



Education Council

Ensuring that our students are provided with quality educational experiences

Ex-250-002-002

Minutes

Monday, December 10, 2012

3:30- 4:00 Holiday Social / 4:00 – 6:00 Meeting

CC 321, Interurban

Present

Barbara Herringer (Administration)
Carly Hall (Faculty), Chair
Cindy Kwok (Permanent Secretary)
Corrine Michel (Faculty)
Cynthia Wrate (Faculty), Vice-Chair
Gail Baxter (Support Staff)
Insu Kim (Student)
Joanne Cumberland (Support Staff)
John Gordon (Faculty)
Karin Kaercher (Faculty)

Kathy Tarnai-Lokhorst (Faculty)
Madeline Keller-MacLeod (Board of Governors)
Mindy Cui Yu Jiang (Student)
Nancy Sly (Faculty)
Nicole Greengoe (Administration)
Patricia Gaudreault (Faculty)
Richard Stride (Administration)
Shelley Butler (Permanent Secretary)
Thea Todd (Faculty)

Regrets/Absent

John Boraas (Administration)
Kathryn Laurin (President)

Paul Brady (Faculty)

Guests

Gord Inglis, Centre for Sport and Exercise Education
LeaAnne Webster, School of Business
Nevin Harper, Centre for Sport and Exercise Education
Peter Rehor, Centre for Sport and Exercise Education

Meeting

A. CALL TO ORDER AND A DECLARATION OF QUORUM

The Regular Meeting was called to order at 4:05 by Carly Hall, Education Council Chair.

B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY

Carly acknowledged the Coast Salish Territory. Camosun College serves the communities of southern Vancouver Island and the south Gulf Islands that are located in the traditional territories of the Esquimalt; Lekwungen; Malahat; Pacheedaht; Pauquachin (Saanich); SC'lanew; Tsartlip (Saanich); Tsawout (Saanich); Tseycum (Saanich); and T'Sou ke Nations. Camosun College campuses are located on land that is the traditional territory of the Lekwungen, Esquimalt, and Saanich peoples.

C. INTRODUCTIONS

Carly welcomed everyone and requested a round table of introductions.

D. ACCEPTANCE OF AGENDA

John Boraas was unable to attend this meeting. His presentation "Consultation Program Cancellation" will be moved to January 2013 agenda.

The December 10, 2012 agenda was accepted via unanimous consent.

E. APPROVED MINUTES

The November 19, 2012 minutes were approved via unanimous consent.

F. REPORTS

1. EDUCATION COUNCIL CHAIR – CARLY HALL

Carly congratulated Barbara Herringer as she will be retiring from the College in two weeks. Education Council thanked Barbara for her wisdom at the table, and presented a gift to her as this will be Barbara's last Education Council meeting. Barbara acknowledged that she has learned a lot and has enjoyed working at Education Council.

2. VP EDUCATION – JOHN BORAAS

No report available as John was unable to attend this meeting.

3. BOARD – MADELINE KELLER-MACLEOD (CARLY HALL)

Carly reported (as Madeline was unable to attend the Board of Governors meeting on Dec 3, 2012) that the Board meeting was a quick and light one.

G. COMMITTEE REPORTS

1. AWARD'S COMMITTEE – JOANNE CUMBERLAND

Nil

2. ALTERNATES AND ELECTIVES - KATHY TARNAL-LOKHORST

Nil

3. EDUCATION COUNCIL STEERING COMMITTEE – ED APPROVALS REVIEW AND RENEWAL – KARIN KAERCHER (CARLY HALL)

Carly reported that the Education Council Steering Committee has met twice since the previous Education Council meeting. The Education Council Steering Committee is currently working through the new Education Approval model and the communication plan for the College. The next meeting will occur in January 2013.

4. EDUCATION COUNCIL GOVERNANCE / ACCOUNTABILITY – ED APPROVALS REVIEW & RENEWAL – CYNTHIA WRATE

Cynthia reported that this committee will meet tomorrow (Dec 11, 2012) at 9:00 am to outline the scope and emphasis of work. New procedures (including internal processes) will be reviewed. Participating members are Carly, Kathy, Nancy, and Cynthia. All Education Council members are invited to volunteer at this committee.

H. COLLEGE CURRICULUM COMMITTEE (CCC) PRESENTATIONS & REPORT – NICOLE GREENGOE

1. Applied Chemistry and Biotechnology & Environmental Technology

Replace COMP 156 with COMP 152 to expand the literacy of computing rather than just application use. COMP 156 is being phased out. Included are a couple of minor cascading changes, add ENGL 164 as one of the eligible academic writing courses and replace ENGL 140 with 142.

Motion

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Applied Chemistry & Biotechnology (Diploma in) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 61681)
Environmental Technology (Diploma in) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 61680)

Motion Carried

2. PSYC 256

Add MHA 115 Therapeutic Relationships as an alternate prerequisite to PSYC 154 Interpersonal Skills at the request of the Mental Health and Addictions Chair. The learning outcomes from MHA 115 are sufficient to proceed successfully to PSYC 256.

Motion

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

PSYC 256 Introduction to Counseling (Substantive/Major Revision) -	Course Pre-Requisite (alternate)	(ID 61682)
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Motion Carried

3. BUS 220 and BUS 460

BUS 220: The Course Description and the Learning Outcomes have been reviewed. The revised wording provides students with clearer outcomes, thus understanding of what is offered in the course and what they will learn.

BUS 460: To remove 3 out of the 5 existing pre-requisites to be consistent with receiving institutions.

CCC requested some edits to language for clarity. Revisions are made and prepared for approval.

Motion

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

BUS 220 Organizational Behavior (Substantive/Major Revision) -	Course Calendar Description, Course Pre-requisite (replacement), Learning Outcomes	(ID 61683)
BUS 460 Int'l Trade and Finance (Substantive/Major Revision) -	Course Pre-Requisite (relax)	(ID 61684)

Motion Carried

4. Hospitality Management Coop Appendix and HMG 101

This change is an error correction to the credits required to be eligible for the first Co-op work term. The course currently lists 35 credits as required; however the student only requires 34 credits. This error has been carried forward for a couple of years and needs to be corrected. In addition, it currently lists the HMG 101 course as 1.5 credits; however the course is approved at 2.0 credits. Corrections to Program Outline and Coop Appendix are made.

Motion

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Hospitality Management – Internship Designation (Diploma in) (Substantive/Major Revision) -	Other:	(ID 61716)
English (Associate Degree of Arts) (Substantive/Major Revision) -	Program Content	(ID 61657)
HMG 101 Co-operative Work Experience (Substantive/Major Revision) -	Course Pre-Requisite (relax)	(ID 61715)

Motion Carried

5. HCA 174

This is to increase the course hours from 30 to 37.5 hours, as it is the usual work week of the staff of the HCAs. This will allow the students to experience the reality of the full shift, thereby better preparing them for the HCA role once they graduate. The CCC requested the department rewrite the rationale to be more “student-centric.” The department has done so.

Motion

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

HCA 174 Transition Practicum (Substantive/Major Revision) -	Course (Activity) & Hours	(ID 61685)
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Motion Carried

6. Practical Nursing

The Participation Requirements have changed and no longer require applicants with English as an additional language to meet the language requirements set by the College of Licensed Practical Nurses of BC. Included are a couple of minor changes, Criminal Record Check language, and the change from ENGL 140 to 142.

Motion

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Practical Nursing (Diploma in) (Substantive/Major Revision) -	Program Admission Requirements, Program Participation Requirements	(ID 61686)
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Motion Carried

7. CIVL 151 and 162

CIVL 151: Due to changes in technology it has become necessary to spend more time in the classroom and less time in the field for this class. With the equipment becoming more electronic and soft-ware driven, the equipment needs a classroom and data projector in order for an instructor to teach. This same change also makes the equipment quicker to use.

CILV 162: The new learning outcomes have clearer wording and the new description is a better match to the learning outcomes.

The CCC requested the department clarify when the program will move to the new credit model. The program still appears to be on the old credit model. The program anticipates moving all curriculum over during the quarter to semester change for Sept 2015. In addition, CCC requested some edits to language for clarity. The department has completed such.

Motion

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

CIVL 151 Surveying 1 (Substantive/Major Revision) -	Course (Activity) & Hours	(ID 61688)
CIVL 162 Soils 1 (Substantive/Major Revision) -	Course Calendar Description, Learning Outcomes	(ID 61717)

Motion Carried

8. English Language Teaching - International

It was determined that the program should be defined as a "Certificate" rather than an "Advanced Certificate" due to insufficient hours for the advanced designation.

The original admission requirements for non-native English speakers (Bachelor's degree in English linguistics or applied linguistics) excludes many practicing ESL teachers overseas, who may have an equivalent combination of education and experience, such as a degree in English literature and a few years of teaching experience. The partner institutions have requested this admission requirement to be broadened to allow for greater participation.

Although this program was initially conceived for delivery overseas in Vietnam, it would benefit the college to be able to offer it to institutions who would like to send English teachers here for short-term training. The college has recently been approached to take on this task on a long-term basis.

The CCC requested the department clarify the hours as submitted. There appears to be redundancy/errors in the hours as submitted. The department has reviewed and now corrected the errors.

Pending Motion

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

English Language Teaching - International (Certificate in) (Substantive/Major Revision) -	Program Admission Requirements, Program Credential Awarded, Program Delivery Arrangements, Program Description	(ID 61721)
ELTI 100 Engl Lang Teaching Methodology (Substantive/Major Revision) -	Course (Activity) & Hours	(ID 61718)
ELTI 101 Socio Cultural Contexts (Substantive/Major Revision) -	Course (Activity) & Hours, Course Calendar Description	(ID 61720)
ELTI 102 Teaching Practicum (Substantive/Major Revision) -	Course (Activity) & Hours, Course Calendar Description	(ID 61719)

Motion Pending

9. Medical Radiography

Admission and program requirements are changed to make it clearer for readers. Moved a section and changed wording on the CRC, CPR/First Aid, TB test, and the Mask Fit test to be the same as other HHS programs. Elaborated on the expectations of the resume and added that a cover letter is expected for the admission process. Added a short overview of the admission process for prospective students.

ENGL 140 is now being replaced with ENGL 142 as a cascading change. As a result we updated the program outline accordingly.

The CCC requested the department consult with the Admissions Department to ensure the requirements are workable. The department has consulted.

Motion

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Medical Radiography (Diploma in) (Substantive/Major Revision) -	Other:, Program Admission Requirements, Program Delivery Arrangements, Program Description, Program Participation Requirements	(ID 61656)
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Motion Carried

10. Practical Nursing for Health Care Assistants – Program Cancellation

The Certificate in Practical Nursing Access for Health Care Assistant has been very well received. However, seats were not filled in recent years and the program was offered every two years with only 20 to 25 students (instead of 32). The PN Certificate Program was recently replaced with the PN Diploma Program. A process will be implemented for Health Care Assistants to be assessed by the department in order to receive credits for two courses in the PN Diploma program. Students will receive “in lieu of” credit if they have taken the HCA program at Camosun and “transfer credit” if they have taken the HCA program outside of Camosun. Cancelling the PN Access program will have

minimal impact on students, faculty, and the community because the new PN Diploma Program is used in place of PN Access.

Motion

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Practical Nursing Access for HCA (Certificate in (Substantive/Major Cancellation (Replacement)) -	Cancel Program	(ID 61687)
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Motion Carried

11. Certificate in Office Administration – LeaAnne Webster, School of Business

LeaAnne Webster presented the revisions to the Office Administration program (OAP). A program review and renewal process was completed in October 2012. This process included information collection through student focus groups, graduate and employer online surveys, and institutional research data on where graduates go and their successes. The program review team included the OAP Chair and faculty. A member of the Distributed Education team also participated in the review offering insight and advice to the team on educational technologies. A Student Services representative participated in the first two review sessions, contributing ideas and suggestions to the visioning process. Both the Dean and the Associate Dean of Business also attended a number of the review sessions. At times, the OAP chair and faculty held additional meetings to participate in number of program review-related tasks and contribute to the completion of program review responsibilities.

The review of the Office Administration Program resulted in the following:

- Renewal and refresh of the Office Administration curriculum that included the review of program courses, descriptions, learning outcomes and content.
- The removal of Math 10 as an admission requirement.
- The inclusion of a keyboarding admission requirement of 20 words per minute and an adjustment of the keyboarding completion requirement to 40 words per minute.
- A reduction in keyboarding courses.
- The inclusion of an elective option for students in the second semester.
- The inclusion of an integrated simulation project that gives learners the opportunity to apply and practice their skills in a simulated office environment. This includes graded assignments that are based on the skills and knowledge acquired within individual courses that are completed within a two day simulation in the final semester.

Remove Math Admission Requirement:

- Math basics relating to solving business-related mathematical computations are covered in ABT118, Office Procedures, ABT178, Spreadsheet and Database Software, and ABT184, Accounting Basics.
- The MOA program has not had a math prerequisite for a number of years and graduates have been very successful in ABT 124.
- Math Waiver Pilot Project conducted during the 2011/2012 academic year. Twelve students received math waivers and 11 students were successful (96%). A number of these students were on the Dean’s Honour Roll.

Addition of Keyboarding Admission Requirement

- Keyboarding requirements for entry-level government positions is 40 wpm.
- Feedback from the last OA advisory committee members indicated a reduction to 40 wpm would be sufficient for entry-level positions.
- Many BC colleges have keyboarding completion requirements of 40 wpm or less.

Many of today's students enter our program with basic keyboarding skills. We have found that they are very capable of achieving 40wpm in one term. Any student who does not reach the required 40wpm would continue to practice on their own and complete a CE keyboarding assessment when ready.

CCC Concerns/Questions/Comments

1. The CCC requested the department provide some additional information (e.g. facts) to the rationale related to the removal of the Math 10 Admission Requirement and the adjustment of the keyboarding requirement. The department has done so.
2. The CCC requested the department seek sign-off from the School of Access for the change related to the Math admission requirements. The department has done so.
3. The CCC requested clarification on the structure and administration of the capstone completion requirement in the program, since the capstone assignment is spread over the second semester courses as is not a single course itself. The department has clarified how it would handle a number of scenarios which could result from this program structure.
4. The CCC requested clarification on the activity and hours for a number of the ABT courses since they are listed as labs. However, the CCC believes they might be more appropriate as lectures. The department agrees and has fixed this error.
5. The CCC requested a number of edits to language for clarity. The department has done so.

EdCo Concerns/Questions/Comments

- EdCo asked what options are available if students failed the Capstone Project. LeaAnne advised that the students can still write the exam but will be required to complete the online integrated learning project.

Motion

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Office Administration (Certificate in) (Substantive/Major Revision) -	Learning Outcomes, Other:, Program Admission Requirements, Program Content, Program Description	(ID 61690)
Office Administration (Certificate in) (Substantive/Major Revision) -	Program Completion Requirements	(ID 61691)
ABT 110 Office Admin. Keyboarding (Substantive/Major Revision) -	Course (Activity) & Hours, Course Calendar Description, Course Pre-requisite (replacement), Learning Outcomes	(ID 61692)
ABT 117 Interpersonal Success Tools (Substantive/Major Revision) -	Course Calendar Description, Course Title, Learning Outcomes	(ID 61693)
ABT 118 Office Procedures (Substantive/Major Revision) -	Course Calendar Description, Learning Outcomes	(ID 61694)
ABT 160 Word Processing 1 (Substantive/Major Revision) -	Course (Activity) & Hours, Course Calendar Description, Learning Outcomes	(ID 61695)
ABT 161 Word Processing 2 (Substantive/Major Revision) -	Course (Activity) & Hours, Course Calendar Description, Learning Outcomes	(ID 61696)
ABT 164 Business Communications 1 (Substantive/Major Revision) -	Course (Activity) & Hours, Learning Outcomes	(ID 61697)

ABT 165 Business Communications 2 (Substantive/Major Revision) -	Course Calendar Description, Learning Outcomes	(ID 61698)
ABT 167 Records Management (Substantive/Major Revision) -	Course Calendar Description, Learning Outcomes	(ID 61699)
ABT 170 Information Technology (Substantive/Major Revision) -	Course (Activity) & Hours, Course Calendar Description, New Course	(ID 61700)
ABT 178 Excel & Access Software (Substantive/Major Revision) -	Course (Activity) & Hours, Course Calendar Description, Course Title, Learning Outcomes	(ID 61701)
ABT 184 Accounting Basics (Substantive/Major Revision) -	Course Calendar Description, Course Pre-requisite (replacement), Learning Outcomes	(ID 61702)
ABT 270 Maintaining an Online Presence (Substantive/Major Addition (New)) -	New Course	(ID 61703)
ABT 281 Accounting Software Tools (Substantive/Major Revision) -	Course Calendar Description, Learning Outcomes	(ID 61704)
Motion Carried		

12. Bachelor of Sport and Fitness Leadership (ExWell and Sport Mgmt Specializations) and associated changes – Peter Rehor, Gord Inglis and Nevin Harper, Center for Sports & Exercise Excellence (CSEE)

At the beginning of the Education Council meeting, Nicole stated that CSEE would not be presenting due to insufficient votes from CCC for full recommendation. The presentation was hence removed from the agenda. However, during the course of the meeting, members from CSEE arrived and requested to present at the meeting.

Given the short notice provided to CSEE about not presenting, the fact that they had prepared for the presentation session, and some of the emerging issues around recruitment, particularly their need to advise continuing students, Carly and Nicole agreed to allow CSEE to present for information purpose only. This was an exception and Education Council members might be asked to e-vote to move this forward before Christmas break upon CCC's full recommendation.

Peter Rehor, Nevin Harper, and Gord Inglis presented the changes to the Bachelor of Sport and Fitness Leadership. The changes represent the input of faculty, staff, students, and the CSEE Program Advisory Committee in refining of the Bachelor of Sport & Fitness Leadership (BSFL) program to better meet student needs through the increased distinction of the two Specializations of the program: Exercise & Wellness and Sport Management. The specific changes include:

- The development of two distinct pathways for the two Specializations (Exercise & Wellness and Sport Management) within the BSFL degree
- The inclusion of Athletic & Exercise Therapy courses into the BSFL – Exercise & Wellness Specialization so that the graduates of the program have the requisite courses to qualify to write the National CSEP (Canadian Society of Exercise Physiology) – CEP (Certified Exercise Physiologist) certification exam.
- The development of the following new courses to broaden the student's knowledge base and skill sets:
 - SPEX 355 - Etiology and Treatment of Obesity
 - SPEX 412 - Physical Activity & Mental Health
 - SFL 335 – Individual Sports & Activities
 - SFL 435 – Team Sports & Activities
 - SFL 491 – Applied Exercise & Sport Management
- Diploma / Degree course changes to address redundancy and improve sequencing

Intent of Changes:

- Enhanced learning outcomes in Diploma programs – depth and breadth
- Increase retention and recruitment of students from Diploma programs to the BSFL
- Enhanced reputation of the program with the CSEP - CEP Certification option
- Enhanced reputation of the program with pursuit of Commission on Sport Management Accreditation (COSMA)
- Enhanced practical experiences

Review Process:

An internal review of the BSFL Degree program commenced in October 2011. The following is the listing of key meetings / inputs throughout the process:

- CSEE Review Committee formed – October 2011
- Monthly CSEE Review Committee meetings – October 2011 – May 2012
- Monthly updates to CSEE Team Meetings – November 2011 – May 2012
- Program Advisory Committees (joint PACs) meeting presentation and input – July 27, 2012
- CSEE Team Meetings discussion / recommendations – October 11, 2012; October 26, 2012; November 23, 2012
- Sport Education Curriculum Committee review – October 12, 2012; October 19, 2012, November 16, 2012
- College Curriculum Committee presentation and review – November 19, 2012.

Impacts:

- Current 2nd year Sport Management (SPMA) or Exercise and Wellness (EXWELL) Diploma students will be able to enter the 3rd year of BSFL – Exercise & Wellness Specialization or Sport Management Specialization for September 2013
- Current BSFL – EXWELL 3rd year students will not be able to transition into the new 4th year to gain CSEP-CEP readiness as they will be missing required new 3rd year courses.

CCC Concerns/Questions/Comments

1. The CCC requested the school to re-do the change/rationale section of the Program Change form. The section as submitted provided too much detail, but did not give a summary at a macro level to help the committee understand the changes, the scope of change, the review process to date, and the impacts on current and prospective students. The school has done.
2. The CCC requested the department revise the submitted outline so that it is more “readable” regarding layout, formatting, “showing the change,” etc. The current submission was very difficult to work through. The school has done so.
3. The CCC requested the school consider lowering the Math Admission Requirement to a “C” as it is thought by a CCC member that that would be sufficient for success in the program. The school has considered and decided against this.
4. The CCC requested some edits to language and formatting for clarity. The department has done.

EdCo Concerns/Questions/Comments

A few EdCo members expressed their concerns shortly after the CSEE presentation. One of the concerns was the implication of BSFL being allowed to present at EdCo without CCC’s full recommendation. Also, the readiness of the program for approval was questionable. Moreover, members were concerned about inconsistent program name and the possibility of having to do a vote electronically.

CCC will be reminded to review and cast a vote as soon as possible. This program will be discussed again at January 2013 CCC meeting. Further discussion will be carried out prior to January EdCo.

Pending Motion

It was moved and seconded by the College Curriculum Committee that Education Council approves the proposed curriculum changes to:

Sport and Fitness Leadership (Bachelor of) (Substantive/Major Revision) -	Learning Outcomes, Program Admission Requirements, Program Completion Requirements, Program Content, Program Cooperative Education, Program Participation Requirements	(ID 61713)
Exercise and Wellness (Diploma in) (Substantive/Major Revision) -	Program Content	(ID 61712)
Sport Management (Diploma in) (Substantive/Major Revision) -	Program Content	(ID 61711)
Sport and Fitness Leadership (Bachelor of) (Substantive/Major Revision) -	Other:	(ID 61714)
SFL 335 Individual Sports & Activities (Substantive/Major Revision) -	Course Pre-Requisite (relax)	(ID 61710)
SFL 435 Team Sports & Activities (Substantive/Major Revision) -	Course Pre-Requisite (relax)	(ID 61709)
SFL 491 Applied Exercise & Sport Management (Substantive/Major Revision) -	New Course	(ID 61706)
SPEX 355 Obesity: Etiology & Treatment (Substantive/Major Revision) -	New Course	(ID 61707)
SPEX 412 Phys. Activity & Mental Health (Substantive/Major Revision) -	New Course	(ID 61705)
SPMA 250 Partnership/Stakeholder Mgmt (Substantive/Major Revision) -	Course Pre-Requisite (relax)	(ID 61708)

PENDING MOTION

I. PRESENTATIONS AND/OR DISCUSSIONS

1. SELECTIVE QUALIFICATION – CARLY HALL

Due to time constraints, this item will be discussed in January EdCo meeting.

2. ENGLISH ROADMAP – CARLY HALL

Due to time constraints, this item will be discussed in January EdCo meeting.

J. NEXT MEETING

Regular Meeting

Monday, January 21, 2013, 4:00-6:00 pm, CC 321, Interurban

K. ADJOURNMENT

The meeting adjourned at 6:00 pm.