



Education Council

Ensuring that our students are provided with quality educational experiences



Approved Minutes

Monday, Mar 17, 2014

4:00 – 6:00 pm

CC 321, Interurban

Present

Andy Chen, Student
Corrine Michel, Faculty
Craig Derksen, Faculty
Cynthia Wrate, Faculty
Dominic Bergeron, Administration
Ian Cowan, Board Representative
Joanne Cumberland, Support Staff
John Boraas, Administration
Karin Kaercher, ICC Chair (Special Guest)
Kimberly Eden (Acting Permanent Secretary)
Leslie Martin, Support Staff

Mindy Cui Yu Jiang, Student
Narine Grigoryan, Faculty
Nicole Greengoe, Administration
Richard Stride, Administration
Shelley Butler, Permanent Secretary
Shohreh Hadian, Faculty
Stephen Bishop, Faculty
Todd Ormiston, Faculty
Tony Vernon, Faculty

Regrets/Absent

Carly Hall, Faculty
Kathryn Laurin, President

Pamela Webster, Student
Piotr Burek, Student

Guests

Steven Rumpel, Office of VP Academic
Halinka Szwender, Business
Keri Norrie, Business
Tag Kelt, Student Society

Ian Humphries Access
Patricia Gaudreault, Business
Odette Coccola, Business

ITEM

PRESENTER

A. Call to order and declaration of quorum

Cynthia Wrate

The Regular Meeting was called to order at 4:06 by Cynthia Wrate, Acting Education Council Chair.

B. Acknowledgement of Coast Salish Territory

Cynthia Wrate

Cynthia acknowledge 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. <http://camosun.ca/aboriginal/territory.html>

C. Round-Table Check-In

Cynthia Wrate

ITEM	PRESENTER
Cynthia welcomed everyone and requested a roundtable check-in.	
D. Acceptance of Agenda	Cynthia Wrate
The Feb 17, 2014 agenda was accepted via unanimous consent with some adjustments to timing and presenter.	
E. Minutes for approval	Cynthia Wrate
The Feb 17, 2014 minutes were approved via unanimous consent.	
F. Reports	
1. Education Council Chair	Cynthia Wrate
<i>Expedited Approvals/Implementation</i>	
Cynthia advised that the Education Council Executive Committee approved 3 sets of curriculum for expedited approval/implementation this past month via the new Expedited Approvals process. The curriculum included the Engineering Transfer/ENGR 175 (approved and effective immediately), the Music curriculum and the BBA-HRML curriculum (seeking approval Mar 17, 2014, effective for Sept 2014).	
2. VP Academic	John Boraas
John advised that he would be reporting later on in the meeting.	
3. Board Member	Ian Cowan
Ian Cowan advised that the main item discussed at the last Board meeting was the budget.	
G. Committee Reports	
1. Awards	Joanne Cumberland
Nil	
2. Education Council Steering Committee – Education Approvals Review & Renewal	Karin Kaercher
Nil	
3. Education Council Governance/Accountability – Education Approvals Review & Renewal	Cynthia Wrate
Cynthia noted that the group as met and is finalizing a draft Terms of Reference. As Education Council is intended to be the “governance committee”, it is expected the name of this committee will change to better reflect the policy coordination work of the committee. She hopes to bring a draft Terms of Reference to the April 17 th Education Council.	

H. Presentations and/or Discussions Part 1

1. Special Program Approval Renewal – Request for Letter of Support from

Ian Humphries

Education Council

Ian reviewed the BC Human Rights Tribunal Special Program Approval renewal. Since 2003 the College has reserved about 5% of the seats in some select programs (i.e. Nursing) for students of Aboriginal descent. The College has renewed this agreement with the BC Human Rights Tribunal on a regular basis; however this year the BC Human Rights Tribunal is requesting letters of support from the Board of Governors and Education Council. Questions and discussion followed.

Motion

It was moved Stephen Bishop and seconded by Shohreh Hadian that Education Council provide a letter of support that endorses and supports the Special Program Approval renewal between Camosun College and the BC Human Rights Tribunal.

Motion Carried

2. Medical/Compassionate Withdrawal and College Withdrawal Policies

Nicole Greengoe

Nicole introduced the proposed Medical/Compassionate Withdrawal and College Withdrawal policies. It was identified that, in light of current process, practice and in order to provide clear and consistent information and service to students the policy required renewal. This resulted in the removal of medical and compassionate withdrawal references from the Course Withdrawal Policy, a revision of the Course Withdrawal Policy and the creation of a new, stand alone, Medical/Compassionate Withdrawal Policy. Questions and discussion followed.

Questions and discussion included, but was not limited to:

- *Clarification on change in practice regarding refunds*
- *Clarification requested on process (i.e. who, what, when, where, how, etc.) for students requesting withdrawal*
- *Clarification on why these changes were made (i.e. consistency in application, reduce abuse of the policy)*
- *Policies are not intended to describe process to a student. This should be done elsewhere.*

Motion

It was moved Nicole Greengoe and seconded by Craig Derksen that Education Council approve the Medical/Compassionate Withdrawal and the College Withdrawal Policies.

Motion Not Carried

6 yes, 4 no, 4 abstentions

I. Integrated Curriculum Committee Report

ITEM**PRESENTER**

1. Curriculum Recommended for Approval**Halinka
Szwender**

Halinka presented the proposed revisions to the Bachelor of Business Administration, Human Resources Management Leadership Major. Questions followed.

Motion

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

Bachelor of Business Administration, Human Resource Management & Leadership Major

Program revisions, course revisions and new courses to take effect September 2014.

- Bachelor of Business Administration, Human Resource Management & Leadership Major (ID62602)
- BUS 210 (ID62603), BUS 310 (ID62604), BUS 312 (ID 62605), BUS 313 (ID 62606), BUS 318 (ID 62607), BUS 325 (ID 62608), BUS 421 (ID 62609), BUS 440 (ID 62610), BUS 480 (ID62611), BUS 485 (ID62612).

Motion Carried

Keri presented the proposed revisions to the Post Degree Diploma in Business Administration – Accounting Option. Questions followed.

Motion

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

Post-Degree Diploma in Business Administration, Accounting Option

Program revisions take effect September 2014.

- Post Degree Diploma in Business Administration, Accounting Option (ID 62613)

Motion Carried**REGULAR CURRICULUM****Motion**

It was moved and seconded by the Integrated Curriculum Committee that Education Council approves changes to following revised curriculum :

- Diploma in Jazz Studies – program content (ID 62548)
 - Certificate in Music Foundations – program completion requirements (ID62549)
 - Diploma in Music – program completion requirements (ID 62550)
 - Certificate in Music Technologies – program completion requirements (ID 62551)
-

ITEM**PRESENTER**

- Courses – revisions including relaxing pre-requisites, course description/learning outcomes changes, course hour changes, course cancellations, and new courses.
- JAZZ 105 (ID 62568), JAZZ 112 (ID 62552), JAZZ 113 (ID 62553), JAZZ 123 (ID 62569), JAZZ 125 (ID 62570), JAZZ 134 (ID 62554), JAZZ 135 (ID 62555), JAZZ 145 (ID 62572), JAZZ 147 (ID 62573), JAZZ 204 (ID 62574), JAZZ 205 (ID 62575), JAZZ 212 (ID 62556), JAZZ 213 (ID 62557), JAZZ 222 (ID 62576), JAZZ 223 (ID 62577), JAZZ 225 (ID 62578), JAZZ 227 (ID 62579), JAZZ 234 (ID 62558), JAZZ 235 (ID 62559), JAZZ 244 (ID 62582), JAZZ 245 (ID 62583), JAZZ 246 (ID 62584), JAZZ 247 (ID 62585)
- MTEC 100 (ID 62560), MTEC 210 (ID 62592), MTEC 212 (ID 62593), MTEC 214 (ID 62615), MTEC 220 (ID 62594), MTEC 222 (ID 62595), MTEC 290 (ID 62596)
- MUS 123 (ID 62614), MUS 140 (ID 62586), MUS 142 (ID 62587), MUS 170 (ID 62561), MUS 171 (ID 62562), MUS 212 (ID 62563), MUS 213 (ID 62564), MUS 222 (ID 62588), MUS 223 (ID 62589), MUS 227 (ID 62590), MUS 270 (ID 62565), MUS 271 (ID 62566), MUS 276 (ID 62567)
- MUSF 101 (ID 62597), MUSF 102 (ID 62598), MUSF 103 (ID 62599), MUSF 120 (ID 62600), MUSF 121 (ID 62601)

Motion Carried

2. Governance/Standards Issues Arising from Curriculum Review**Karin Kaercher**

Nil.

J. Presentations and/or Discussions

1. Program Mix Presentation and Discussion**Steven Rumpel**

John introduced Steven Rumpel, Director Education Planning and gave an overview of the purpose and goals of the Program Mix Analysis. Program Mix Analysis will challenge us to reflect on and examine our educational offerings, generating meaningful information about the quality and performance of each of our programs. Collectively, and over time, this will help us create a longer-term view of the sustainability and overall strength of our programming mix.

Steven presented more detail on the approach, tools, and timing of the program mix analysis project. We are currently in a pilot phase for the project and will have a full roll-out for September 2014. More detail can be found on the Program Mix Analysis Intranet site at <http://intranet/educationplanning/program-mix-analysis.php>

Questions and discussion followed.

2. College Budget Update**John Boraas**

John gave a brief overview on the budget to date. John clarified that the college has chosen to move toward a sustainable budget development process. He also spoke to the challenges that Camosun faces with Government rules and policies that make it difficult for the college to create a sustainable budget.

ITEM**PRESENTER**

In addition, John noted that it was not an easy decision to decide on which programs, courses or areas to target for reductions. Those programs or areas affected have been communicated with and the intent is for them to consider alternatives or options to the proposed reductions. The areas affected include the music programming with the Conservatory, Arts and Science second year capacity, Early Learning and Care, Applied Business Technology programming, Nursing, Computer Science Technology, and Student Services. The result of the reductions are estimated to be in the area of 700 student FTE's and bring us to a 93% utilization rate over a 2 year period. More information is available on the budget website http://intranet/budget_development/ Questions and discussion followed.

Questions and discussion included, but were not limited to:

- *Need to be responsive with our approvals process as a result of changes due to budget cuts.*
- *What is the role Education Council can play in this discussion? It would be appropriate for Education Council to request a briefing so that the council can address the request thoughtfully.*
- *These cuts are heart wrenching and will also limit the services we can provide students.*
- *Our comprehensive programming (i.e. some costly programs) makes us more vulnerable.*
- *Our choices regarding tuition increases in past years are not serving us now.*
- *Need specifics in order to give feedback. What are the timelines and process for giving feedback?*

K. Next Meeting**Cynthia Wrate****Regular Meeting**

Monday, April 14, 2014, 4:00-6:00, CC 321, Interurban

L. Adjournment**Cynthia Wrate**

The Meeting adjourned at 7:01 pm.
