



Education Council

Ensuring that our students are provided with quality educational experiences

AGENDA

Regular Meeting

Wednesday, October 16, 2019

4:15 – 6:00 pm

P216, Lansdowne

| TIME | ITEM | PRESENTER |
|------|---|----------------|
| 4:15 | CALL TO ORDER AND DECLARATION OF QUORUM (1 MIN.) | Bijan Ahmadi |
| 4:16 | 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> | Bijan Ahmadi |
| 4:17 | ROUND TABLE CHECK-IN (15 MIN.) | Bijan Ahmadi |
| 4:32 | ACCEPTANCE OF AGENDA (2 MIN.) | Bijan Ahmadi |
| 4:34 | MINUTES FOR APPROVAL (1 MIN.) For approval: EdCo Meeting Minutes September 18 | Bijan Ahmadi |
| 4:35 | REPORTS (8 MIN.) | |
| | 1. Education Council Chair (4 min) | Bijan Ahmadi |
| | 2. VP Education (2 min) | John Boraas |
| | 3. Board Member (2 min) | Brenda McBain |
| 4:43 | COMMITTEE REPORTS (4 MIN.) | |
| | 1. Education Council Policy and Standards Committee | Peter Moroney |
| 4:47 | 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 | |



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| TIME | ITEM | PRESENTER |
|------|---|----------------------|
| | PRESENTATION AND DISCUSSION | |
| | <p>Program Quality Assurance</p> <p>See DRAFT POLICY DOCUMENT</p> <p>Motion to endorse</p> <div style="background-color: #e0e0e0; padding: 5px; display: inline-block;"> <p>Moved by: Seconded by:</p> </div> | Peter Moroney |
| | MEETING ADJOURNED | Bijan Ahmadi |

Upcoming Meetings:

Regular Meeting
 Wednesday, November 16, 2019
 4:00 – 6:00 pm
 P216, Lansdowne

Voting Council Members

- | | |
|------------------------------------|------------------------------------|
| 1. Andrea Kucherawy, Support Staff | 11. Mark Fournier, Faculty |
| 2. Bijan Ahmadi, Faculty | 12. Richard Stride, Administration |
| 3. Chris Avis, Faculty | 13. Ryan Russell, Faculty |
| 4. Debbie Hlady, Administration | 14. Scott Harris, Administration |
| 5. Isabel Grondin, Faculty | 15. Vivian Fayowski, Faculty |
| 6. Jamie McPherson, Faculty | 16. Faculty (Vacant) |
| 7. Janet Danks, Support Staff | 17. Faculty (Vacant) |
| 8. Jennifer LeVecque, Faculty | 18. Student (Vacant) |
| 9. John Boraas, Administration | 19. Student (Vaant) |
| 10. Joshua Cameron, Student | 20. Student (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

N/A

For Information:

Education Council Executive:

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

Vice Chair: Andrea Kucherawy, Access, 370-3165, KucherawyA@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, moroneyp@camosun.bc.ca

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



Education Council

Ensuring that our students are provided with quality educational experiences

DRAFT Minutes

REGULAR MEETING

Wednesday, September 18, 2019

4:00 – 6:00 pm

P216, Lansdowne

Present

Voting Members

1. Andrea Kucherawy, Support Staff
2. Bijan Ahmadi, Faculty
3. Chris Avis, Faculty
4. Debbie Hlady, Administration
5. Isabel Grondin, Faculty
6. Janet Danks, Support Staff
7. John Boraas, Administration
8. Mark Fournier, Faculty
9. Ryan Russell, Faculty
10. Scott Harris, Administration
11. Vivian Fayowski, Faculty

Non-Voting Members

- Connie Klassen, ICC Chair
 Melody Foreman, Permanent Secretary
 Peter Moroney, Education Policy & Planning

Regrets/Absent

- Brenda McBain, Board of Governors
 Jamie McPherson, Faculty
 Jennifer LeVecque, Faculty
 Joshua Cameron, Student
 Richard Stride, Administration
 Todd Ormiston, Indigenization Representative
 Sherri Bell, President

Guests

- Rashed Al-Haque (Policy Specialist)

| ITEM | PRESENTER |
|---|--------------|
| <p>A. CALL TO ORDER AND DECLARATION OF QUORUM</p> <p>The regular meeting was called to order at 4:10 pm. Quorum was reached.</p> | Bijan Ahmadi |
| <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> | Bijan Ahmadi |
| <p>C. ROUND TABLE CHECK-IN</p> <p>Bijan welcomed new members Chris Avis, Janet Danks, Jennifer LeVecque, Joshua Cameron, Mark Fournier, and Vivian Fayowski. He asked members introduce themselves and share why they joined EdCo and/or what excites them about the year ahead.</p> | Bijan Ahmadi |

| ITEM | PRESENTER |
|--|--------------|
| D. ACCEPTANCE OF AGENDA | Bijan Ahmadi |
| The September 18, 2019 agenda was approved by unanimous consent. | |
| E. MINUTES FOR APPROVAL | Bijan Ahmadi |
| The meeting minutes for June 26, 2019 were approved by unanimous consent. | |
| F. REPORTS | |
| 1. Education Council Chair | Bijan Ahmadi |
| Bijan Ahmadi reported that expedited implementation requests for curriculum changes in Practical Nursing and Health Care Assistant programs were approved. | |
| Bijan announced that elections have been called that we have three student and two faculty members available, one of which is because Peter Ove resigned. Members were instructed to email nominations to elections@camosun.bc.ca . | |
| The election of the Vice Chair for the 2019/2020 term was held. Bijan called for nominations from the floor. Isabel Grondin nominated Andrea Kucherawy. There were no other nominations. Andrea Kucherawy was acclaimed the 2019-2020 Vice Chair of Education Council. | |
| 2. VP Education | John Boraas |
| John Boraas congratulated Andrea Kucherawy for accepting the role of Vice Chair, and thanked her for her extraordinary contributions to EdCo. | |
| John also reported that the college has a very intense policy agenda planned for the year ahead. John acknowledged the challenges in navigating the many different elements of policy development, and explained that legal advice has been sought to ensure that policies are approved by the appropriate body. He indicated that the approval body for the Policy Framework is the Board of Governors and that the policy is being presented to EdCo for information and advice. EdCo will ultimately be the approval body for the Academic Integrity policy, but it is being presented to EdCo at this time for information and advice. | |
| 3. Board Member | Bijan Ahmadi |
| Bijan Ahmadi reported that three new Board members were sworn in at the Board's inaugural meeting on September 16, 2016: Lindsay JD van Gerven (student representative), Tanya Clarmont (government representative), and himself (Education Council representative). | |
| Bijan also reported that the Board approved the submission of Camosun College's five year capital plan (2020/21 to 2024/25) to the Minister of Advanced Education, Skills & Training. The Board also approved the 2018/2019 Financial Information Act report and authorized its submission to the Minister of Finance. | |

| ITEM | PRESENTER |
|---|-----------------------------------|
| <p>New business of the Board included a report on the successful opening of the Alex and Jo Campbell Centre for Health & Wellness on September 11 by Sherri Bell, an annual enrolment report by Scott Harris, and risk management summary by Deborah Huelscher.</p> | |
| F. COMMITTEE REPORTS | |
| <p>Education Council Policy and Standards Committee Peter Moroney reported that the Policy and Standards committee met monthly last year. This year’s Policy and Standards committee monthly meetings will be extended to two hours, and the first meeting will be on September 25. Peter extended an invitation to EdCo members to join the Policy and Standards committee for the 2019/2020 term, and he stressed that the committee hopes that a student representative will join.</p> <p>Peter reported that the committee has received legal advice regarding the approvals for the Program Quality Assurance policy, and it will come to EdCo at the October meeting for advice as per the College and Institute Act. The Program Quality Assurance policy is posted on the Policy website for feedback and will also be featured at the “Policy Palooza” on September 24, which is another opportunity to gather information and provide feedback. The Program Quality Assurance policy is being developed in parallel with the Quality Assurance Process Audit that the college is currently undergoing. Peter’s office is preparing an institutional submission on behalf of the college, and an on-site visit is planned for January.</p> | Peter Moroney |
| H. INTEGRATED CURRICULUM COMMITTEE REPORT | |
| Connie Klassen | |
| Curriculum for Presentation and Approval | |
| None | |
| Regular Curriculum for Approval | |
| None | |
| Curriculum Under Review | |
| See ICC Monthly Report | |
| G. PRESENTATION AND DISCUSSION | |
| <p>Policy Framework Peter Moroney updated EdCo members on the Policy Framework development to date, and Rashed Al-Haque walked members through the policy and framework. Rashed clarified that the Board approves administrative and governance policies, and EdCo approves educational policies. Rashed also noted that the policy includes a commitment to review our policies on a cyclical basis. They invited EdCo members to send any feedback they might have so that it can be considered before it goes to the Board. See Policy Framework - 2019.</p> | Peter Moroney/ Rashed Al-Haque |

ITEM**PRESENTER****Academic Integrity**

Peter explained that the Academic Integrity policy is being developed in parallel with the Student Conduct Rights and Responsibilities and Grade Appeal policies. The Academic Integrity and Grade Appeal policies will be approved by EdCo; the Student Conduct Rights and Responsibilities will be approved by the Board. This policy is going back to the Policy and Standards committee and will come to EdCo at a later date.

See [Draft policy document](#) | [Process flow chart](#)

J. ADJOURNMENT**Bijan Ahmadi**

The meeting adjourned at 5:58 pm.



EX-250-003-001-002

Monday, Sept 16, 2019 (1:00 - 4:00 pm CC320/321, Interurban)

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

Guests: Ros Giles-Pereira, Continuing Care (Chair)

Monday, Oct 9, 2019 (1:00 - 4:00 pm CC320/321, Interurban)

Present: Connie Klassen (Chair), Chris Avis, Heather delVillano, Ken Kosik, Mavis Smith, Lynelle Yutani, Steven Rumpel, Melody Foreman (Resource)

Guests: Alan Duncan, ECE (Chair), David Visentin, Music (Chair), Tony Vernon, ELD (Chair)

Regrets: Dianne Biin, Gillyan Haden

CURRICULUM FOR APPROVAL

CURRICULUM FOR PRESENTATION AND APPROVAL

None

REGULAR CURRICULUM

Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:

ARTS & SCIENCE: PHYSICS

[PHYS-104 \(IDS3744\) Fall2020](#)

[PHYS-105 \(IDS3745\) Fall2020](#)

HEALTH & HUMAN SERVICES: HEALTH CARE ASSISTANT

[HCA-174 \(IDS3769\) Winter2020 – Revision](#)

HEALTH & HUMAN SERVICES: PRACTICAL NURSING

[PNUR-116 \(IDS3773\) Fall2020 – Revision](#)

[PNUR-136 \(IDS3773\) Summer2020 – Revision](#)

[PNUR-184 \(IDS3773\) Fall2020 – Revision](#)

CURRICULUM UNDER REVIEW

ACCESS: ENGLISH LANGUAGE DEVELOPMENT

[ELD-033 IDS3790 Fall2020 Cancellation](#)

TRADES AND TECHNOLOGY: ELECTRICAL TECHNICIAN

[Electrical Technician IDS3787 Winter2020 Revision](#)

[ELEN-149 IDS3788 Winter2020 New](#)

[ELEN-165 IDS3789 Winter2020 New](#)

ARTS & SCIENCE: MUSIC FOUNDATIONS

[Music Foundations_IDS3746_Fall 2020_New Program](#)

[MUSC-110_IDS3792_Fall2020](#)

[MUSC-130_IDS3792_Fall2020](#)

[MUSC-132_IDS3792_Fall2020](#)

[MUSC-221_IDS3792_Fall2020](#)

[MUSC-222_IDS3792_Fall2020](#)

ARTS & SCIENCE: MUSIC

[MUSC 264_IDS3791_Fall2020_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](#)