

MEETING MINUTES

BCIT EDUCATION COUNCIL

Date: 5 June 2024 at 2:30-4:30pm

Meeting Location: SE40 Royal Oak Boardroom (room 120) @ 4551 Wayburne Drive, Burnaby

In attendance: Eric Fry; Michael Currie; Shawna Waberi; Cora Bell; Bobby Davidson; Maninder Dhesi; Jennifer Figner; Bob Gill; Amy Goldlist; Linh Hoang; Michelle House-Kokan; Kirksal Icoz; Dawn Lim; Trevor Lord; Andrea Ralph; Lyle Reid; Dhaval Shah; Morgan Westcott; Yuqi Yang; Jeff Zabudsky.

Recorder: Kerri Macmillan

Official Guests: Joanna Angelidis; Tania De Ridder; Erika Ram; Jan Smith

Regrets: Kory Wilson; Nathan Chapin

Eric called the meeting to order at 2:32pm.

1. Eric provided an Acknowledgement of Territories and led a roundtable of introductions as this is the first meeting of EdCo for the academic year. There will be a by-election in the fall for the GEU Faculty seat in School of Transportation.
2. Election of Education Council Chair for 2024-2025
Jan Smith, Registrar explained the process for conducting the election for the position of Chair of Education Council. Quorum was confirmed. Jan noted that the nominating committee brought forward the name of Eric Fry for the position of Education Council Chair. Eric confirmed his acceptance of the nomination. Jan called twice for any additional nominations. There were none and nominations were declared closed. Eric was acclaimed as Chair of Education Council for 2024-2025.
3. Election of Education Council Vice Chairs for 2024-2025
As newly elected Chair, Eric conducted the election for the two Vice Chair positions for 2024-2025. Eric advised that the nominating committee brought forward Shawna Waberi and Morgan Westcott as nominees for the two positions of Vice Chairs. Shawna and Morgan confirmed their acceptance of the nominations. Eric called twice for further nominations for the Vice Chair positions; hearing none, nominations were declared closed. Shawna Waberi and Morgan Westcott were acclaimed as Vice Chairs of Education Council for 2024-2025.

Each Vice Chair is responsible for assuming the role of Chair for one of the two Standing Committees, Programming and Policy. Congratulations were offered to those elected to Council Executive positions.
4. Approval of Agenda
MOTION: It was moved by Shawna Waberi and seconded by Kirksal Icoz that the agenda be approved. The motion was carried.
5. Approval of Education Council minutes 1 May 2024
MOTION: It was moved by Bob Gill and seconded by Michael Currie that the minutes of 1 May 2024 be approved. The motion was carried.
6. Business Arising from the minutes - none
7. Reports
 - 7.1. Report from the Chair – Eric Fry

- Eric had three personal goals during his time as EdCo Chair; advancing the reconciliation process, encouraging succession planning, and supporting student well being.
- At the Board meeting on May 21 Eric summarized the EdCo May 1 meeting and shared the impact of the Kairos Blanket exercise and encouraged Board members to participate in similar activities.
- At the spring Academic Governance Committee meeting, other colleges and institutions shared best practices. A common theme is the attempt to effectively include an indigenous member on their councils. Eric shared that BCIT has an official guest seat for an Indigenous Initiatives and Partnerships staff member as well as the working group that created the reconciliation plan.
- Last year, the Board approved a non-substantive amendment to Policy 1000 to allow minor changes to the policies and procedures for grammatical, title and department type changes without going through the full approval process. EdCo wasn't aware of this initiative at the time so Eric wanted to bring it to EdCo to consider adopting the same approach for the Education policies.
- Instead of an annual EdCo bylaw update there is a desire for a holistic review of the bylaw package. In the 2024/2025 EdCo year the EdCo chair plans to have the two EdCo Vice Chairs representing faculty and management co-chair the process through a working group. The desired timeline will be for an update to add the elections process in the late fall with a complete update early in 2025.
- The reconciliation plan is later in the agenda, the next step of the working group will be actioning these items as well as electing a new chair of the working group in the fall.

7.2. Institutional Report

a. Provost and VP Academic Report – Jennifer Figner

- BCIT is in the process of developing a new strategic plan. A recap of what we achieved in the last plan will be shared to the community.
- A three-year financial recovery plan is in place.
- Indigenization, Inclusion, Diversity, Equity, Accessibility, Sustainability and Student Well-being (IDEAS) strategies are being implemented throughout the institute, including the guiding document for program development/change shared through the collaboration of many departments.
- Enrolments for the fall continue to be solid with an increase in flexible learning enrolments.
- The Ministry overdose response and steering committee is reviewing post secondary institute readiness to respond to student emergencies due the recent overdose at UVic. Laura Vail confirmed resident advisors are trained to administer naloxone and there are kits in each house as well, campus security staff are trained and carry the nasal spray.

7.3. Program Review Reports

a. One Year Status Report

i. Master of Science in Ecological Restoration, SoC&E

Associate Dean, Caroline Depatie, presented highlights in the progress of the action items from the program review. Approval from the ministry was received in May for the September launch of the revised Master's program that will be offered independently at BCIT. Entrance requirements and admissions now includes a questionnaire for competitive entry. Consultation for designation recognition is progressing. A new thesis stream will be included. Future credentials will be explored.

ii. Bachelor of Engineering in Civil Engineering and Diploma in Civil Engineering Technology, SoC&E

Associate Dean, Steven Kuan, provided highlights including improvements in collecting graduate attribute data. Working with the other CEAB accredited BCIT programs regarding faculty recruitment challenges as well as necessary facility improvements. Improvements have been made to the course outlines and to the marketing efforts of the program. The addition of the co-op stream will be voted on at EdCo today.

b. Final Recommendations & Action Plan

i. Diploma in Business Operations Management, SoB+M

Dean, Kenton Low, reported on the findings from the program review. The main buckets are enhancing education in topics that are increasingly important in the industry; faculty professional development and

hiring faculty with emerging technology experience. The external review suggested adding more experiential learning opportunities which will be explored.

7.4. Report from Student Association – Dawn Lim

Recent events included a hiring fair at the ATC and a motor sports club event at the AIC. The food pantry will remain open through the summer. There is an expanded team and budget to allow more frequent and diverse events in the coming year.

Five-minute break taken

8. Standing Committee Reports:

8.1. Programming Committee – Shawna Waberi

Shawna thanked the outgoing members of the Programming committee as well as the programs for the high-quality documents coming to EdCo.

a. Proposals

i. Advanced Diploma in Marine Engineering, SoT

This program is created following a comprehensive review of the Diploma in Marine Engineering co-op program and recommendation to restructure into two programs. The diploma has reduced the course-load and the creation of this advanced diploma creates a laddering opportunity. It will begin March 2025 with an intake of 12-16 students for the new 28-week program.

MOTION: It was moved by Shawna Waberi and seconded by Morgan Westcott that the proposal for the Advanced Diploma in Marine Engineering be recommended to the Board of Governors for approval.

The motion was **carried**.

ii. Associate Certificate in Engine Room Rating, SoT

This program will assist vessels to be compliant with Transport Canada's minimums for qualified crew members and address critical shortages in the marine industry. This is an entry-level program to begin in January 2025 with an intake of 15 students into the new 12-week program with two intakes per year. There is no direct laddering but potential for higher marine certification with additional sea time.

MOTION: It was moved by Shawna Waberi and seconded by Andrea Ralph that the proposal for the Associate Certificate in Engine Room Rating be recommended to the Board of Governors for approval.

Motion to amend: It was moved and seconded to remove "The age of the potential students would range from 18 to 50 years." from page 13 section 2.4.

The amendment to the motion was **carried**.

The main motion was **carried**.

iii. Certificate in Essential Technical Skills for Architecture, Construction and Engineering, SoC&E

This program is designed as an outreach initiative to address a need to fill entry level positions. The 14-month program will begin in July providing laddering in the following year for programs starting in September. A request for Policy 5103 exemption to complete the program in three years will be sought in future.

MOTION: It was moved by Shawna Waberi and seconded by Bobby Davidson that the proposal for the Certificate in Essential Technical Skills for Architecture, Construction and Engineering be recommended to the Board of Governors for approval.

A question was raised on the competitive entry process given the program is aimed at students who may have academic barriers. Concern was raised that essay writing could be an unforeseen barrier for students that are not as academically strong. Program representatives explained the targeted recruitment with the high school partners to identify students for this program. The applications are evaluated by SoC&E Industry Services based on a rubric created with the industry and high school partners and is not focused on academic performance.

Motion to amend: It was moved and seconded to edit the laddering wording on page 5 to clarify the entrance requirement needs for future laddering opportunities.

The discussion confirmed it is the intention for this program to introduce students to the industry with an opportunity to apply into other related BCIT programs however graduates will continue to need to meet the other program's entrance requirements.

The amendment to the motion was **carried**.

The main motion was **carried** with three abstentions.

b. Major Curriculum Change

i. Associate Certificate in Marketing Management - Event Marketing AND Certificate in Sustainable Event Management, SoB+M

This request for a major change includes name changes and other changes to address attrition, an alternative to the required practicum which presented challenges during the pandemic (although a practicum will remain in the program as an elective), and imbed sustainability within both programs. The new names are 'Associate Certificate in Event Marketing and Planning Foundations' and 'Certificate in Event Marketing and Management Strategy'. Both programs will reduce the overall credits slightly. A teach out plan is in place for current students with the new programs beginning in January 2025.

MOTION: It was moved by Shawna Waberi and seconded by Michael Currie that the proposal for major change to the Associate Certificate in Marketing Management - Event Marketing AND Certificate in Sustainable Event Management be approved.

The motion was **carried** with one abstention.

ii. Bachelor of Engineering in Civil Engineering, SoC&E

This request will add a co-op stream including four work terms (student will earn and additional 60-credits in the co-op stream) to align with similar accredited programs. The fall 2025 intake of students will have the option to join the co-op stream which will begin in September 2027.

MOTION: It was moved by Shawna Waberi and seconded by Bob Gill that the major change proposal for the Bachelor of Engineering in Civil Engineering be approved.

A question was raised on job availability for co-op students; the intake of 18 students is manageable and students have the option to switch to the non-co-op stream.

The motion was **carried** with one abstention.

8.2. Policy Committee – Michael Currie

a. P6400 Authored Books

Required updates to bring to current language, add related policies, definitions and adjust the approver to the Academic Manager as well as expand to more than only written books.

MOTION: It was moved by Michael Currie and seconded by Andrea Ralph that Education Council recommends approval by the Board of Governors of the revised Policy 6400 Authored Books.

A question was raised as to the limitation to ‘faculty’ written materials as other BCIT members could author materials. The wording will be reviewed to expand the definition.

The motion was **carried**.

b. P5012 Course Credits – Implementation Schedule

This is an edit to the recently approved policy as unforeseen implementation challenges arose after it was approved. This edit will remove the wording in Guiding Principle #9 using the approval date for implementation to replace it with then proposed implementation schedule to ensure readiness of all systems and processes and will include further communication with the BCIT Community.

MOTION: It was moved by Michael Currie and seconded by Shawna Waberi that Education Council recommends approval by the Board of Governors of the revised Policy 5012 Course Credits with the Implementation Schedule.

The motion was **carried** with one abstention.

8.3. Educational Technology and Learning Design Committee – Erika Ram

- The committee welcomed two new members and will recruit a student member for the coming year.
- Teams and Class for Teams feedback on functionality have been shared with the Educational Technology and Information Technology Services teams to work through improvements. The Class platform will be implementing some of the recommendations this summer. For scenarios where Class will not fit the specific use, faculty have the discretion to use our business Teams account however the student use has been challenging without student licenses which will be implemented in the fall.
- Due to a lack of time, Erika deferred updating EdCo on the AI Strategy to the next meeting.

9. New Business

9.1. Education Council Reconciliation Plan – Due to a lack of time, will defer to the next meeting.

10. Any Other Business – none

11. Next meeting: 18 Sep 2024, 2:30-4:30 @ SE40 Royal Oak Boardroom

12. Eric adjourned the meeting at 5:07pm.