Approved Minutes

Monday, November 18, 2013
4:00 – 6:00 pm
CC 321, Interurban

Present

Andy Chen, Student	Karin Kaercher, ICC Chair (Special Guest)
Carly Hall, Faculty	Kathryn Laurin, President
Corrine Michel, Faculty	Leslie Martin, Support Staff
Craig Derksen, Faculty (Council-Elect)	Mindy Cui Yu Jiang, Student
Cynthia Wrate, Faculty	Nicole Greengoe, Administration
Dominic Bergeron, Administration	Richard Stride, Administration
Joanne Cumberland, Support Staff	Shelley Butler, Permanent Secretary
John Boraas, Administration	Tony Vernon, Faculty

Regrets/Absent

Ian Cowan, Board Representative	Stephen Bishop, Faculty
Narine Grigoryan, Faculty	Todd Ormiston, Faculty
Shohreh Hadian, Faculty	

Guests

Tag Kelt, CCSS Staff
Jordan Sandwith, Student

ITEM	PRESENTER
A. Call to order and declaration of quorum The Regular Meeting was called to order at 4:05 by Carly Hall, Education Council Chair.	**Carly Hall**
B. Acknowledgement of Coast Salish Territory *Carly 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'Ianew; 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*	**Carly Hall**
C. Round-Table Check-In Carly welcomed everyone and requested a roundtable check-in, including introductions.	**Carly Hall**
D. Acceptance of Agenda The Nov 18, 2013 agenda was accepted via unanimous consent.	**Carly Hall**
E. Minutes for approval	**Carly Hall**

ITEM	PRESENTER

The Oct 21, 2013 minutes were approved via unanimous consent.

F. Reports

1. Education Council Chair — **Carly Hall**

Carly thanked Cynthia Wrate for Chairing the Oct 21st meeting. Carly reported that the Education Approvals Committee is still working on the implementation of the new Education Approvals model. The committee is meeting every couple of weeks and Carly and/or Karin have visited all School curriculum groups to share the model.

2. VP Academic — **John Boraas**

The College has hired Steven Rumpel as the new Director of Education Planning. Steven joins us from the Ministry and begins his position on Nov 25, 2013. John also noted that the College is will begin interviews for the new VP position the week of Nov 25, 2013.

3. Board Member — **Carly Hall**

Ian Cowan is absent. Carly reported on the last Board meeting. The Strategic Plan Score Card was discussed. The card reveals that a lot of progress has happened and work has been accomplished. The College should be very proud.

G. Committee Reports

1. Awards — **Joanne Cumberland**

Joanne reviewed the students recommended for the various awards. Joanne noted that the Committee was challenged to award the Diewert Award based on the minimal criteria required. Joanne and Shelley will meet with the Foundation to discuss the challenges associated with the Diewert Award. Questions and discussion followed.

Motion

It was moved by Joanne and seconded by Pamela that Education Council approve the following students as recipients of the noted awards:

- Carly Charlebois for the Leadership in African Awareness Award
- Nathan Marks for the Diewert Community Service Entrance Award
- David Noble for the Donald Family Leadership Award
- Emma Forester for the Mixon Animal Rights Award

Motion Carried

2. Education Council Steering Committee – Education Approvals Review & Renewal — **Karin Kaercher**

Karin reported that the Carly and/or she have met with all the School Curriculum Committees. The new process has generally been well received and the committees appreciated the information provided. The Committee is in the consultation stage with the DRAFT Categories of Change/Level of Approval and Flowchart document. Once consultation has occurred these proposed process changes will come forward to Education. Lastly, the committee continues it work and will begin tackling the "Expedited Approvals" process.

3. Education Council Governance/Accountability – Education Approvals Review & — **Cynthia Wrate**

Renewal

Cynthia noted that the committee is now active and is hoping to attract new members. There is some very practical work to be done, including the planning of a Governance training session in January. To that end she has met with an expert in providing advice to Boards on good governance in an effort to determine what can be done for our Education Council. She provided good advice on the types of issues and establishing priorities.

Cynthia requested if any Education Council members would like to be on the Governance Committee. Cynthia, Carly, Craig, Karin, Nicole, Pamela and Shelley volunteered to be on the committee. A meeting will be held ASAP.

H.   Integrated Curriculum Committee Report

1.   Curriculum Recommended for Approval

Nicole Greengoe

Some Education Council members requested that the council consider adding additional information on the curriculum change in the ICC Report rather than relying solely on hyperlinks to the sites where curriculum is viewable. It was clarified that we do not want to return to previous years where valuable Education Council time was used to "re-vet" or "duplicate/triplicate" curriculum review processes that had occurred at other recommendation levels. The Policy Governance Model is based on trusting the ICC process and decision-making. The intent is to free up Education Councils time to focus on governance related issues. In an effort to provide some context with the change we will look at what can be done in the future to meet member needs.

A. CURRICULUM FOR FULL RECOMMENDATION

1. Regular Curriculum

> **Motion**
> It was moved and seconded by the Integrated Curriculum Committee that Education Council approves changes to:
>
> - ARCH 190 (ID 62423)
> - BIOL 152 (ID 62443) and BIOL 153 (ID 62444)
> - CIVL 192 (ID 62426)
> - Computer Systems Technology (ID62422), and COMP 298 (ID62421)
> - LDCT 535V (ID 62425)
> - MARK 433 (ID 62442)
> - MATH 251 (ID 62424)
> - Refrigeration and Air Conditioning Mechanic Foundation (ID62420), and REFG 100 (ID 62419)
> - Welder Foundation (ID 62418), and WELD 100 (ID 62417)
>
> **Motion Carried**
> *1 abstention*

Note - Council members can access curriculum documents via the \\nas2\cecp drive (Search by School, and Program/Course). Members can request for the Help Desk to create the network site as a permanent option for them to

access.

If any members have concerns regarding a recommend curriculum item from the ICC they should alert Shelley Butler prior to the Education Council Meeting.

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

The issues as follows were presented by Nicole. Questions and discussion followed.

What constitutes a program?
Recently, the ICC reviewed a program that consists of one course only. Is a program a series of courses leading to a credential or **can a program consist of one course only**? What are the challenges and benefits of organizing curriculum in this way? For the learners? For the institution?

Council members considered this question. Feedback included, but was not limited to:
o   *Flip the question: Can one course be made into a program? – yes, if hours meet the minimum credential requirement.*
o   *We don't have a definition of what a "program" is.*
o   *Are their benefits to "modularized" curriculum and allowing students to complete in chunks?*
o   *What is the student perspective?*
o   *What is the relationship between "program" and "credential"?*
o   *Is their provincial language to help us view this?*
o   *Is UT a program? Students often self-identify with it.*

I.   **Presentations and/or Discussions**

1.   **2014-2015 Budget Update**   **John Boraas**

John gave an update on the budget process. He noted that the College is committed to a collaborative feedback process that will include opportunities for feedback from all College units. Information is intended to be provided in a timely and transparent way. At this point we are still uncertain on a number of things including what the cuts from Government will be. There is a hope to get information out to the College in the next few weeks.

2.   **Program Mix Analysis**   **John Boraas**

John briefly reviewed the purpose of the Program Mix Analysis and the work that has been done on the project over the past year. The intent is to regularly monitor programs against set criteria to determine where they are operating well and where they are having challenges. The intent is to allow programs an opportunity to improve, and remain relevant and effective. There is a project charter and the monitoring will be in a two stage process. The first stage is data collection of "readily available data" (i.e. FTE, enrolment, number of faculty/staff, employer satisfaction, attrition, etc.). The second stage is to evaluate the program in light of other factors, such as our commitment to adult learners,

inter-culturalization, Indigenization, how the program serves the needs of our community, etc. The Schools should see some of the reports coming out in January or February 2014. This is our first attempt at this process and there may be some adjustments that will need to be made in future attempts.

Questions and discussion followed. Highlights of the discussion included, but were not limited to:

- *The intent is to measure "apples" to "apples" as much as possible within our means*
- *Criteria will be weighted, but details need to be worked out.*
- *The intent is to not make decisions on how a program scores on a single criterion. The intent is to make decisions on aggregated criteria.*
- *Data will most likely be drawn from a 3-5 year historical range.*
- *Life-cycle analysis of our programs?*
- *The current structure appears to be set-up as an "intra-competitive" model that could be destructive to our College environment. Need to create model that rewards an "inter-collegiate" environment.*
- *Diverse programming and collective intelligence makes us stronger.*
- *Need to take into account how students (i.e. UT) not in particular programs contribute collectively to the College and other programs.*
- *Goal is to look at how all contribute to the whole of the College.*
- *Is the sound methodology used for this?*
- *Will try to balance the micro with the macro elements of the review.*
- *There is room for growth with this model, but we will need to draw from our existing resources so we need to look towards reorganization solutions.*

3.   **Guiding Principles of a Learning Centered College**

Karin oriented council members to this document that was created in 2000. She posed a question on how we can take this document and apply it to the work of Education Council.

Questions and discussion followed. Highlights of the discussion included, but were not limited to:

- What are we doing well?
  - o Fairly open Admission policies
  - o More flexible in our learning than other institutions
  - o Have a Centre of Excellence in Teaching and Learning
  - o Use Learning Outcomes
  - o Have the resources to teach discipline experts how to become teachers.
  - o Small classes, low tuition, more accessibility to instructors.
  - o Good Internationalization approaches now.
  - o Different modes of delivery, scheduling classes in different ways.
  - o Education Plan that is learner centred.
  - o Emphasis on curriculum and teaching versus research
  - o Co-Governance model with Administration
- Learning Needs of Education Council Members?
  - o More acronyms in the Glossary of Acronyms.

- The document is 14 years old. Is it still relevant, clear? How do you respond to it?
    - Learning is not defined in the document. We should define it.
    - Many different documents that say the same thing. Is the environment the same in which it was created? Sometimes we find ourselves in a position where we cannot support student centred learning due to our environment.
    - We have examples at the institution where we are not "learner centred", yet this is what we say we believe we are about. How do reconcile that?

J. Next Meeting	**Carly Hall**

Happy Holidays Social
Monday, Dec 9, 2013, 3:30-4:00, CC 321, Interurban
Regular Meeting
Monday, Dec 9, 2013, 4:00-6:00, CC 321, Interurban

K. Adjournment	**Carly Hall**

The Meeting adjourned at 6:00 pm.