Education Council

Ensuring that our students are provided with quality educational experiences

AGENDA

Regular Meeting
Wednesday, February 16, 2022
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.)**	**Bijan Ahmadi**
	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>	
4:02	**CHECK-IN (10 MIN.)**	**Bijan Ahmadi**
4:12	**ACCEPTANCE OF AGENDA (2 MIN.)**	**Bijan Ahmadi**
4:14	**MINUTES FOR APPROVAL (1 MIN.)**	**Bijan Ahmadi**
	For approval: EdCo Meeting Minutes Jan 19, 2021	
4:15	**REPORTS (6 MIN.)**	
	Education Council Chair (2 min)	**Bijan Ahmadi**
	VP Education (2 min)	**John Boraas**
	Board Member (2 min)	**Ruth Mojeed Ramirez**
4:21	**COMMITTEE REPORTS (4 MIN.)**	
	Education Council Policy and Standards Committee	**Peter Moroney**
4:25	**INTEGRATED CURRICULUM COMMITTEE REPORT (23 MIN.)**	**Connie Klassen**
	Curriculum for Presentation and Approval (20 mins)	**Leta Zaleski**
	Bachelor of Science in Dental Hygiene (BScDH)	
	See ICC Monthly Report	
	Regular Curriculum for Approval	
	See ICC Monthly Report	

Education Council

Ensuring that our students are provided with quality educational experiences

TIME	ITEM	PRESENTER
	Curriculum Under Review	
	See ICC Monthly Report	
	PRESENTATION AND DISCUSSION (40 MIN)	
4:48	**Draft Final Exam Policy**	**Peter Moroney/ Rashed Al-Haque**
	See Final Exam Policy	
5:28	**MEETING ADJOURNED**	**Bijan Ahmadi**

Upcoming Meetings:

Regular Meeting
Wednesday, March 16, 2022
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

Lane Trotter, 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

Leta Zaleski, HHS Faculty, Dental Assistant & Hygiene dept.

For Information:

Education Council Executive:

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

Vice Chair: Andrea Kucherawy, VP Education Admin Office, 250-370-3037, 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: Andrea Kucherawy, Office of VP Education, Interurban, 250-370-3037, edapprovals@camosun.bc.ca

DRAFT Minutes

REGULAR MEETING
Wednesday, Jan 19, 2022
4:00 – 6:00 pm
LACC 321, MS Teams

Present

Voting Members

1. Andrea Kucherawy, Support Staff (Vice-Chair)
2. Bijan Ahmadi, Faculty (Chair)
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. Lindsay van Gerven, Student
13. Lois Fernyhough, Faculty
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

Non-Voting Members

Connie Klassen, ICC Chair
Peter Moroney, Education Policy & Planning
Ruth Mojeed Ramirez, Board of Governors

Lane Trotter, President
Todd Ormiston, Indigenization Representative

Guests: N/A

Regrets/Absent: Scott Harris, Connie Klassen, Ruth Mojeed Ramirez, Brian Coey, Julia Grav, Lindsay van Gerven; Kyle Jones

ITEM		PRESENTER
A.	**CALL TO ORDER AND DECLARATION OF QUORUM**	**Bijan Ahmadi**
	The regular meeting was called to order at 4:01 pm. Quorum was reached.	
B.	**ACKNOWLEDGEMENT OF COAST SALISH TERRITORY**	**Bijan Ahmadi**
	Camosun College campuses are located on the traditional territories of the Lkwungen and W̱SÁNEĆ 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. ANNOUNCEMENT
Peter Moroney

Pete announced that Melody Foreman, former Education Approvals Coordinator and Permanent Secretary to Education Council, passed away on December 30 after her battle with cancer. The family has asked that if anyone is interested in making donations, those can be made to the Canadian Cancer Society. Bijan recognized the incredible work, comradery, and value that Melody added in her short time here and that she will be missed.

D. CHECK-IN
Bijan Ahmadi

Bijan asked Council members to introduce themselves to Lane, including what unit they represent and anything they wish to share about something amazing that happened since the last meeting or some goal that they have for this semester.

E. WELCOME LANE TROTTER – Q&A
Lane Trotter

Several committee members had questions for Lane which he answered in depth and combined with sharing personal stories/background.

F. AMENDMENT TO THE AGENDA
Bijan Ahmadi

Motion:
To add Patrick Montgomery and Chris Avis as panelists to the Education Council Academic Appeals Panel:

Moved by: Monika Bhardwaj
Seconded by: Mark Fournier
Motion Carried

G. ACCEPTANCE OF AGENDA
Bijan Ahmadi

The agenda for January 19, 2022 was approved by unanimous consent.

H. MINUTES FOR APPROVAL
Bijan Ahmadi

The minutes for the December 15, 2021 meeting were approved by unanimous consent.

I. REPORTS

1. Education Council Chair
Bijan Ahmadi

Bijan restated that the Council has a new member (Lane Trotter) and that everyone met him at the beginning of the meeting.

2. VP Education
John Boraas

John echoed Bijan's welcome to Lane Trotter.

3. Board Member

<div align="right">Ruth Mojeed
Ramirez</div>

The report that Ruth would normally give is empty today as the Board hasn't met since the last Education Council meeting. The Board last met on Dec 5, which was before our Dec. 15 meeting.

J. COMMITTEE REPORTS

Education Council Policy and Standards Committee

<div align="right">Peter Moroney</div>

Peter reported that the Committee hasn't had a meeting since December; the next meeting is February 7. The January meeting was scheduled too soon after coming back from the break to have everything ready. They did distribute to the group a proposed new restructuring of how policies and directives are presented on the Camosun website. The current website was created as a default one during the migration from the old website. Sherri Bell had particular ideas about how policy should be presented so that we see alignment between policy and directives, in accordance with the new policy framework that was approved by EdCo and the Board a couple of years ago. We're working and moving forward on this. It will require some movement of policy documents to a different designation as directives or supporting documents. Any of that movement will be taken to the appropriate body for approval (EdCo or Board). It's essentially an implementation of the policy framework – how we reflect and show our connection of policies on our website. Peter welcomes any questions and is happy to send an example of this work to anyone interested.

K. INTEGRATED CURRICULUM COMMITTEE REPORT

<div align="right">Peter Moroney for
Connie Klassen</div>

Regular Curriculum for Approval

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

IECC: INDIGENOUS STUDIES

IST 230 https://camosun.curriculog.com/proposal:374/form
IST 232 https://camosun.curriculog.com/proposal:525/form

ACCESS: ACF-UPGRADING

MATH 052 https://camosun.curriculog.com/proposal:342/form
MATH 053 https://camosun.curriculog.com/proposal:343/form

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

<div align="right">

Moved by: Ruth Lyall

Seconded by: Debbie Hlady

Motion Carried

</div>

ITEM		PRESENTER
L.	**N EW B USINESS**	**Peter Moroney**

The number of panelists on the Appeals Panel (which came into effect Jan 2021) can range and there is a need to expand the pool. We're currently running without a pool and a situation has arisen where a panel member has had to recuse themselves and we need to replace that person in short order. Any faculty who are interested can approach Pete; he will take it to EdCo Exec and then it will be brought back to EdCo for an amended list of panelists. There is the intent to make this a regular (bi-annual) item, on the EdCo agenda, or more often as necessary, to add new members.

Motion:
That Education Council supports the addition Patrick Montgomery and Chris Avis as panelists to the Education Council Academic Appeals Panel:

Moved by: Bijan Ahmadi
Seconded by: Andrea Kucherawy
Motion Carried

M.	**A DJOURNMENT**	**Bijan Ahmadi**

The meeting adjourned at 5:22 pm.

Integrated Curriculum Committee Report

Ensuring that our students are provided with quality educational experiences

Wednesday, Jan 12, 2022

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

Regrets: Leta Zaleski (attended from 1:00-2:00 pm)

Guests: Asha Rao, HHS Faculty-CFCS; Todd Ormiston, Chair, IECC

Monday, Jan 17, 2022

Present: Beth Konomoto, Chris Avis, Heather delVillano, John Telford, Zoe Broom, Leta Zaleski, Marina Jaffey, Mavis Smith (Chair), Peter Moroney, Gillyan Haden, Ruth Lyall, Andrea Kucherawy (Resource)

Regrets: Leta Zaleski (attended from 1:00-2:00 pm)

Guests: Alan Duncan, T&T, Electronics & Comp Engineering Chair

Monday, Jan 24, 2022

Present: Beth Konomoto, Chris Avis, Heather delVillano, John Telford, Zoe Broom, Leta Zaleski, Marina Jaffey, Mavis Smith (Chair), Peter Moroney, Ruth Lyall, Andrea Kucherawy (Resource)

Regrets: Gillyan Hade; Leta Zaleski (attended from 1:00-2:00 pm)

Guests: Alan Duncan, T&T, Electronics & Comp Engineering Chair; Helen Kobrc, T&T Co-op and Applied Learning; Cindy Bruckel, T&T School Curriculum Support

Wednesday, Feb 2, 2022

Present: Beth Konomoto, Chris Avis, Heather delVillano, John Telford, Zoe Broom, Leta Zaleski, Marina Jaffey, Mavis Smith (Chair), Peter Moroney, Gillyan Haden, Ruth Lyall, Andrea Kucherawy (Resource)

Regrets: Leta Zaleski (attended from 1:00-2:00 pm), Ruth Lyall

Guests: Alan Duncan, T&T, Electronics & Comp Engineering Chair; Cindy Bruckel, T&T School Curriculum Support; Kirsten Bunton, Access, Co-Chair ELD; Tara Harrison, Access School Curriculum Support

CURRICULUM FOR APPROVAL

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

T&T: COMPUTER SCIENCE PROGRAM AND COURSES

ICS Technologist (Dip)   ICC Feedback
ICS 211 – Web Applications   ICC Feedback
ICS 212 – Database Systems Management
ICS 214 – Programming from C to C++

ICS 215 – Systems Analysis and Design
ICS 223 – Gaming and Graphics Concepts
ICS 226 – Network and Server-Side Programming
ICS 228 – Computer Ethics and Security

ACCESS: INDIGENOUS STUDIES
IST 120

CSEE: BAET PROGRAM AND AET COURSES

BAET program   ICC Feedback
AET 201
AET 202
AET 260
AET 261
AET 301
AET 302
AET 401
AET 402

HHS: CFCS

Nursing (Baccalaureate of Science)   ICC Feedback
Bachelor of Science in Dental Hygiene (BScDH)   ICC Feedback
DHYG 410
DHYG 411
DHYG 421
DHYG 423
DHYG 424

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

Moved by:

Seconded by:

CURRICULUM UNDER REVIEW

T&T:
CS#0114 Cybersecurity & Networking Technology (new program)   ICC Feedback
CS#0114 Cybersecurity & Network Support Technician (new program)
CSNT 104 – Work Term 1 (new courses)   ICC Feedback
CSNT 110 – Cybersecurity Essentials
CSNT 111 – Workstation Security Fundamentals

[CSNT 120 – Networks 1](#)
[CSNT 121 – Networking II](#)
[CSNT 130 – IT Essentials](#)
[CSNT 131 – Linux Basics](#)
[CSNT 132 – Server Fundamentals](#)
[CSNT 160 – Internet of Things: Connecting & Securing Devices](#)
[CSNT 161 – Programming Essentials in Python](#)
[CSNT 204 – Work Term 2](#)
[CSNT 210 – Cybersecurity Analysis](#)
[CSNT 211 - Cybersecurity Operations Fundamental](#)
[CSNT 212 - IT Security Penetration Testing](#)
[CSNT 220 - Enterprise Networking, Security, and Automation](#)
[CSNT 230 - Linux Systems](#)
[CSNT 240 - Cloud Essentials](#)
[CSNT 241 - Cloud Administration](#)
[CSNT 250 – DevOps](#)
[CSNT 251 - Information Technology Services](#)
[CSNT 252 – Security Research Project](#)

HHS:

[Education Assistant and Community Support (Cert)](#)   [ICC Feedback](#)
[HLTH 116](#) (new course)
[CSEA 120](#) (course cancellation)

ACCESS:

[ELD 062](#)   [ICC Feedback](#)
[ELD 064](#)
[ELD 074](#)
[ELD 097](#)

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](#)

CAMOSUN POLICY

POLICY TITLE	Final Exam Policy
POLICY NUMBER	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	TBD
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Deans/Directors
SUPPORTING DOCUMENTS	[use bulleted list; hyperlink if available online]

FINAL EXAM POLICY

PURPOSE

The purpose of this policy is to provide clear direction to Schools, instructors, and students on rights and responsibilities with respect to final exams. Moreover, this policy articulates Camosun College's values, principles, and conditions around final exam deferrals and final exam rewrites.

POLICY APPLICATION, SCOPE, AND/OR LIMITS

This policy applies to all Camosun College courses in which there are final exams at the end of the course.

This policy does not apply to final term assignments, presentations, group projects (or any final evaluation that is not a final exam). This policy also does not apply to midterms, quizzes, assignments, or group projects or other term work (see definition).

This policy also does not apply to final exams that are administered by authorized professional governing bodies, trade licensure bodies, or industry training authorities.

This policy is not intended to be used to request a review of a course grade or the grade on a final exam. To request the review of a final course grade, please refer to the Grade Review and Appeals policy and its associated processes.

DEFINITIONS

1. **Exam Deferral:** A privilege, granted to a student under extenuating circumstances, in which the student is permitted to write their final exam at a date or time other than the scheduled date and time of the exam.

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2. **Exam Rewrite:** A privilege, granted to a student under extenuating circumstances, in which the student is permitted to rewrite or reattempt their final exam after already haven completed the exam.

3. **Final Exam:** A terminal, often timed, summative evaluation at the end a course.

4. **Term Work**: All constituent evaluations that are used to calculate the final grade.

PRINCIPLES

1. Camosun College is committed to evaluating student learning in a fair and equitable manner and acknowledges that final exams are one of the many ways in which students can demonstrate their learning.

2. All final exams will occur during the final exam period. Students are expected to write tests and final examinations at the scheduled time and place. Final exam schedules will be posted. Where possible, students will write no more than two final examinations on the same day.

3. Camosun College understands that extenuating circumstances and hardships may arise that may make it challenging for students to undertake a final examination at its scheduled date or time. Instructors may permit the deferral of scheduled final exams under specific conditions and circumstances.

4. Camosun College acknowledges that extenuating circumstances and hardships faced by a student may significantly jeopardize the student's performance on a final exam to the point of failure in the course. Under specific circumstances, and if appropriate for the course or program, instructors may permit a student to rewrite or reattempt a final exam.

5. Exam deferral and exam rewrite opportunities articulated in this policy are privileges afforded to the student by their instructors and by the college. When requesting an exam deferral or exam rewrite opportunity, students must meet the conditions and requirements set out in this policy.

STANDARDS AND REQUIREMENTS FOR FINAL EXAM DEFERRALS

1. **Final Exam Deferrals Due to Scheduling Issues**
When a student has more than two final exams scheduled on one day, the student is to contact the instructor(s) to discuss alternate arrangements. In emergency circumstances, a student may write a test or final examination before or after the scheduled time if the student would otherwise be unable to complete the program or course.

2. **Final Exam Deferrals Due to Personal Emergency or Extenuating Circumstances**

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Exam deferrals due to personal emergency or extenuating circumstances that are beyond the student's control may be afforded to the student at the discretion of the course instructor. Students may be asked to provide documentation to validate their request for an exam deferral.

All exam deferral requests due to personal emergency or extenuating circumstances must be made prior to attempting the scheduled exam. Requests for exam deferrals will not be considered once the student has attempted the exam.

Examples of personal emergency or extenuating circumstances include
   a. A sudden physical or mental illness,
   b. A serious injury or ailment to the student or significant other,
   c. Bereavement (e.g. death of a family member or close friend),
   d. Traumatic life event (e.g. family breakdown; domestic violence, sexualized violence; for sexualized violence, please see Camosun's Sexualized Violence and Misconduct policy and procedures),
   e. Adverse local weather conditions that make it difficult for the student to be present in-person for the final exam (e.g. snow or flooding that makes travel dangerous),
   f. Civic responsibility (e.g. jury duty, being required to report to a government office for immigration or citizenship proceedings),
   g. Religious observance,
   h. Participation in indigenous ceremony or cultural activity that requires the student to be absent from the college for the examination period.

The following are not valid examples of personal emergency or extenuating circumstances:
   a. Personal or family events (weddings, birthdays),
   b. Planned holidays or scheduled flights for trips.

3. **Final Exam Deferrals for Students Who Are Absent for a Final Exam**
   A student who misses a final exam due to personal emergency or an extenuating circumstance must inform their instructor and request an exam deferral no later than **two (2) business days** following the scheduled final exam. Students must provide a rationale for missing the final exam. Documentation may be requested by the instructor to validate the student's request.

   If the absentee student does not communicate with the instructor or does not provide appropriate documentation, then the student may risk failing the exam.

4. **Final Exam Deferrals for Students with Disabilities Seeking Academic Accommodations**
   Student with disabilities must follow the Academic Accommodations for Students with Disabilities policy, should they require a final exam deferral as part of their accommodation. Please follow the steps outlined in the Academic Accommodations for Exams website and contact the Centre for Accessible Learning for specifics related to your accommodation.

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STANDARDS AND REQUIREMENTS FOR FINAL EXAM REWRITES

1. Students may request a final exam rewrite within **five (5) business days** of the final mark being posted on myCamosun.
2. Final exam rewrites will only be considered for students who fail a course as a result of failing the final exam. Students who fail the final exam but still pass the course are ineligible for a final exam rewrite.
3. Final exam rewrite requests will generally only be considered for a student who meets all three (a, b, & c) following conditions:
    a. Has undergone a personal emergency or extenuating circumstance. Students may be asked to provide documentation to validate their request to rewrite a final exam. Examples of a personal emergency or extenuating circumstance that may warrant a final exam rewrite include:
        i. A sudden physical or mental illness,
        ii. A serious injury or ailment to the student or significant other,
        iii. Bereavement (e.g. death of a family member or close friend),
        iv. Traumatic life event (e.g. family breakdown; domestic violence, sexualized violence).
    b. Is in satisfactory academic standing in the course prior to the final exam.
        i. The student must have a course grade of 65% (C+) or above in the course prior to the final exam, and;
        ii. Must have completed all other evaluations in the course to be eligible for final exam rewrite opportunity.
    c. Failed the final exam within 10% of the passing mark for the exam.
4. The maximum final grade a student can achieve after passing an exam rewrite shall be the minimum passing grade for the course.
    a. If the course is a prerequisite, then the maximum grade a student is entitled to after passing the exam rewrite is the minimum grade required for progression in a program.
    b. In the event that the student passes the final exam rewrite but still does not achieve the minimum passing grade for the course or prerequisite, then the student will receive the weighted average of the marks received on the final exam rewrite and their previously completed evaluations.
5. In the event that the student is approved for a final exam rewrite, an "Incomplete" (I) grade will be placed on the student's record until the student has rewritten the final exam. Please see Camosun's Grading policy for details on assigning "Incomplete" (I) grades and how to convert a temporary grade to a final grade.
6. Final exam rewrite requests due to sexualized violence will be considered under the Sexualized Violence and Misconduct policy.

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

- E-1.5 Grading policy

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- [E-1.14 Grade Review and Appeals policy](#)
- [E-1.14.1 Process for Requesting Grade Review and Appeals](#)
- [E-2.9 Sexualized Violence and Misconduct policy](#)
- [E-2.9.2 Sexualized Violence and Misconduct Procedures](#)
- [E-2.11 Academic Accommodations for Students with Disabilities policy](#)
- [Centre for Accessible Learning](#)
- [Academic Accommodations for Exams](#)