Education Council
Ensuring that our students are provided with quality educational experiences

AGENDA
Regular Meeting
Wednesday, May 15, 2019
4:00 – 6:00 pm
CC320/321, Interurban

TIME	ITEM	PRESENTER
4:10	**CALL TO ORDER AND DECLARATION OF QUORUM (1 MIN.)**	**Tim Ayers**
4:11	**ACKNOWLEDGEMENT OF COAST SALISH TERRITORY (1 MIN.)**	**Tim Ayers**
	Camosun College campuses are located on the traditional territories of the Lkwungen and W̱SÁNEĆ 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>	
4:12	**ACCEPTANCE OF AGENDA (2 MIN.)**	**Tim Ayers**
4:14	**MINUTES FOR APPROVAL (1 MIN.)**	**Tim Ayers**
	For approval: EdCo Meeting Minutes April 17	
4:15	**REPORTS (6 MIN.)**	
	1. **Education Council Chair**	**Tim Ayers**
	2. **VP Education**	**John Boraas**
	3. **Board Member**	**Brenda McBain**
4:21	**COMMITTEE REPORTS (4 MIN.)**	
	1. **Education Council Policy and Standards Committee**	**Peter Moroney**
4:25	**INTEGRATED CURRICULUM COMMITTEE REPORT (5 MIN.)**	**Connie Klassen**
	1. **Curriculum for Presentation and Approval**	
	None	
	Regular Curriculum for Approval	
	See ICC Monthly Report	
	Curriculum Under Review	
	See ICC Monthly Report	

Approved Category 3 Curriculum Changes (1 min.)		
See [Category 3 Changes Approved](#)		
Post-EdCo Error Corrections (1 min.)		
See [Corrections Post-EdCo](#)		
4:30	**PRESENTATION AND DISCUSSION**	
1. **Educational Quality**		**Peter Moroney**
2. **Policy Framework**		**Peter Moroney**
MEETING ADJOURNED		**Tim Ayers**

Upcoming Meetings:

Regular Meeting
Wednesday, June 26, 2019
4:00 – 6:00 pm
CC 320/321, Interurban

Voting Council Members

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

Members (Quorum = 10)

Non-Voting Council Members

Sherri Bell, President
Brenda McBain, Board of Governors
Connie Klassen, ICC Chair

Peter Moroney, Education Policy & Planning
Melody Foreman, Permanent Secretary
Todd Ormiston, Indigenization Representative

Guests

Nil

If you cannot attend, please inform Melody Foreman @ 370-4690 or edapprovals@camosun.bc.ca

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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, Interuran, 370-3840, harriss@camoun.bc.ca.ca

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

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

DRAFT Minutes

REGULAR MEETING
Wednesday, April 17, 2019
4:00 – 6:00 pm
P216, Lansdowne

Present

Voting Members

1. Alison Bowe, Faculty
2. Andrea Kucherawy, Support Staff
3. Brenda McBain, Board of Governors
4. Bijan Ahmadi, Faculty (Vice-Chair)
5. Debbie Hlady, Administration
6. Karen Lightbody, Faculty
7. Maia Sampson, Student
8. Peter Ove, Faculty
9. Ryan Russell, Faculty
10. Scott Harris, Administration
11. Tia Primrose, Support Staff
12. Tim Ayers, Faculty (Chair)
13. Faculty (Vacant)

Non-Voting Members

Melody Foreman, Permanent Secretary
Peter Moroney, Education Policy & Planning
Todd Ormiston, Indigenization Representative
Sherri Bell, President

Regrets/Absent

Dylan Bystedt, Student
Shane Nath, Student
Richard Stride, Administration
John Boraas, Administration
Wesley Paterson, Student
Karen Neilson, Faculty
Isabel Grondin, Faculty
Connie Klassen, ICC Chair
Jamie McPherson, Faculty

Guests

Emily Schudel, CETL (Instructional Designer)
Martha McAlister, CETL (Chair)

ITEM		PRESENTER
A.	**CALL TO ORDER AND DECLARATION OF QUORUM**	**Tim Ayers**
	The regular meeting was called to order at 4:03 pm. Quorum was reached.	
B.	**ACKNOWLEDGEMENT OF COAST SALISH TERRITORY**	**Tim Ayers**
	Camosun College campuses are located on the traditional territories of the Lkwungen and W̱SÁNEĆ 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>	

C.	ACCEPTANCE OF AGENDA		**Tim Ayers**

The April 17, 2019 agenda was approved by unanimous consent.

D.	MINUTES FOR APPROVAL		**Tim Ayers**

The meeting minutes for March 20, 2019 were approved by unanimous consent.

E.	REPORTS	

	1.	**Education Council Chair**	**Tim Ayers**

Tim Ayers reported the results of the EdCo Elections. He announced the Special Meeting to be held on May 15 to elect the 2019-2020 EdCo Chair and Vice- Chair.

	2.	**VP Education**	**John Boraas**

Vacant

	3.	**Board Member**	**Brenda McBain/ Sherri Bell**

Brenda McBain reported that the board met on April 8, 2019 and approved the college's Campus Master Plan. In addition, the board unanimously approved the Indigenous Priority Seating in the BSN program proposal put forward by EdCo. The board also approved a balanced budget, as required, of $147,937,583.

F.	COMMITTEE REPORTS	

	1.	**Education Council Policy and Standards Committee**	**Peter Moroney**

Peter Moroney reported that the Policy and Standards committee met on April 5, 2019. The committee discussed the recommendations and issues raised by EdCo at the March 20, 2019 meeting regarding the Grading Policy. The Policy and Standards Committee determined that the best approach at this time is to scale back the policy changes. The revised Grading Policy will address all of the key priorities identified by the Registrar; additional Grading Policy changes will be brought to EdCo for consideration at a future date.

Peter also reported that the Policy and Standards Committee discussed the Educational Quality Policy development project and was able to provide some context, including why the college is undertaking this initiative at this time and the approach that we want to take. The committee also established some guiding principles. Peter indicated that both the Quality Assurance Process Audit steering committee and the Policy and Standards committee will be supporting this work. The timelines are tight, and the policy will need to be considered by Educational Leadership Team (ELT) and EdCo.

Peter announced that the next Policy and Standards committee meeting will be April 29, 2019.

G. PRESENTATION AND DISCUSSION

CETL – Online Courses

Emily Schudel and Martha McAlister discussed with the committee how online and blended learning fit within the curriculum development and Education Approvals processes. The number of courses moving to online and blended learning is increasing, and ideally, the consultation with e-Learning would occur earlier in the process. They also informed the committee that they are holding an information session to introduce Kaltura (a streaming media tool that is coming to Camosun) on May 6.

**Emily Schudel/
Martha McAlister**

H. ITEMS FOR ACTION

Grading Policy

Motion (Amended):

**Peter Moroney/
Scott Harris**

- amendment of Principle #4 as follows:

  "4. Instructors are expected to manage and report students who do not attend the first class meeting and who do not contact the instructor prior to the first class meeting with a satisfactory explanation. These students are considered "no shows" and they will be withdrawn from the course. If there is a waitlist, the next waitlisted student will be offered the seat."

- amendments to Section A of COM, DST and NC descriptions as follows:

COM	Complete: The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	Distinction: The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	Not Complete: The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

- amendments to Section B as follows:

Temporary Grade	Description
I	Incomplete: A temporary grade assigned when the requirements of a course have not yet been completed. Students must complete the course requirements within six (6) weeks of the "I" grade being assigned. Appears on the transcript.

IP	In Progress: A temporary grade assigned for courses that may require further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.) Appears on the transcript.

> **Moved by:** Alison Bowe
> **Seconded by:** Debbie Hlady
> **Motion Carried**

I. **INTEGRATED CURRICULUM COMMITTEE REPORT (5 MIN.)**

Curriculum for Presentation and Approval
> None

Regular Curriculum for Approval
> None

Curriculum Under Review
> See ICC Monthly Report

Approved Category 3 Curriculum Changes (1 min.)
> See Category 3 Changes Approved

Post-EdCo Error Corrections (1 min.)
> See Corrections Post-EdCo

J. **PRESENTATION AND DISCUSSION**

Educational Quality Policy & Process   **Peter Moroney**

Peter Moroney provided an overview of the Educational Quality policy and process development. The Education Quality policy will comprise Education Approvals policy and process and Program Review and Renewal process. The intent is to develop a high-level policy as well as processes that are integrated into department and college-wide plans. The Policy and Standards committee and QAPA steering committee will be supporting this work along with college-wide engagement, ELT, and EdCo.

Development of the Educational Quality policy and associated processes will support and be informed by the Quality Assurance Process Audit (QAPA) and the preliminary response to Camosun's application for exempt status. As part of DQAB's review, external panelists cited a lack of clear policy and a lack of academic external review specific to the discipline. Camosun will also be undertaking the Quality Assurance Process Audit (QAPA) in Fall 2019, which will be focused on quality assurance including our Education Approvals process, EdCo, and associated policies.

K. **ADJOURNMENT**   **Tim Ayers**

The meeting adjourned at 6:07 pm.

Integrated Curriculum Committee Report

Ensuring that our students are provided with quality educational experiences

Wed, April 10, 2019 (1:00 - 4:00 pm P216, Lansdowne)

Present: Connie Klassen (Chair), Chris Avis, Dianne Biin, Gillyan Haden, Heather del Villano, Ken Kosik, Mavis Smith, Peter Moroney, Lynelle Yutani, Steven Rumpel, Melody Foreman (Resource)

Guests: David Visentin, Music (Chair), Lisa Greig, Architectural Trades (Instructor)

Regrets: Cynthia Wrate

Wed, May 8, 2019 (1:00 - 4:00 pm CC320/321, Interurban)

Present: Connie Klassen (Chair), Dianne Biin, Gillyan Haden, Ken Kosik, Mavis Smith, Lynelle Yutani, Melody Foreman (Resource)

Guests: Andrea Kucherawy, Access (Curriculum Support), John Lee, CHEM (Chair), Maggy Charles, HHS (Curriculum Support), Todd Ormiston, IECC (Chair)

Regrets: Chris Avis, Cynthia Wrate, Heather del Villano, Peter Moroney, Steven Rumpel

Mon, May 13, 2019 (1:00 - 4:00 pm CC320/321, Interurban)

Present: Connie Klassen (Chair), Chris Avis, Dianne Biin, Cynthia Wrate, Gillyan Haden, Heather del Villano, Ken Kosik, Mavis Smith, Peter Moroney, Lynelle Yutani, Steven Rumpel, Melody Foreman (Resource)

Guests: David Visentin, Music (Chair), Lisa Greig, Architectural Trades (Instructor)

CURRICULUM FOR APPROVAL

CURRICULUM FOR PRESENTATION AND APPROVAL

> **None**

REGULAR CURRICULUM

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

CO-OP & INTERNSHIP: TECHNOLOGY
COMP 104 (IDS3619) – Work Term 1
COMP 204 (IDS3620) – Work Term 2
COMP 304 (IDS3621) – Work Term 3

ARTS & SCIENCE: MUSIC

MUSP (IDS3622) – Revision

TRADES & TECHNOLOGY: HORTICULTURE
Horticulture Foundation (IDS3633) – Revision
HORT 106 (IDS3616) – Revision
HORT 133 (IDS3617) - Cancellation

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

CO-OP & INTERNSHIP: TECHNOLOGY
COMP 104 (IDS3619) – Work Term 1
COMP 204 (IDS3620) – Work Term 2
COMP 304 (IDS3621) – Work Term 3

ARTS & SCIENCE: MUSIC

MUSP (IDS3622) – Revision

TRADES & TECHNOLOGY: HORTICULTURE
Horticulture Foundation (IDS3633) – Revision
HORT 106 (IDS3616) – Revision
HORT 133 (IDS3617) - Cancellation

> **Motion:** Be it so moved that Education Council approves changes to the curriculum as submitted:
>
> **Moved by:**
>
> **Seconded by:**

CURRICULUM UNDER REVIEW

SPORT & EXERCISE EDUCATION: MASSAGE THERAPY
MASS 105 (IDS3623) – Revision
MASS 141 (IDS3624) – Revision
MASS 161 (IDS3625) – Revision
MASS 180 (IDS3626) – Revision
MASS 191 (IDS3627) – Revision

ACCESS: INDIGENOUS STUDIES

IST (IDS3641) – Revision
IST 118 (IDS3644) – Revision
IST 119 (IDS3645) – Revision
IST 232 (IDS3651) – Revision
IST 243 (IDS3656) – Revision

ARTS & SCIENCE: CHEMISTRY

CHEM 090 (IDS3673)_Fall2020 – New Course

ARTS & SCIENCE/TRADES & TECHNOLOGY: ENGINEERING TRANSFER

ENG-TRANSF (IDS3674)_Fall2020 – Revision
CHEM150 (IDS3675)_Fall2020 – Revision
COMP139 (IDS3669)_Fall2020 – Revision
COMP166 (IDS3670)_Fall2020 – Revision

SONO (IDS3679)_May2020 – New Program

AHLT134 (IDS3701)_May2020 – Revision

AHLT266 (IDS3702)_May2020 – Revision

AHLT268 (IDS3703)_May2020 – Revision

AHLT288 (IDS3704)_May2020 – Revision

HLSC 264 (IDS3741) May2020 - Revision

MIDS121 (IDS3680)_May2020 – New Course

MIDS127 (IDS3681)_May2020 – New Course

MIDS137 (IDS3683)_May2020 – New Course

MIDS139 (IDS3682)_May2020 – New Course

MIDS147 (IDS3684)_May2020 – New Course

MIDS151 (IDS3685)_May2020 – New Course

MIDS181 (IDS3686)_May2020 – New Course

MIDS187 (IDS3687)_May2020 – New Course

MIDS197 (IDS3688)_May2020 – New Course

MIDS199 (IDS3689)_May2020 – New Course

MIDS227 (IDS3690)_May2020 – New Course

MIDS231 (IDS3691)_May2020 – New Course

MIDS237 (IDS3692)_May2020 – New Course

MIDS247 (IDS3693)_May2020 – New Course

MIDS267 (IDS3694)_May2020 – New Course

MIDS281 (IDS3695)_May2020 – New Course

MIDS287 (IDS3696)_May2020 – New Course

MIDS297 (IDS3697)_May2020 – New Course

PRAC290 (IDS3698)_May2020 – New Course

PRAC310 (IDS3699)_May2020 – New Course

PRAC320 (IDS3670)_May2020 – New Course

MRAD277 (IDS3705) May2020 – Revision

MRAD290 (IDS3706) May2020 – Revision

MRAD (IDS3707) Fall2020 – Revision

CMLA (IDS3708) Fall2020 – Revision

MRAD165 (Now AHLT 165) (IDS3710) May2020 - Revision

MRAD157 (IDS3711) May2020 - Revision

MRAD260 (IDS3712) May2020 - Revision

MRAD279 (IDS3713) May2020 - Revision

MRAD (IDS3714) May2020 - Revision

ARTS & SCIENCE: MUSIC

MUSC 146 (IDS3622) – Revision

SPORT & EXERCISE EDUCATION: SPORT MANAGEMENT

Certificate in Sport Management Access (IDS3055) – Program Cancellation

Trades & Technology: Clean Energy and Efficient Buildings

[CEEB (IDS3639) Winter 2020 – New Program](#)
[ENGR 300 (IDS3640) Winter 2020 – New Course](#)
[ENGR 322 (IDS3654) Winter 2020 – New Course](#)
[ENGR 360 (IDS3655) Winter 2020 – New Course](#)
[ENGR 362 (IDS3658) Winter 2020 – New Course](#)
[ENGR 364 (IDS3659) Winter 2020 – New Course](#)
[ENGR 365 (IDS3660) Winter 2020 – New Course](#)
[ENGR 366 (IDS3661) Winter 2020 – New Course](#)
[ENGR 368 (IDS3662) Winter 2020 – New Course](#)
[ENGR 380 (IDS3663) Winter 2020 – New Course](#)
[ENGR 382 (IDS3664) Winter 2020 – New Course](#)
[ENGR 384 (IDS3665) Winter 2020 – New Course](#)
[ENGR 386 (IDS3666) Winter 2020 – New Course](#)
[ENGR 388 (IDS3667) Winter 2020 – New Course](#)
[ENGR 390 (IDS3668) Winter 2020 – New Course](#)

Health & Human Services: Practical Nursing

[PNUR (IDS3742) Fall 2019 - Revision](#)
[PNUR 114 (IDS3715) Fall 2019 – Revision](#)
[PNUR 115 (IDS3716) Fall 2019 – Revision](#)
[PNUR 116 (IDS3717) Fall 2019 – Revision](#)
[PNUR 117 (IDS3718) Fall 2019 – Revision](#)
[PNUR 118 (IDS3719) Fall 2019 – Revision](#)
[PNUR 124 (IDS3720) Fall 2019 – Revision](#)
[PNUR 125 (IDS3721) Fall 2019 – Revision](#)
[PNUR 126 (IDS3722) Fall 2019 – Revision](#)
[PNUR 127 (IDS3723) Fall 2019 – Revision](#)
[PNUR 128 (IDS3724) Fall 2019 – Revision](#)
[PNUR 129 (IDS3725) Fall 2019 – Revision](#)
[PNUR 134 (IDS3726) Fall 2019 – Revision](#)
[PNUR 135 (IDS3727) Fall 2019 – Revision](#)
[PNUR 136 (IDS3728) Fall 2019 – Revision](#)
[PNUR 137 (IDS3729) Fall 2019 – Revision](#)
[PNUR 138 (IDS3730) Fall 2019 – Revision](#)
[PNUR 144 (IDS3731) Fall 2019 – Revision](#)
[PNUR 145 (IDS3732) Fall 2019 – Revision](#)
[PNUR 146 (IDS3733) Fall 2019 – Revision](#)
[PNUR 147 (IDS3734) Fall 2019 – Revision](#)
[PNUR 148 (IDS3735) Fall 2019 – Revision](#)
[PNUR 181 (IDS3736) Fall 2019 – Revision](#)
[PNUR 182 (IDS3737) Fall 2019 – Revision](#)
[PNUR 183 (IDS3738) Fall 2019 – Revision](#)

PNUR 184 (IDS3739) Fall 2019 – Revision

PNUR 186 (IDS3740) Fall 2019 – Revision

HEALTH & HUMAN SERVICES: NURSING

NURS (IDS3743) Fall 2019 - Revision

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.

POST-EDCO ERROR CORRECTIONS

See Corrections Post-EdCo