



# Education Council

Ensuring that our students are provided with quality educational experiences

## AGENDA

Regular Meeting

Wednesday, November 17, 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. &lt;<a href="http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html">http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</a>&gt;</i>	Bijan Ahmadi
4:02	CHECK-IN (15 MIN.)	Bijan Ahmadi
4:17	ORIENTATION FOR NEW MEMBERS (10 MIN.)	Bijan Ahmadi
4:27	ACCEPTANCE OF AGENDA (2 MIN.)	Bijan Ahmadi
4:29	CORRECTION: MINUTES FOR APPROVAL (ADD NAME OF ATTENDEE) (1 MIN.)  For approval: <a href="#">EdCo Meeting Minutes Sept 15, 2021</a>	Bijan Ahmadi
4:30	MINUTES FOR APPROVAL (1 MIN.)  For approval: <a href="#">EdCo Meeting Minutes Oct 20, 2021</a>	Bijan Ahmadi
4:31	REPORTS (14 MIN.)	
	Education Council Chair (2 min)	Bijan Ahmadi
	VP Education (2 min)	John Boraas
	Board Member (2 min)	Ruth Mojeed Ramirez
4:45	COMMITTEE REPORTS (4 MIN.)	
	Education Council Policy and Standards Committee	Peter Moroney
4:49	INTEGRATED CURRICULUM COMMITTEE REPORT (3 MIN.)	Connie Klassen
	Regular Curriculum for Approval  See <a href="#">ICC Monthly Report</a>	



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TIME	ITEM	PRESENTER
	<b>Curriculum Under Review</b> See <a href="#">ICC Monthly Report</a>	
	<b>PRESENTATION AND DISCUSSION</b>	
4:52	<b>Role of EAC as Vice Chair and Permanent Secretary (10 MIN.)</b>	<b>Bijan Ahmadi</b>
5:02	<b>MEETING ADJOURNED</b>	<b>Bijan Ahmadi</b>

### Upcoming Meetings:

Holiday Social  
 Wednesday, December 17, 2021  
 3:30 – 4:00 pm  
 P216, LACC 321, MS Teams

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

### Voting Council Members

1. Andrea Kucherawy, Support Staff
2. Bijan Ahmadi, Faculty
3. Blair Fisher, Faculty
4. Brian Coey, Faculty
5. Corrine Michel, Faculty
6. Debbie Hlady, Administration
7. Emily Schudel, Faculty
8. John Boraas, Administration
9. Julia Grav, Faculty
10. Karen Young, Student

11. Kyle Jones, Student
12. Lois Fernyhough, Faculty
13. Lindsay van Gerven, Student
14. Mark Fournier, Faculty
15. Monika Bhardwaj, Student
16. Richard Stride, Administration
17. Ruth Lyall, Faculty
18. Ryan Russell, Faculty
19. Scott Harris, Administration
20. Tia Primrose, Support Staff

**Members** (Quorum = 11)

### Non-Voting Council Members

Sherri Bell, President  
 Ruth Mojeed Ramirez, Board of Governors  
 Connie Klassen, ICC Chair

Peter Moroney, Education Policy & Planning  
 Andrea Kucherawy, Permanent Secretary  
 Todd Ormiston, Indigenization Representative

### Guests

N/A



**For Information:**

**Education Council Executive:**

**Chair:** Bijan Ahmadi, Business, 250-370-4140, [ahmadib@camosun.bc.ca](mailto:ahmadib@camosun.bc.ca)

**Vice Chair:** Andrea Kucherawy, Access, 250-370-3165, [KucherawyA@camosun.bc.ca](mailto:KucherawyA@camosun.bc.ca)

**ICC Chair:** Connie Klassen, Sport & Exercise Education, 250-370-4728, [klassenc@camosun.bc.ca](mailto:klassenc@camosun.bc.ca)

**VP Education:** John Boraas, Office of VP Education, Interurban, 250-370-4543, [boraas@camosun.bc.ca](mailto:boraas@camosun.bc.ca)

**Registrar:** Scott Harris, Registrar's Office, Interurban, 250-370-3840, [harriss@camoun.bc.ca.ca](mailto:harriss@camoun.bc.ca.ca)

**EPP Director:** Peter Moroney, Office of VP Education, Interurban, 250-370-3249, [moroneyp@camosun.bc.ca](mailto:moroneyp@camosun.bc.ca)

**Permanent Secretary:** Andrea Kucherawy, Office of VP Education, Interurban, 250-370-3037, [edapprovals@camosun.bc.ca](mailto: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) | 10. Lois Fernyhough, Faculty       |
| 2. Bijan Ahmadi, Faculty (Chair)                | 11. Mark Fournier, Faculty         |
| 3. Blair Fisher, Faculty                        | 12. Monika Bhardwaj, Student       |
| 4. Brian Coey, Faculty                          | 13. Richard Stride, Administration |
| 5. Corrine Michel, Faculty                      | 14. Ruth Lyall, Faculty            |
| 6. Debbie Hlady, Administration                 | 15. Ryan Russell, Faculty          |
| 7. Emily Schudele, Faculty                      | 16. Scott Harris, Administration   |
| 8. John Boraas, Administration                  | 17. Tia Primrose, Support Staff    |
| 9. Julia Grav, Faculty                          |                                    |

##### *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
<b>A. CALL TO ORDER AND DECLARATION OF QUORUM</b> The regular meeting was called to order at 4:03 pm. Quorum was reached.	Bijan Ahmadi
<b>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</b> <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. &lt;<a href="http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html">http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</a>&gt;</i>	Bijan Ahmadi

ITEM	PRESENTER
<p><b>C. CHECK-IN</b> Bijan felt that since it is the first meeting that it would benefit the Council have some introductions.</p>	Bijan Ahmadi
<p><b>D. ACCEPTANCE OF AGENDA</b> The agenda for <a href="#">Sept 15, 2021</a> was approved by unanimous consent.</p>	Bijan Ahmadi
<p><b>E. MINUTES FOR APPROVAL</b> 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
<b>F. REPORTS</b>	
<p><b>1. Education Council Chair</b> 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><b>2. VP Education</b> 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><b>3. Board Member</b> 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
<b>G. COMMITTEE REPORTS</b>	
<p><b>Education Council Policy and Standards Committee</b> 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&amp;S Committee and/or to sit in on a meeting to see what it's all about.</p>	
<b>H. INTEGRATED CURRICULUM COMMITTEE REPORT</b>	<b>Connie Klassen</b>
<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>	
<b>I. ITEM FOR DISCUSSION AND MOTION</b>	<b>John Boraas</b>
<p><b>Allied Health's (MRAD, SONO and CMLA) application for designated Indigenous seats in their programs</b></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><b>Motion:</b> That Education Council support the Special Program Application request to the BCHORC:</p> <p style="text-align: right;"><b>Moved by: Ruth Lyall</b> <b>Seconded by: Richard Stride</b> <b>Motion Carried</b></p>	
<b>J. ITEM FOR DISCUSSION</b>	<b>Peter Moroney/ Rashed Al-Haque</b>
<p><b>Grading Policy – update and review of revisions</b></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>	

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ITEM	PRESENTER
<p data-bbox="191 289 737 317"><b>K. EdCo Members Welcome/Orientation</b></p> <p data-bbox="277 342 1214 405">Orientation presentation presented to the Council. PowerPoint posted to <a href="#">EdCo SharePoint</a>.</p> <p data-bbox="277 430 1227 489">Bijan announced that there is a by-election on October 25th to fill three student positions on EdCo.</p>	<b>Bijan Ahmadi</b>
<p data-bbox="191 527 492 554"><b>L. ADJOURNMENT</b></p> <p data-bbox="277 579 699 604">The meeting adjourned at 5:59 pm.</p>	<b>Bijan Ahmadi</b>

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# Education Council

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## DRAFT Minutes

### REGULAR MEETING

Wednesday, Oct 20, 2021

4:00 – 6:00 pm

P216, LACC 321, MS Teams

#### Present

##### *Voting Members*

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

##### *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
- Rashed Al-Haque, Education Policy Specialist

#### Regrets/Absent:

ITEM	PRESENTER
<b>A. CALL TO ORDER AND DECLARATION OF QUORUM</b> The regular meeting was called to order at 4:03 pm. Quorum was reached.	Bijan Ahmadi
<b>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</b> <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. &lt;<a href="http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html">http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</a>&gt;</i>	Bijan Ahmadi



ITEM	PRESENTER
<b>C. CHECK-IN</b>	<b>Bijan Ahmadi</b>
<p>Bijan recognized that he received from members of EdCo some trepidation about large meeting spaces and mask-less environments. He mentioned this to both rooms prior to today’s meeting so that we all feel comfortable to create a mask-less environment given the amount of space and ventilation we have. If any member of council would like to attend in person but would prefer if we all wear masks, he hopes they would also feel comfortable to join us and make that request. We’re all approaching this at our own stage. He wants to make sure that people know what the options are and that the environments we are creating here are also welcoming for everybody.</p>	
<b>D. ACCEPTANCE OF AGENDA</b>	<b>Bijan Ahmadi</b>
<p>The agenda for <a href="#">October 20, 2021</a> was approved by unanimous consent.</p>	
<b>E. MINUTES FOR APPROVAL</b>	<b>Bijan Ahmadi</b>
<p>The minutes for the <a href="#">September 15, 2021</a> meeting were approved by unanimous consent.</p>	
<b>F. REPORTS</b>	
<b>1. Education Council Chair</b>	<b>Bijan Ahmadi</b>
<p>Nothing further to report.</p>	
<b>2. VP Education</b>	<b>John Boraas</b>
<p><b>Program Cancellations</b></p>	
<p><a href="#">Live Event and Audio-Visual Technician - Internship</a></p>	
<p><b>Motion:</b>  That Education Council approve and recommend to the Camosun College Board of Governors cancellation of the Live Event and Audio-Visual Technician – Internship program.</p> <p style="text-align: right;"><b>Moved by: John Boraas</b>  <b>Seconded by: Monika Bhardwaj</b>  <b>Motion Carried</b></p>	
<b>3. Board Member</b>	<b>Ruth Mojeed Ramirez</b>
<p>Ruth introduced herself to Council. She is the Chief Equity Officer of an organization called The Inclusion Project. She reported that the Board had their inaugural meeting on September 22. Four new Board members were welcomed, of which she is one. Camosun is celebrating its 50<sup>th</sup> anniversary at various events throughout the year, however September 16<sup>th</sup> is the actual anniversary date. Ruth stated she had a chance to be a part of several of the celebratory events which were great and were a good reflection of the meaningful work that the College has been engaged in. The day was</p>	

ITEM	PRESENTER
<p>celebrated with the House Post unveiling at the Centre for Trades Education &amp; Innovation and a commemorative plaque was unveiled at the Lansdowne campus. Enrolment is almost the same as 2019 and tuition is up 4%. International enrolment was down 18% last year and is down 12% this year. Many international students have deferred to January 2022. The Foundation has raised 1.726 million dollars so far this year. Three motions were passed at the meeting. The Board has appointed KPMG to perform the audit of the College's financial statements commencing with the reporting year ending March 31, 2022, to March 31, 2026. The Board approved the submission of the College's five-year capital plan (2022-2027) to the Minister of Advanced Education and Skills Training. The Board also approved the Terms of Reference for the Adult Governance Policy review committee. Sherri Bell noted highlights of the Accountability Plan and Report that was submitted to the province.</p> <p>Sherri Bell welcomed Ruth to the Committee and the Board. She added that they had a special meeting of the Board that was a focus on Education – this year it was on Connecting to Community. John, the deans, faculty, and students shared 5 presentations on what we do as a college to connect to the community. She highlighted one presentation which was at Dunlop House by students that are part of the WUSK program called Hires. The nine refugee students are from Kenya and are trained in Hospitality. They will be working with Carl Everitt and the Hospitality program. In mid-November they will be moving together to Tofino where they will have jobs and housing.</p>	

**G. COMMITTEE REPORTS**

<p><b>Education Council Policy and Standards Committee</b></p>	<p><b>Peter Moroney</b></p>
<p>Peter reported that the Committee met on Wednesday, Oct 6 with a full contingent including the newest member, student representative Monika Bhardwaj. Claudia Sperling (Director, Applied Learning) joined as a guest for the first time. She did a presentation and opened discussion of issues affecting her area relevant to Work Integrated Learning and Applied Learning. She noted that often in Policy &amp; Standards work there are decisions being made or discussions happening that sometimes don't consider the needs of WIL or Applied Learning. She is interested in being involved in the future with policy and standards development to ensure that the Applied Learning perspective is represented. This aligns with the Education Approvals Renewal Project where Applied Learning is highlighted as one of the key strategic educational directions for the College, along with Indigenization. Her involvement could turn into an ongoing membership on the Committee. She noted that the Work Integrated Learning Policy is in good shape. There are some procedural aspects that are more operational and could be moved in the future to a supporting document.</p>	
<p>Rashed provided an update at the meeting on the ongoing and upcoming policy work which includes development of the Prior Learning and Assessment Policy, Evaluation of Student Learning Policy, Exam Policy, Indigenous Research Ethics, and early-stage work on Academic Concessions. The Committee was also thanked for</p>	

ITEM	PRESENTER
their work on the Syllabus Template that was launched in the Spring that is now being adopted across the College.	
<b>H. INTEGRATED CURRICULUM COMMITTEE REPORT</b>	Connie Klassen
<b>Regular Curriculum for Approval</b>	
Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:	
ARTS & SCIENCE: ENGLISH	
<a href="#">CRWR 254 Revision</a>	
ACCESS: ENGLISH ACCESS	
<a href="#">ENGL 095 New</a>	
<p><b>Motion:</b> That Education Council approves changes to the curriculum as submitted:</p> <p style="text-align: right;"><b>Moved by: Lois Fernyhough</b> <b>Seconded by: Debbie Hlady</b> <b>Motion Carried</b></p>	
<b>I. ITEMS FOR PRESENTATION AND DISCUSSION</b>	
<b>Policy Consultation: Evaluation of Student Learning</b>	Peter Moroney/ Rashed Al-Haque
Rashed provided an update and information on the proposed policy, which will come forward to EdCo at a later date. EdCo members provided feedback which Rashed will take back to the Policy and Standards Committee for consideration.	
<b>Policy Consultation: Exam Policy</b>	Peter Moroney/ Rashed Al-Haque
Rashed provided a presentation on this new policy initiative for initial consultation. EdCo members asked questions and provided feedback which Rashed will take back to the Policy and Standards Committee for consideration. EdCo supports this policy moving forward to the development stage. Further consultation with the various stakeholders over this term will allow this to come forward in draft form to EdCo at a later date.	
<b>J. ADJOURNMENT</b>	Bijan Ahmadi
The meeting adjourned at 5:28 pm.	



Ensuring that our students are provided with quality educational experiences

EX-250-003-001-002

Wednesday, Oct 13, 2021

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

**Guests:** John Boraas, VP Education; Gord Inglis, Chair, Sport Management

## CURRICULUM FOR APPROVAL

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

CSEE: SPORT MANAGEMENT

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

[ICC Feedback](#)

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

**Moved by:**

**Seconded by:**

## CURRICULUM UNDER REVIEW

ARTS & SCIENCE: ASSOCIATE DEGREE AND DIPLOMA PROGRAMS

A&S Studies (DIP) <https://camosun.curriculog.com/proposal:351/form>

Gen Arts (AD) <https://camosun.curriculog.com/proposal:358/form>

Gen Science (AD) <https://camosun.curriculog.com/proposal:359/form>

A&S UT <https://camosun.curriculog.com/proposal:355/form>

ARTS & SCIENCE: PHYSICS

PHYS 090 <https://camosun.curriculog.com/proposal:338/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](#)