



# Education Council

Ensuring that our students are provided with quality educational experiences



## APPROVED Minutes

Monday, April, 2015

4:00-6:00 pm

CC 321, Interurban

### Present

Carly Hall, Faculty

Craig Derksen, Faculty

Cynthia Wrate, Faculty

Joanne Cumberland, Support Staff

John Boraas, Administration

Karin Kaercher, ICC Chair (*Regular Guest*)

Laylee Rohani, Board of Governors

Leslie Martin, Support Staff

Nicole Greengoe, Administration

Patrick Jones, Faculty

Peter Lockie, Interim President

Sarah Lindsay, Student

Shelley Butler, Permanent Secretary

Shohreh Hadian, Faculty

Stephen Bishop, Faculty Dominic Bergeron,  
Administration

Steven Rumpel, Administration

Todd Ormiston, Faculty

### Regrets/Absent

Hannah Thomson, Student

Lisa Robertson, Faculty

Rachael Grant, Student

Tony Vernon, Faculty

Vicky Qu, Student

### Guests

Rod Lidstone, Trades and Technology

Ian Humphries, Access

### ITEM

### PRESENTER

#### A. Call to order and Declaration of Quorum

Cynthia Wrate

The Regular Meeting was called to order at 4:04 by Cynthia Wrate, 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 and Welcome

Cynthia Wrate

Cynthia welcomed everyone including our newest members for the 2015-2016 Education Council, and requested a roundtable check-in.

ITEM	PRESENTER
<b>D. Acceptance of Agenda</b> The Apr 20, 2015 agenda was accepted via unanimous consent, with one correction to spelling of Peter Ove’s last name.	Cynthia Wrate
<b>E. Minutes for approval</b> The Mar 16, 2015 minutes were approved via unanimous consent.	Cynthia Wrate
<b>F. Reports</b>	
<b>1. Education Council Chair</b> Cynthia updated council members on three items: <ul style="list-style-type: none"> <li>The last board meeting was focused on the College budget and finance.</li> <li>She will be attending the Academic Governance Council and bringing forward the discussion on adding an Indigenous voice to the College and Institute Act.</li> <li>There is some early discussion at the Board regarding how to bring new programs for approval to the Board.</li> </ul>	Cynthia Wrate
<b>2. VP Academic</b> John updated council members on one item: <ul style="list-style-type: none"> <li>The Program Mix Analysis has generated a fulsome report that assists in the prioritization of College projects.</li> </ul>	John Boraas
<b>3. Board Member</b> Laylee updated council member on three items: <ul style="list-style-type: none"> <li>The Board approved a balanced budget for 2015-2016.</li> <li>The Board approved the cancellation of three program credentials submitted by Education Council.</li> <li>The Board received a presentation from Camosun International on the strategic direction of internationalization, and the implementation of their operational plan for 2015-2016.</li> </ul>	Laylee Rohani
<b>G. Committee Reports</b>	
<b>1. Awards</b> Nil	Joanne Cumberland
<b>2. Education Approvals Steering Committee</b> Nil	Karin Kaercher
<b>3. Education Council Policy and Standards Committee</b> Nil	Cynthia Wrate
<b>H. Integrated Curriculum Committee Report</b>	Karin Kaercher

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## Curriculum Recommended for Approval

### PRESENTATION

Rod Lidstone presented the revised the renewed Plumbing and Pipe Trades, and the Refrigeration and Air Conditioning Mechanic Foundation programs. Questions and discussion followed.

#### Motion

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

- Certificate in Plumbing and Pipe Trades Foundation (IDS 743)
- Certificate in Refrigeration and Air Conditioning Mechanic Foundation (IDS 744)
- Course Cancellations: PIPE 100 (IDS 753), PIPE 199B (IDS 755)
- New Courses: PIPE 110 (IDS 746), PIPE 119 (IDS 748), PIPE 120 (IDS 747), PIPE 130 (IDS 752), REFG 100 (IDS 754), REFG 130 (IDS 749), TACC 109 (IDS 745)

**Motion Carried**

### PROGRAM CANCELLATIONS

John presented the cancellation of the following three programs and their associated courses. Questions and discussion followed.

#### Motion

**It was moved by John Boraas and seconded by Nicole Greengoe that Education Council recommends the approval of the cancellation of the following programs to the Board of Governors.**

- Certificate in Web Foundations (IDS 824), BSCM 720V (IDS 825)
- Certificate in MS Access Data Management (IDS 826), BSCM 520V (IDS 827), BSCM 523V (IDS 828), BSCM 525V (IDS 829), BSCM 526V (IDS 830), BSCM 527V (IDS 831), BSCM 528V (IDS 832), BSCM 526V (IDS 833), BSCM 530V (IDS 834).
- Certificate in Tourism and Business (IDS 842)

**Motion Carried**

### REGULAR CURRICULUM

Karin presented the regular curriculum for approval. Questions and discussion followed.

#### Motion

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

- Associate of Arts – English (IDS 787) – Program Content
- CDA 110 (IDS 776), CDA 111 (IDS 778), CDA 120 (IDS 779), CDA 121 (IDS 780), CDA 140 (IDS 781), CDA 141 (IDS 782), CDA 142 (IDS 783), CDA 150 (IDS 784), CDA 151 (IDS 785) – course cancellations
- Certificate in Legal Office Assistant (IDS 838), Medical Office Assistant (IDS 839), and Office Administration (IDS 840) – Admission Requirements
- Coop Changes: Office Admin Coop Appendix (IDS 835), ABT 101 (IDS 836), ABT 102 (IDS 837) and ABT 203 (IDS 836) -

- Post-Degree Diploma in Business Admin – Marketing (IDS 809), MARK 110 (IDS 1015), MARK 210 (IDS 810), MARK 220 (IDS 811), MARK 230 (IDS 812), MARK 235 (IDS 813), MARK 325 (IDS 814), MARK 340 (IDS 815), MARK 360 (IDS 816), MARK 365 (IDS 817), MARK 385 (IDS 818), MARK 395 (IDS 819), MARK 435 (IDS 820), MARK 440 (IDS 821), MARK 465 (IDS 822) – Admission Req., Learning Outcomes, Program Content, Course Pre-requisites
- Bachelor of Athletic and Exercise Therapy (IDS 879) – program content, and AET 481 (IDS 876) – course hours
- MARK 215 – course cancellation

**Motion Carried**

## **Issues Arising from Curriculum Review:**

Karin Kaercher

Karin presented the issue that has recently arisen from a curriculum review.

### **Non-course Equivalent Evaluation for English Proficiency Assessment Tests**

1. There is an inconsistent application of the cut scores required in TOEFL, IELTS and LPI tests for program admission amongst different units at the institution. There is one standard used by Admissions to admit students to a College program. International Education also uses a different standard to market program admission to students overseas. This standard is “less than” the chart used by Admissions. For example, Grade 12 English is a 6.5 IELTS overall score in Admissions, and 6.0 IELTS overall score in International Ed. Grade 12 English is 88 TOEFL overall score in Admissions and 83 TOEFL overall scores in International Ed. This discrepancy creates two levels of admissions for second language learners (domestic ESL and International), and causes confusion.
2. The listing of the detailed cut score as a program admission requirement also creates issues. Our practice is to translate the cut scores to a Camosun course equivalent. As such as student now has the ability to use that course for entry into any program or course at the institution in perpetuity. As such, programs and courses should not include the cut scores (in a detailed sense) in the program Admission Requirements or course pre-requisites as there is a possibility of transcription error or misapplication of how the College admits students based on these scores (i.e. addition of a time limit, purposely increasing or decreasing the scores, etc.).

**Recommendation to address these two issues:** *It is recommended that a generic statement be included in Admission Requirements to advise students that TOEFL, IELTS and LPI tests may be used for admission to the program with a hyperlink to the approved Non-Course Equivalent Chart Standard (i.e. primary source document). To facilitate this process this equivalency Chart Standard needs to be agreed to by key stakeholders (Admissions, English, International Ed, the Deans) and be approved by Education Council. Any changes require consultation with the key stakeholders and approval by EdCo.*

John confirms he has initiated a meeting with the key stakeholders.

## **I. Presentations and/or Discussions**

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**1. Adding an Indigenous Voice to Education Council****Cynthia Wrate**

Cynthia reviewed the proposed language changes to the Education Council by-laws to include the Indigenization Coordinator and the ICC Chair as non-voting members of Education Council. The proposed DRAFT language in Section B of the By-Laws is:

*6. In accordance with the composition of membership defined by Section 15 of the College and Institute Act, there are two non-voting members who provide expert counsel to Education Council. These members are the Chair, Integrated College Curriculum Committee and the Camosun College Indigenization Coordinator.*

*a) In the event the individuals holding the position of Chair of Integrated College Curriculum Committee or Indigenization Coordinator are also elected members of Education Council, there will be no additional non-voting member.*

Questions and discussion followed. It was suggested to move the language to the section B1 of the by-laws. Additional wordsmiths were suggested to improve the by-law addition. Cynthia noted this was a notice of motion and that the by-law amendment would be brought forward to the next Education Council meeting for approval. The by-law revision will require 2/3 of Education Council quorum to pass.

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**2. Letter of Agreement between JIBC and Camosun College****John Boraas**

John reviewed the MOU letter between The Justice Institute of BC and Camosun College. The intent is to create a 2+2 model. Students will complete 2 years at Camosun and take the final 2 years at the Justice Institute an exit with a Bachelor of Law Enforcement degree. This is an exciting opportunity for Camosun College and a win-win for both institutions. Education Council unanimously supports the agreement between the JIBC and Camosun College to deliver the Bachelor program.

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**J. Next Meeting****Cynthia Wrate****Regular Meeting**

Monday, May 25, 4-6, CC 321, Interurban

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**K. Adjournment****Cynthia Wrate**

The Meeting adjourned at 5:30 pm.

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