



Education Council

Ensuring that our students are provided with quality educational experiences

Ex-250-002-002

Approved Minutes

Monday, March 18, 2013

4:00 – 6:55 pm Meeting

CC 321, Interurban

Present

- | | |
|--|--------------------------------------|
| Carly Hall (Faculty), Chair | Mindy Cui Yu Jiang (Student) |
| Anita Ferriss (Administration) | Nancy Sly (Faculty) |
| Cindy Kwok (Permanent Secretary) | Nicole Greengoe (Administration) |
| Cynthia Wrate (Faculty), Vice-Chair | Patricia Gaudreault (Faculty) |
| Gail Baxter (Support Staff) | Paul Brady (Faculty) |
| John Boraas (Administration) | Richard Stride (Administration) |
| Karin Kaercher (Faculty) | Shelley Butler (Permanent Secretary) |
| Kathy Tarnai-Lokhorst (Faculty) | Thea Todd (Faculty) |
| Madeline Keller-MacLeod (Board of Governors) | |

Regrets/Absent

- | | |
|-----------------------------------|----------------------------|
| Corrine Michel (Faculty) | John Gordon (Faculty) |
| Insu Kim (Student) | Kathryn Laurin (President) |
| Joanne Cumberland (Support Staff) | |

Guests

- | | |
|--|------------------------------------|
| Mary Byrne, Victoria Conservatory of Music | Kelli Moorhouse, Arts & Science |
| Shirley Bassett, Health & Human Services | Catherine Mack, School of Business |

Meeting

A. CALL TO ORDER AND A DECLARATION OF QUORUM

The Regular Meeting was called to order at 4:01 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. WELCOME AND ROUNDTABLE

Carly welcomed everyone and requested a roundtable check-in.

D. ACCEPTANCE OF AGENDA

The March 18, 2013 agenda was accepted via unanimous consent.

E. APPROVED MINUTES

The February 18, 2012 minutes were approved via unanimous consent.

F. REPORTS

1. EDUCATION COUNCIL CHAIR – CARLY HALL

African Awareness award will remain at EdCo. According to Francis Yee, two representatives from VIDEA (a BC-based international development and education association) will serve on the Selection Committee. Application deadline is changed to May 15, 2013.

2. VP EDUCATION – JOHN BORAAS

John will report later. (see “*Budget discussion*” and “*Program Mix Analysis*”)

3. BOARD –MADELINE KELLER-MACLEOD

Madeline will report later. (Note: Madeline arrived late and left early, hence unable to provide Board Report).

G. COMMITTEE REPORTS

1. AWARD’S COMMITTEE – CARLY HALL FOR JOANNE CUMBERLAND

Dr. Gordon L. Diewart Community Service Entrance Award – Carly Hall

Carly advised the award is valued at \$1,000 and is granted annually in the Fall of each year for a first year Camosun student, on the basis of good academic high school performance and leadership and/or community service. The recipient must have demonstrated participation in volunteer activities associated with the prevention of drinking and driving. Preference will be given to students who took leadership roles in their high school Dry Grad activities. This award is also available at other post-secondary institutions (eg. UBC, UVIC and Douglas). To increase the profile of this award, the Award Committee will work with Financial Aid and Sandra Bitz to put forward college-wide communiqué and add such to the EdCo website.

2. ALTERNATES AND ELECTIVES - KATHY TARNAL-LOKHORST

Kathy advised the committee has met and will put forward a proposed list of terminology very soon.

3. EDUCATION COUNCIL STEERING COMMITTEE – ED APPROVALS REVIEW AND RENEWAL – KARIN KAERCHER

Karin advised the committee has met regularly to review complex issues related to curriculum and operational needs. With EdCo agenda being very full lately, the committee would like to table the discussion and will report more in June.

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

Cynthia advised this Committee has discussed the scale and scope of this topic, and will bring forward a report shortly.

5. SELECTIVE ADMISSION – CARLY HALL

A newly revised draft was provided - EdCo members were asked to review the document and to provide feedback to Shelley or Cindy by April 8 (for April 15 EdCo meeting). Carly thanked all members for the input and hard work in creating this template since last spring.

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

1. Certificate in Music Technologies and MTEC 100, 110, 210, 212, 214, 220, 222, 290 – Mary Byrne, Victoria Conservatory of Music

The Music Technologies program is offered through a partnership between the Victoria Conservatory of Music and Camosun College. The program comprises a seven-course series which may be taken part-time through distributed learning over 3 semesters. The Certificate is designed for accomplished musicians who wish to acquire a basic competency in digital technologies applicable to modern practice in professional music-making. The impetus to create a Certificate in Music Technologies came directly from industry professionals of international stature in the Pacific Northwest region who identified significant points lacking in currently offered music technologies programs and the need to better prepare future professionals for music composition in certain industries (film, gaming, and media, including colleagues at Lucasfilm Ltd., *Finale*®, and the Berklee School - Boston). The department was asked by CCC to work with Enrollment Services regarding transferability and enrollment management (incoming and outgoing) as pre-requisites are rather complex. This program is tuition-funded and may eventually move to distance-learning module. Questions and discussion followed.

Motion

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

Music Technologies (Certificate) (Substantive/Major Addition (New)) -	New Program/Credential	(ID 61980)
MTEC 100 Intro to Music Technologies (Substantive/Major Addition (New)) -	New Course	(ID 61982)
MTEC 110 Internet for Musicians (Substantive/Major Addition (New)) -	New Course	(ID 62059)
MTEC 210 Digital Notation and Scoring (Substantive/Major Addition (New)) -	New Course	(ID 62056)
MTEC 212 Music Sequencing and DAW (Substantive/Major Addition (New)) -	New Course	(ID 62060)
MTEC 214 Virtual & Software Instruments (Substantive/Major Addition (New)) -	New Course	(ID 62057)
MTEC 220 Music Recording: Fundamentals (Substantive/Major Addition (New)) -	New Course	(ID 62061)
MTEC 222 Digital Audio Mixing & Editing (Substantive/Major Addition (New)) -	New Course	(ID 62058)

MTEC 290 Media Composition Workshop (Substantive/Major Addition (New)) -	New Course	(ID 62062)
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Motion Carried

2. Diploma in Dental Hygiene and DHYG Courses – Shirley Bassett, School of Health & Human Services

This program prepares individuals to practice dental hygiene in both clinical practice and community-based settings. Graduates will have the knowledge, skills and attitudes necessary to provide preventive, educational and therapeutic dental hygiene services to individuals and groups, and must write the national Dental Hygiene Certification Examination to be eligible for licensure with the College of Dental Hygienists of British Columbia. Graduates of the program are eligible to apply to the UBC to complete the 4th (final) year of the Bachelor of Dental Science (Dental Hygiene) Program, or to Thompson Rivers University to complete a Bachelor of Health Science.

The proposed changes are to bring this program in line with the 2010 national entry to practice competencies and practice standards required by the Canadian Commission on Dental Accreditation and the BC regulatory authority for dental hygienists. Dental hygiene education requires 4 years of study to reach the baccalaureate level. Camosun College provides access to the first three years of study, with students entering the Dental Hygiene Program in second year. After successful completion of third year, graduates can proceed to the 4th year at UBC for their degree. The course numbers have been changed to more accurately reflect years two and three of this process. Relevant course content is maintained and enhanced so that the new courses better reflect the depth of knowledge and skill required in the new national outcomes. Students also benefit from this new model by having fewer courses to manage. Efficiency in program delivery was achieved by compressing the program time frame from 6 semesters to 4 semesters. The CCC suggested the School to (1) contact Financial Aid to determine if there are any issues with the year 2 and 3 structure, and (2) contact Academic Advising to ensure the pre-requisites, pre/co-requisites, and co-requisites are published accurately.

Full Recommendation

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

Motion

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

Dental Hygiene (Diploma in) (Substantive/Major Revision) -	Learning Outcomes, Other:, Program Content, Program Description	(ID 62000)
DHYG 210 Pharmacology 1 (Substantive/Major Revision) -	Course Co-requisite (replacement), Course Number	(ID 62001)
DHYG 220 Dental Anatomy (Substantive/Major Revision) -	Course Number, Course Pre/Co-Requisite (replacement)	(ID 62005)
DHYG 221 Oral Sciences 1 (Substantive/Major Revision) -	Course Calendar Description, Course Number, Course Pre/Co-Requisite (replacement)	(ID 62002)
DHYG 222 Introduction to Periodontology (Substantive/Major Revision) -	Course Number, Course Pre/Co-Requisite (replacement), Course Title	(ID 62003)
DHYG 231 Radiology (Substantive/Major Revision) -	Course Co-requisite (replacement), Course Number, Course Pre/Co-Requisite (replacement), Course Pre-requisite (replacement)	(ID 62004)
DHYG 245 Professional Practice 1 (Substantive/Major Revision) -	Course Number, Course Pre/Co-Requisite (replacement)	(ID 62006)
DHYG 246 Professional Practice 2 (Substantive/Major Revision) -	Course Co-requisite (replacement), Course Number, Course Pre-requisite (replacement)	(ID 62007)

DHYG 270 Clinical Theory 1 (Substantive/Major Revision) -	Course Co-requisite (replacement), Course Number, Course Pre/Co-Requisite (replacement)	(ID 62008)
DHYG 271 Clinical Practice 1 (Substantive/Major Revision) -	Course Co-requisite (replacement), Course Number, Course Pre/Co-Requisite (replacement)	(ID 62009)
DHYG 280 Clinical Theory 2 (Substantive/Major Revision) -	Course Co-requisite (replacement), Course Number, Course Pre/Co-Requisite (replacement), Course Pre-requisite (replacement)	(ID 62010)
DHYG 281 Clinical Practice 2 (Substantive/Major Revision) -	Course Co-requisite (replacement), Course Number, Course Pre-requisite (replacement)	(ID 62011)
DHYG 310 Pharmacology (Substantive/Major Addition (New)) -	New Course	(ID 62012)
DHYG 321 Oral Sciences 2 (Substantive/Major Addition (New)) -	New Course	(ID 62013)
DHYG 322 Oral Sciences 3 (Substantive/Major Addition (New)) -	New Course	(ID 62014)
DHYG 328 Nutrition (Substantive/Major Addition (New)) -	New Course	(ID 62015)
DHYG 345 Professional Practice 3 (Substantive/Major Addition (New)) -	New Course	(ID 62016)
DHYG 370 Clinical Theory 3 (Substantive/Major Addition (New)) -	New Course	(ID 62017)
DHYG 371 Clinical Practice 3 (Substantive/Major Addition (New)) -	New Course	(ID 62018)
DHYG 380 Clinical Theory 4 (Substantive/Major Addition (New)) -	New Course	(ID 62019)
DHYG 381 Clinical Practice 4 (Substantive/Major Addition (New)) -	New Course	(ID 62020)
DHYG 390 Community Oral Health 1 (Substantive/Major Addition (New)) -	New Course	(ID 62021)
DHYG 391 Community Oral Health 2 (Substantive/Major Addition (New)) -	New Course	(ID 62022)
		Motion Carried

3. Diploma in Criminal Justice – Kelli Moorhouse

The department is proposing a number of substantive changes to the program content, with the addition of four non-UT seminar courses to ensure students will have a more holistic and applied education experience, and to include a variety of course content choices to accommodate all existing academic options and streams to other post-secondary institutions. Upon completion of Year 1, students can choose which stream of courses best meets their professional and academic destination. Many of the courses offered in the Criminal Justice Program are transferable to a number of Bachelor degree programs offered at other colleges and universities. The CCC requested clarification on the concept of “volunteerism” in the learning outcome, and if the focus on volunteerism was limited to the criminal Justice field only. The department advised the focus on volunteering will be with people (as not all students will be able to access opportunities in the criminal justice field) and the department will contact Academic Advising regarding articulation.

EdCo asked the department, upon consultation with Nicole Greengoe and Co-op office, to remove the “Criminal Record Check” from Program participation Requirements. If this requirement cannot be removed, the department should bring this back to EdCo. EdCo also suggested the department to contact School of Business for existing courses in professional and business skill development.

Full Recommendation

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

Motion

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

Criminal Justice (Diploma in) (Substantive/Major Revision) -	Learning Outcomes, Other:, Program Admission Requirements, Program Content, Program Credential Awarded, Program Delivery Arrangements, Program Description, Program Participation Requirements*	(ID 62030)
CRIM 120 CJ Seminar 1 (Substantive/Major Addition (New)) -	New Course	(ID 62032)
CRIM 121 CJ Seminar 2 (Substantive/Major Addition (New)) -	New Course	(ID 62031)
CRIM 220 CJ Seminar 3 (Substantive/Major Addition (New)) -	New Course	(ID 62033)
CRIM 221 CJ Seminar 4 (Substantive/Major Addition (New)) -	New Course	(ID 62034)

Motion Carried

**Note – Participation Requirements. Education Council requested removal of the participation requirement change related to the Criminal Record Check language until the process can be clarified. There is an outstanding question whether this is applicable at the student or program level.*

4. Bachelor of Business Administration – Marketing; and Diploma in Business Administration – Marketing and various BUS and MARK Courses– Catherine Mack

The BBA – Marketing degree name has been changed to better reflect the broader opportunities of study; the program description and learning outcomes have been updated, and the program content has been adjusted. Students choosing to complete the BBA – Marketing in addition to non-marketing studies will benefit because more specific marketing content has been included. Students may choose to complete the BBA – Marketing with other Business Administration diplomas in the School of Business (such as Finance, Management or Indigenous Business Leadership). Students entering the BBA – Marketing program from non-business programs of study will receive up to 36 credits. The program Math pre-requisite has been removed to allow students to be accepted into the program of their choice, and pre-requisites will be managed at the individual course level.

Research with industry advisory groups, alumni, students and other post-secondary institutions indicates the Camosun College BBA - Marketing Communications Management served students well who wanted a career in the specific Marketing Communications careers. However, research shows many other marketing career opportunities also exist in the Camosun College market. No other post-secondary institution in the area specifically addresses these marketing careers' required skills and knowledge. The revised degree adds breadth to the offering, while preserving the original strengths for students wanting that focus. The BBA – Marketing degree provides opportunities for students in a broader choice of marketing career opportunities and the opportunity to combine studies in areas such as Indigenous Business Leadership, Finance and Management with their completion of a BBA - Marketing.

BBA- Marketing: The Bachelor of Business Administration Marketing Degree program provides learners with a depth of understanding of various marketing and organizational communication functions. Graduates will gain a broad range of marketing management skills and techniques, including context for strategic management and planning, and a focus on directing the marketing and communications process. Program completion requires a work experience component which may be Co-op or self-directed work terms. Employment destinations include the private, public and not-for-profit sectors, and opportunities exist for graduates to pursue further (graduate) studies at other post-secondary institutions across Canada and internationally.

BA – Marketing: The Business Administration Diploma – Marketing Program is a dynamic applied two-year program that is designed to provide learners with a solid business education along with additional knowledge, practical skills and abilities to succeed in a range of marketing roles. Graduates are prepared to work in entrepreneurial enterprises, business, not for profits, government and community tourism environments in areas such as marketing and sales management, public relations, advertising and customer service. Graduates wishing to further their education are able to continue with their studies at Camosun College in the Bachelor of Business Administration - Marketing Program. There is also 2-year block transfer credit to Degree Programs including Royal Roads University (B Comm), and the University of Lethbridge. Transfer credit to other post-secondary institutions on a course by course basis is available.

The CCC requested clarification regarding acceptable (and unacceptable) electives. The CCC also asked why students are required to graduate with “C+” (the department advised that all three BBA’s should have a consistent completion standard and the other two BBA’s require a “C+” as per external body requirements). Several minor edits were requested for clarity.

EdCo members appreciated the department’s hard work in putting this together and using the appropriate pre-requisites to help students achieve success in this program.

Full Recommendation

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

Motion

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

Business Admin, Marketing Major (Bachelor of) (Substantive/Major Revision) -	Program Admission Requirements, Program Content, Program Description, Program Name (and Program Code)	(ID 61981)
Business Admin - Marketing Option (Diploma) (Substantive/Major Revision) -	Learning Outcomes, Other:, Program Admission Requirements, Program Content, Program Description	(ID 61975)
BUS 130 Business Communication (Substantive/Major Revision) -	Course (Activity) & Hours, Course Type (Mode of Delivery)	(ID 61979)
BUS 290 Business Strategy Seminar (Substantive/Major Revision) -	Course (Activity) & Hours, Course Pre-Requisite (increase)	(ID 61978)
BUS 280 Entrepenuership (Substantive/Major Revision) -	Course (Activity) & Hours, Course Type (Mode of Delivery), Learning Outcomes	(ID 62064)
BUS 330 Advanced Communications (Substantive/Major Revision) -	Course Pre-Requisite (increase), Course Type (Mode of Delivery)	(ID 61977)
BUS 360 Global Business Strategies (Substantive/Major Revision) -	Course Calendar Description, Course Type (Mode of Delivery), Learning Outcomes	(ID 61976)
MARK 110 Introduction to Marketing	Course Pre-Requisite (increase)	(ID 61974)

(Substantive/Major Revision) -		
MARK 210 Marketing Research (Substantive/Major Revision) -	Course (Activity) & Hours, Course Type (Mode of Delivery), Learning Outcomes	(ID 61973)
MARK 220 Marketing Communications (Substantive/Major Revision) -	Course (Activity) & Hours, Course Type (Mode of Delivery), Learning Outcomes	(ID 61972)
MARK 230 Retail Merchandising (Substantive/Major Revision) -	Course Calendar Description, Course Pre-requisite (replacement), Course Type (Mode of Delivery), Learning Outcomes	(ID 61971)
MARK 235 Creative Selling (Substantive/Major Revision) -	Course (Activity) & Hours, Course Type (Mode of Delivery), Learning Outcomes	(ID 61983)
MARK 325 Public Relations Management (Substantive/Major Revision) -	Course Calendar Description, Course Number, Course Pre-requisite (replacement), Course Title, Course Type (Mode of Delivery), Learning Outcomes	(ID 61984)
MARK 340 Communication Tools & Media (Substantive/Major Revision) -	Course (Activity) & Hours, Course Calendar Description, Course Type (Mode of Delivery), Learning Outcomes	(ID 61985)
MARK 360 Sustainable Marketing (Substantive/Major Revision) -	Course (Activity) & Hours, Course Calendar Description, Course Title, Learning Outcomes	(ID 61986)
MARK 365 Consumer Behaviour (Substantive/Major Revision) -	Course (Activity) & Hours, Course Pre-Requisite (increase), Course Type (Mode of Delivery), Learning Outcomes	(ID 61987)
MARK 385 Services Marketing (Substantive/Major Revision) -	Course (Activity) & Hours, Course Pre-requisite (replacement), Course Type (Mode of Delivery)	(ID 61988)
MARK 395 Customer Relationship Management (Substantive/Major Revision) -	New Course	(ID 61989)
MARK 420 Marketing Project Management (Substantive/Major Revision) -	New Course	(ID 61990)
MARK 433 Strategic Communication (Substantive/Major Revision) -	Course Calendar Description, Course Pre-requisite (replacement), Course Title, Course Type (Mode of Delivery)	(ID 61991)
MARK 435 Sales Management (Substantive/Major Revision) -	Course (Activity) & Hours, Course Number, Course Pre-requisite (replacement), Course Type (Mode of Delivery), Learning Outcomes	(ID 61992)
MARK 440 Digital Marketing (Substantive/Major Revision) -	Course Calendar Description, Course Number, Course Pre-Requisite (increase), Course Title, Course Type (Mode of Delivery), Learning Outcomes	(ID 61993)
MARK 465 Business to Business Marketing (Substantive/Major Revision) -	New Course	(ID 61994)
Motion Carried		

5. Civil Engineering Technology, ENGR 253A, ENGR 253B, CIVL 255, CIVL 258

This is to revise a variety of curriculum elements to refresh the Civil Engineering curriculum. The CCC asked the department if ENGR 253A and ENGR 253B are applicable to other engineering programs. The department advised that ENGR 253A and ENGR 253B are only applicable to Civil Tech program.

Full Recommendation

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

Motion

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

Civil Engineering Technology (Diploma in) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 61995)
ENGR 253A Technical Report (Substantive/Major Revision) -	Course Calendar Description	(ID 62063)
ENGR 253B Technical Report 2 (Substantive/Major Revision) -	Course Calendar Description, Course Pre-Requisite (increase)	(ID 61996)
CIVL 255 Urban Services 1 (Substantive/Major Revision) -	Course Calendar Description, Course Title, Learning Outcomes	(ID 61997)
CIVL 257 Urban Services 2 (Substantive/Major Revision) -	Course Calendar Description, Course Title, Learning Outcomes	(ID 61999)
CIVL 258 Infrastructure Rehabilitation (Substantive/Major Revision) -	Course Pre/Co-Requisite (increase), Course Pre-Requisite (increase)	(ID 61998)
Motion Carried		

6. Certificate in Bookkeeping Fundamentals; and Certificate in Office Fundamentals

This is to remove the Math Admission Requirement (same academic requirements as the recently-approved Certificate in Office Administration) as the Math component is incorporated within the program.

Full Recommendation

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

Motion

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

Bookkeeping Fundamentals (Certificate in) (Substantive/Major Revision) -	Program Admission Requirements, Program Description	(ID 62039)
Office Fundamentals (Certificate in) (Substantive/Major Revision) -	Program Admission Requirements	(ID 62055)
Motion Carried		

7. Bachelor of Business Administration and Diploma in Business Administration - Various Options (*not including Marketing*), and Diploma in Public Administration

There are two main revisions to these programs:

1. **Admission Requirements:** Remove Math 11 and Career Entry Admission

The program Math pre-requisite has been removed to allow students to be accepted into the program of their choice, and pre-requisites are managed at the individual course level. This is consistent with other BC post-secondary institutions admission and program completion.

The Career Entry requirement has been removed as students have the opportunity to have their work-experience evaluated through the College prior learning assessment.

2. **Program Content:** Add “200 level or higher “ instead of “200 level” to the elective choices (General Business and Management Options). Add “School of Business courses can include the following subjects: ABT, ACCT, BUS, ECON, FIN, GOLF, HMG, IBL, MARK, PARDM, TMGT.” (all Business Administration diploma).

To allow students more choices when selecting electives, and to be consistent in the language for diploma programs. Listing of subjects will inform students on School of Business courses that can be considered for elective choices.

The CCC requested the department to change all the Admission Requirements to meet the same language used in the BBA and BA- Marketing program. The language should be something like this:

“C in POM 11, or PC 11, or FOM 11, or AOM 12, or MATH 137 or MATH 073; or C+ in MATH 135, or MATH 072, or assessment” (and list out applicable high school math courses here).

Full Recommendation

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

Motion

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

Business Admin, Accounting (Diploma in) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 62040)
Business Admin, Finance (Diploma in) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 62041)
Business Admin, General Business (Diploma in) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 62042)
Business Admin, Indigenous Bus Leadership (Diploma in) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 62043)
Business Admin, Management (Diploma in) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 62044)
Business Admin, Tourism Management (Diploma in) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 62045)
Public Administration (Diploma in) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 62046)
Business Admin, Accounting Major (Bachelor of) (Substantive/Major Revision) -	Program Admission Requirements, Program Content	(ID 62131)
		Motion Carried

8. Certificate in Legal Office Assistant

This is to reduce the words per minute (WPM) keyboarding completion requirement to the industry-standard of 50 WPM, and to add a new course “Professional Success Strategies” in term 2, where students will gain skills that go beyond discipline-based knowledge. The CCC noted that this is the only program in the School of Business that now has a Math Admission Requirement. The department advised that a higher level of numeracy standard is important for students to succeed in the program (eg. preparing lawyer’s statement of accounts, calculation of interest amounts for mortgage payment/payouts etc.).

Full Recommendation

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

Motion

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

Legal Office Assistant (Certificate in (Substantive/Major Revision) -	Program Admission Requirements, Program Completion Requirements, Program Content	(ID 62051)
Motion Carried		

9. Certificate in Office Administration and ABT 199

This item is removed from agenda – CCC will bring this back to EdCo shortly.

Full Recommendation Pending

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

Pending 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) -	Program Content	(ID 62051)
ABT 199 Office Administration Capstone Project (Substantive/Major Addition (New)) -	New Course	(ID 62054)
Motion PENDING		

10. Diploma in Indigenous Studies

This is to swap IST 243 and IST 232 between Fall and Winter semester. Also, revision on IST 232 and ENGL 164 Indigenous Literature, as well as listing ENGL 092 and ENGL 103 for Fall, and ENGL 096 and ENGL 106 for Winter, were carried out.

Full Recommendation

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

Motion

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

Indigenous Studies (Diploma in) (Substantive/Major Revision) -	Program Content	(ID 62023)
Motion Carried		

11. MATH 058

This is to add MATH 058, an on-line math resource for marine industry students, is first of its kind in Canada which will allow students to complete Transport Canada marine certifications in their home communities. MATH 058 will be a 6-week, fully online course with 50% of additional content that is not possible to include in the compressed format of Math 059. This course supports the NAUT-SCS4 program and is not intended to provide high school math course equivalency. This course does not replace Math 059, which may still be offered when a 'boot camp' alternative is required.

Full Recommendation

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

Motion

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

MATH 058 Applied Math - Ship Stability (Substantive/Major Revision) -	New Course	(ID 62025)
Motion Carried		

12. ART 100, 101, 102, 103

This is to cancel ART 100 and 101, and add new ART 102 and 103. The introduction to new studio art courses is part of a departmental review, and focuses entirely on two dimensional art-making. This will be an elective for UT students, and successful completion of this course with a C grade can be used in lieu of a portfolio submission to the Visual Arts diploma program. ART 102 and 103 can be taken in either order. The CCC has no concerns.

Full Recommendation

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

Motion

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

ART 100 Introductory Studio 1 (Substantive/Major Cancellation (No Replacement)) -	Cancel Course	(ID 62026)
ART 101 Introductory Studio 2 (Substantive/Major Cancellation (No Replacement)) -	Cancel Course	(ID 62027)
ART 102 Introduction to 2D Artmaking (Substantive/Major Addition (New)) -	New Course	(ID 62028)
ART 103 Introduction to 3D Artmaking (Substantive/Major Addition (New)) -	New Course	(ID 62029)
Motion Carried		

13. PHYS 210

This is to revise a variety of curriculum elements to make content more descriptive, clarify content, or remove content not required for articulation purposes. The CCC has no concerns.

Full Recommendation

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

Motion

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

PHYS 210 Electricity and Magnetism (Substantive/Major Revision) -	Course Calendar Description, Course Pre/Co-Requisite (replacement), Course Type (Mode of Delivery), Learning Outcomes	(ID 62036)
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Motion Carried

14. PSYC 258

This new course will serve general UT students starting Fall 2013 - it is expected to transfer as unassigned second year PSYC credit. It will also serve students who enroll in the new Arts and Science Studies - Gender and Sexuality program that is under development with a proposed implementation date of September 2014.

Full Recommendation

CCC has reviewed the curriculum, and any subsequent revisions and/or responses and is prepared to recommend for approval.

Motion

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

PSYC 258 Psychology and Gender (Substantive/Major Addition (New)) -	New Course	(ID 62038)
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Motion Carried

I. PRESENTATIONS AND/OR DISCUSSIONS

1. LEARNING OUTCOME STANDARD – CARLY HALL

Carly has asked EdCo members to review the document (which was created by Shelley Butler in 2011). No questions or feedback were received so far.

Motion

It was moved by Carly, and seconded by Kathy, that Education Council approves the Education Standards & Guidelines, Learning Outcomes (EX 260-001-004) as updated and presented on March 18, 2013, for immediate use and implementation.

Motion Carried

2. BUDGET DISCUSSION – JOHN BORAAS

John reported that all schools and departments have presented the 2013-2014 budgets, and the Board of Governors will review and approve very shortly. At this point, no programs are cancelled, and layoffs will be through labor adjustment (eg. retirement, vacant positions left unfilled). Budget development updates are available on the Intranet.

3. PROGRAM MIX ANALYSIS – JOHN BORAAS

John reported that one of his key projects is to create a set of criteria or framework to identify programs that are at risk. He mentioned that ACP was identified as “at risk” during budget process rather than evaluating beforehand. This framework, called “Program Mix Analysis”, will be used to measure all programs continuously, and will be placed in front of the budget process in order to make programs more sustainable. The process will be transparent, fair, and community- and students-focused. He recognized that this will not be easy. This framework will recognize the strong programs as well as those that are not so strong (and will lead to budget reduction, if necessary). Criteria such as retention, graduation, employment rate, student demand, and cost per FTE will be included in this framework.

John acknowledged that creating this framework is to challenge us as an institute to learn how to make ourselves better. All departments and schools will be involved in the process, and models/ examples from other institutions are available for review. John would like to seek EdCo’s leadership to launch this framework in Fall 2013. A special meeting will be set up in a few weeks to discuss the framework further.

J. NEXT MEETING

Regular Meeting

Monday, April 15, 2013, 4:00-6:00 pm, CC 321, Interurban

K. ADJOURNMENT

The meeting adjourned at 7:05 pm.