



Education Council

Ensuring that our students are provided with quality educational experiences



Ex-250-002-002

Minutes

Monday, April 15, 2013

3:55-6:00 pm Meeting

CC 321, Interurban

Present

Anita Ferriss (Administration)
 Corrine Michel (Faculty)
 Cynthia Wrate (Faculty), Acting Chair
 Gail Baxter (Support Staff)
 Insu Kim (Student)
 Joanne Cumberland (Support Staff)
 John Boraas (Administration)
 John Gordon (Faculty)
 Kathryn Laurin (President)

Kathy Tarnai-Lokhorst (Faculty)
 Mindy Cui Yu Jiang (Student)
 Nancy Sly (Faculty)
 Nicole Greengoe (Administration)
 Paul Brady (Faculty)
 Richard Stride (Administration)
 Shelley Butler (Permanent Secretary)
 Thea Todd (Faculty)

Regrets/Absent

Carly Hall (Faculty), Chair
 Cindy Kwok (Permanent Secretary)
 Karin Kaercher (Faculty)

Madeline Keller-MacLeod (Board of Governors)
 Patricia Gaudreault (Faculty)

Guests

Troy Dunning, School of Business

Meeting

A. CALL TO ORDER AND A DECLARATION OF QUORUM

The Regular Meeting was called to order at 4:11 by Cynthia Wrate, Acting Education Council Chair.

B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY

Cynthia 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

Cynthia welcomed everyone and requested a roundtable check-in. Members were requested to let each other know about their first or most interesting job.

D. ACCEPTANCE OF AGENDA

The April 15, 2013 agenda was accepted via unanimous consent.

E. APPROVED MINUTES

The March 18, 2013 minutes were approved via unanimous consent.

F. REPORTS

1. EDUCATION COUNCIL ACTING CHAIR – CYNTHIA WRATE

Cynthia acknowledged the names of the new members for the 2013-2014 council and thanked those council members that would not be returning next year.

2. VP ACADEMIC – JOHN BORAAS

John reported that the College is very close to announcing the search results for the Dean of Health and Human Services. In addition, the postings for the Dean of Arts and Science, and the Dean for Access are in process. John also noted that he is working on a response to the Ministry regarding the program quality assurance model. He noted that we need to be aware of the implications for us.

3. BOARD –JOHN BORAAS (FOR MADELINE)

John reported that the budget was approved at the Board. There was good discussion and positive feedback expressed regarding the budget development and approval process.

G. COMMITTEE REPORTS

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

Nil

2. ALTERNATES AND ELECTIVES - KATHY TARNAI-LOKHORST

Kathy advised the committee is focusing on Alternates at this time. Some areas discussed so far related to Alternates, include how we are going to move forward with terminology across the College, working definitions, internal transferability, exemptions, in lieu of, transfer credit, how we indicate in our Colleague system, versioning, shelf-life for course that have replaced, PLA's, discretionary credit, and industry certifications and PLA.

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

Cynthia has advised the committee continues to meet weekly. Karin to have a more detailed report at the next meeting.

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

Cynthia advised this Committee did meet briefly. It was noted that 50% of this small committee would not be on Education Council next year. It was felt it was important this work be done by members of the council so it was decided to postpone any new meetings until the Fall of 2013 when new members could be approached to come on board to the committee.

5. STANDARD FOR COMPETITIVE ENTRY – CYNTHIA WRATE

Cynthia presented the Competitive Entry Educational Briefing and Standard (see attached) and requested Education Council grant a motion to approve. The purpose of this standard and procedure is to provide guidance to schools, departments, Education Council and the College approval bodies regarding the use of competitive program entry practices and how this relates to the College Admissions Policy. The program admission will continue to be granted on a “First Qualified, First Served”, basis, however the new standard refers to when a competitive entry process may be considered.

It was moved by John Boraas, and seconded by Anita Ferriss that Education Council approved the Standard for Competitive Entry. Questions and discussion followed.

There was a desire by council members to add “ranked” into the Terminology section to be clear of the intent of Competitive Entry. As such it is was suggested to revise to “...where qualified applicants are assessed, **ranked**, and selected using an established process...”.

It was moved by Kathy and seconded by Corrine that the standard be amended to include the term “ranked” in the Terminology sections as noted above. Question and discussion followed.

Motion Carried to approve the Standard for Competitive Entry Standard as amended.

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

1. Diploma in Golf Management, School of Business – Troy Dunning

The Golf Management program completed a Program Review and Renewal Process in December 2012 in consultation with graduates, employers and student focus group. The employment opportunities in the golf industry are growing (marketing, hospitality, retail, products etc.). This two-year diploma will prepare graduates to function as beginning leaders or managers in the golf industry. From managing facilities and grounds, to managing programs, services and events, or to pursue further studies at a baccalaureate level at Royal Roads University and other institutions.

Some of the proposed changes are: removal of MATH 11 as admission requirement, increasing Program Participation hours, adding elective options for 2nd semester, and adding a new course (GOLF 199).

Questions and discussion followed.

Motion

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

Golf Management (Diploma in) (Substantive/Major Revision) -	Learning Outcomes, Program Admission Requirements, Program Completion Requirements, Program Content, Program Description, Program Participation Requirements	(ID 62149)
GOLF 199 Integrated Golf Operations (Substantive/Major Addition (New)) -	New Course	(ID 62150)
GOLF 215 Golf Retail Operations (Substantive/Major Revision) -	Course Number, Course Pre-Requisite (increase), Learning Outcomes	(ID 62151)

GOLF 253 Golf Mgmt – Best Practices (Substantive/Major Cancellation (Replacement)) -	Cancel Course	(ID 62152)
GOLF 256 Golf Mgmt – Player Development (Substantive/Major Addition (New)) -	New Course	(ID 62153)
GOLF 257 Golf Mgmt – Business Development (Substantive/Major Addition (New)) -	New Course	(ID 62154)
Golf 254 Biomechanics of Golf	Cancel Course	(ID 65173)
Motion Carried		

2. BUS 311 Employment Law

The department is including two fully online sessions plus an addition of one online hour per week. This additional hour will be used to post assignments and facilitate weekly online discussions of assignment deliverables. Learning outcomes have changed to include the addition of drafting of simple contract terms and applying the legal obligations of an employer when terminating an employee. The impact of using social media in the workplace and the potential legal implications has also been added to the course.

Question followed.

Motion

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

BUS 311 Employment Law (Substantive/Major Revision) -	Course (Activity) & Hours, Course Calendar Description, Course Type (Mode of Delivery), Learning Outcomes	BUS 311 Employment Law (Substantive/Major Revision) -
Motion Carried		

3. LGL 115 Legal Office Keyboarding

LGL 115 is now only offered in Term 1 of Legal Office Assistant program, students will benefit from the extra hour of course time to reach the exit speed of 50 WPM with 5 or fewer errors. The entrance speed for the program is 35 wpm, therefore, 56 hours of keyboard instruction (as supposed to the previous 42 hours) to help students achieve the additional 15 wpm.

Motion

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

LGL 115 Legal Office Keyboarding (Substantive/Major Revision) -	Learning Outcomes	(ID 62148)
Motion Carried		

4. Legal Office Assistant and ABTO 181, 182, 183, 184, 185, 186, 187, 188, 190, 191, 192, 193

The demand for online learning has increased dramatically, and the department would like to offer this program via online delivery in addition to classroom delivery. The inclusion of online option is based on the Applied Business Technology Online Collaborative throughout BC.

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 Addition (New)) -	Program Content, Program Delivery Arrangements, Program Description	(ID 62146)
ABTO 181 Transcription (Substantive/Major Addition (New)) -	New Course	(ID 62134)
ABTO 182 Legal Office Procedures (Substantive/Major Addition (New)) -	New Course	(ID 62135)
ABTO 183 Introduction to the Canadian Legal System (Substantive/Major Addition (New)) -	New Course	(ID 62136)
ABTO 184 Litigation Procedures 1 (Substantive/Major Addition (New)) -	New Course	(ID 62137)
ABTO 185 Litigation Procedures 2 (Substantive/Major Addition (New)) -	New Course	(ID 62138)
ABTO 186 Family Litigation Procedures (Substantive/Major Addition (New)) -	New Course	(ID 62139)
ABTO 187 Corporate Procedures 1 (Substantive/Major Addition (New)) -	New Course	(ID 62140)
ABTO 188 Corporate Procedures 2 (Substantive/Major Addition (New)) -	New Course	(ID 62141)
ABTO 190 Conveyancing Procedures 1 (Substantive/Major Addition (New)) -	New Course	(ID 62142)
ABTO 191 Conveyancing Procedures 2 (Substantive/Major Addition (New)) -	New Course	(ID 62143)
ABTO 192 Wills and Estates (Substantive/Major Addition (New)) -	New Course	(ID 62144)
ABTO 193 Personal Injury (Substantive/Major Addition (New)) -	New Course	(ID 62145)

Motion Carried

5. Indigenous College Prep (ICP) and Indigenous Human Services Career Access Program (IHSCAP)

This is to have Indigenous College Prep (ICP) to be delivered in conjunction with the Indigenous Human Services Career Access Program (IHSCAP). The primary purpose for this change is sustainability for IHSCAP. Moreover, ICP is in process of a Program Review by CETL. Many of the emerging suggestions for program change can be addressed by including some curriculum currently available in IHSCAP.

IHSCAP is an award-winning program which has provided excellent learning experience for students. However, IHSCAP has never been able to be supported by College's base funding, and has been dependent on funding by the Aboriginal Service Plan (ASP). To support its sustainability, IHSCAP is moving from HHS to AECC so that elements of its curriculum can be provided to IHSCAP and ICP students. The proposed program change is to offer students the choice between taking HLTH 112 (Holistic Health and Learning) offered to IHSCAP students, and taking IST 104 (Indigenous Ways of Knowing) with ICP students.

Motion

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

Indigenous College Prep (Certificate in) (Substantive/Major Revision) -	Learning Outcomes, Program Completion Requirements, Program Content	(ID 62155)
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Indigenous Human Services Career Access () (Substantive/Major Revision) -	Program Completion Requirements, Program Content	(ID 62132)
Motion Carried		

6. Computer and Network Technician (Appendix and ELEX 103)

This submission is the new co-op/internship appendix form for the new Computer Network Electronics Technician program.

Motion

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

Computer Network Electronics Technician – Coop Appendix (Certificate in) (Substantive/Major Addition (New)) -	Other:	(ID 62133)
ELEX 103 Internship (Substantive/Major Addition (New)) -	New Course	(ID 62156)
Motion Carried		

7. TEAC 108 Explorations in Technology

This submission is to change the grading system from Competency Based to Letter Grade (percentage) in order to meet the Ministry of Education audit requirement.

Motion

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

TEAC 105 Explorations in Technology (Substantive/Major Revision) -	Course Grading System	(ID 62157)
Motion Carried		

8. ART 182 Professional Arts Management

This new course will provide practical topical information including management and marketing skills for creative practitioners. It will be an elective for UT students.

Questions and discussion followed.

Council members expressed confusion regarding an art course that is teaching the business skills of marketing and management. Is this an art course or a business course? The current course description looks misleading if it is only an art course and not a business course. Looks very much like a business course.

Motion

It was moved by Kathy and seconded by John Gordon that Education Council **table the ART 182 submission** until there has been further consultation between the School of Business and the School of Arts and Science.

ART 182 Professional Arts Management (Substantive/Major Addition (New)) -	New Course	(ID 62158)
Motion Carried		

9. MATH 109

This course, currently taught at Camosun and UVIC, no longer cover the short statistics unit as almost all students continue on and take a course in statistics in either a mathematic, business, geography or psychology department. In addition, both Camosun and UVIC has removed Simplex method in the linear programming section. The course will now be 4 hrs/week only, and will be 3 credits.

Question and discussion followed. There was concern expressed that International students will pay the same cost of this course but receive 1 hour less instruction per week.

Motion

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

MATH 109 Finite Mathematics (Substantive/Major Revision) -	Learning Outcomes, Course (Activity) & Hours, Course Calendar Description, Course Credits, Learning Outcomes	(ID 62159)
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Motion Carried

No – Insu Kim, Abstain – Mindy Cui Yu Jiang, and Gail Baxter

10. REL 290 Special Topics in Religion

This new course is an introduction to selected topics or problems in religion. Students have expressed an interest in a wide variety of topics, and there are instructional expertise from both History and Philosophy department to offer specialized topics. This course has met with acceptance from UVIC's religious studies.

Motion

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

REL 290 Special Topics in Religion (Substantive/Major Addition (New)) -	New Course	(ID 62160)
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Motion Carried

I. PRESENTATIONS AND/OR DISCUSSIONS

1. ENGLISH ROAD MAP – CYNTHIA WRATE

The council reviewed the English Upgrading Roadmap and Advanced/Provincial Courses at Camosun College (as presented by the Department of English). There was discussion regarding the various courses, how they can be used, how they transfer, and how they relate to financial aid requirements. There are some folks who believe students find the number of possibilities to upgrade English requirements overly complex and confusing to understand. John Boraas recommends this be directed back to the School and English Department to do a presentation and join the council at the table for a discussion regarding this.

J. NEXT MEETING

Special Meeting (Election) – 2013-2014 Council

Monday, May 27, 2013, 4:00-4:10, CC 321, Interurban

Regular Meeting- 2012-2013 Council

Monday, May 27, 2013, 4:10-6:00 pm, CC 321, Interurban

K. ADJOURNMENT

The meeting adjourned at 6:10 pm.