



Education Council

Ensuring that our students are provided with quality educational experiences

AGENDA

Regular Meeting

Wednesday, October 20, 2021

4:00 – 6:00 pm

P216, LACC 321, 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>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	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 Sept 15, 2021	Bijan Ahmadi
4:20	REPORTS (14 MIN.)	
	Education Council Chair (2 min)	Bijan Ahmadi
	VP Education (10 min)	John Boraas
	Program Cancellation	
	1. Live Event and Audio-Visual Technician - Internship Last intake: September 2017	
	Motion: THAT EDUCATION COUNCIL APPROVE AND RECOMMEND TO THE CAMOSUN COLLEGE BOARD OF GOVERNORS CANCELLATION OF THE FOLLOWING: Live Event and Audio-Visual Technician - Internship	
	Board Member (2 min)	Ruth Mojeed Ramirez
4:34	COMMITTEE REPORTS (4 MIN.)	
	Education Council Policy and Standards Committee	Peter Moroney



Education Council

Ensuring that our students are provided with quality educational experiences

TIME	ITEM	PRESENTER
4:38	INTEGRATED CURRICULUM COMMITTEE REPORT (3 MIN.)	Connie Klassen
	Regular Curriculum for Approval See ICC Monthly Report	
	Curriculum Under Review See ICC Monthly Report	
PRESENTATION AND DISCUSSION		
4:41	Policy Consultation: Evaluation of Student Learning (20 MIN.) See Evaluation of Student Learning Policy	Peter Moroney/ Rashed Al-Haque
5:01	Policy Consultation: Exam Policy (20 MIN.)	Peter Moroney/ Rashed Al-Haque
5:21	MEETING ADJOURNED	Bijan Ahmadi

Upcoming Meeting:

Regular Meeting
 Wednesday, November 17, 2021
 4:00 – 6:00 pm
 P216, LACC 321, MS Teams

Voting Council Members

- | | |
|------------------------------------|------------------------------------|
| 1. Andrea Kucherawy, Support Staff | 11. Mark Fournier, Faculty |
| 2. Bijan Ahmadi, Faculty | 12. Monika Bhardwaj, Student |
| 3. Blair Fisher, Faculty | 13. Richard Stride, Administration |
| 4. Brian Coey, Faculty | 14. Ruth Lyall, Faculty |
| 5. Corrine Michel, Faculty | 15. Ryan Russell, Faculty |
| 6. Debbie Hlady, Administration | 16. Scott Harris, Administration |
| 7. Emily Schudele, Faculty | 17. Tia Primrose, Support Staff |
| 8. John Boraas, Administration | 18. Student (Vacant) |
| 9. Julia Grav, Faculty | 19. Student (Vacant) |
| 10. Lois Fernyhough, Faculty | 20. Student (Vacant) |

Members (Quorum = 11)

Non-Voting Council Members

Sherri Bell, President

Ruth Mojeed Ramirez, Board of Governors

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



Connie Klassen, ICC Chair
Peter Moroney, Education Policy & Planning

Andrea Kucherawy, Permanent Secretary
Todd Ormiston, Indigenization Representative

Guests

Rashed Al-Haque, Education Policy Specialist
Heather Cummings, Vice President, Student Experience

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: Andrea Kucherawy, 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, Sept 15, 2021

4:00 – 6:00 pm

P216, LACC 321, MS Teams

Present

Voting Members

- | | |
|-------------------------------------------------|----------------------------------|
| 1. Andrea Kucherawy, Support Staff (Vice-Chair) | 9. Julia Grav, Faculty |
| 2. Bijan Ahmadi, Faculty (Chair) | 10. Lois Fernyhough, Faculty |
| 3. Blair Fisher, Faculty | 11. Mark Fournier, Faculty |
| 4. Brian Coey, Faculty | 12. Monika Bhardwaj, Student |
| 5. Corrine Michel, Faculty | 13. Ruth Lyall, Faculty |
| 6. Debbie Hlady, Administration | 14. Ryan Russell, Faculty |
| 7. Emily Schudele, Faculty | 15. Scott Harris, Administration |
| 8. John Boraas, Administration | 16. Tia Primrose, Support Staff |

Non-Voting Members

- | | |
|--------------------------------------------|----------------------------------------------|
| Connie Klassen, ICC Chair | Sherri Bell, President |
| Peter Moroney, Education Policy & Planning | Todd Ormiston, Indigenization Representative |
| Ruth Mojeed Ramirez, Board of Governors | |

Guests:

- Heather Cummings, Vice President, Student Experience (for Scott Harris)
- Rashed Al-Haque, Education Policy Specialist

Regrets/Absent:

- Scott Harris, Ruth Mojeed Ramirez

ITEM	PRESENTER
<p>A. CALL TO ORDER AND DECLARATION OF QUORUM</p> <p>The regular meeting was called to order at 4:03 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

ITEM	PRESENTER
<p>C. CHECK-IN Bijan felt that since it is the first meeting that it would benefit the Council have some introductions.</p>	Bijan Ahmadi
<p>D. ACCEPTANCE OF AGENDA The agenda for Sept 15, 2021 was approved by unanimous consent.</p>	Bijan Ahmadi
<p>E. MINUTES FOR APPROVAL The minutes (errata noted in Special Minutes by Debbie Hlady: Bijan Ahmadi moved; Monika Bhardwaj seconded) for the June 23, 2021, meetings were approved.</p>	Bijan Ahmadi
F. REPORTS	
<p>1. Education Council Chair Bijan noted that we are attempting new technologies with our EdCo meetings. He expressed that he would greatly appreciate feedback or suggestions from the group as to how to best serve the Council members and their comfort level with how the meetings are conducted.</p>	Bijan Ahmadi
<p>2. VP Education John spoke about our full return to face-to-face on campus after the last eighteen months - acknowledged that for those who were mostly working from home that the return involved a degree of trepidation. However, as he has made his way through the campus the last two weeks, joy has been what he's experienced the most, both personally and from conversations with others around the College in getting back to the 'fabric' of what the College is about. Our return has gone smoothly, there has been a lot of work and challenges as well, but it's good to be back. Extended a sincere thank you for the past year and a half, and the last two weeks.</p>	John Boraas
<p>3. Board Member Sherri reported on behalf of Ruth that the Board hasn't had a formal meeting yet. However, they have recently held a social and an orientation where the members had an opportunity to get to know one another. The orientation was specific to finding evidence of the Strategic Plan on Interurban campus (via golf carts). Hoping that the new Board member, Ruth, will be able to join us next month.</p>	Ruth Mojeed Ramirez
G. COMMITTEE REPORTS	
<p>Education Council Policy and Standards Committee Peter reported that the committee met on Wednesday, Sept 8. Thanked Katrina McNeely who was a student rep on Policy and Standards last year and has finished her studies with the College. Grading policy was discussed and is being brought back to EdCo today for discussion. Education Approvals Policy will have significant</p>	Peter Moroney

ITEM	PRESENTER
<p>changes; working to ensure the policy changes align with the Ed Approvals Renewal process. Have entered the academic year with the ICC in its new formulation. This needs to be represented accurately in the ICC Terms of Reference; to be circulated around the College before being brought to EdCo. Pete welcomed anyone interested in becoming members of the P&S Committee and/or to sit in on a meeting to see what it's all about.</p>	
H. INTEGRATED CURRICULUM COMMITTEE REPORT	Connie Klassen
<p>Connie noted that the Committee had its first meeting today. Did review some curriculum and will be bringing some forth in October's EdCo for approval. Had healthy discussion about the ICC Terms of Reference; will be taking a closer look and providing feedback.</p>	
I. ITEM FOR DISCUSSION AND MOTION	John Boraas
<p>Allied Health's (MRAD, SONO and CMLA) application for designated Indigenous seats in their programs</p>	
<p>This application to the Human Rights Commission is an extension to the current seats held for Indigenous students in Health programs. The request is to include the Allied Health programs as well and is based on the College commitment to Indigenization and the Truth and Reconciliation Commission. A letter from EdCo in support of this application is drafted to be included in the application package. Conversation involved potential improvements to address the language used in the application for a more strengths-based approach, a more holistic definition of success, inclusion of UNDRIP and an envisioning piece. John is open to further feedback and will work with Ruth, Corrine, etc. to make modifications.</p>	
<p>Motion: That Education Council support the Special Program Application request to the BCHORC:</p> <p style="text-align: right;">Moved by: Ruth Lyall Seconded by: Richard Stride Motion Carried</p>	
J. ITEM FOR DISCUSSION	Peter Moroney/ Rashed Al-Haque
<p>Grading Policy – update and review of revisions</p>	
<p>Rashed reported on two items for EdCo to discuss – Section E: Submission of Final Grades; Section F, Para 1: small edit to conversion of temporary grades to final grades.</p>	
<p>The Council discussed and raised concerns that will be addressed by the Policy and Standards Committee.</p>	

ITEM	PRESENTER
<p data-bbox="191 289 737 317">K. EdCo Members Welcome/Orientation</p> <p data-bbox="277 342 1214 405">Orientation presentation presented to the Council. PowerPoint posted to EdCo SharePoint.</p> <p data-bbox="277 430 1227 491">Bijan announced that there is a by-election on October 25th to fill three student positions on EdCo.</p>	Bijan Ahmadi
<p data-bbox="191 527 492 554">L. ADJOURNMENT</p> <p data-bbox="277 579 699 604">The meeting adjourned at 5:59 pm.</p>	Bijan Ahmadi



Education
Approvals
Office Use
Only:

Notification Date: Click here to enter a date.
Last Intake of students: Choose an item.
Category of Change: Cat 1 (Board/Ministry)
Approved By:
Approval Date:

Tracking No.

IDS

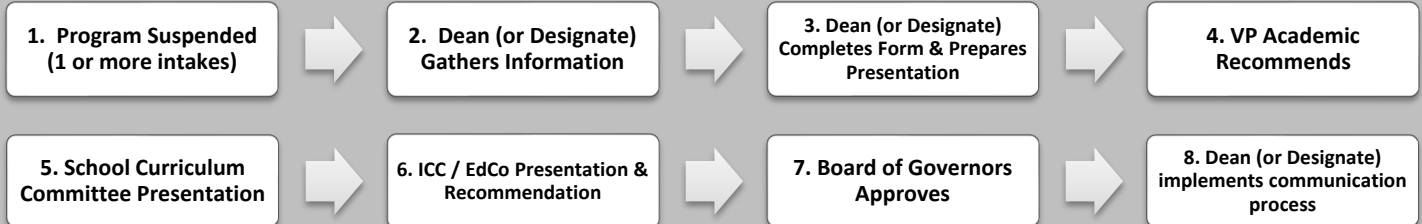
Approved Forms are

E-FILED at
[\\nas2\cecp\](https://nas2.cecp.ca)

Program Cancellation Form

The cancellation of a program occurs when a program is no longer offered by the college and is removed from the list of program offerings. It is intended to be permanent. Refer to the Program Suspension and Cancellation Policy – E-1.11 for more info.

Cancellation Process:



Credential Name(s): Live Event and Audio-Visual Technician - Internship

School: Arts & Science

Dept: Communications

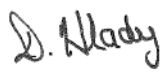
Programs are generally suspended before they are cancelled. Please complete if this program has been suspended.

Suspension Approval Date: May 18, 2018

- Include the most recent copy of the Program Outline as part of this submission.
- Include any course cancellations/revisions as a result of this change as part of this submission.
- Complete the Questions below - Include supporting documents if available.

1. Has this credential been replace/restructured into another credential? (yes/no) Explain.	No. As opportunities arise with the proposed film studio, new curriculum can be developed to meet those needs.
2. When (i.e. date) was the credential(s) first offered?	September 2017
3. Proposed start date for last intake of students in this credential prior to cancellations	September 2017. Students who registered in this intake have all completed the program.
4. Why was the credential(s) created? Was there a student/employer need? Was a needs analysis done? Why or why not? Please explain.	Camosun was approached by IATSE and asked to create this credential to train students to work in theatre, music festivals, live events, and audio-visual services. IATSE stated a need to replace their aging workforce, and the only other post-secondary training program available in Victoria was a 4-year theatre degree. A business case was completed that supported development of the credential; this was approved by the College. The intention was to explore a revenue/cost neutral program given that at the time the college was coming out of an extremely challenging fiscal environment.
5. How was the program received when first offered and over subsequent years? Were there formal or informal Program Reviews? What has the history of this credential(s) been?	The credential ran for one intake (2017-8) and was suspended in May 2018. Internship employers expressed satisfaction with the skill level of students. An industry focus group facilitated by CETL in November 2018 noted "there is a lot of work" available, but that full-time permanent job opportunities are limited. A credential is currently not necessary to work in the industry. This facilitation identified that with or without the credential, workers would need to "start at the bottom" of the industry before being given more advanced opportunities. Our experiment with high tuition for this program married exceptionally high expectations with a program that still did

	not have the full range of equipment that would be deemed current in the industry. Student complaints were significant. Faculty and admin did their best to manage and support the students but dissatisfaction was generally high.
6. What internal and/or external forces have come into being that have led you to cancel this credential(s)? Was cancellation the only option? Were their competing priorities?	Students expressed concern about the high cost of tuition; it also became apparent that ongoing financial investment in technical equipment would be necessary. Although entry-level training is desirable, a credential is currently not necessary for employment. A reliance on term faculty to deliver the courses is problematic.
7. Note any additional information related to consultation feedback from students, employers, PAC's, School Curriculum Committees, affected faculty and staff, Unions, College service depts., and administration.	Consultation was done pre- and post-suspension and feedback received from students (meetings, survey), term faculty from industry (meetings, correspondence), IATSE union representatives, employers (through focus group), School administration, and College Administration.
8. Note any additional information related to Program Performance Measures - student demand, graduate employment/transfer to further studies, cost effectiveness, student and employer satisfaction levels, availability of alternate program providers, and other relevant program data.	Cost is a concern, both for expenses borne by the College and for student tuition. Student satisfaction levels were not high, and a credential is currently not a requirement for employment. Alternate programs exist up-Island or on the lower mainland. Research can be done going forward to investigate film-related programming at Camosun, which may be a more appropriate fit with proposed film studio facilities.
9. Identify any impacts to staff, faculty, technology, and other resources, as a result of the cancellation. Clearly identify all impacts.	Most of the courses in the program were taught by term faculty. No lay-offs were required or will be required. Equipment and facilities are being used by other programs in the Communications Department.
10. Articulate a Transition & Communication Plan for any students impacted by this cancellation.	There are no current students. The website will be updated to reflect the cancellation of the program.

NAMES		SIGNATURE	DATE
Dept Chair:	Lois Fernyhough		October 4, 2021
Dean(s) of Other Affected Depts <i>(add more rows if needed)</i> <input checked="" type="checkbox"/> Not applicable			
School:			
Comments by Other affected Departments (attach additional sheets if necessary):			
Dean:	Debbie Hlady		September 28, 2021
VP Education	John Boraas		
ICC Chair:	Connie Klassen		
EdCo Chair:	Bijan Ahmadi		
Board Approval Date:			

ELECTRONIC SIGNATURES (instructions for School Curriculum Support Staff)

1. Leave signatures blank until the Coordinator Education Approvals requests a signature. This request is normally made once the curriculum has received a recommendation for approval by the ICC (Category 1/2 changes) or after Student Services documentation review (Category 3).
2. Add electronic signature to document when requested. There are generally 2 approaches as follows:
 - a. **School Curriculum Support Staff types or inserts scanned image** (i.e. JPG) of signature after confirmation by the signatory via email, phone or F2F. Easiest approach as the support staff can sign the document directly on the CCN ([\\nas2\cecp\](#)).
 - b. **School Curriculum Support Staff forwards** document or makes available on school server for signatory to electronically sign themselves by typing or by inserting scanned image. If Support Staff uses this approach they **must upload** the signed change form to the CCN ([\\nas2\cecp\](#)) and replace the unsigned change form with this form.
3. Email Coordinator Education Approvals when document has been signed. A reply to the original email requesting signatures is the simplest with a brief note stating the document is now signed. **DO NOT forward** the signed document as an attachment in the email. This is not necessary, takes up email space, and emailed docs are not considered trustworthy in this process. Please have the signed change forms filed in the CCN ([\\nas2\cecp\](#)). The change forms will be removed/deleted by the School Curriculum Support Staff at a later date as per the School Curriculum Support Staff's internal process.

Note – we do not use encrypted signatures as they lock the document making follow-up operational notations and error corrections impossible. As such we use simple electronic signatures (i.e. images, typed, etc.) in this process that are based on the honour system.

For more information contact your School Curriculum Committee Staff Support, or the Coordinator Education Approvals (edapprovals@camosun.bc.ca or 370-4690).



Integrated Curriculum Committee Report

Ensuring that our students are provided with quality educational experiences

EX-250-003-001-002

Wednesday, Sept 15, 2021

Present: Connie Klassen (Chair), Beth Konomoto, Chris Avis, Gillyan Haden, Heather delVillano, John Telford, Ken Kosik, Lynelle Yutani, Marina Jaffey, Mavis Smith, Peter Moroney, Ruth Lyall, Andrea Kucherawy (Resource)

Guests: Kristine Kerins, Chair, English Department

CURRICULUM FOR APPROVAL

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

ARTS & SCIENCE: ENGLISH

CRWR 254 <https://camosun.curriculog.com/proposal:238/form>

ENGL 095 <https://camosun.curriculog.com/proposal:204/form>

[ICC Feedback 095](#)

Motion: That Education Council approves changes to the curriculum as submitted:

Moved by:

Seconded by:

CURRICULUM UNDER REVIEW

CSEE: SPORT MANAGEMENT

SPMA 155 <https://camosun.curriculog.com/proposal:301/form>

APPROVED CATEGORY 3 CURRICULUM CHANGES

Approved Category 3 (Dean Approval) and Category 3 (VP Ed Approval) (Program Suspensions) curriculum changes are accessible for members to review from the **Ed Approvals SharePoint** under [Training Modules for EdCo Members](#).

POST-EDCO ERROR CORRECTIONS

See [Corrections Post-EdCo](#)

POLICY TITLE	Evaluation of Student Learning
POLICY NUMBER	E-1.16
APPROVAL DATE	TBD
APPROVAL BODY	Board of Governor OR Education Council
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
NEXT REVIEW DATE	TBD
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Deans/Directors
SUPPORTING DOCUMENTS	[use bulleted list; hyperlink if available online]

EVALUATION OF STUDENT LEARNING

PURPOSE

Camosun College strives to ensure that its teaching and learning environment is guided by the principles of good educational scholarship and practices. Doing so will improve the educational outcomes of students and support faculty to enhance the quality of student learning experiences.

The purpose of this policy is to provide guiding principles to support faculty in evaluating student learning in a fair manner.

POLICY APPLICATION, SCOPE, AND LIMITS

This policy will apply to all Camosun College courses, including all work integrated learning experiences and evaluations.

DEFINITIONS

1. **Assessment:** The ongoing process of gathering, interpreting, and using information on student learning to inform instructional decisions, as well as the extent to which students have met the intended learning outcomes (i.e., how well they are doing). The main purpose of assessment is to improve student learning.
2. **Evaluation:** The process of judging coursework against defined criteria, typically at a specific point in time (e.g., weekly, mid-term, end of term) to determine a student's grade.

PRINCIPLES

1. Camosun College’s evaluation practices are transparent, and clearly articulate how students will be evaluated. Evaluation, which is about how grades are determined, will be informed by the broader objectives of assessment.
2. Instructors will use a course syllabus to transparently and clearly convey expectations related to course evaluations to students (including expectations related to work-integrated learning and practicums, if relevant). The use of a syllabus is also intended to ensure that Camosun College can provide students with disabilities timely and appropriate academic accommodations for course evaluations.
3. Course evaluations will be aligned with the course learning outcomes. Instructors are encouraged to explain to students how learning outcomes and evaluation are aligned. Students are encouraged to seek guidance when they have questions about their evaluations.
4. Evaluations should provide students with opportunities to “show what they know,” and strive to meet diverse learner needs.
5. Instructors should provide timely and regular opportunities for students to learn through scaffolded practice and feedback. Students should approach instructors to seek guidance and feedback when they need additional support to supplement their learning.
6. Consideration should be given to the appropriate number of evaluations students are asked to complete in a single course. Evaluations in courses should be weighted judiciously, keeping in mind the time, content, and context under which the student is being evaluated. In general, no single evaluation should comprise greater than 40% of the total course grade. If an evaluation needs to be weighted greater than 40%, instructors will consult the Dean or Director to seek guidance and approval.
7. Instructors are encouraged to provide as much information as possible to students about their progress (including grades and corrective feedback) by the course withdrawal date (without academic penalty) so that students can discern how well they are doing and take appropriate and timely action to be successful in their educational journey.
8. All course evaluation results and/or feedback should be communicated to students in a timely manner to support iterative learning.
9. Instructors are encouraged to engage in reflective practice and use student feedback to improve evaluation practices. Instructors are also welcome to seek appropriate teaching and learning supports at Camosun College to continue evaluating students in a fair and transparent manner.

RELATED LEGISLATED REFERENCES

- [British Columbia Human Rights Code](#)

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

- [Syllabus Template \(Intranet; sign-in with college credentials required\)](#)
- [G-2.1 Equity, Diversity, and Inclusion](#)
- E-1.5 Grading
- Assessment for Learning Library Guide