

**MINUTES OF AN EXTRA-ORDINARY MEETING
OF EDUCATION COUNCIL
Held Monday, June 12, 2006 at 4:00 p.m.
New Westminster Campus, Boardroom**

1. ROLL CALL:

Members Present:

Trish Angus (Non-Voting)
Graeme Bowbrick
Marilyn Brulhart
Sam Cheng
Rosilyn Coulson
Anne Gapper (Acting Recorder)
Gerry Gramozis
Leon Guppy
Elizabeth Helps
Sean Hibbitts*
Anna Jajic (Vice-Chair)
Ted James
Ann Kitching (Ex-Officio)
Jan Lindsay
Les Marshall
Elizabeth McCausland
Susan Meshwork (Chair)
Colleen Murphy
Teryl Smith
Susan Witter (Ex-Officio)

Regrets:

Jan Carrie
Brenda Pickard

Absent:

Rabey Husini

Guests:

Patrick Brown
Elizabeth Carter
Ray Chapman
Gilbert Fick
Elizabeth Hicks
Joe Ilsever
Lisa Phillips
George Stroppa
Gary Tennant
Don Valeri
Bernard Villeneuve

*part of meeting

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- 2. APPROVAL OF THE AGENDA:** Two items were added to the Agenda:
Item 4.4 Curriculum Committee Recommendations (side table memorandum from E. McCausland dated June 7, 2006) and 7.1 Applied Degree Policy Framework (copy of email from S. Witter dated May 19, 2006).
- 3. APPROVAL OF THE MAY 15, 2006 MINUTES:**
The Chair advised that the Minutes from the May 15, 2006 meeting will come to the June 19, 2006 meeting for approval.

4. BUSINESS FROM THE MAY 15, 2006 MEETING:

4.1 Bachelor of Arts Child and Youth Care

There being no discussion,

MOVED by C. Murphy; SECONDED by T.Smith,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Bachelor of Arts Child and Youth Care program.

The Motion was CARRIED.

There was unanimous consent to recommend the Bachelor of Arts Child and Youth Care credential to the Board.

MOVED by R. Coulson; SECONDED by L. Marshall,

BE IT AND IT WAS RESOLVED

THAT Education Council recommend the Board establish the Bachelor of Arts Child and Youth Care credential.

The Motion was CARRIED.

4.2 Bachelor of Business Administration

The Chair invited Joe Ilsever to the table to speak to this item.

G. Bowbrick reported the Philosophy Department had raised two areas of concern both of which had generated much discussion. One item was the inclusion of 'ethical' in the name of BUS 4490 'Applied Ethical Decision Making for Managers, Professionals and Executives'. R. Coulson indicated that her Department was prepared to change the name and the calendar description.

The other area of concern for the Philosophy Department was PHIL 1122 which had originally been included as a mandatory course. It was now being offered as a choice of one of two, namely PHIL 1102 or PHIL 1122 for the Financial stream and a choice of one of eight in the Accounting stream. J. Ilsever informed members that at an advisory sub-committee meeting on June 8, 2006 they looked at the degree structure for the

Financial stream and had agreed that if PHIL 1122 was mandatory they felt it would be acceptable to drop PHIL 1102 as a possible elective.

R. Coulson indicated that she appreciated the good will but felt there should be more choice in the Accounting stream and would continue with discussions and negotiations with the Humanities & Social Sciences Department to work towards a mutually acceptable resolution.

The Acting Recorder requested members of Council to replace page 134, Appendix T, of the Bachelor of Business Administration program with the side table item – Financial Plan for a New Applied Degree Program.

In response to a question about whether it was too optimistic to expect that every student who entered the 3rd year would graduate, J. Lindsay responded that it was a standard reporting feature and that the College would not be committed to that figure.

Responding to a question about the high number of hours of work experience required and whether the Department would be assisting the students in finding this work, J. Ilsever replied that in discussions with financial service employers they had indicated that because of high volume fluctuations in their industry, i.e. RSP and tax time, they would prefer the work experience be broken down to semesters and as a consequence this would be structured over the program length.

R. Coulson gave members a handout which contained three changes to the Bachelor of Business Administration program.

Table 3a-3: Curriculum Framework for an Applied Accounting Major; a change in name under Electives from Non-Commerce and Business 3rd and 4th year credits to **Non-Accounting, Marketing Business, and Finance** 3rd and 4th year credits.

Table 3a-5: Curriculum Framework for a Financial Services Major; removal of PHIL 1102 and under Electives change in name from Non-Commerce and Business to **Non-Accounting, Business, Finance and Marketing**.

Table 3a-6: Curriculum by Semester – Financial Services Major; **ACCT 3370** has been moved from Semester 4 to Semester 5 and **BUSN 3310** has been moved from Semester 5 to Semester 4.

MOVED by J. Lindsay; SECONDED by E. McCausland,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Bachelor of Business Administration Degree program including changes that require PHIL 1122 as a mandatory course in the financial stream and that the Accounting stream elective course requirements will be discussed with the Philosophy Department; and the changes to Tables 3a-3, 3a-5 and 3a-6 as presented.

There was a request from Humanities & Social Sciences FEC regarding BUSN 4490. The Chair advised members that a discussion will take place during the Curriculum Committee deliberations.

The Motion was CARRIED.

There was unanimous consent to recommend the Bachelor of Business Administration credential to the Board

MOVED by R. Coulson; SECONDED by M Brulhart,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend the Board establish the Bachelor of Business Administration credential.

The Motion was CARRIED.

4.3 a) Policy Committee Issues – Associated Studies

There was a great deal of discussion and feedback from the FECs. Points raised were:

- The comment was made that it was desirable to strike the staffing section entirely as was suggested by the Policy Committee the first time it brought recommendations to Council.
- If the policy were put into effect as suggested it would affect all departments and would have to be worded carefully so as to encourage discussion rather than argument. The point was made that the policy should not be written to manage the situation in a particular department but should be written to address cross College needs.
- FECs were comfortable with the existing policy where the requesting area had an advisory role but not with authority to make a decision as faculty were often hired to teach many other courses other than just the exclusive or adapted course.
- It was felt the proposed language was a recipe for deadlock; that it would not lead to resolution whereas an ‘advisory’ role would leave it such that someone would have the right to make a decision and resolve an otherwise deadlocked discussion.
- It was pointed out that the same situation exists with approval of curriculum guidelines, E. McCausland clarified the policy established

that if there is a juridical decision that cannot be resolved, Education Council can make a decision to break the deadlock.

- Concerns were raised about the words such as ‘advisory’ which could mean that the requesting area could give input but that it may not necessarily be listened to and that they would not have any input in a course that was important to their curriculum.

The Chair asked for a “straw poll” informal indication (by a show of hands) of Council’s will to strike the entire staffing section from the Associated Studies Policy. Most members raised their hands and indicated that they did think it best to strike the staffing section all together.

There was unanimous consent to refer this item back to the Policy Committee with the comments of Council considered for further recommendations for amendment in the Fall semester.

4.3 b) Withdrawals, Course and Status Change

There was discussion on feedback from FEC Council Representatives.

Points that were raised were:

- concerns that for some students money was no issue and they would pay for the class but just not show up.
- other concerns were that the proposed policy would not be serving students, nor recruitment aims, it would be disturbing when students came in late and waitlisted students could potentially take the class elsewhere.

It was suggested by some members that there should be a statement in the policy giving students one week to inform instructors of their intent to attend a missed first class before the seat should be reallocated to a waitlisted student.

The Chair of the Policy Subcommittee suggested since we had not reached agreement in many months of working to amend this policy, we should instead leave the policy as it is but clarify ambiguous language as best we could.

The Chair again asked for a “straw poll” informal indication of Council’s will.

There was unanimous consent to refer this matter back to the Policy Committee for further discussion and recommendation. The Chair indicated she understood from discussions and the straw poll that Council wished the Policy Committee to clarify the wording on the current policy and that Council preferred to leave the intent of the policy as is.

4.3 c) Policy Committee Issues – Grading Policy

T. James reported the current policy was creating inconsistencies in how the UN grade was being used. The proposal was to revise the grading policy so UN was not an assignable grade in mastery courses.

In response to a question as to how to differentiate between a student who had tried the course but had failed rather than just not turning up, T. James explained that as this only applied to mastery courses, if a student attempted the course but did not get the grade, EXP would be the appropriate designation whereas if they did not attend or put no effort into the course then NCG would apply.

There was some discussion about confusion on the usage of EXP grades and grades called Non-Mastery in closed enrollment programs. J. Lindsay indicated there was obviously a need to clarify and to ensure that grades are used properly and consistently.

MOVED by M. Brulhart; SECONDED by S. Hibbitts,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the grading policy as recommended by the Policy Committee to remove the UN grade and define NCG as it is defined in the recommended policy change.

The Motion was CARRIED.

12 in favour

4.3 d) Academic Performance

The Chair reminded members this policy amendment was approved at the May Education Council meeting.

4.4 Curriculum Committee Recommendations

R. Coulson indicated they had changed the title and calendar description for BUS 4490. The calendar copy change is considered a major change by the Curriculum Development and Approval Policy and will need to be reviewed by the Curriculum Committee. E. McCausland agreed they could do the review by the June 19, 2006 meeting.

There was unanimous consent to approve the curriculum guidelines as presented with the exception of BUS 4490.

MOVED by M. Brulhart; SECONDED by C. Murphy,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for ACCT 4510, ACCT 4520, ACCT 4750, ACCT 4850, BUSN 3401, BUSN 4420 and FINC 4360.

The Motion was CARRIED.

7. **OTHER BUSINESS:**

7.1 **Applied Degree Policy Framework**

A copy of a fax forwarded by S. Witter from the Ministry of Advanced Education was entered as a side table item. The fax indicated that the Ministry of Advanced Education is “revising the New Mandate Applied Degrees Ministry Review process and policy. Under the revised policy, the student Full Time Equivalent (FTE) utilization rate will not be considered in the applied degree approval process, and degree proposals will be considered in the context of the institution’s overall academic plan.”

J. Lindsay indicated that this fax had arrived at an opportune time, with the three degrees moving forward. She appreciated the fact that faculty and staff had been willing to move forward on these degrees even though the content of the email was only a rumour at that time.

8. **ADJOURNMENT:**

MOVED by M. Brulhart; SECONDED by L. Marshall, the meeting adjourned at 5.30 pm.

Chair _____ Secretary _____