



AGENDA

Regular Meeting

Wednesday, February 17, 2021

4:00 – 6:00 pm

MS Teams

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>Comosun 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	CHECK-IN (10 MIN.)	Bijan Ahmadi
4:12	ACCEPTANCE OF AGENDA (2 MIN.)	Bijan Ahmadi
4:14	MINUTES FOR APPROVAL (1 MIN.) For approval: EdCo Meeting Minutes January 20, 2020	Bijan Ahmadi
4:15	REPORTS (6 MIN.)	
	Education Council Chair (2 min)	Bijan Ahmadi
	VP Education (2 min)	John Boraas
	Board Member (2 min)	Joanne Cumberland
4:21	COMMITTEE REPORTS (4 MIN.)	
	Education Council Policy and Standards Committee	Peter Moroney
4:25	INTEGRATED CURRICULUM COMMITTEE REPORT (20 MIN.)	
	Curriculum for Presentation and Approval See ICC Monthly Report	Gord Inglis
	Regular Curriculum for Approval See ICC Monthly Report	Connie Klassen
	Curriculum Under Review See ICC Monthly Report	Connie Klassen

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



TIME	ITEM	PRESENTER
4:45	ITEMS FOR ACTION	
	EdCo Academic Appeals Panel – appointment of panel members	Peter Moroney
	<u>List of nominees</u> Student reps: Amanda Garner Fillette Umulisa Faculty reps: Connie Klassen Jennifer LeVecque	
	Motion: That Education Council approves the nominees for the Education Council Academic Appeals Panel as submitted.	
		Moved by: Seconded by:
4:55	ITEMS FOR ACTION	
	Academic Calendar	Peter Moroney
	See Academic Calendar Policy	
	Motion: That Education Council approve the Academic Calendar Policy as submitted.	
		Moved by: Seconded by:
	Credential Standards	Peter Moroney
	See Credential Standards Policy	
	Motion: That Education Council approves changes to the Credential Standards Policy as submitted.	
		Moved by: Seconded by:
5:15	PRESENTATION AND DISCUSSION	
	Micro-credentials	John Boraas
	See Briefing Note	
5:45	MEETING ADJOURNED	Bijan Ahmadi



Upcoming Meetings:

Regular Meeting
Wednesday, March 17, 2021
4:00 – 6:00 pm
MS Teams

Voting Council Members

1. Andrea Kucherawy, Support Staff
2. Bijan Ahmadi, Faculty
3. Blair Fisher, Faculty
4. Chris Avis, Faculty
5. Debbie Hlady, Administration
6. Disha Khattry, Student
7. Isabel Grondin, Faculty
8. Janet Danks, Support Staff
9. Jennifer LeVecque, Faculty
10. John Boraas, Administration
11. Mark Fournier, Faculty
12. Puneet Kaur, Student
13. Richard Stride, Administration
14. Robin Fast, Faculty
15. Ruth Lyall, Faculty
16. Ryan Russell, Faculty
17. Scott Harris, Administration
18. Vivian Fayowski, Faculty
19. Student (Vacant)
20. Student (Vacant)

Members (*Quorum = 11*)

Non-Voting Council Members

Sherri Bell, President
Joanne Cumberland, Board of Governors
Connie Klassen, ICC Chair

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

Guests:

Gord Inglis, Chair, Exercise & Wellness, Sport Management, Adventure Education
Heather Cummings, Vice President, Student Experience
Steven Rumpel, Associate Dean, Sport & Exercise Education

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

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



Education Council

Ensuring that our students are provided with quality educational experiences

DRAFT Minutes

REGULAR MEETING

Wednesday, January 20, 2020

4:00 – 6:00 pm

Video Conference

Present

Voting Members

- | | |
|---|------------------------------------|
| 1. Andrea Kucherawy, Support Staff (Vice-Chair) | 10. Mark Fournier, Faculty |
| 2. Bijan Ahmadi, Faculty (Chair) | 11. Puneet Kaur, Student |
| 3. Blair Fisher, Faculty | 12. Richard Stride, Administration |
| 4. Chris Avis, Faculty | 13. Robin Fast, Faculty |
| 5. Debbie Hlady, Administration | 14. Ruth Lyall, Faculty |
| 6. Disha Khattry (Student) | 15. Ryan Russell, Faculty |
| 7. Janet Danks, Support Staff | 16. Scott Harris, Administration |
| 8. Jennifer LeVecque, Faculty | 17. Vivian Fayowski, Faculty |
| 9. John Boraas, Administration | |

Non-Voting Members

- | | |
|---------------------------------------|--|
| Connie Klassen, ICC Chair | Peter Moroney, Education Policy & Planning |
| Joanne Cumberland, Board of Governors | Sherri Bell, President |
| Melody Foreman, Permanent Secretary | Todd Ormiston, Indigenization Representative |

Guests:

- Claudia Sperling, Director, Applied Learning
- Heather Cummings, Vice President, Student Experience

Regrets/Absent:

- Isabel Grondin, Faculty
- Rashed Al-Haque, Education Policy Specialist

ITEM	PRESENTER
A. CALL TO ORDER AND DECLARATION OF QUORUM The regular meeting was called to order at 4:02 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</i>	Bijan Ahmadi

ITEM	PRESENTER
<p>seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html></p>	
C. ACCEPTANCE OF AGENDA	Bijan Ahmadi
<p>The agenda for January 20, 2021 was approved by unanimous consent.</p>	
D. MINUTES FOR APPROVAL	Bijan Ahmadi
<p>The minutes for the December 16, 2020 meeting were approved by unanimous consent.</p>	
E. REPORTS	
1. Education Council Chair	Bijan Ahmadi
<p>Bijan Ahmadi welcomed guests Claudia Sperling and Heather Cummings.</p>	
2. VP Education	John Boraas
<p>John Boraas reported that Camosun College has applied for and received funding by the Ministry to launch two micro-credential projects. Plans will be coming forward to an upcoming EdCo meeting for discussion.</p>	
3. Board Member	Joanne Cumberland
<p>No report</p>	
F. COMMITTEE REPORTS	
Education Council Policy and Standards Committee	Peter Moroney
<p>Peter Moroney reported that the committee met on January 19. The committee reviewed the Academic Calendar and Credentials policy, which also gone for legal review. The Medical Compassionate Withdrawal policy will come to EdCo at a later date.</p>	
G. INTEGRATED CURRICULUM COMMITTEE REPORT	Connie Klassen
Regular Curriculum for Approval	
<p>Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:</p>	
<p>ACCESS: ENGL QKSTRT</p>	
<p>2021F ENGL QKSTRT IDS3979 NEW</p>	
<p>Motion: That Education Council approves changes to the curriculum as submitted:</p> <p style="text-align: right;">Moved by: Ruth Lyall Seconded by: Janet Danks Motion Carried</p>	

ITEM	PRESENTER
H. ITEMS FOR PRESENTATION	
Co-op and Work Integrated Learning	Claudia Sperling
<p>Claudia Sperling delivered a presentation on the future of Applied Learning, Co-operative Education, and Work Integrated Learning initiatives at Camosun College. Major topics included Camosun Co-op and Internship programs and how the accreditation standards set out by CEWIL Canada are applicable as well as the Student Learning Toolkit under development and what it means for EdCo.</p>	
Academic Calendar Policy	Peter Moroney/ Rashed Al-Haque
<p>See Academic Calendar Policy</p>	
<p>The committee discussed and raised concerns that will be addressed by the Policy and Standards Committee.</p>	
Credential Standards	Peter Moroney/ Rashed Al-Haque
<p>See Credential Standards</p>	
<p>The committee discussed and raised concerns that will be addressed by the Policy and Standards Committee.</p>	
I. ADJOURNMENT	Bijan Ahmadi
<p>The meeting adjourned at 5:54 pm.</p>	



Integrated Curriculum Committee Report

Ensuring that our students are provided with quality educational experiences

EX-250-003-001-002

Wednesday, January 13, 2021

Present: Connie Klassen (Chair), Emah Christiansen, Gillyan Haden, Heather delVillano, Ken Kosik, Lynelle Yutani, Mavis Smith, Nasr Khalifa, Peter Moroney, Ruth Lyall, Steven Rumpel, Melody Foreman (Resource)

Guests: Gord Inglis, Exercise & Wellness, Sport Management, Adventure Education (Chair), Kristal Anderson, Exercise & Wellness (Program Leader), Vicky Tolson, Sport & Exercise Education (Curriculum Support)

Monday, January 18, 2021

Present: Connie Klassen (Chair), Emah Christiansen, Gillyan Haden, Heather delVillano, Ken Kosik, Lynelle Yutani, Mavis Smith, Nasr Khalifa, Peter Moroney, Ruth Lyall, Steven Rumpel, Melody Foreman (Resource)

Guests: Al van Akker, Architectural Trades (Chair), Andrea Kucherawy, Access (Curriculum Support), Beth Konomoto, English Language Development (Chair), Cindy Bruckel, Trades & Technology (Curriculum Support), Dale Toronitz, Horticulture (Program Leader & Instructor), Jamie McPherson, Plumbing & Pipe and Refrigeration & Air Conditioning (Chair), Kirsten Bunton, English Language Development (Chair)

Wednesday, January 20, 2021

Present: Connie Klassen (Chair), Emah Christiansen, Gillyan Haden, Heather delVillano, Ken Kosik, Lynelle Yutani, Mavis Smith, Nasr Khalifa, Peter Moroney, Ruth Lyall, Steven Rumpel, Melody Foreman (Resource)

Guests: Gord Inglis, Exercise & Wellness, Sport Management, Adventure Education (Chair), Kristal Anderson, Exercise & Wellness (Program Leader), Vicky Tolson, Sport & Exercise Education (Curriculum Support)

Monday, January 25, 2021

Present: Connie Klassen (Chair), Emah Christiansen, Gillyan Haden, Heather delVillano, Ken Kosik, Lynelle Yutani, Mavis Smith, Nasr Khalifa, Peter Moroney, Ruth Lyall, Steven Rumpel, Melody Foreman (Resource)

Guests: Vicky Tolson, Sport & Exercise Education (Curriculum Support), Richard Stride, Sport & Exercise Education (Dean)

Regrets: Gord Inglis, Exercise & Wellness, Sport Management, Adventure Education (Chair), Kristal Anderson, Exercise & Wellness (Program Leader)

Wednesday, January 27, 2021

Present: Connie Klassen (Chair), Emah Christiansen, Heather delVillano, Ken Kosik, Lynelle Yutani, Mavis Smith, Nasr Khalifa, Peter Moroney, Ruth Lyall, Steven Rumpel, Melody Foreman (Resource)

Guests: Gord Inglis, Exercise & Wellness, Sport Management, Adventure Education (Chair), Kristal Anderson, Exercise & Wellness (Program Leader), Vicky Tolson, Sport & Exercise Education (Curriculum Support)

Regrets: Gillyan Haden

Wednesday, February 10, 2021

Present: Connie Klassen (Chair), Emah Christiansen, Gillyan Haden, Heather delVillano, Ken Kosik, Lynelle Yutani, Mavis Smith, Nasr Khalifa, Peter Moroney, Ruth Lyall, Steven Rumpel, Melody Foreman (Resource)

Guests: Wendy Taylor, Criminal Justice (Chair)

CURRICULUM FOR APPROVAL

CURRICULUM FOR PRESENTATION AND APPROVAL

Whereas: The Integrated Curriculum Committee has reviewed and did not have [consensus](#) to recommend full approval of the following curriculum:

SPORT & EXERCISE EDUCATION: KINESIOLOGY

[ICC Feedback: Kinesiology \(Web view\)](#)

[2022F BSFL EXWELL to BKIN IDS3986](#)

[2021F EXWELL DIP to KIN DIP IDS3982](#)

[2021F BSFL EXWELL IDSXXX Revision](#)

[2021F BAET IDS3981 Revision](#)

[2021F BSM IDS3985 Revision](#)

[2021F MASS DIP IDS4037 Revision](#)

[2021F SPMA DIP IDS3984 Revision](#)

[2021F KIN-115 IDS3994 New](#)

[2021F KIN-135 IDS3995 New](#)

[2021F KIN-280 IDS3996 New](#)

[2021F KIN-345 IDS3997 New](#)

[2021F KIN-380 IDS3998 New](#)

[2021F KIN-385 IDS3999 New](#)

[2021F KIN-102/102P \(formerly EXW-101/102P\) IDS3989 Revision](#)

[2021F KIN-120 \(formerly SPEX-110\) IDS4014 Revision](#)

[2021F KIN-125 \(formerly SPEX-125\) IDS4015 Revision](#)

[2021F KIN-150 \(formerly SPP-150\) IDS4032 Revision](#)

[2021F KIN-210 \(formerly SPEX-210\) IDS4016 Revision](#)

[2021F KIN-220 \(formerly EXW-220\) IDS3990 Revision](#)

[2021F KIN-230 \(formerly EXW-230\) IDS3991 Revision](#)

[2021F KIN-240 \(formerly EXW-240\) IDS3992 Revision](#)

[2021F KIN-241 \(formerly EXW-241\) IDS3993 Revision](#)

[2021F KIN-291 \(formerly SPEX-291\) IDS4018 Revision](#)

[2021F KIN-255 \(formerly SPEX-255\) IDS4017 Revision](#)

[2021F KIN-310 \(formerly SPEX-410\) IDS4023 Revision](#)

[2021F KIN-315 \(formerly SPMA-200\) IDS4030 Revision](#)

[2021F KIN-335 \(formerly SFL-335\) IDS4006 Revision](#)

[2021F KIN-341 \(formerly SPEX-370\) IDS4021 Revision](#)

[2021F KIN-350 \(formerly SPEX-350\) IDS4019 Revision](#)

[2021F KIN-355 \(formerly SPEX-355\) IDS4020 Revision](#)

[2021F KIN-400 \(formerly SPEX-400\) IDS4022 Revision](#)

[2021F KIN-402/402P \(formerly SFL-402/402P\) IDS4008 Revision](#)
[2021F KIN-410 \(formerly SPEX-450\) IDS4028 Revision](#)
[2021F KIN-412 \(formerly SPEX-412\) IDS4024 Revision](#)
[2021F KIN-415 \(formerly SPEX-420\) IDS4025 Revision](#)
[2021F KIN-430 \(formerly SPEX-430\) IDS4026 Revision](#)
[2021F KIN-435 \(formerly SFL-430\) IDS4011 Revision](#)
[2021F KIN 455 \(formerly SPEX-455\) IDS4029 Revision](#)
[2021F KIN-470 \(formerly SFL-410\) IDS4009 Revision](#)
[2021F KIN-491 \(formerly SFL-491\) IDS4013 Revision](#)
[2021F AET 470 \(formerly SPEX-440\) IDS4027 Revision](#)
[2021F SPMA-300 \(formerly SFL-300\) IDS4005 Revision](#)
[2021F SPMA-350 \(formerly SFL-350\) IDS4007 Revision](#)
[2021F SPMA-420 \(formerly SFL-420\) IDS4010 Revision](#)
[2021F SPMA-460 \(formerly SFL-460\) IDS4012 Revision](#)
[2021F AET-320 IDS3988 Revision](#)
[2021F AET 411 IDSXXX Revision](#)
[2021F SPMA-245 IDS4031 Revision](#)

Motion: That Education Council approves 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:

TRADES & TECHNOLOGY: HORTICULTURE

[ICC Feedback: Horticulture \(Web view\)](#)

[2021F HORT IDS3962 Revision](#)

TRADES & TECHNOLOGY: PLMB/PIPE & REFG

[ICC Feedback: PLMB/PIPE & REFG \(Web view\)](#)

[2021S PLMB PIPE IDS4035 Revision](#)

[2021S REFG IDS4036 Revision](#)

[2021S PIPE-130 IDS4033 Revision](#)

[2021S REFG-130 IDS4034 Revision](#)

ACCESS: ENGLISH LANGUAGE DEVELOPMENT

[ICC Feedback - ELD EAP \(Web view\)](#)

[ICC Feedback - ELD BESL \(Web view\)](#)

[2021F BESL IDS3970](#)

[2021F EAP IDS3971](#)

HEALTH & HUMAN SERVICES: ALLIED HEALTH & TECHNOLOGIES

<https://camosun.curriculog.com/>

[2021S Sonography Revision](#)

[2021W MIDS-227 Revision](#)

HEALTH & HUMAN SERVICES: DENTAL HYGIENE

<https://camosun.curriculog.com/>

[2021F DHYG Revision](#)

[2021F DHYG-219 Revision](#)

[2021F DHYG-220 Revision](#)

[2021F DHYG-221 Revision](#)

[2021F DHYG-222 Revision](#)

[2021F DHYG-223 Revision](#)

[2021F DHYG-231 Revision](#)

[2021F DHYG-246 Revision](#)

[2021F DHYG-270 Revision](#)

[2021F DHYG-271 Revision](#)

[2021F DHYG-280 Revision](#)

[2021F DHYG-281 Revision](#)

[2021F DHYG-310 Revision](#)

[2021F DHYG-321 Revision](#)

[2021F DHYG-322 Revision](#)

[2021F DHYG-328 Revision](#)

[2021F DHYG-345 Revision](#)

[2021F DHYG-370 Revision](#)

[2021F DHYG-371 Revision](#)

[2021F DHYG-380 Revision](#)

[2021F DHYG-381 Revision](#)

[2021F DHYG-390 Revision](#)

[2021F DHYG-391 Revision](#)

ARTS & SCIENCE: BIOLOGY/DENTAL HYGIENE

<https://camosun.curriculog.com/>

[2021F BIOL-161 Revision](#)

[2021F BIOL-260 Revision](#)

Motion: That Education Council approves the curriculum as submitted:

Moved by:

Seconded by:

CURRICULUM UNDER REVIEW

ARTS & SCIENCE: CRIMINAL JUSTICE

[ICC Feedback: CRIM \(Web view\)](#)

[2021F CRIM_IDS4048_Revision](#)

[2021F CRIM-205_IDS4047_Revision](#)

[2021F CRIM-211_IDS4045_Revision](#)

[2021F CRIM-215_IDS4046_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](#)

POLICY TITLE	Academic Calendar
POLICY NUMBER	E-X.XX TBD
APPROVAL DATE	TBD
APPROVAL BODY	Education Council
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
NEXT REVIEW DATE	2025
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Registrar
SUPPORTING DOCUMENTS	N/A

ACADEMIC CALENDAR

PURPOSE

This policy describes and defines the annual Academic Calendar for regular studies at Camosun College.

POLICY APPLICATION, SCOPE, AND LIMITS

The Academic Calendar is the official record of Education. This policy applies to all members of the college community who use, review, or request changes to the Academic Calendar.

DEFINITIONS

1. **Academic Calendar:** the official College document, in paper or electronic format that contains information pertaining to approved programs, courses, policies, and procedures as well as the Academic Schedule for a specific Academic Year.
2. **Academic Schedule:** the annual schedule of significant academic dates and deadlines important to applicants, students, faculty, and staff, typically published two years in advance.
3. **Academic Year:** Commences on September 1 and ends August 31 of the subsequent year.
4. **Regular studies:** all courses and programs at Camosun College requiring Education Council approval.
5. **Student:** an individual registered in regular studies at Camosun College.

PRINCIPLES

The Academic Calendar provides information:

- To students and potential students on curriculum offerings, admission and graduation requirements, policies & regulations, and other essential information; and
- On Education Council and administrative decisions.

POLICY STANDARDS

1. The Academic Calendar is published annually and represents an Academic Year.
2. A student's Academic Calendar **year** is assigned at the commencement of program studies. Students who change programs or recommence after a break of 12 months or longer will be re-assigned the most recent Academic Calendar unless special permission is granted by the Office of the Registrar.
3. A student must fulfil all program completion requirements as outlined in their assigned Academic Calendar in order to be awarded a Camosun College credential.
4. Should program completion requirements change while a student is currently enrolled in the program, a student may choose to complete and credential under the new requirements or the requirements when they entered the program subject to the College's policy on time limits for credential completion (see E-1.4 Credential Standards policy).
5. The current Academic Calendar sets forth information and requirements for all other matters including fees, admission requirements, and academic policies.
6. The online calendar is the official Academic Calendar of Camosun College.
7. The Registrar (or designate) is responsible for the compilation, release, and publication of the Academic Calendar and may make editorial changes to the Calendar.
8. The Registrar is the official record holder of the Academic Calendar and is responsible for maintaining an archive of both historical and current content.

RELATED LEGISLATED REFERENCES

- [British Columbia College and Institute Act](#)

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- [E-1.2 Academic Schedule](#)
- [E-1.4 Credential Standards](#)

POLICY TITLE	Credential Standards
POLICY NUMBER	E-1.4
APPROVAL DATE	Dec. 19, 2005
APPROVAL BODY	Education Council
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	Feb. XX, 2021
NEXT REVIEW DATE	2025
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Registrar
SUPPORTING DOCUMENTS	N/A

CREDENTIAL STANDARDS

PURPOSE

The purpose of this policy is to ensure the validity, consistency, and quality of credentials issued by Camosun College.

POLICY APPLICATION, SCOPE, AND LIMITS

This policy applies to current and former Camosun College students and to applicants seeking transferability of previously acquired credentials to current Camosun programs. Programs with approved credentials that do not meet the requirements laid out in this policy will transition to the new policy requirements when the program submits changes through EDCO, engages in a program review, or at the request of Education Council.

DEFINITIONS

- 1. Academic Calendar** - the official College document, in paper or electronic format, that contains information pertaining to approved programs, courses, policies, and procedures as well as the Academic Schedule for a specific Academic Year
- 2. Convocation** - The official ceremony where graduates are acknowledged and celebrated.
- 3. Credential** - A named qualification that is awarded by Camosun College upon completion of a prescribed program of study.
- 4. Cumulative Grade-Point Average (CGPA)** - A weighted average of final grades earned in all credit courses at Camosun in which the student has been enrolled.

5. **Graduation** - The point at which a student has been deemed to have met credential requirements and approved by the Registrar to graduate from the program.
6. **Parchment** - The physical document awarded to the recipient of a credential.
7. **Program of Study** - Specified curriculum that must be successfully completed to earn an identified credential.
8. **Term** - A portion of time within an academic year, during which classes are held. At Camosun College, the standard Terms are Fall (September to December), Winter (January to April), and Summer (May to August).
9. **Transfer Credit** - Credit for a Camosun College course formally granted for equivalent academic work successfully completed at another recognized post-secondary institution.

PRINCIPLES

1. The College is committed to establishing standards that ensure the validity, consistency, and quality of credentials awarded.
2. Credential completion requirements are outlined in the Academic Calendar for each Academic Year.
3. The College will recognize, in whole or in part, a previously awarded credential if it meets current program standards for equivalence, validity, and relevance.
4. A minimum grade point average (GPA) of 2.0 is required to graduate from a Camosun College program. Higher graduating GPAs may be stipulated for different programs. Where a higher graduating GPA is required, it will be published in the Calendar. (See link.)
5. A student must acquire a minimum amount of credit at Camosun College in order to be awarded a Camosun College credential.
6. A student who has completed one credential at the College and wants to apply their course work towards an additional credential may use a limited amount of credit from the original credential toward the new credential.
7. **There are no college-wide time limits for the completion of credentials. However, Education Council may approve time limits for the completion of specific programs which will be published in the Academic Calendar. Where requirements have changed and prescribed courses are not available, or in the event a program is suspended or cancelled, the College will take reasonable measures to support students in meeting their educational objectives.**~~To ensure the validity, consistency, and quality of a credential, the standard time limit for completion of a credential is twice the length of the Camosun College program in which the student is enrolled. The College cannot guarantee that courses or programs will be available for a student to complete graduation requirements after this time. Where requirements have~~

~~changed and prescribed courses are not available, or in the event a program is suspended or cancelled, the College will take reasonable measures to support students in meeting their educational objectives.~~

- 8. The College may recognize previous and related learning that a student has acquired through transfer credit or, if a suitable assessment is possible, through Prior Learning Assessment (PLA).

POLICY STANDARDS

A. Awarding of Credentials

- A-1. Credentials are awarded based on successful completion of all program requirements as outlined in a student’s assigned Academic Calendar year (see E-XX Academic Calendar).
- A-2. The Office of the Registrar is responsible for evaluating student academic records to ensure all completion requirements are met as approved by Education Council. This includes validating all courses completed, residency requirements, and minimum grades achieved.
- A-3. Credentials are deemed to be earned in the term in which all requirements for the credential are completed as validated by the Office of the Registrar. Once the credential is awarded, the credential notation appears on the official transcript.
- A-4. The Registrar or delegate has the authority, on a case-by-case basis and with the joint approval of the appropriate Dean or Director, to make exceptions to graduation requirements.
- A-5. Credentials are not awarded automatically, and students are required to apply to graduate.
- A-6. Once awarded, a credential cannot be supplemented or changed.
- A-7. Credentials may be rescinded if it is revealed that credentials were acquired through fraudulent means and/or in contravention of Camosun’s [Academic Integrity](#) policy.

B. Credential Framework

- B-1. Camosun College awards the following classes of credentials:

CREDENTIAL TYPE	CREDITS *	ADMISSION	EQUIVALENT DURATION **	NOTES
Degree (Bachelor)	120	Varies	8 Terms	Requires 45+ credits of 300-level+ coursework
Associate Degree	60	Varies	4 Terms	Requires 18+ credits of 200-level coursework

Diploma	60	Varies	4 Terms	Includes 200-level coursework
Certificate ***	15+	Varies	2 Terms	Primarily 100-level coursework
Post-Degree Diploma	30+	Degree	2+ Terms	
Post-Degree Certificate	15+	Degree	1+ Terms	
Advanced Diploma	30+	Diploma or Degree	2+ Terms	
Advanced Certificate	15+	Certificate, Diploma, or Degree	1+ Terms	

** Non-credit, Education Council-approved Developmental (Adult Basic Education, Career Preparation, English Language Development, and Learning Skills-related) and Continuing Education Certificates are exempt from minimum credit requirement and instead require a minimum of 60 hours of instruction (per E-1.6 Education Approvals). In addition, some programs may require more than the credit requirements stipulated above, often due to external articulation and/or accreditation arrangements. Education Council must approve such exceptions.*

*** An academic Term is equivalent to 15 weeks of full-time, 100% course load study.*

**** Access Certificates require a minimum of 15 credits, while other Certificate programming requires 30 credits.*

- B-2. **Apprenticeships** - Camosun College offers technical training for various apprenticeships that are developed and regulated by the Industry Training Authority (ITA).
- B-3. **Certificate of Completion** – In consultation with the Registrar, issued when formal recognition of successful completion of a non-credit program or course is required.
- B-4. **International Credentials** - Credentials that are developed for partnered delivery exclusively outside of Canada will have the term “International” (e.g. International Certificate in, International Diploma in, etc.) appended to the name of the credential to clearly distinguish from domestic credentials.
- B-5. **Adult Graduation Diploma** - Camosun may issue the BC Adult Graduation Diploma (Adult Dogwood) on behalf of the Ministry of Education based on Ministry requirements; however, this is not considered a Camosun credential.

- B-6. **Posthumous Credentials** - A posthumous credential is awarded to recognize the achievement of a Camosun College student who has died after completion of a substantial portion of a credential but before completing all graduation requirements. Posthumous credentials are granted on a case-by-case basis and with the joint approval of the appropriate Dean or Director and Registrar.
- B-7. **Honorary Degrees** - Honorary Degrees are awarded by the Board of Governors to recognize persons who are distinguished by their significant contributions and accomplishments and whose excellence will reflect positively on the College.
- B-8. **Naming of Programs and/or Credentials** - Camosun College will follow the protocols described by the [Degree Quality Assessment Board](#) in "Guidelines on Naming of Degrees" for all credential types. The Registrar will keep a record of the official names and abbreviations of each credential.

C. Issuing of Parchments

- C-1. The Office of the Registrar will maintain a standard for credential parchments, including naming conventions, design, and signatures, ensuring consistency with commonly accepted practices.
- C-2. Statements of Completion or Participation are prepared and issued by the offering school/unit, using a standardized template maintained by the Office of the Registrar.
- C-3. Parchment(s) will be issued after all graduation requirements are met and student has applied for graduation.
- C-4. Upon formal request, the Registrar's Office will issue a replacement credential to a graduate whose name has changed or whose credential has been lost/destroyed.

D. Recognition of Achievement

The College may recognize students who complete certificate, diploma, and degree programs with high academic performance as having earned graduation with Distinction or High Distinction. The designation will appear on both parchments and transcripts.

- D-1. **With Distinction:** An acknowledgement of academic achievement on the credential parchment and transcript for those students who graduate with a cumulative GPA of 8.0 to 8.99.
- D-2. **With High Distinction:** An acknowledgement of academic achievement on the credential parchment and transcript for those students who graduate with a cumulative GPA of 9.0.

E. Minimum Camosun College Credit Requirement (Residency Requirement; Additional minimum requirements may be stipulated by specific programs, as noted in the Academic Calendar.)

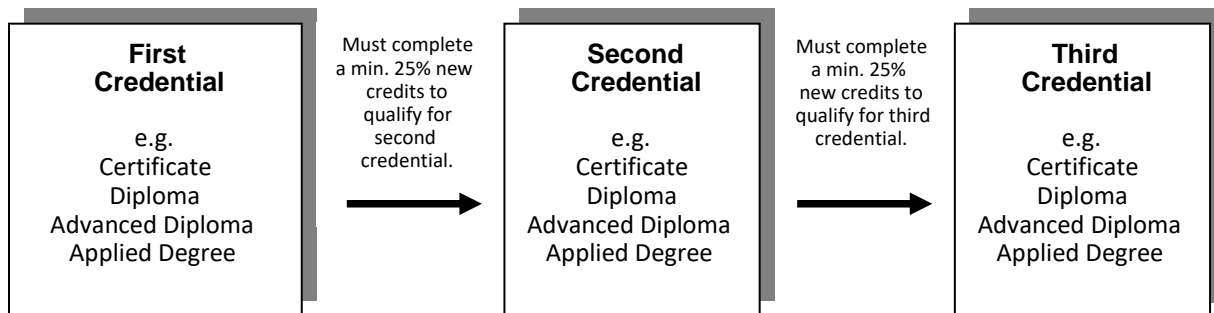
- E-1. **Certificates, Diplomas, Advanced Diplomas, and Associate Degrees:** To be awarded a Camosun College certificate, diploma, advanced diploma, or associate degree, a student

must have completed at least 25% of the program completion requirements through Camosun College.

- E-2. **Degrees:** To be awarded a Camosun College degree, a student must have completed at least 50% of the program completion requirements through Camosun College.

F. Qualifying for Dual and Multiple Credentials

To acquire a subsequent or higher-level credential, a student must complete all of the program completion requirements of the credential. In addition, at least 25% of the credits must be new and be completed in order to be awarded a subsequent or higher-level credential.



G. Previously Earned Credit and Learning

G-1. Transfer Credit

- a. Transfer credit is defined as credit for a Camosun College course formally granted for equivalent academic work successfully completed at another recognized post-secondary institution. The credit granted is recorded on the Camosun College official record, but the grade is not calculated into the GPA.
- b. A student who has completed post-secondary studies at another institution and wishes to apply for transfer credit should do so at the time of application to the College by submitting their transcripts and other relevant documentation.
- c. The College will evaluate these documents and may award transfer credit for any equivalent, completed courses for which a student has received a passing grade of 50% or higher.

Note: Please see the course descriptions section of the Calendar (see link below) for minimal grades required for transfer courses to be used as prerequisites and/or program completion requirements.

- d. The Registrar's Office may request further review of the documents by Departmental Chairs or forward documents to the International Education Officer if appropriate.

Note: For further information on assessment of transfer credit, please see the Camosun Calendar. (See link.)

G-2. Prior Learning Assessment (PLA)

A student who believes that learning they have acquired from work and life experiences may be equivalent to formal College credit may request a formal Prior Learning (PLA) Assessment. For guidelines on how to request an assessment, see the Prior Learning Assessment Policy. (See link below.)

RELATED LEGISLATED REFERENCES

- [British Columbia College and Institute Act](#)
- [British Columbia Council on Admissions and Transfer](#)

LINKS TO RELATED CAMOSUN POLICIES

- [E-1.6 Educational Approvals](#)
- [E-XX Academic Calendar](#)
- [E-1.8 Prior Learning Assessment](#)
- [E-1.13 Academic Integrity](#)

Briefing Note, Micro-credential Process, to EDCO.

Camosun College has applied for and received funding to launch two micro-credential projects. These are in the areas of Building Service Worker and six micro-credentials in the areas of clean energy and sustainability.

Clean Energy and Efficient Buildings-focused Micro-Credentials are designed to train workers for the high-performance building sector by providing short, relevant credentials in clean energy, efficient building design and high-performance building construction. These Micro-Credentials prepare workers to implement CleanBC's forward-thinking housing initiatives including net-zero energy home construction. As the province moves forward to a clean and efficient energy future, tradespeople and technologists will be seeking current and flexible education options to adapt to a new work environment.

College and Institutes Canada provides the following definition of a micro-credential:

A micro-credential is a certification of assessed competencies that is additional, alternate, complementary to, or a component of a formal qualification.

There are a number of factors that must be met:

1. Government wants us to have students in the programs by March 2021.
2. Micro-credentials: Many micro credentials will be credited or recognized as a launching pad toward completion of longer programs. Over time, micro credentials could become 'stackable.' This means learners may have the opportunity to combine individual micro credentials to earn full credentials, such as certificates and diplomas.
3. The students must receive a parchment or some form of certification of skill level or completion.

There are several questions that require discussion, and I believe it is appropriate for Education Council to have time to debate the following questions and others that emerge without the pressure of submitting our plan for expedited approval.

There are complexities that require transparent debate.

1. We don't yet have a college definition for micro-credentials, and EDCO is the governance body that needs to approve this definition. Does the above definition meet our needs?
2. We don't know if the best delivery mechanism is through a credit or a non-credit model. If micro-credentials are delivered as non-credit, what implications and considerations are there to having non-credit coursework fulfil credit-based credential requirements?
3. What standards should surround a micro-credential?
4. What should the approval process in the future look like?

Rather than rush through an expedited approvals process, I am proposing that we deliver the first micro-credential providing a manual recognition of completion of the micro-credential and use the time needed to have a full dialogue at Education Council. Essentially my recommendation is that we consider our first delivery to be a "pilot" and that we provide certificates of completion, signed by the Registrar and Dean (or VP: Partnerships) and issued by Contract Training using a template provided by the Registrar.