grondin, Faculty | 15. Tia Primrose, Support Staff |
| 6. Jamie McPherson, Faculty | 16. Tim Ayers, Faculty (Chair) |
| 7. John Boraas, Administration | 17. Wesley Paterson, Student |
| 8. Karen Lightbody, Faculty | 18. Faculty (Vacant) |
| 9. Karen Neilson, Faculty | 19. Student (Vacant) |
| 10. Maia Sampson, Student | 20. Student (Vacant) |

Non-Voting Council Members

Sherri Bell, President

Brenda McBain, Board of Governors

Melody Foreman, Permanent Secretary

Connie Klassen, ICC Chair

Todd Ormiston, Indigenization Representative

Guests

Darlaine Jantzen HHS - Nursing (Chair)

Ian Humphries Access – Administration (Dean)

Rashed Al-Haque, Education Policy Specialist

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, 370-4728, 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

EPP Director: Peter Moroney, , Office of VP Education, Interurban, 250-370-4156, moroney@camosun.bc.ca

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



DRAFT Minutes

ORIENTATION MEETING

Wednesday, September 19, 2018

4:00 – 6:00 pm

CC 321, Interurban

Present

Voting Members

- Alison Bowe, Faculty
- Andrea Kucherawy, Support Staff
- Bijan Ahmadi, Faculty (Vice-Chair)
- Debbie Hlady, Administration
- John Boraas, Administration
- Karen Lightbody, Faculty
- Karen Neilson, Faculty
- Richard Stride, Administration
- Ryan Russell, Faculty
- Scott Harris, Administration
- Tia Primrose, Support Staff
- Tim Ayers, Faculty (Chair)

Non-Voting Members

- Brenda McBain, Board of Governors
- Melody Foreman, Permanent Secretary
- Connie Klassen, ICC Chair

Regrets/Absent

- Sherri Bell, President
- Isabel Grondin, Faculty
- Jamie McPherson, Faculty
- Wesley Paterson, Student
- Todd Ormiston, Indigenization Representative
- Maia Sampson, Student
- Peter Ove, Faculty

ITEM	PRESENTER
<p>A. CALL TO ORDER AND DECLARATION OF QUORUM</p> <p>The regular meeting was called to order at 4:08 pm by Tim Ayers, Education Council Chair. Quorum was reached. Tim welcomed everyone to the first Education Council meeting for the year and introduced new board member Brenda McBain.</p>	<p>Tim Ayers</p>
<p>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</p> <p><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></p>	<p>Tim Ayers</p>
<p>C. ROUND TABLE CHECK-IN</p>	<p>Tim Ayers</p>

ITEM	PRESENTER
<p>Round table discussion: Tim asked for introductions and that members indicate how long they have been a member of EdCo and whether they are voting or non-voting members.</p> <p>Scott announced the elections for faculty and student representatives</p>	
<p>D. ACCEPTANCE OF AGENDA</p> <p>The Sept 19, 2018 agenda was approved by unanimous consent.</p>	Tim Ayers
<p>E. MINUTES FOR APPROVAL</p> <p>The regular and special meeting minutes for June 20 2018 were approved by unanimous consent.</p>	Tim Ayers
<p>F. REPORTS</p>	
<p>1. Education Council Chair</p> <p>Tim acknowledged that this will be a busy year for EdCo. Changes to the education approvals process will be coming forward. He introduced Pete Moroney, the new Education policy and standards director, and told the council to expect new and changed policies to come forward to EdCo.</p>	Tim Ayers
<p>2. VP Education</p> <p>John acknowledged the transition of a new director in Education Policy and Planning and added that there will be several issues coming from ELT to EdCo for discussion and approval.</p>	John Boraas
<p>3. Board Member</p> <p>Brenda informed the council that she attended the inaugural board meeting where she was among the five new members appointed to the board. The board was given a presentation on indigenization and the work being undertaken to implement Camosun’s Indigenization plan.</p> <p>Tim added that the board is having an education forum for faculty to present to the board.</p>	Brenda McBain
<p>G. COMMITTEE REPORTS</p>	
<p>1. Education Council Policy and Standards Committee</p> <p>Pete updated members on the EDI policy coming forward to EdCo. He described some of the policy work being done related to academic integrity and appeals. He also mentioned that changes to the Policy and Standards Committee structure will be forthcoming.</p>	Peter Moroney
<p>H. PRESENTATION AND DISCUSSION</p>	
<p>Education Council - How It Works</p>	Tim Ayers

ITEM	PRESENTER
<p>Tim presented the orientation presentation explaining the role of EdCo, composition of council, subcommittees, approval processes, and fit within the college governance structure.</p> <p>Scott explained the changes in composition of the members of the council and how they are elected and provided the new election rules.</p> <p>John discussed the curriculum review process and how it needs to change so that EdCo is involved earlier in the review process. By the time EdCo reviews curriculum much work has been done. John added that curriculum management software will improve the process. Discussion around consultation being a challenge and that operational issues are often identified too late in the process.</p> <p>Tim gave an introduction and overview to the following EdCo resources:</p> <p>EdCo Camosun Public Website</p> <p>Education Council - SharePoint</p> <p>Education Approvals Intranet</p> <p>Education Council Bylaws</p> <p>About Us – Education Council Members’ Guidebook</p> <p>Educational Approvals Policy</p> <p>Guide for Committees that Recommend and Approve Curriculum</p>	
K. ADJOURNMENT	Tim Ayers
The meeting adjourned at 5:20 pm.	



Education Approvals Office Use Only:

Notification Date: [Click here to enter a date.](#)
 Effective Date: Choose an item.
 Category of Change: Choose an item.
 Approved By:
 Approval Date:

Tracking No.

IDS

Approved Forms are
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[\\nas2\cecp\](#)

COURSE Form *for the Education Approvals Process*

Current

Proposed (if applicable)

Subject Code & Course No:

Subject Code. & Course No:

ⓘ School Curriculum Support Staff Complete Section A

Curriculum Set Name *(if part of a package submission select a short single term to group curriculum):*

Cascading Changes:

Select the box that best defines the change

- | | |
|--|--|
| <input type="checkbox"/> New Course (brand new, never been offered) | <input type="checkbox"/> Course Revision |
| <input type="checkbox"/> New Course (new subject code and/or number) | <input type="checkbox"/> Course Cancellation |

If applicable, select the box(es) that correspond to the changes referenced in the attached paperwork:

- | | | |
|--|--|--|
| <input type="checkbox"/> subject code (formerly course abbrv.) | <input type="checkbox"/> co-requisite | <input type="checkbox"/> learning outcomes |
| <input type="checkbox"/> course number | <input type="checkbox"/> pre/co-requisite | <input type="checkbox"/> grading system |
| <input type="checkbox"/> course title | <input type="checkbox"/> course type | <input type="checkbox"/> other |
| <input type="checkbox"/> short descriptions | <input type="checkbox"/> course activity & hours | |
| <input type="checkbox"/> pre-requisite | <input type="checkbox"/> credits | |

A

Key Contacts

School: Choose an item. Department:
 Developer(s): Dept. Chair:

Dean/Designate

ⓘ Record Dean/Designate Name and the date the Dean requests curriculum moves forward from school to the education approvals coordinator

Dean/Designate Name: Choose an item. Date: [Click here to enter a date.](#)

ⓘ Collect Signature below when requested by Coordinator of Education Approvals (normally after documentation review or ICC Recommendation)

Signature: Date:
[Click here to enter a date.](#)

ⓘ Developer or Designate Complete Section B

B

- Briefly describe the new course, revision, or cancellation and why it was made.
- When is the first day of classes (month & year) the proposed curriculum is intended to take effect? If Course cancellation note the start date of the last course offering.
Note Deadlines: Dec EdCo Approval for July/Sept changes; Jun EdCo Approval for Jan changes; Oct EdCo Approval for May changes

3. **Indigenization:** Camosun College has the following indigenization goals:
- Indigenous students see themselves and their realities reflected in the curriculum in which they engage.
 - Non-indigenous students come away from the college equipped with knowledge and processes that enable them to develop stronger and better-informed relationships with Indigenous peoples.

Briefly describe how this curriculum/teaching learning experience has been indigenized

4. **Revised/New* Courses only:** Briefly describe the relationship between the current version of the course and the proposed new version.
5. **Revised/New* Courses Only:** Briefly describe how the proposed revision(s) impacts the overall curriculum design for this course
6. **Revised/New* Courses Only:** Briefly describe how the proposed revision(s) impacts other courses where this course is used as a pre-requisite, co-requisite, or pre/co-requisite, or vice-versa.
7. **Revised/New* Courses Only:** Briefly describe how the proposed revision(s) impacts a program(s) where this course is used as an admission requirement, program content (*required or optional*), completion requirement, etc.

(*a revised course is deemed to be "new course" if it is the result of a new subject code and/or course number change)

Have You Consulted? (note this "information" cell can be deleted to save space when submitting your document)

It is a requirement that a developer(s) consider if consultation with other schools and departments is necessary. Developers should conduct a web search of the College website for related curriculum and speak with the department chair, school dean, academic advisor, and/or CETL for assistance identifying which schools or departments should be consulted early in the development process.

The purpose of consultation is to:

- contribute to a climate of cooperation and collaboration between schools and departments;
- communicate financial/human resource impacts for service courses as a result of this proposed curriculum;
- communicate/initiate cascading curriculum changes as result of this proposed curriculum;
- explore opportunities for Indigenization, interdisciplinary study, international/intercultural education, and sustainability in the curriculum;
- identify other opportunities and assist with decision-making;
- reduce course duplication; and
- seek approval from the Coop for Coop/Internship related revisions if applicable.

If concerns are unresolved indicate with an "X" and include the written concerns as an attachment with this submission

7. **Briefly summarize the consultation:**

School/Department	Name	Date	Concerns (X)
		Click here to enter a date.	<input type="checkbox"/>
		Click here to enter a date.	<input type="checkbox"/>
		Click here to enter a date.	<input type="checkbox"/>

Coordinator Education Approvals Complete Section C

C	1.	ICC Chair: Choose an item.	EdCo Chair: Choose an item.
	2.	<input type="checkbox"/> Expedited Approval Granted <input type="checkbox"/> Expedited Implementation Granted <input type="checkbox"/> Expedited Approval/Implementation	
	Remarks:		

The instructions below can be deleted. They are not required for your submission.

	Subject Code	Set by the department in consultation with Data Management in Student Services. The subject code denotes a subject or discipline area. The no. reflects the year the course is intended to be taken and the level of competency required by the student. If a course revision results in a new abbrev. or no. record the new abbrev. or no. in this space. RESERVED NUMBERS: CE Courses are typically numbered 500V/600V. Cooperative Education Courses are typically numbered x01, x02, x03. Apprenticeship courses are typically numbered 401, 402, 403, and 404.
	Curriculum Set Name	Name that denotes which curriculum are intended to travel together as a "set". All curricula in that set receive the same name. Suggested name is the first 1-2 words of the program name if the program is part of the submission (i.e. Early Learning, or Environmental Tech, etc.). If it is a single submission set you can use the default of "Misc. Curriculum".
A	Definition of Change	New Course = New Course (never been offered); or Course Revision that results in a new subject code and/or course number. Course Revision = Revision that does not change the subject code and/or number. Course Cancellation = Course that will no longer be offered; or a Course that has a new subject code and/or number. The old subject code and/or number (course) must be cancelled.
	Key Contacts	Signatures are not required in this section. Document the school review and consultation process (can be based on F2F meetings/conversations, emails, etc.).
	Dean or Designate Signature	This will be requested by the Coordinator of Education Approvals once: Category 3 Changes: Document Review has been completed. Category 1&2 Changes: EdCo or other approval has been granted.



Notification Date: Choose an item.
Effective Date: Choose an item.
Category of Change: Choose an item.
Approved By: Choose an item.
Approval Date: Choose an item.

Tracking No.

IDS

Approved Forms are

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Program Change Form for the Education Approvals Process

Credential Name:

School Curriculum Support Staff Complete Section A

Curriculum Set Name (if part of a package submission select a short single term to group curriculum):

Select the box that best defines the change

- Checkboxes for change types: New Certificate that does not ladder to further, New Certificate, Diploma, Adv/Post-Degree Certificate, New Applied Degree, New option, specialization, etc., Reactivate suspended program (no changes), Program Revision.

Program Revisions Only: Select the box(es) that correspond to the changes referenced in the attached paperwork:

- Checkboxes for program revisions: name, description, admission requirements, participation requirements, learning outcomes, content, delivery arrangements, cooperative, completion requirements, other.

Key Contacts

School: Choose an item. Department:
Developer(s): Dept. Chair:

Dean/Designate

Record Dean/Designate Name and the date the Dean requests curriculum moves forward from school to the education approvals coordinator

Dean/Designate Name: Date: Click here to enter a date.

Collect Signature below when requested by Coordinator of Education Approvals (normally after documentation review or ICC Recommendation)

Signature: Date: Click here to enter a date.

Developer or Designate Complete Section B

- 1. Briefly describe the new credential, option/specialization, or revision and why it was made.
2. When is the first day of classes (month & year) the proposed curriculum is intended to take effect? Note: Curriculum approved by EdCo between September and January will be effective the next Academic Year.

- 3. Indigenization: Camosun College has the following indigenization goals:
- Indigenous students see themselves and their realities reflected in the curriculum in which they engage.
- Non-indigenous students come away from the college equipped with knowledge and processes that enable them to develop stronger and better-informed relationships with Indigenous peoples.

Briefly describe how this program's curriculum/teaching learning experience has been indigenized.

4. **Revised Programs only:** Briefly describe the relationship between the current version of the program and the proposed new version.

5. **Revised Programs Only:** Briefly describe how the proposed revision(s) impacts the overall curriculum design for this program.

6. **Revised Programs Only:** If applicable, briefly describe how the proposed revision(s) impacts the overall curriculum design for any of the courses in the program.

Have You Consulted? *(note this information block can be deleted to save space when submitting your document)*

It is a requirement that a developer(s) consider if consultation with other schools and departments is necessary. Developers should conduct a web search of the College website for related curriculum and speak with the department chair, school dean, academic advisor, and/or CETL for assistance identifying which schools or departments should be consulted early in the development process.

The purpose of consultation is to:

- contribute to a climate of cooperation and collaboration between schools and departments;
- communicate financial/human resource impacts for service courses as a result of this proposed curriculum;
- communicate/initiate cascading curriculum changes as result of this proposed curriculum;
- explore opportunities for Indigenization, interdisciplinary study, international/intercultural education, and sustainability in the curriculum;
- identify other opportunities and assist with decision-making;
- reduce course duplication; and
- seek approval from the Coop for Coop/Internship related revisions if applicable.

If concerns are unresolved indicate with an "X" and include the written concerns as an attachment with this submission

7. **Briefly summarize the consultation:**

School/Department	Name	Date	Concerns (X)
		Click here to enter a date.	<input type="checkbox"/>
		Click here to enter a date.	<input type="checkbox"/>
		Click here to enter a date.	<input type="checkbox"/>

Coordinator Education Approvals Complete Section C

C

1.	ICC Chair:	Choose an item.	EdCo Chair:	Choose an item.
2.	<input type="checkbox"/> Expedited Approval Granted <input type="checkbox"/> Expedited Implementation Granted			
Comments:				

The instructions below can be deleted. They are not required for your submission.

Instructions	
Curriculum Set Name	Name that denotes which curriculum are intended to travel together as a "set". All curricula in that set receive the same name. Suggested name is the first 1-2 words of the program name if the program is part of the submission (i.e. Early Learning, or Environmental Tech, etc.). If it is a single submission set you can use the default of "Misc. Curriculum".
Key Contacts	Signatures are not required in this section. Document the school review and consultation process (can be based on F2F meetings/conversations, emails, etc.).
Dean or Designate Signature	This will be requested by the Coordinator of Education Approvals once: Category 3 Changes: Document Review has been completed. Category 1&2 Changes: EdCo or other approval has been granted.



DRAFT BOARD UPDATE

Conditional Admission for ACADEMIC IELTS
and TOEFL Students
September 6, 2018

Background

Our current Admissions policy (see Appendix) references IELTS and TOEFL scores that international students can use for College admission. Through experience, we wish to re-benchmark our IELTS and TOEFL entrance requirements to ensure parity between domestic and international students. **We are seeking the Board's permission to change to our Admissions Policy to include revised IELTS and TOEFL scores for international student admission.**

In addition, we want to enhance the academic success of students using IELTS and TOEFL scores for admission to academic programs. Research has shown that students entering academic programs via IELTS and TOEFL scores are struggling in certain courses, especially writing and communication courses. We intend to enhance student success by providing additional support as appropriate, e.g. language skills development, intercultural awareness and understanding, presentation skills, study skills, research skills, planning and managing work-life balance, self-skills analysis, aptitudes and interests to enable exploration of the best education and career plan, etc.

Finally, we want to offer IELTS and TOEFL students applying to academic programs conditional admission into selected programs. There are a variety of benefits to this approach, including:

- Fast tracking of study permits
- Ensuring IELTS and TOEFL students are appropriately welcomed to a School, invited to orientation etc., by making sure their program code reflects their destination program of choice as soon as possible in their educational journey.
- Reducing students' confusion about program codes, application to multiple programs, etc.

Task Force

- Christiaan Bernard, Director, Camosun International
- Gillyan Haden, Associate Registrar
- Scott Harris, Registrar
- Dan Hodgson, Director, Institutional Research & Planning
- Ian Humphries, Dean, School of Access
- Steven Rumpel, Associate Dean, School of Business & CSEE
- Diana Shields, Associate Director, Camosun International
- Nancy Sly, Director, Applied Learning
- Richard Stride, Dean, School of Business, Director, CSEE

Project Plan Summary

In Fall 2019, we propose to initiate the use of an 'Academic General Requirement' for English language proficiency to be used for admissions and pre-requisite purposes. This general requirement may be fulfilled in a variety of ways, and will reduce the confusion and complexity of the current pre-requisite listings. The following focuses on how ACADEMIC IELTS and TOEFL students can satisfy this requirement. **IELTS and TOEFL tests taken more than two years prior to application will not be considered.**

- A. Students with an ACADEMIC IELTS 6.0 or above, with no band less than 6.0, [will be deemed to have fulfilled the English language proficiency requirement and thus granted admission into academic programs (provided all other requirements, if any, have been met). Students with a TOEFL score of 78 (CBT), with nothing less than 19 in any band will be deemed to have fulfilled the English language proficiency requirement and thus granted admission into academic programs (provided all other requirements, if any, have been met). A TOEFL score of 78 (CBT), with nothing less than 19 in any band is comparable to an ACADEMIC IELTS 6.0 or above, with no band less than 6.0.
- B. ACADEMIC IELTS 6.0 students with one or more sub-scores less than 6.0, but none below 5.5, will be granted admission into their academic program 'with conditions'. To meet the English General Requirement, these students will be required to take one or more of the following depending on their sub-scores:
 - Sub-score of 5.5 in **writing**: ELD 103 - Preparatory Academic Writing
 - Sub-score of 5.5 in **reading**: ELD 104 - Preparatory English Literature
 - Sub-score of 5.5 in **speaking or listening**: ELD 1XX – TBD

Beyond language skills development, the new ELD 1XX course will focus on intercultural awareness and understanding, presentation skills, study skills, research skills, planning and managing work-life balance, self-skills analysis, aptitudes and interests to enable exploration of the best education and career plan, etc.

- C. TOEFL students with an overall score of 78 with one or more sub-scores less than 19, will be granted admission into their academic program 'with conditions'. To meet the English General Requirement, these students will be required to take one or more of the following depending on their sub-scores:
 - Sub-score less than 19 in **writing**: ELD 103 - Preparatory Academic Writing
 - Sub-score less than 19 in **reading**: ELD 104 - Preparatory English Literature
 - Sub-score less than 19 in **speaking or listening** - ELD 1XX – TBD

Next Steps

- Policy revisions (see Appendix) to revise the International thresholds for ACADEMIC IELTS and TOEFL for College admission. The proposed policy revision is short-term in nature to facilitate a Fall 2019 implementation for conditional admission. A more fulsome overhaul of our Admission Policy will begin ASAP.
- Broader communications regarding the proposed changes.

Appendix – Proposed short-term changes to Camosun’s Admission Policy.



Policy:	E-2.1
Approved By:	Board of Governors
Approval Date:	November 22, 2004
Advice by Ed Council:	Sep. 20, 2004
Amendment Date:	EdCo Adv: May 15, 2006 Edco Adv: Dec. 19, 2011 BG: May 16, 2006 BG: Feb. 6, 2012
Policy Holder:	VP Education

ADMISSION

Purpose / Rationale

The purpose of this policy is to define the criteria and conditions for admission to Camosun College and its programs.

Scope / Limits

1. This policy applies to all domestic and international applicants seeking admission to Camosun College credentialed programs.
2. Programs specifically intended to prepare students for direct entry into upper levels of further or advanced programs at partner institutions shall be governed by the admission requirements of those institutions.

Principles

1. The College will establish program admission requirements of both an academic and non-academic nature that will optimize students' access and success.
2. As defined in the College's *Strategic Plan* (see link), Camosun College is committed to providing our community with access to the knowledge and skills relevant to the future economic and social development of the region.
3. Camosun College is committed to meeting the diverse needs of its community and may therefore tailor its admission criteria to support demonstrated community need or to enable appropriate partnerships.
4. As defined in the College's *Strategic Plan* (see link), Camosun College is committed to integrating a diverse, international perspective into its community and curriculum and will provide opportunities for international students to study at Camosun College
5. The College will accept valid and/or official documentation that demonstrates students' qualifications for entry to the College and its programs.
6. The College reserves the right to limit application to oversubscribed programs.
7. The College reserves the right to deny admission.

Admission: E-2.1

1 of 3

A. GENERAL COLLEGE ADMISSION

1. To be admitted to the College, applicants must qualify as either *domestic* students or *international* students.

a) Domestic Students

Definition:

Applicants who are in possession of valid documentation confirming their legal status as Canadian citizens, permanent residents, or convention refugees.

Requirements:

- All applicants must be high school graduates or 19 years or older at the start of the student's first academic term unless special admission is granted.
- All applicants must indicate an intended primary program of study and will be given an opportunity to identify an alternate program of study.

b) International Students

Definition:

Applicants who are not domestic students who meet the guidelines established for international students studying in Canada by *Citizenship and Immigration* Canada (see link).

Requirements:

- All applicants must be high school graduates or 19 years or older at the start of the student's first academic term unless special admission is granted.
- All applicants must indicate an intended primary program of study and will be given an opportunity to identify an alternate program of study.
- English Proficiency
 - i) Academic and Career programs:
All applicants must have a minimum TOEFL score of 83 (CBT) or IELTS score of 6.0, with nothing less than a 5.5 in any band, for general college admission. Some programs or courses may require a higher score for entry.
 - ii) English Language Development and academic upgrading programs:
No minimum level of English proficiency is required for general college admission. Some programs or courses may require a higher score for entry.

B. PROGRAM ADMISSION

1. Applicants must be deemed qualified in order to be admitted into a program.
2. Admission to programs will be granted on a "first qualified, first served" basis.

Admission: E-2.1

2 of 3

C. SPECIAL COLLEGE ADMISSION

1. British Columbia (BC) and Yukon High School Students

Provisional program admission will be granted to BC high school applicants who apply for Fall admission in their Grade 12 year on the basis of interim high school grades to determine whether students meet the qualifications for program admission. If any final high school grades fall below program admission requirements, applicants will be deemed ineligible for admission and advised on how to meet admission requirements.

2. Underage Applicants

The College may consider granting special admission to underage applicants on an individual basis, subject to the following:

- a) Underage *domestic* applicants must include in their application written consent from a parent or guardian and letters of support from individuals who are familiar with the applicant's circumstances (such as a school principal or health care provider).
- b) Underage *international* applicants are subject to the guidelines established by *Citizenship and Immigration Canada* (see link).

3. Visiting Students

Visiting students are students who are enrolled at other post-secondary (sending) institutions and are taking courses from Camosun College to grant them credit toward a credential at the sending institution. To be admitted as a Visiting Student, applicants must submit a "Letter of Permission" from a sending post-secondary institution and must meet General College admission criteria and all prerequisites for each Camosun College course in which they are seeking enrollment.

4. Reciprocal Exchange Students

Students, either domestic or international, may be admitted to Camosun College under a reciprocal exchange agreement established between the student's home institution and Camosun College.

D. LINKS TO RELATED POLICIES AND WEBSITE

[Strategic Plan](#)

[Citizenship and Immigration Canada](#)

Proposed Change to existing language (short-term fix)

FROM:

English Proficiency

i) Academic and Career programs:

All applicants must have a minimum TOEFL score of 83 (CBT) or IELTS score of 6.0, with nothing less than a 5.5 in any band, for general college admission. Some programs or courses may require a higher score for entry.

ii) English Language Development and academic upgrading programs: No minimum level of English proficiency is required for general college admission. Some programs or courses may require a higher score for entry.

TO:

English Proficiency

i) Academic and Career programs:

All applicants must have a minimum TOEFL score of 78 (CBT), with nothing less than 19 in any band, for general college admission, or an IELTS score of 6.0, with nothing less than a 6.0 in any band, for general college admission. Some programs or courses may require a higher score for entry.

ii) English Language Development and academic upgrading programs: No minimum level of English proficiency is required for general college admission. Some programs or courses may require a higher score for entry.



EX-250-003-001-002

Wed, Sept 12, 2018, 1:00-4:00, CC 320/321, Interurban

Present: Connie Klassen (Chair), Chris Avis, Dianne Biin, Gillyan Haden, Heather del Villano, Mavis Smith, Peter Moroney, Sandra Woodrow, Steven Rumpel, Tim Ayers, Melody Foreman (Resource)

Guests: Robin Fast HHS - Comm, Family & Child Studies (Chair)

Brad Muir A&S – Visual Arts (Chair)

CURRICULUM FOR APPROVAL

CURRICULUM FOR PRESENTATION AND APPROVAL

HEALTH AND HUMAN SERVICES: NURSING

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

- [PN2BSN \(IDS 3115\) – New Bridging Program](#)
- [NURS 112 \(IDS 3116\) – Addition](#)
- [NURS 252 \(IDS 3117\) – Addition](#)
- [NURS 253 \(IDS 3118\) – Addition](#)
- [NURS 233 \(IDS 3132\) – Revision](#)
- [NURS 290 \(IDS 3133\) – Revision](#)

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

- [PN2BSN \(IDS 3115\) – New Bridging Program](#)
- [NURS 112 \(IDS 3116\) – Addition](#)
- [NURS 252 \(IDS 3117\) – Addition](#)
- [NURS 253 \(IDS 3118\) – Addition](#)
- [NURS 233 \(IDS 3132\) – Revision](#)
- [NURS 290 \(IDS 3133\) – Revision](#)

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

Moved by:

Seconded by:

REGULAR CURRICULUM

HEALTH AND HUMAN SERVICES

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

- [HLTH 115 \(IDS 3097\) – Addition](#)

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

- [HLTH 115 \(IDS 3097\) – Addition](#)

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

Moved by:

Seconded by:

HEALTH AND HUMAN SERVICES: EARLY LEARNING AND CARE

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

- [ELC \(IDS 3156\) – Program Content](#)
- [ELC 221 \(IDS 3153\) – Course Hours](#)

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

- [ELC \(IDS 3156\) – Program Content](#)
- [ELC 221 \(IDS 3153\) – Course Hours](#)

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

Moved by:

Seconded by:

HEALTH AND HUMAN SERVICES: PRACTICAL NURSING

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

- [PNUR \(IDS 3128\) – Adm Regs & Editorial](#)

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

- [PNUR \(IDS 3128\) – Adm Regs & Editorial](#)

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

Moved by:

Seconded by:

ARTS AND SCIENCE: PHYSICS

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

- [PHYS 150 \(3168\) – Cancellation](#)
- [PHYS 151 \(3169\) – Cancellation](#)
- [PHYS 154 \(3170\) – Cancellation](#)
- [PHYS 191 \(3171\) – Cancellation](#)
- [PHYS 192 \(3172\) – Cancellation](#)

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

- [PHYS 150 \(3168\) – Cancellation](#)
- [PHYS 151 \(3169\) – Cancellation](#)
- [PHYS 154 \(3170\) – Cancellation](#)
- [PHYS 191 \(3171\) – Cancellation](#)
- [PHYS 192 \(3172\) – Cancellation](#)

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

Moved by:

Seconded by:

ARTS AND SCIENCE: VISUAL ARTS

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

- [Art 161 –Contact Hour/Credits Change](#)
- [Art 182 –Contact Hour/Credits Change](#)
- [Visual Arts – Pogram Content \(Credits\)](#)

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

- [Art 161 –Contact Hour/Credits Change](#)
- [Art 182 –Contact Hour/Credits Change](#)
- [Visual Arts – Program Content \(Credits\)](#)

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

Moved by:

Seconded by:

CURRICULUM UNDER REVIEW

ARTS AND SCIENCE: SOCIAL SCIENCES

- [ANTH 110 \(3243\) – Revision](#)
- [GEOG 111 \(3245\) – Revision](#)
- [GEOG 216 \(3246\) – Revision](#)
- [GEOG 217 \(3247\) – Revision](#)
- [GEOG 218 \(3248\) – Revision](#)
- [GEOG 272 \(3250\) – Revision](#)
- [GEOG 274 \(3251\) – Revision](#)
- [GEOG 276 \(3252\) – Revision](#)
- [GEOG 290 \(3244\) – New Course](#)
- [SOC 290 \(3241\) – New Course](#)
- [Associate Degree of Arts in Pre-Social Work \(3240\) – Program Content](#)

ARTS AND SCIENCE: PSYCHOLOGY

- [Associate Degree of Science \(Psychology\) \(3254\) – Program Cancellation](#)
- [PSYC 204 \(3262\) – New Course](#)

ARTS AND SCIENCE: HUMANITIES

- [PHIL 116 \(3263\) - Revision](#)

SPORT AND EXERCISE: ATHLETIC AND EXERCISE THERAPY

- [Diploma in Massage Therapy \(3256\) – Participation Requirements](#)

ARTS AND SCIENCE/HEALTH AND HUMAN SERVICES

- [Advanced Certificate in Mental Health, Addictions, and Criminal Justice \(3257\) – New](#)
- [MHCJ 310 \(IDS3258\) – New Course](#)
- [MHCJ 320 \(IDS3259\) – New Course](#)
- [MHCJ 330 \(IDS3260\) – New Course](#)
- [MHCJ 340 \(IDS3261\) – New Course](#)

HEALTH AND HUMAN SERVICES: ALLIED HEALTH AND TECHNOLOGIES

- [Certificate in Certified Medical Lab Assistant \(3266\) – New Program](#)
- [MIDS 167 \(3267\) – New Course](#)
- [MLAB 117 \(3268\) – New Course](#)
- [MLAB 121 \(3269\) – New Course](#)
- [MLAB 139 \(3270\) – New Course](#)
- [MLAB 147 \(3271\) – New Course](#)
- [MLAB 151 \(3272\) – New Course](#)

- [MLAB 173 \(3273\) – New Course](#)
- [PRAC 180 \(3274\) – New Course](#)
- [Diploma in Medical Radiography \(3275\) – Program Content](#)
- [MRAD 117 \(3276\) – Revision](#)
- [MRAD 130 \(3277\) – Revision](#)
- [MRAD 254 \(3278\) – Revision](#)
- [MRAD 260 \(3279\) – Revision](#)
- [MRAD 288 \(3280\) – Revision](#)
- [MRAD 290 \(3281\) – Revision](#)
- [AHLT 104 \(3282\) – Revision](#)
- [AHLT 112 \(3283\) – Revision](#)
- [AHLT 134 \(3284\) – Revision](#)
- [HLSC 264 \(3285\) – Revision](#)
- [Medical Lab Assistant \(Continuing Education\) – Program Cancellation](#)

APPROVED CATEGORY 3 CURRICULUM CHANGES

Approved Category 3 (Dean Approval) and Category 3 (VP Ed Approval) (Program Suspensions) curriculum changes are accessible from the [EdCo SharePoint site](#) > [Category 3 Changes Approved](#) for members to review.