



AGENDA

Regular Meeting

Wednesday, November 20, 2019

4:00 – 6:00 pm

P216, Lansdowne

TIME	ITEM	PRESENTER
4:00	CALL TO ORDER AND DECLARATION OF QUORUM (1 MIN.)	Bijan Ahmadi
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>	Bijan Ahmadi
4:02	ROUND TABLE CHECK-IN (15 MIN.)	Bijan Ahmadi
4:17	ACCEPTANCE OF AGENDA (2 MIN.)	Bijan Ahmadi
4:19	MINUTES FOR APPROVAL (1 MIN.) For approval: EdCo Meeting Minutes October 16, 2019 Revised EdCo Meeting Minutes April 17, 2019	Bijan Ahmadi
4:20	REPORTS (6 MIN.) Education Council Chair (2 min) VP Education (2 min) Board Member (2 min)	Bijan Ahmadi John Boraas Brenda McBain
4:26	COMMITTEE REPORTS (4 MIN.) Education Council Policy and Standards Committee	Peter Moroney
4:30	INTEGRATED CURRICULUM COMMITTEE REPORT (25 MIN.) Curriculum for Presentation and Approval	Connie Klassen
	ARTS & SCIENCE: MUSIC CREATIVITY & PERFORMANCE FOUNDATIONS Music Creativity & Performance Foundations_IDS3746_Fall 2020_New Program MUSC-110_IDS3792_Fall2020_Revision MUSC-130_IDS3792_Fall2020_Revision MUSC-132_IDS3792_Fall2020_Revision	David Visentin



Education Council

Ensuring that our students are provided with quality educational experiences

TIME	ITEM	PRESENTER
	MUSC-221 IDS3792 Fall2020 Revision MUSC-222 IDS3792 Fall2020 Revision	
	TRADES AND TECHNOLOGY: ELECTRICAL TECHNICIAN Electrical Specialist IDS3787 Winter2020 Revision ELEN-149 IDS3788 Winter2020 New ELEN-165 IDS3789 Winter2020 New	Alan Duncan
	Regular Curriculum for Approval See ICC Monthly Report	
	Curriculum Under Review See ICC Monthly Report	
4:55	PRESENTATION AND DISCUSSION	
	Quality Assurance Process Audit (QAPA)	Peter Moroney
	Grade Appeals Policy See DRAFT POLICY DOCUMENT	Peter Moroney/ Rashed Al-Haque
	MEETING ADJOURNED	Bijan Ahmadi

Upcoming Meetings:

Holiday Social
 Wednesday, December 11, 2019
 3:30–4:00 pm
 P216, Lansdowne

Regular Meeting
 Wednesday, December 11, 2019
 4:00 – 6:00 pm
 P216, Lansdowne

Voting Council Members

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

If you cannot attend please inform Permanent Secretary @ 370-3037 or edapprovals@camosun.bc.ca

Members (*Quorum = 11*)

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

Alan Duncan, ECE (Chair)

Eric Sehn, Trades and Technology (Dean)

David Visentin, Music (Chair)

Nasr Khalifa, Arts and Science (Associate Dean)

Rashed Al-Haque, Education Policy & Planning

(Policy Specialist)

For Information:

Education Council Executive:

Chair: Bijan Ahmadi, Business, 250-370-4140, ahmadib@camosun.bc.ca

Vice Chair: Andrea Kucherawy, Access, 250-370-3165, KucherawyA@camosun.bc.ca

ICC Chair: Connie Klassen, Sport & Exercise Education, 250-370-4728, klassenc@camosun.bc.ca

VP Education: John Boraas, Office of VP Education, Interurban, 250-370-4543, boraas@camosun.bc.ca

Registrar: Scott Harris, Registrar's Office, Interurban, 250-370-3840, harriss@camoun.bc.ca.ca

EPP Director: Peter Moroney, Office of VP Education, Interurban, 250-370-3249, moroneyp@camosun.bc.ca

Permanent Secretary: Melody Foreman, Office of VP Education, Interurban, 250-370-3037, edapprovals@camosun.bc.ca

DRAFT Minutes

REGULAR MEETING

Wednesday, October 16, 2019

4:15 – 6:00 pm

P216, Lansdowne

Present

Voting Members

1. Andrea Kucherawy, Support Staff
2. Bijan Ahmadi, Faculty
3. Brenda McBain, Board of Governors
4. Chris Avis, Faculty
5. Debbie Hlady, Administration
6. Janet Danks, Support Staff
7. Jennifer LeVecque, Faculty
8. John Boraas, Administration
9. Mark Fournier, Faculty
10. Richard Stride, Administration
11. Ryan Russell, Faculty
12. Vivian Fayowski, Faculty

Non-Voting Members

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

Regrets/Absent

- Isabel Grondin, Faculty
 Jamie McPherson, Faculty
 Joshua Cameron, Student
 Scott Harris, Administration
 Todd Ormiston, Indigenization Representative

Guests

N/A

ITEM	PRESENTER
A. CALL TO ORDER AND DECLARATION OF QUORUM The regular meeting was called to order at 4:15 pm. Quorum was reached.	Bijan Ahmadi
B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY <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
C. ROUND TABLE CHECK-IN Bijan requested members share their experiences with EdCo to date.	Bijan Ahmadi
D. ACCEPTANCE OF AGENDA The October 16, 2019 agenda was approved by unanimous consent.	Bijan Ahmadi

ITEM	PRESENTER
E. MINUTES FOR APPROVAL	Bijan Ahmadi
The minutes for September 18, 2019 were approved by unanimous consent.	
F. REPORTS	
1. Education Council Chair	Bijan Ahmadi
Bijan Ahmadi reported that he attended the Academic Governance Council (AGC) on October 7 th in Kelowna, which comprises Education Council chairs across BC. Topics discussed included how to improve student involvement on council, the implementation of new curriculum management solutions, and issues around historic record management.	
2. VP Education	John Boraas
John Boraas announced that he will be circulating the plan that Bijan has developed regarding attracting and maintaining student representation on EdCo including the possibility of remuneration. John also reported that preparation for the Quality Assurance Process Audit (QAPA) project, with an upcoming site visit in January, has been informed by, and is related to, Camosun's application for Exempt Status as well as the Education Approvals Renewal project.	
3. Board Member	Brenda McBain
No report	
G. COMMITTEE REPORTS	
Education Council Policy and Standards Committee	Peter Moroney
Peter Moroney reported that the Policy and Standards committee met September 25 th and that meeting was devoted to work on the Grade Appeal policy, which will be coming forward to EdCo at a later date. The next meeting will be held October 23 rd at which time they will be reviewing the Course Withdrawal policy, which will also come forward to EdCo at a later date.	
H. INTEGRATED CURRICULUM COMMITTEE REPORT	Connie Klassen
Curriculum for Presentation and Approval	
None	
Regular Curriculum for Approval	
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	

ITEM	PRESENTER
<p>HEALTH & HUMAN SERVICES: HEALTH CARE ASSISTANT HCA-174 (IDS3769) Winter2020 – Revision</p>	
<p>HEALTH & HUMAN SERVICES: PRACTICAL NURSING PNUR-116 (IDS3773) Fall2020 – Revision PNUR-136 (IDS3773) Summer2020 – Revision PNUR-184 (IDS3773) Fall2020 – Revision</p>	
<p>Motion: Be it so moved that Education Council approves changes to the curriculum as submitted:</p> <p>Moved by: Debbie Hlady</p> <p>Seconded by: Chris Avis</p> <p style="text-align: right;">Motion Carried</p> <p>FOLLOW-UP ACTION ITEM:</p> <p>John Boraas to follow up the Centre for Accessible Learning and Health and Human Services to review programs with respect to accommodations.</p>	
<p>Curriculum Under Review See ICC Monthly Report</p>	
<p>I. PRESENTATION AND DISCUSSION</p>	
<p>Program Quality Assurance</p>	<p>Peter Moroney</p>
<p>Peter Moroney reminded members that the impetus for this policy is the feedback received regarding Camosun’s application for Exempt Status from the Degree Quality Assessment Board (DQAB). The feedback received was that Camosun lacked some of the policy and processes they are looking for that would ensure DQAB that Camosun has a rigorous program review process that includes external peer review. Accordingly, Camosun has made a commitment to develop this policy, and this policy will also be referenced during the QAPA process. Educational quality comprises curriculum development, educational approvals, and program review and renewal. Sherri Bell commended Peter on the amount of consultation involved in developing this policy and noted that having this policy go forward to the Board in November is a major accomplishment.</p> <p>See DRAFT POLICY DOCUMENT</p>	
<p>Motion to Endorse:</p> <p style="text-align: right;">Moved by: Bijan Ahmadi Seconded by: Richard Stride Motion Carried</p>	
<p>J. ADJOURNMENT</p>	
<p>The meeting adjourned at 5:44 pm.</p>	
<p>Bijan Ahmadi</p>	



Education Council

Ensuring that our students are provided with quality educational experiences

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 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>>

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

Peter Moroney/
Scott Harris

Motion (Amended):

- 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.
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- Amendments to Section C as follows:

STUDENT RECORD AND TRANSCRIPT NOTATIONS

Notations placed on a student’s record indicate a status or standing and provide additional information to the student and the College. The notations do not **affect** a student’s GPA.

Notation	Description
AUD	Audit: An academic course taken for interest where a grade is not assigned and the course cannot be used for program completion requirements, admission requirements, or as a prerequisite. Appears on the transcript.
NS	No Show: Students who do not attend the first class meeting of a course and who do not contact the instructor prior to the class with a satisfactory explanation for their absence will be assigned a “NS” notation and will be withdrawn from the course. Does not appear on the transcript.
W	Withdrawal: The student has officially withdrawn from the course prior to the designated withdrawal deadline. 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.



EX-250-003-001-002

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

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

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

Regrets: Dianne Biin, Gillyan Haden, Steven Rumpel

Wednesday, Oct 9, 2019 (1:00 - 4:00 pm F304, Lansdowne)

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

Guests: David Visentin, Music (Chair)

Regrets: Dianne Biin, Heather delVillano

Wednesday, Nov 6, 2019 (1:00 - 4:00 pm P109, Lansdowne)

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

Guests: Patrick Montgomery, Mathematics (Chair)

CURRICULUM FOR APPROVAL

CURRICULUM FOR PRESENTATION AND APPROVAL

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

ARTS & SCIENCE: MUSIC CREATIVITY & PERFORMANCE FOUNDATIONS

[Music Creativity & Performance Foundations IDS3746 Fall 2020 New Program](#)

[MUSC-110 IDS3792 Fall2020 Revision](#)

[MUSC-130 IDS3792 Fall2020 Revision](#)

[MUSC-132 IDS3792 Fall2020 Revision](#)

[MUSC-221 IDS3792 Fall2020 Revision](#)

[MUSC-222 IDS3792 Fall2020 Revision](#)

TRADES AND TECHNOLOGY: ELECTRICAL TECHNICIAN

[Electrical Specialist IDS3787 Winter2020 Revision](#)

[ELEN-149 IDS3788 Winter2020 New](#)

[ELEN-165 IDS3789 Winter2020 New](#)

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

Moved by:

Seconded by:

REGULAR CURRICULUM

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

ACCESS: ENGLISH LANGUAGE DEVELOPMENT

[ELD-033 IDS3790 Fall2020 Cancellation](#)

ARTS & SCIENCE: MUSIC

[MUSC 264 IDS3791 Fall2020 Revision](#)

ACCESS: MATHEMATICS

[MATH-072 IDS3794 Fall2020 Revision](#)

[MATH-073 IDS3795 Fall2020 Revision](#)

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

Moved by:

Seconded by:

CURRICULUM UNDER REVIEW

A&S: BIOLOGY

[BIOL-161 IDS3799 Fall2020 New](#)

[BIOL-160 IDS3799 Fall2020 CANCEL](#)

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](#)