Education Council

Ensuring that our students are provided with quality educational experiences

Approved Minutes

REGULAR MEETING
Wednesday, April 17, 2019
4:00 – 6:00 pm
P216, Lansdowne

Present

Voting Members

1. Alison Bowe, Faculty
2. Andrea Kucherawy, Support Staff
3. Bijan Ahmadi, Faculty (Vice-Chair)
4. Debbie Hlady, Administration
5. Karen Lightbody, Faculty
6. Maia Sampson, Student
7. Peter Ove, Faculty
8. Ryan Russell, Faculty
9. Scott Harris, Administration
10. Tia Primrose, Support Staff
11. Tim Ayers, Faculty (Chair)
12. Faculty (Vacant)

Non-Voting Members

Brenda McBain, Board of Governors
Melody Foreman, Permanent Secretary Peter
Moroney, Education Policy & Planning Todd
Ormiston, Indigenization Representative
Sherri Bell, President

Regrets/Absent

Dylan Bystedt, Student
Shane Nath, Student
Richard Stride, Administration
John Boraas, Administration
Wesley Paterson, Student
Karen Neilson, Faculty
Isabel Grondin, Faculty
Connie Klassen, ICC Chair
Jamie McPherson, Faculty

Guests

Emily Schudel, CETL (Instructional Designer)
Martha McAlister, CETL (Chair)

ITEM		PRESENTER
A.	**CALL TO ORDER AND DECLARATION OF QUORUM**	**Tim Ayers**
	The regular meeting was called to order at 4:03 pm. Quorum was reached.	
B.	**ACKNOWLEDGEMENT OF COAST SALISH TERRITORY**	**Tim Ayers**
	Camosun College campuses are located on the traditional territories of the Lkwungen and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html>	

C.	**ACCEPTANCE OF AGENDA**		**Tim Ayers**

The April 17, 2019 agenda was approved by unanimous consent.

D.	**MINUTES FOR APPROVAL**		**Tim Ayers**

The meeting minutes for March 20, 2019 were approved by unanimous consent.

E.   REPORTS

	1.	**Education Council Chair**	**Tim Ayers**

Tim Ayers reported the results of the EdCo Elections. He announced the Special Meeting to be held on May 15 to elect the 2019-2020 EdCo Chair and Vice- Chair.

	2.	**VP Education**	**John Boraas**
		No report	

	3.	**Board Member**	**Brenda McBain/ Sherri Bell**

Brenda McBain reported that the board met on April 8, 2019 and approved the college's Campus Master Plan. In addition, the board unanimously approved the Indigenous Priority Seating in the BSN program proposal put forward by EdCo. The board also approved a balanced budget, as required, of $147,937,583.

F.   COMMITTEE REPORTS

	1.	**Education Council Policy and Standards Committee**	**Peter Moroney**

Peter Moroney reported that the Policy and Standards committee met on April 5, 2019. The committee discussed the recommendations and issues raised by EdCo at the March 20, 2019 meeting regarding the Grading Policy. The Policy and Standards Committee determined that the best approach at this time is to scale back the policy changes. The revised Grading Policy will address all of the key priorities identified by the Registrar; additional Grading Policy changes will be brought to EdCo for consideration at a future date.

Peter also reported that the Policy and Standards Committee discussed the Educational Quality Policy development project and was able to provide some context, including why the college is undertaking this initiative at this time and the approach that we want to take. The committee also established some guiding principles. Peter indicated that both the Quality Assurance Process Audit steering committee and the Policy and Standards committee will be supporting this work. The timelines are tight, and the policy will need to be considered by Educational Leadership Team (ELT) and EdCo.

Peter announced that the next Policy and Standards committee meeting will be April 29, 2019.

G. PRESENTATION AND DISCUSSION

CETL – Online Courses

Emily Schudel and Martha McAlister discussed with the committee how online and blended learning fit within the curriculum development and Education Approvals processes. The number of courses moving to online and blended learning is increasing, and ideally, the consultation with e-Learning would occur earlier in the process. They also informed the committee that they are holding an information session to introduce Kaltura (a streaming media tool that is coming to Camosun) on May 6.

**Emily Schudel/
Martha McAlister**

H. ITEMS FOR ACTION

Grading Policy

**Peter Moroney/
Scott Harris**

Motion (Amended):

- amendment of Principle #4 as follows:

  "4. Instructors are expected to manage and report students who do not attend the first class meeting and who do not contact the instructor prior to the first class meeting with a satisfactory explanation. These students are considered "no shows" and they will be withdrawn from the course. If there is a waitlist, the next waitlisted student will be offered the seat."

- amendments to Section A of COM, DST and NC descriptions as follows:

COM	Complete: The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	Distinction: The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	Not Complete: The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

- amendments to Section B as follows:

Temporary Grade	Description
I	Incomplete: A temporary grade assigned when the requirements of a course have not yet been completed. Students must complete the course requirements within six (6) weeks of the "I" grade being assigned. Appears on the transcript.

IP	In Progress: A temporary grade assigned for courses that may require further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.) Appears on the transcript.

Moved by: Alison Bowe
Seconded by: Debbie Hlady
Motion Carried

I.   **INTEGRATED CURRICULUM COMMITTEE REPORT (5 MIN.)**

Curriculum for Presentation and Approval
   None

Regular Curriculum for Approval
   None

Curriculum Under Review
   See ICC Monthly Report

Approved Category 3 Curriculum Changes (1 min.)
   See Category 3 Changes Approved

Post-EdCo Error Corrections (1 min.)
   See Corrections Post-EdCo

J.   **PRESENTATION AND DISCUSSION**

Educational Quality Policy & Process   **Peter Moroney**

Peter Moroney provided an overview of the Educational Quality policy and process development. The Education Quality policy will comprise Education Approvals policy and process and Program Review and Renewal process. The intent is to develop a high-level policy as well as processes that are integrated into department and college-wide plans. The Policy and Standards committee and QAPA steering committee will be supporting this work along with college-wide engagement, ELT, and EdCo.

Development of the Educational Quality policy and associated processes will support and be informed by the Quality Assurance Process Audit (QAPA) and the preliminary response to Camosun's application for exempt status. As part of DQAB's review, external panelists cited a lack of clear policy and a lack of academic external review specific to the discipline. Camosun will also be undertaking the Quality Assurance Process Audit (QAPA) in Fall 2019, which will be focused on quality assurance including our Education Approvals process, EdCo, and associated policies.

K.   **ADJOURNMENT**   **Tim Ayers**

The meeting adjourned at 6:07 pm.