AGENDA

Regular Meeting
Wednesday, Sept 18, 2024
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 respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here. <*http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html*>	
4:02	**CHECK-IN (15 MIN.)**	**Bijan Ahmadi**
4:17	**ACCEPTANCE OF AGENDA (2 MIN.)**	**Bijan Ahmadi**
4:19	**MINUTES FOR APPROVAL (1 MIN.)**	**Bijan Ahmadi**
	For approval: EdCo Special Meeting Minutes June 12, 2024 EdCo Meeting Minutes June 12, 2024	
4:20	**REPORTS (6 MIN.)**	
	Education Council Chair (2 min)	**Bijan Ahmadi**
	Provost and Vice President Education and Innovation (2 min)	**John Boraas**
	Board Member (2 min)	**Dr. Monty Bryant**
4:26	**COMMITTEE REPORTS (4 MIN.)**	
	Education Council Policy and Standards Committee	**Peter Moroney**
4:30	**INTEGRATED CURRICULUM COMMITTEE REPORT (3 MIN.)**	**Chris Avis**
	Regular Curriculum for Approval See ICC Monthly Report	
	Curriculum Under Review See ICC Monthly Report	
4:33	**NEW EDCO MEMBERS WELCOME/ORIENTATION (15 MIN.)**	**Bijan Ahmadi**

TIME	ITEM	PRESENTER
	[EdCo Members' Guidebook](#)	
4:48	**MEETING ADJOURNED**	**Bijan Ahmadi**

Upcoming Meetings:

Regular Meeting
Wednesday, Oct 16, 2024
4:00 - 6:00 pm
P216, LACC 321, MS Teams

Voting Council Members

1. Alexis Martfeld, Faculty
2. Andrea Kucherawy, Support Staff
3. Bijan Ahmadi, Faculty
4. Blair Fisher, Faculty
5. Courtney Neidig, Faculty
6. Derek Murray, Faculty
7. Heather del Villano, Administration
8. Isabel Grondin, Faculty
9. John Boraas, Administration
10. Lois Fernyhough, Faculty
11. Mark Fournier, Faculty
12. Michael Liu, Faculty
13. Nicholas Read, Faculty
14. Purav Yashpal, Student
15. Scott Harris, Administration
16. Steven Rumpel, Administration
17. Tia Primrose, Support Staff
18. Student (Vacant)
19. Student (Vacant)
20. Student (Vacant)

Members *(Quorum = 11)*

Non-Voting Council Members

Lane Trotter, President
Dr. Monty Bryant, Board of Governors
Chris Avis, Interim ICC Chair

Andrea Kucherawy, Education Council Coordinator
TBA, Indigenization Coordinator

Guests

Peter Moroney, Education Policy & Planning; Rob Thompson, Ombudsperson; Richard Doucet, Eyēʔ Sqâ'lewen;
Cuma Yilmaz, T&T Faculty

For Information:
Education Council Executive:
Chair: Bijan Ahmadi, Business, 250-370-4140, ahmadib@camosun.ca
Vice Chair: Andrea Kucherawy, Education Policy & Planning, 250-370-3037, KucherawyA@camosun.ca
Interim ICC Chair: Chris Avis, A&S, 250-370-3460, avisc@camosun.ca

Education Council

Ensuring that our students are provided with quality educational experiences

Provost/VP Education: John Boraas, Provost and VP Education and Innovation, Interurban, 250-370-4543, boraas@camosun.ca

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

EPP Director: Peter Moroney, Education Policy & Planning, Lansdowne, 250-370-3249, moroneyp@camosun.ca

Permanent Secretary: Andrea Kucherawy, Education Policy & Planning, Lansdowne, 250-370-3037, edapprovals@camosun.ca

Education Council

Ensuring that our students are provided with quality educational experiences

DRAFT Minutes

SPECIAL MEETING
Wednesday, June 12, 2024
4:00 - 4:10 pm
P216, LACC 321, MS Teams

Present

Voting Members

1. Alexis Martfeld, Faculty
2. Andrea Kucherawy, Support Staff
3. Bijan Ahmadi, Faculty
4. Blair Fisher, Faculty
5. Derek Murray, Faculty
6. Heather del Villano, Administration
7. John Boraas, Administration
8. Mark Fournier, Faculty
9. Michael Yiu, Faculty
10. Nicholas Read, Faculty
11. Scott Harris, Administration
12. Tia Primrose, Support Staff
13. Student (Vacant)
14. Student (Vacant)
15. Student (Vacant)

Non-Voting Members

Chris Avis, Interim CC Chair
Monty Bryant, Board of Governors

Lane Trotter, President
TBA, Indigenization Representative

Guests: N/A

Regrets/Absent: Steven Rumpel, Lois Fernyhough, Courtney Neidig, Isabel Grondin, Purav Yashpal

ITEM		PRESENTER
A.	**CALL TO ORDER AND DECLARATION OF QUORUM**	**Chris Avis**
	The regular meeting was called to order at 4:00 pm. Quorum was reached.	
B.	**ACKNOWLEDGEMENT OF COAST SALISH TERRITORY**	**Chris Avis**
	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.	**REVIEW OF THE ELECTION PROCESS**	

D.	**ELECTION OF THE 2024/2025 CHAIR**	**Chris Avis**

Motion to open nominations (Mark Fournier / Derek Murray)
Nominations from the floor: Bijan Ahmadi / Andrea Kucherawy (declined)
Motion to close nominations (Mark Fournier / Derek Murray)
Bijan Ahmadi is acclaimed as Chair

E.	**ELECTION OF THE 2024/2025 VICE-CHAIR**	**Chris Avis**

Motion to open nominations (Scott Harris / Tia Primrose)
Nominations from the floor: Andrea Kucherawy
Motion to close nominations (Scott Harris / Tia Primrose)
Andrea Kucherawy is acclaimed as Vice - Chair

F.	**ADJOURNMENT**	**Chris Avis**

The meeting adjourned at 4:10 pm.

Education Council

Ensuring that our students are provided with quality educational experiences

DRAFT Minutes

REGULAR MEETING
Wednesday, June 12, 2024
4:00 - 6:00 pm
P216, LACC 321, MS Teams

Present

Voting Members

1. Alexis Martfeld, Faculty
2. Andrea Kucherawy, Support Staff (Vice-Chair)
3. Bijan Ahmadi, Faculty (Chair)
4. Blair Fisher, Faculty
5. Derek Murray, Faculty
6. Edgar Nelson, Faculty
7. Heather Del Villano, Administration
8. Isabel Grondin, Faculty
9. John Boraas, Administration
10. Mark Fournier, Faculty
11. Nicholas Read, Faculty
12. Tia Primrose, Support Staff

Non-Voting Members

Christopher Avis, Interim ICC Chair
Dr. Monty Bryant, Board of Governors

Lane Trotter, President
TBA, Indigenization Coordinator

Guests: Sybil Harrison, Associate VP Education & Innovation Peter Moroney, Education Policy & Planning; Richard Doucet, Eyēʔ Sqâ'lewen; Cuma Yilmaz, T&T Faculty

Regrets/Absent: Steven Rumpel, Lois Fernyhough, Ivy Bell, Navreet Singh Sidhu, Ritika

ITEM		PRESENTER
A.	**CALL TO ORDER AND DECLARATION OF QUORUM**	**Bijan Ahmadi**
	The regular meeting was called to order at 4:10 pm. Quorum was reached.	
B.	**ACKNOWLEDGEMENT OF COAST SALISH TERRITORY**	**Bijan Ahmadi**
	Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html>	
C.	**CHECK-IN**	**Bijan Ahmadi**
	Bijan welcomed the Council and guests to the meeting and provided members an opportunity to share any School, unit, or personal updates that they had.	
D.	**ACCEPTANCE OF AGENDA**	**Bijan Ahmadi**

ITEM	PRESENTER

The agenda for June 12, 2024 was approved by unanimous consent.

E.	**MINUTES FOR APPROVAL**	**Bijan Ahmadi**

The minutes for the May 15, 2024 meeting were approved by unanimous consent.

F.	**REPORTS**

1.	**Education Council Chair**	**Bijan Ahmadi**

Bijan thanked members who attended the Special Election and thanked Chris for running the meeting (Bijan Ahmadi acclaimed as Chair, Andrea Kucherawy acclaimed as Vice-Chair). He recognized and thanked the five members of the Council whose terms are coming to an end (Ryan Russell, Ed Nelson – faculty; Ivy Bell, Navreet Singh Sidhu, Ritika – students).

2.	**Provost and VP Education and Innovation**	**John Boraas**

John acknowledged this time of the year that highlight the accomplishments of the College and the students we serve, noting the celebrations of student awards season and graduation. He thanked everyone who serves the students and the aims of the College, and to share that pride and appreciation with their colleagues.

3.	**Board Member**	**Dr. Monty Bryant**

Monty reported that the audited financial statements for year ending March 31 were presented to the Board with a $1.1 million surplus. KPMG report indicated no audit findings. Laura Friesen and Heather Del Villano provided a presentation on the Employment Training and Preparation program. The Institutional Accountability Plan and report was presented by Rodney Porter. The Board approved this, subject to approval by the executive committee once the information comes back from the Ministry. Tanya Clarmont was re-elected as Board Chair until 2025.

G.	**COMMITTEE REPORTS**

Education Council Policy and Standards Committee	**Peter Moroney**

Pete reported that the committee met on June 3. The Academic Accommodations Concessions Policy was discussed, looking at splitting out the human rights accommodations from regular concessions. What has emerged is that while we have a robust framework in place for academic accommodations for persons with disabilities, we don't have that for other human rights accommodations that we are obligated to fulfill. Strategies were discussed around how to deal with this, with continued conversations to be had.

Following the discussions had at EdCo regarding the Education Council bylaws, the proposed changes were reviewed and discussed. This included a report by Bijan from the Academic Governance Council meetings he attended. There are two items that P&S is settled on and that EdCo will likely support, in addition to the one

outstanding item of adding an Indigenous voice to EdCo. This will be covered during the consult later on.

H. INTEGRATED CURRICULUM COMMITTEE REPORT	**Christopher Avis**

Regular Curriculum for Approval

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

HHS: COMMUNITY FAMILY CHILD STUDIES

HLTH 110

> **Motion:**
> That Education Council approves changes to the curriculum as submitted:
>
> **Moved by: Andrea Kucherawy**
>
> **Seconded by: Heather del Villano**
>
> **Motion Carried**

I. PRESENTATION – STUDENT EXPERIENCE SURVEY FINDINGS	**Sybil Harrison**

Sybil presented on the Student Experience Survey Findings from 2024, highlighting the feedback students provided about their experience in classes and courses. This year's survey theme asked questions about demographics, learning skills and other outside factors that impact the student's ability to have a successful learning experience. There were 1,934 participants/20% participation rate. She's hopeful that the College can review and identify areas to respond to, and to connect back to the students who responded to the survey. Council members provided feedback regarding considerations for future student surveys.

J. EDUCATION COUNCIL BYLAWS – CONSULT	**Bijan Ahmadi**
	Peter Moroney

Bijan provided an update on the discussions about the Education Council Bylaws and the changes being considered (Potential role of Education Council Coordinator (strike in sec. 4 – Permanent Secretary and insert, Education Council Coordinator); Pete's role - he's a member of two EdCo sub-committees (P&S/ICC) thus sufficient to maintain him as a non-voting member). These will be brought forward later.

He shared what he brought forth to Policy & Standards regarding the addition of an Indigenous Voice/Representative voting member, and how we could move it forward. He attended the Academic Governance Council meeting last month, where he provided insight on how other institutions are adding membership to their councils. The advice he received was, "Who are we to say what to do?" We need to step away from the current, move back to the edge, and recognize that to provide effective and valuable Indigenous voice, we should draw from the Indigenous community and ask them how best to do that. By doing that, it's not just educational leadership asking Todd what to do but drawing it back to a larger community. We need to engage more Indigenous voices within this process. Bijan

has asked Todd for guidance to find the community or group that can help this decision to move forward. He is committed to engaging with a broader Indigenous community to ask what the best process looks like from their perspective, and to bring that back to Policy & Standards and ultimately EdCo. To ensure the work that we do moving forward represents not our belief of what is right, but something that is drawn from the community that we're trying to represent. He sought Council's support in taking these next steps.

Members were encouraged to attend an upcoming P&S Committee meeting in the fall where this is on the agenda for continued discussion.

K.	**MOTION FOR APPROVAL**	**Peter Moroney**

Motion:
To add Johanna Hurtubise as a panelist to the Education Council Academic Appeals Panel:

Moved by: Bijan Ahmadi
Seconded by: Nicholas Read
Motion Carried

L.	**ADJOURNMENT**	**Bijan Ahmadi**

The meeting adjourned at 5:38 pm.

Integrated Curriculum Committee Report

Ensuring that our students are provided with quality educational experiences

Wednesday, Sept 11, 2024 (Regular meeting)

Present: Chris Avis (Interim Chair), Pauline Nantes, Kirsten Bunton, Julia Grav, Melissa Mills, Jana Suraci, John Telford, Mavis Smith, Natasha-Faye Parrish, Peter Moroney, Andrea Kucherawy (Resource)

Regrets:

Guests: Ruthanne Orihuela, Associate Dean, A&S; Kristine Kerins, A&S, English Chair; Kari Jones, A&S Faculty; Sarah-Joy Kallos, Co-op & Internship Coordinator; Katya Bissky, A&S A2D; Jennifer Phillips, Co-op & Internship Coordinator

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CURRICULUM FOR APPROVAL

REGULAR CURRICULUM

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

N/A

CURRICULUM UNDER REVIEW

A&S: ENGLISH
Creative Writing (Cert)
CRWR 102

BUS: BUSINESS ADMIN DIPLOMAS
BUS ADM – Accounting
BUS ADM – Finance
BUS ADM – General Management
BUS ADM – Marketing
Public Administration

APPROVED CATEGORY 3 CURRICULUM CHANGES & POST-EDCO ERROR CORRECTIONS

Approved Category 3 (Dean Approval), Category 3 (VP Ed Approval) (Program Suspensions), and Post-EdCo Error Corrections (Ed Approvals/RO Only form) are accessible for members to review from the **Ed Approvals SharePoint,** with directions under the Training Module for EdCo Members.

CAMOSUN COLLEGE

2024-2025

EDUCATION COUNCIL
members' guidebook

CONTACT

Andrea Kucherawy,
Education Council Coordinator

**Office of the President;
Strategy, Planning and Transformation**
ph. 250-370-3037   email: edapprovals@camosun.ca

TERRITORIAL ACKNOWLEDGEMENT

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Lək̓ʷəŋən (Songhees and Kosapsum) and W̱SÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

ABOUT — US

CAMOSUN HAS AN OUTSTANDING REPUTATION FOR QUALITY CURRICULUM

The Education Council is a legislated governance body established under the College and Institute Act. The purpose of the council is to provide leadership and decision-making for the College in the areas outlined in the College and Institute Act (Section 24), such as setting policies concerning examinations and evaluation of student performance, setting criteria for academic standing, academic standards and the grading system, and setting curriculum content for courses leading to certificates, diplomas or degrees. The council also acts in an advisory role to the board as outlined in Section 23 of the Act, and has joint approval with the board in the area of articulation as outlined in Section 25 of the Act.

By far the greatest area of focus for the Education Council is in the area of curriculum approval. The Council has established curriculum standards and continually monitors that the standards are maintained. Camosun has an outstanding reputation for quality curriculum.

Education Council is made up of:

- 10 faculty members elected by faculty members
- 4 students elected by students
- 4 educational administrators appointed by the President
- 2 support staff elected by support staff
- 1 Board member appointed by the board as a non-voting member
- The President, as a non-voting member
- An Education Council Coordinator, as a non-voting member
- Integrated Curriculum Committee Chair, as a non-voting member
- Indigenization Coordinator, as a non-voting member

OUR MANDATE

The mandate of the council is to ensure that Camosun students are provided with quality educational experiences, and that Camosun graduates are recognized for their contemporary and relevant educational backgrounds. This mandate is enacted through two key responsibilities: establishing educational standards and advising the Board on educational policy.
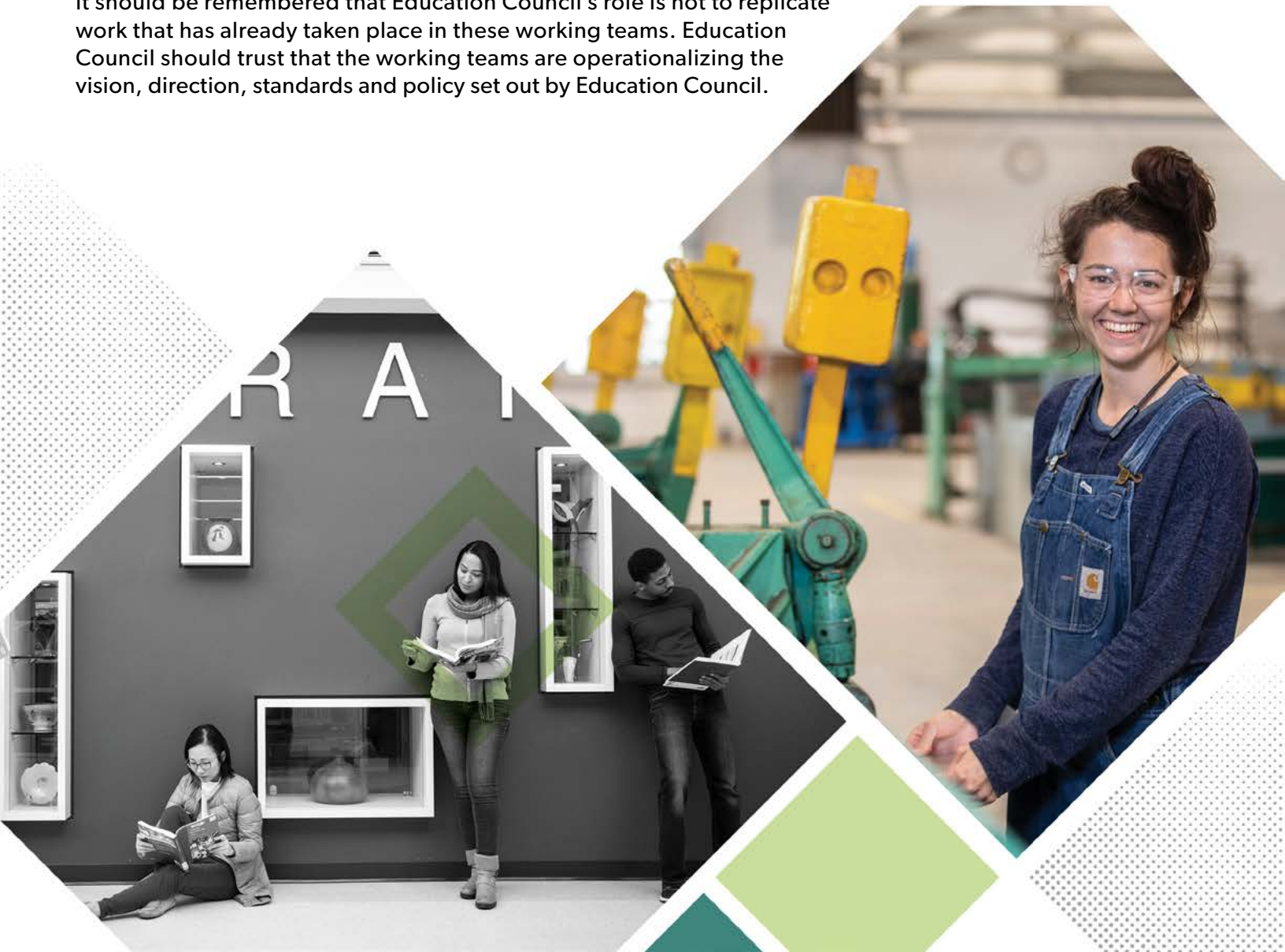
GOVERNANCE, MANAGEMENT, AND OPERATIONS

Education Council is a "governance body". The role of governance is about vision and translating that vision into policy. Education Council members are expected to act in good faith; and demonstrate stewardship, transparency, and integrity. Education Council members are equally and jointly responsible for decision-making. There is no hierarchy to Education Council.

Education Council members will govern by setting direction and providing vision with regard to curriculum, educational issues, and educational policy. Education Council regularly reviews their current policies and standards to ensure currency and relevance. In addition, Education Council may identify gaps, and emerging curriculum and educational quality issues that require advice, direction, standards, or policy. These gaps and issues often emerge through the curriculum review and approvals process.

Education Council members will set direction and provide vision with regard to curriculum, educational issues, and educational policy. It should be remembered that good governance does not involve "management". Management of the curriculum, educational issues, or educational policy is the responsibility of the Administration of the institution (e.g. VP Education, the Education Leadership Team, etc.). There is a hierarchy to our management; and management is the body responsible for resourcing and delegating work as required.

In addition, the Integrated Curriculum Committe and the school curriculum committees are all tasked with doing the various work of Education Council. These working teams are about putting into operation the vision of Education Council and making recommendations to Education Council for review and approval.
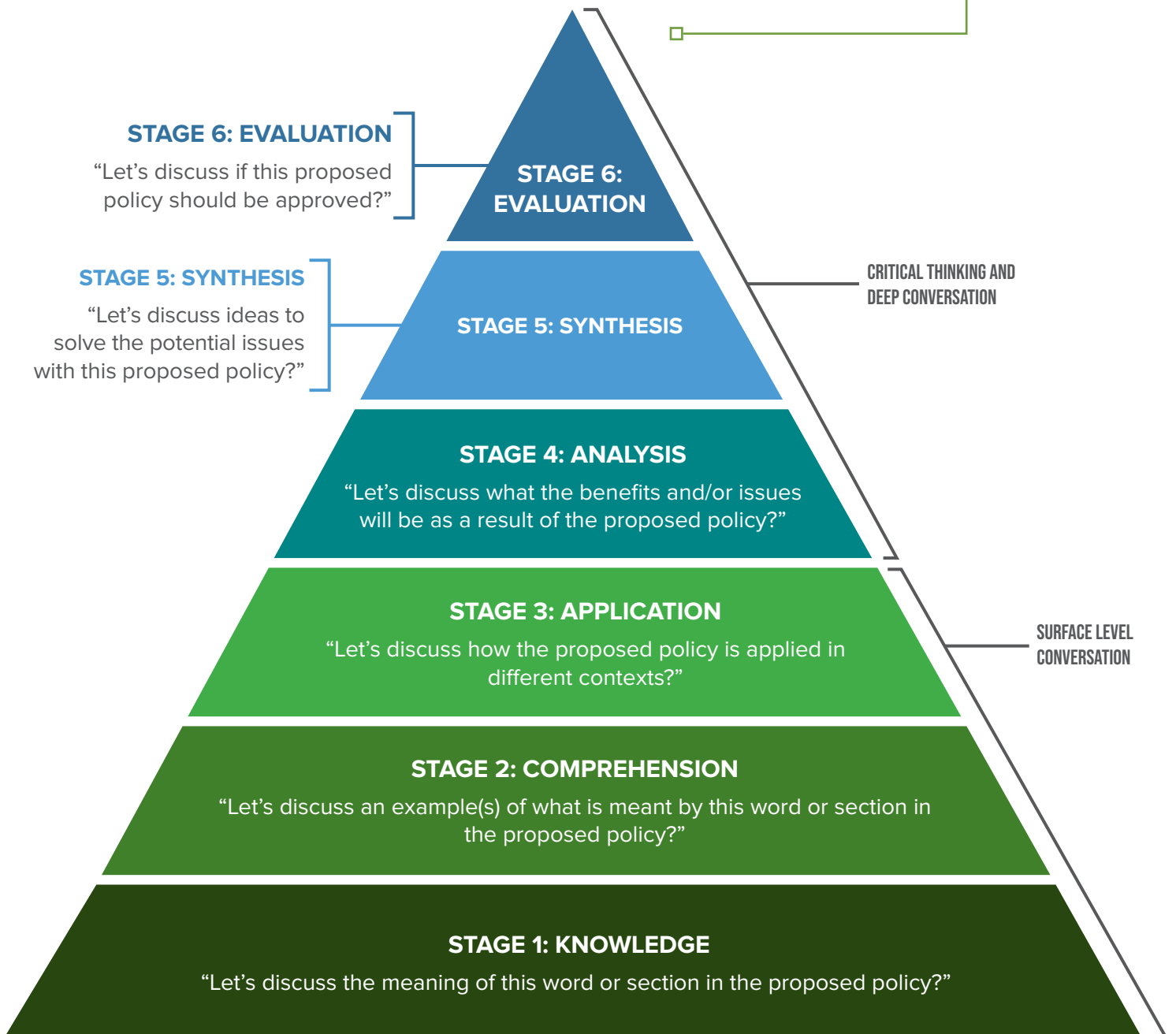
It should be remembered that Education Council's role is not to replicate work that has already taken place in these working teams. Education Council should trust that the working teams are operationalizing the vision, direction, standards and policy set out by Education Council.

DISCUSSION STRATEGY IN MEETINGS

Education Council discussions are intended to promote deep critical thinking and conversations that require the analysis, synthesis and evaluation of issues and topics relevant to our mandate; however to do that members need to have a foundation of knowledge, comprehension, and application. Below is strategy that outlines an increasing level of discussion complexity for the adoption of a proposed policy. Our aim is to ultimately move the discussion forward from surface level to deep conversation.

STAGE 6: EVALUATION
"Let's discuss if this proposed policy should be approved?"

STAGE 5: SYNTHESIS
"Let's discuss ideas to solve the potential issues with this proposed policy?"

STAGE 6: EVALUATION

STAGE 5: SYNTHESIS

STAGE 4: ANALYSIS
"Let's discuss what the benefits and/or issues will be as a result of the proposed policy?"

STAGE 3: APPLICATION
"Let's discuss how the proposed policy is applied in different contexts?"

STAGE 2: COMPREHENSION
"Let's discuss an example(s) of what is meant by this word or section in the proposed policy?"

STAGE 1: KNOWLEDGE
"Let's discuss the meaning of this word or section in the proposed policy?"

CRITICAL THINKING AND DEEP CONVERSATION
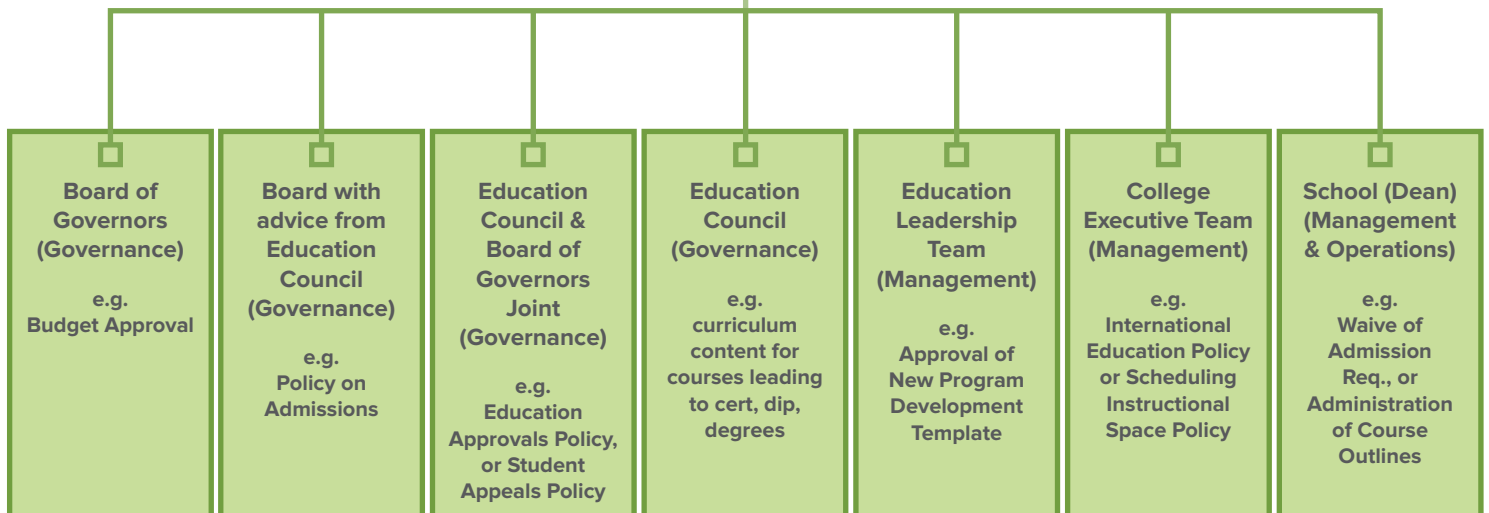
SURFACE LEVEL CONVERSATION

WHERE DOES THE AUTHORITY LIE?

When policy, standards, or other needs arise it must be determined who has the authority to address the needs. The College and Institute Act outlines the authority of the Board of Governors and Education Council. The Education Leadership Team and the Schools are generally tasked with managing and putting into operation the various decisions of the Board or Education Council.

NEED IDENTIFIED BY THE COLLEGE COMMUNITY

WHERE DOES THE AUTHORITY LIE?

Board of Governors (Governance)	Board with advice from Education Council (Governance)	Education Council & Board of Governors Joint (Governance)	Education Council (Governance)	Education Leadership Team (Management)	College Executive Team (Management)	School (Dean) (Management & Operations)
e.g. Budget Approval	e.g. Policy on Admissions	e.g. Education Approvals Policy, or Student Appeals Policy	e.g. curriculum content for courses leading to cert, dip, degrees	e.g. Approval of New Program Development Template	e.g. International Education Policy or Scheduling Instructional Space Policy	e.g. Waive of Admission Req., or Administration of Course Outlines

OVER 14,000 LEARNERS ARE IN ONE OF OUR 160+ CERTIFICATE, DIPLOMA OR DEGREE PROGRAMS.

- Average class size 24 students
- 24 is the average student age
- 1,700+ are International Students
- 1,100 are Indigenous Students
- 93% of students who go onto further studies say they were well prepared.

2024-2025
MEETING SCHEDULE

Regular meetings are generally held once a month from September to June. In some cases, special meetings may be called on matters requiring immediate attention. Meeting locations are outlined below.

Please contact the Education Council Coordinator at 370-3037 or **edapprovals@camosun.ca** if you are unable to attend a meeting.

DATE	TIME	TYPE	LOCATION
Wed, Sept 18, 2024	4:00-6:00 pm	Regular	P216, CC321, Teams
Wed, Oct 16, 2024	4:00-6:00 pm	Regular	P216, CC321, Teams
Wed, Nov 20, 2024	4:00-6:00 pm	Regular	P216, CC321, Teams
Wed, Dec 11, 2024	4:00-6:00 pm	Regular	P216, CC321, Teams
Wed, Jan 22, 2025	4:00-6:00 pm	Regular	P216, CC321, Teams
Wed, Feb 19, 2025	4:00-6:00 pm	Regular	P216, CC321, Teams
Wed, Mar 19, 2025	4:00-6:00 pm	Regular	P216, CC321, Teams
Wed, Apr 16, 2025	4:00-6:00 pm	Regular	P216, CC321, Teams
Wed, May 21, 2025	4:00-6:00 pm	Regular	P216, CC321, Teams
Wed, Jun 11, 2025	4:00-4:10 pm	Special Election Meeting	P216, CC321, Teams
Wed, Jun 11, 2025	4:10-6:00 pm	Regular	P216, CC321, Teams

18,650 Likes
Camosun College Convocation Ceremonies:
...rating 2020, 2021 and 2022 graduates!
...ngrad #courage #kindness #resilience
...omments

2024-2025 CHAIR AND VICE CHAIR OF EDUCATION COUNCIL

Bijan Ahmadi, Chair   **Andrea Kucherawy**, Vice-Chair

2024-2025 EDUCATION COUNCIL MEMBERS

VOTING MEMBERS

	TERM	YRS
Alexis Martfeld, *Faculty* │ martfelda@camosun.ca	Nov 1/23-July 31/25 ⚒	2
Andrea Kucherawy, *Support Staff* │ kucherawya@camosun.ca	Aug 1/23-July 31/25 ⚒	2
Bijan Ahmadi, *Faculty* │ ahmadib@camosun.ca	Aug 1/23-July 31/25 ⚒	2
Blair Fisher, *Faculty* │ fisherb@camosun.ca	Aug1/24-July 31/26	2
Courtney Neidig, *Faculty* │ neidigc@camosun.ca	Aug 1/24-July 31/26	2
Derek Murray, *Faculty* │ murrayd@camosun.ca	Aug 1/23-July 31/25 ⚒	2
Heather Del Villano, *Administration* │ delvillanoh@camosun.ca		2
Isabel Grondin, *Faculty* │ grondin@camosun.ca	Nov 1/23-July 31/25 ⚒	2
John Boraas, *Administration* │ boraas@camosun.ca		
Lois Fernyhough, *Faculty* │ fernyhol@camosun.ca	Aug 1/23-July 31/25 ⚒	2
Mark Fournier, *Faculty* │ fournierm@camosun.ca	Aug 1/23-July 31/25 ⚒	2
Michael Liu, *Faculty* │ lium@camosun.ca	Aug1/24-July 31/26	2
Nicholas Read, *Faculty* │ readn@camosun.ca	Aug 1/23-July 31/25 ⚒	2
Purav Yashpal, *Student* │ puravysolanki@gmail.com	Aug 1/24-July 31/25 ⚒	1
Scott Harris, *Administration* │ harriss@camosun.ca		
Steven Rumpel, *Administration* │ rumpels@camosun.ca		
Tia Primrose, *Support Staff* │ primrose@camosun.ca	Aug 1/23-July 31/25 ⚒	2
Vacant, *Student*		
Vacant, *Student*		
Vacant, *Student*		

NON-VOTING MEMBERS

Lane Trotter, *President* │ trotterl@camosun.bc.ca

Dr. Monty Bryant, *Board of Governors* │ montybryant@outlook.com

Chris Avis, *Interim ICC Chair* │ avisc@camosun.ca

TBD, │ *Indigenization Representative* │

Peter Moroney, *Director, Education Policy and Planning* │ moroneyp@camosun.bc.ca

Andrea Kucherawy, *Education Council Coordinator* │ edapprovals@camosun.ca

⚒ Elected members whose terms expire in the upcoming academic year. If you want to complete another term be sure to put forward your name at nomination time in March 2025.

Annual Terms end July 31. New Annual Term begins Aug 1.

HOW TO SUBMIT AGENDA ITEMS

Submit Education Council Agenda items via the Education Council Coordinator (edapprovals@camosun.ca). Please submit two (2) business days before the first Monday of each month for consideration at that month's meeting. All agenda items will be considered for inclusion at the monthly Agenda setting meeting by the Education Council Executive Committee.

Please include:

1. Who is submitting the item?
2. What is the item?
3. Background information
4. What do you want council to do?
5. Deadline for completion (if any)

AGENDA PACKAGE SCHEDULE AND CONTENTS

Agendas packages are sent by email to Education Council members 3-5 business days prior to the meeting.

Agenda packages generally include:

- Agenda
- DRAFT Minutes from previous meeting for approval
- Reports from
  - o Education Council Chair
  - o VP Education
  - o Board Member
  - o EdCo Subcommittees
    - Policy & Standards
    - ICC Chair
- Integrated Curriculum Committee Meeting Report
- Additional documents for distribution

MEETING BASICS

ABSTENTION

To refrain and/or refuse to vote. Note that an abstention does not affect quorum (stated in the Education Council by-laws) as voting is based on members present. An abstention at Education Council is an oxymoron, as it is a "non-vote", that has the effect of a "NO" vote.

ADJOURN

To close a meeting. Note that is the meeting is not yet over and the council wishes to close it they will need a majority vote.

MOTION

A formal proposal by a member, in a meeting, that a group take certain action on.

It is followed by:

1. A member who seconds it
2. The Chair who restates it
3. The Council who debates it
4. The Chair who "puts the question" (calls a vote)
5. The Chair who announces the results

MOTION TO AMEND

If a main motion might be more suitable or acceptable in an altered form (e.g. change wording to either clarify or within limits to modify the meeting), you can make a motion to amend.

MOTION TO "COMMIT" OR "REFER TO COMMITTEE"

If more time is required to amend a motion, or additional information is needed, so that it would be better to turn it over to a committee for study or redrafting, you can make a motion to "commit" or "refer to committee".

MOTION TO RECONSIDER

If a member changes their mind on a motion that has been either adopted or defeated during the meeting, they can make a motion to reconsider. Note that it must be made during the same meeting and only by a member on the winning side. It can be seconded by a member no matter how they voted.

MOTION TO RESCIND, RENEW, OR AMEND

If a member changes their mind on a motion that has been either adopted or defeated at a previous meeting, they can make a motion to rescind (on a motion approved), renew (on a motion defeated) or amend (make a change in wording on a motion approved or defeated). Note there are rules on the number of required votes (either majority or 2/3) to pass these motions as outlined in Robert's Rules of Order.

QUORUM

The minimum number of members (50% + 1) required to conduct Education Council business. Leaving an Education Council meeting may affect this.

ROBERT'S RULES OF ORDER

Henry M. Robert first derived this in 1876 from English parliamentary procedures and practices. It has become accepted as the standard authoritative work on meeting rules and procedures, and is used by Education Council to conduct our business.

UNANIMOUS CONSENT

It enables a motion to be adopted or some action being taken without the necessity of having the chair state the question on a motion and putting it to a vote. The Chair simply asks the assembly if there is any objection to taking the desired action, and if no member objects, the chair declares the action has been agreed to.

RESOURCES

EDUCATIONAL APPROVALS

By far the greatest area of focus for Education Council is in the area of curriculum approval.
Information on Educational Approvals at Camosun College is available on the Ed Approvals SharePoint site at:

https://mycamosun.sharepoint.com/sites/EducationApprovals

New and Revised Curriculum

CAMOSUN COLLEGE STRATEGIC PLAN

The "Inspiring Lives" plan charts a new and challenging course for the College as we continue to lead
the way in providing life-changing learning experiences for our students (…)" To read more go to:

https://camosun.ca/strategicplan

THE EDUCATION PLAN

Education Council needs to ensure that the curriculum changes are consistent with the College Education Plan.
The Education Plan details our Educational Principles, Programming Goals, Learning & Educational Support
Goals, and Enrolment Management Goals.
The Education Plan is located at:

https://camosun.ca/sites/default/files/2023-11/education-plan.pdf

EDUCATION COUNCIL SHAREPOINT SITE

The site is used to conduct the business of Education Council. Members can find agendas, links, meeting
schedule, and resources. The site is located at:

https://hub.camosun.ca/sites/Education/_layouts/15/start.aspx#/SitePages/Home.aspx

COLLEGE POLICIES

Educational Council advises (to the Board) on, and/or sets educational policy for the College.
The most-up-to date Education-related policies are available on the College public website at:

http://camosun.ca/about/policies/policies.html

THE BOARD

Education Council advises the Board and the Board must seek advice from Education Council on various
Educational Policy matters. The most up-to-date Board meeting, member information, agenda, and
minutes is available on the INTERNET at:

http://camosun.ca/about/bog/index.html

CHART FOR APPROVAL OF BY-LAWS, POLICIES, & TERMS OF REFERENCE

Located on the College Website at:
http://camosun.ca/about/policies/policies.html

See also **Policy Framework** and
Policy Holders and Approval Bodies Index *(Approved by BoG Nov 2019)*

Policy	Approval or Last Amendment Date	BoG Approval	EdCo Approval	EdCo Advice to BoG	Joint Approval BoG & EdCo
Academic Integrity (E-1.13)	Jun 2020		X		
Academic Progress (E-1.1)	Nov 2005		X		
Academic Schedule (E-1.2)	Mar 2016	X		X	
Admission (E-2.1)	April 2023	X		X	
Awards Committee Terms of Ref. (G-3.3)	Jan 2002		X		
Course Withdrawals (E-2.2)	July 2022		X		
Education Council By-Laws (G-3.1)	Jun 2020		X		
Educational Approvals (E-1.6)	May 2022				X
Evaluation of Student Learning (E-1.16)	Jun 2022		X		
Grading (E-1.5)	Nov 2022		X		
Final Exam Reschedule and Repeat (E-1.17)	Nov 2022		X		
Involuntary Health and Safety Leave of Absence (E-2.10)	Feb 2017		X		
Integrated Curriculum Committee TOR (G-3.4)	May 2022		X		
International Education (E-1.7)	Feb 1997	X		X	
Medical/Compassionate Withdrawal (E-2.8)	May 2021		X		
Policy and Standards Committee (G-3.5)	May 2014		X		
Posthumous Credentials (E-1.4.1)	Sept 2008		X		
Prior Learning Assessment (PLA)	Jun 1999				X
Program Advisory Committees (E-1.9)	Nov 2005	X		X	
Program Quality Assurance (E-1.12)	Nov 2019	X		X	
Program Suspension and Cancellation (E-1.11)	Jun 2011	X		X	
Credential Standards (E-1.4)	Feb 2021		X		
Grade Review and Appeals (E-1.14)	April 2023				X
Student Misconduct (E-2.5)	Sept 2020	X		X	
Sexual Violence and Misconduct (E-2.9)	Jun 2020	X		X	
Work Integrated Learning Policy (E-1.3)	Jun 2010		X		

EDUCATIONAL STANDARDS & GUIDELINES

Approved by Education Council or VP Education

Standard/Guideline	Approval or Last Amendment Date	Description
Active or Cancelled Course – Terminology	February 2011	Define differences between Active and Cancelled Courses, including how they are implemented.
Approval of Prescribed Curriculum	June 2014	Guide the approval of curriculum developed and established by another institution, organization or external partner.
Competitive Entry	April 2013	Guides the use of competitive program entry practices and how this relates to the College Admissions Policy.
Academic Credits	April 2020	Guides how to set the appropriate academic course credits.
Electives	October 2012	Defines terminology, including Elective, Approved Elective, and Excluded Course.
Expedited Implementation Process	June 2022	To address extraordinary circumstances whereby curriculum or curriculum changes need to be implemented within a very short time frame.
Learning Outcomes	March 2024	Guide curriculum developers in writing program and course learning outcomes.
Framework for Programs and Credentials	June 2022	The Framework for Programs and Credentials document identifies how base-funded and self-funded (credentialed and non-credentialed programs) are recognized, approved, and funded.

THE EDUCATION APPROVAL PROCESS

As per the College and Institute Act, Education Council approves all curricula that leads to a Camosun College credential or provides advice to the Board of Governors on the cancellation of programs. The education approvals process was established to facilitate this responsibility. As such, it guides the review, recommendation and approval of all curriculum changes that leads to a Camosun College credential.

Approximately 100+ Camosun faculty, staff and administration annually participate in the development, review, approval, and implementation of curriculum. By the time curriculum reaches the Education Council table it has been thoroughly vetted by numerous departments, committees and individuals; and has potentially undergone multiple revisions as a result of the process.

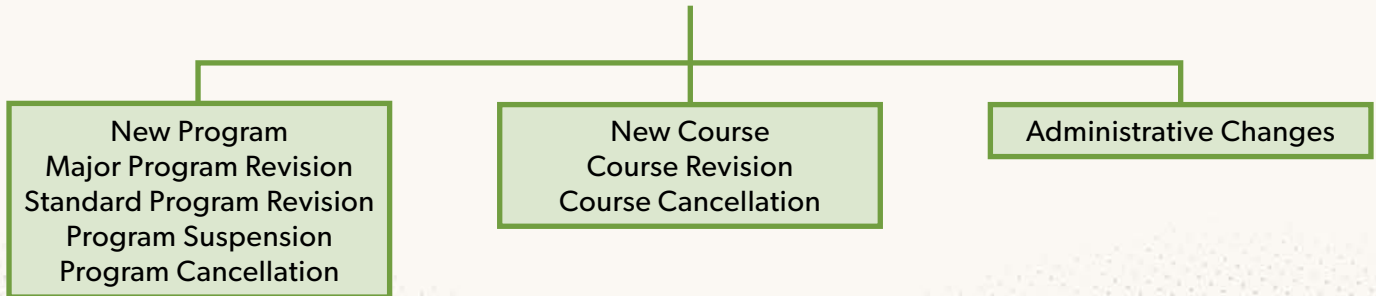## CURRICULUM CHANGES ARE CATEGORIZED AS FOLLOWS:

- **Category 1 Change: Board/Ministry Approval**
  Curricular changes that are at the Board of Governors or Ministry Policy or Governance levels; or result in new or cancelled credentials. They are under the authority of the Camosun College Board and/or the Ministry of Advanced Education to approve.

- **Category 2 Change: EdCo Approval**
  Curricular changes that are at the College, Program, EdCo Policy, or EdCo Governance level; result in the addition or cancellation of course offerings; or that create barriers for students. The changes are delegated to the Integrated Curriculum Committee to recommend and for Education Council to approve.

- **Category 3 Change: Dean or Designate Approval**
  Curricular changes that are at the School or Course level; or that are editing, correcting or the result of cascading changes. The changes can be delegated to the School Departments and Committees to recommend and the Dean or Designate to approve and sign-off. In some cases, these changes may be re-designated Cat 2 changes if there is a greater impact to the curriculum/college than originally understood.

A guideline for the **Categories of Approval** can be found here.

The following are the various **Curriculog** processes/forms for curriculum proposals:

| New Program
Major Program Revision
Standard Program Revision
Program Suspension
Program Cancellation | New Course
Course Revision
Course Cancellation | Administrative Changes |

REVIEW OF ICC FEEDBACK OF CURRICULUM FOR APPROVAL:

Education Council members are encouraged to review the ICC Feedback and the School/Department response for curriculum proposals via OneNote. Links to the specific OneNote related to curriculum for approval are found in the ICC Report which is included in your EdCo meeting agenda package. The agenda package is sent via email to council members by end of the day on the Friday before the scheduled EdCo meeting. See example below:

CAMOSUN

Integrated Curriculum Committee Report

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 delVillano, 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

GLOSSARY OF ACRONYMS

ABE   Adult Basic Education – Academic Upgrading

BBA   Bachelor of Business Administration (Applied Degree)

BOG   Board of Governors

CAL   Centre for Accessible Learning

CET   College Executive Team

CETL   Centre of Excellence for Teaching and Learning

ICC   Integrated Curriculum Committee – Sub-Committee of Education Council that reviews and recommends curriculum for approval.

EdCo   Education Council

ELT   Education Leadership Team –VP Education, Deans, Registrar, Cooperative Education Director

DQAB   Degree Quality Assessment Board

PLA   Prior Learning Assessment – assessment by some valid and reliable means by department faculty of what has been learned through non-formal education/training or experience that is worthy of credit in a course or program.

PSIPS   Post-Secondary Institution Proposal System – On-line Provincial Wide Review of New Curriculum