EDUCATION COUNCIL
MINUTES OF THE MEETING HELD ON
Tuesday, January 21, 2003 in Room B201

Membership:

Linda Arnold	Linda Holmes (a)	Pam Novak-Cawley (Chair)
Eric Ball	Marg Heldman	Therese Paradis
Barrie Brill	Robert Leaf	Dennis Steeves
Lynn Carter	Ken MacMillan	
Rob Dykstra	Verna Magee-Shepherd	Ruben Del Muro Gonzalez
Martin Gerson (Vice Chair)	Linda Martin	Dee Dahl (a)
	Judith Neamtan	Swapna Kamath
	Peter Norwood	Nick Brown (a)
		Mona Chan (notes)

Guests: K. Murray, L. Cullen, D. Soo, S. Kamerling Roberts, S. Cathcart, M. Ewing

Copy of Minutes to be sent to: Doug Soo, Shirley Kamerling-Roberts

1. CALL TO ORDER

The meeting was called to order at 1310 hours. P. Novak Cawley welcomed M. Heldman as an observer in her capacity as Acting Division Chair – Maths & Sciences.

2. APPROVAL OF AGENDA

There was a change in order for the following items:

No. 3. Business Arising - "EdCo Subcommittee – by-law re: voting practices"
moved to follow *no. 4 Curriculum* because a couple of members were teaching until 1:30 pm.

No. 5. New Program Request for BCSAP Eligibility – Computer Skills for the Workplace be
presented with **8. For Information a) System for Awarding CEUs** and
b) IACET Criteria for Authorized Provider.

"*EdCo Elections"* was added **under 8. Information**

MOTION: That the agenda be approved with the above amendments.
Moved by D. Steeves/Seconded by B. Brill
CARRIED UNAMINOUSLY

3. APPROVAL OF THE PREVIOUS MINUTES AND BUSINESS ARISING

Copies of the amendment to the draft minutes of meeting dated December 3, 2002 relating to no.
6. EdCo Subcommittee-By-Law re: Voting Practices were distributed at the meeting and
members were asked to replace pages 4 and 5 of the draft minutes with the amended copies.

MOTION: That the minutes of December 3, 2002 be approved as amended.

4. CURRICULUM

4a) BUSINESS MANAGEMENT
Existing Program Revision
i)   International Business
ii)   Business Management
iii)   Marketing & Sales, Business Management, International Business

Discontinued Course Request
iv)   INTB 2430 – International Business Development and Management
 v)   INTB 2450 – International Business Development and Management

Change to Course Prerequisite
v)   BCAP 2311 – Network Fundamentals

D. Steeves invited K. Murray, Chair of Business Management Department to present the above curriculum changes.

The Business Management Department has two planning courses namely, INTB 2430 – International Business Development and Management, and BUSM 2450 – Business Planning. These two are similar courses and the department decided to delete INTB 2430; the rationale for the **program revision** for **International Business** is to replace INTB 2430 with BUSM 2450.

For the **program revision** for **Business Management**, the department will be providing their students with a wider range of electives, and at the same time cleaning up discontinued and duplicated of courses. The details of the addition and deletion of elective courses are listed in the revised electives list, which was attached to the program revision form and distributed with the agenda package.

For the **program revision** for **Marketing & Sales, Business Management, and International Business,** the department proposed to change the LET prerequisite, on an exceptional basis only to the Marketing & Sales, Business Management, and International Business programs. The *admission requirements* is changed to read:

> "The requirement of LET 3 may be waived by the Business Management Department Chair or nominee, for applicants with relevant business experience. Applicants must however, achieve a minimum of LET 2 (or LPI equivalent) before being accepted into the program. Applicants must also successfully complete ENGL 1107, CMNS 1118 and ENGL 1127 to meet graduation requirements."

The reason for this proposed change is because in the past, applicants with good business experience have been accepted on an exception basis with an LET of less than 3 and these students, in general, perform as well as students with a LET 3 or higher.

Discussion ensued regarding the admission requirements stated above.

M. Gerson recommended the following changes (in bold italics) be made to the Admission Requirements to ensure that all students are told clearly of the criteria:

"The requirement of LET 3 may be waived by the Business Management Department Chair or nominee, for applicants with *extensive* relevant business experience, ***and on the basis of a satisfactory interview in which the students has demonstrated the ability to deal with the language requirement of the program.*** Applicants admitted without a LET score of 3 must however achieve a minimum of LET 2 (or LPI equivalent) before being accepted into the program. *These* applicants must also successfully complete ENGL 1107, CMNS 1118 and ENGL 1127 to meet graduation requirements."

D. Steeves will incorporate the changes and will present it to the Registrar to ensure that she agrees with the language used.

The **Discontinued Course Requests for INTB 2430 and INTB 2450** are a continuation of the program revision – International Business.

Further, K. Murray informed us that **BCAP 2311 – Network Fundamentals** was put on by the Business Management department specifically for the Library Technician program. The department chair of the Library Technician program requires a screening mechanism to ensure that the students who get into this high technology course have the required skills for it; therefore, the Business Management department is proposing a change to the course prerequisite to:

"(CPSC 1010 or BCAP 1200) and (LIBR 1111 or BCAP 1237) – a minimum grade of "B-" in prerequisite courses is required."

MOTION: That the above curriculum changes be approved as recommended; that the program revision for Marketing & Sales, Business Management and International Business be approved, provided that the Registrar agreed with the wording used under the Admission Requirements, as discussed.

Moved by D. Steeves/Seconded by P. Norwood
CARRIED UNAMINOUSLY

4b) NUTRITION
Existing Program Revision
i) Nutrition & Food Service Management

Change to Course Prerequisite
ii) FSRV 1219
iii) FSRV 2322
iv) FSRV 2323
v) FSRV 2324
vi) FSRV 2329
vii) FSRV 2423
viii) FSRV 2424
ix) FSRV 2429

Minor Course Revision
x) FSRV 1219, 2329, 2429, 2324

D. Steeves invited L. Cullen, Chair of the Nutrition and Food Services Management Department to present these curriculum changes.

The existing program is moving to on-line delivery with externalized practica, and with the proposed changes, it will broaden the target market and better meet industry needs. This revision also reduces the operating costs of the program.

As a result of the program revision, the course prerequisites for FSRV 1219, 2322, 2323, 2324, 2329, 2423, 2424, 2429 and calendar descriptions for FSRV 1219, 2329, 2429, 2324 are also revised.

MOTION: That this Program Revision, Change to Course Prerequisite (FSRV 1219, 2322, 2323, 2324, 2329, 2423, 2424, 2429) and Minor Course Revision (FSRV 1219, 2329, 2429, 2324) be approved as recommended.

Moved by D. Steeves/Seconded by B. Brill
CARRIED UNAMINOUSLY

4c) REALTIME REPORTING
Minor Course Revision
i) REAL 2628 – Machine Shorthand Speedbuilding

D. Steeves presented this minor course revision. To comply with industry standards, the department requested the current speed requirement be reduced from 225 wpm to 200 wpm.

MOTION: That this minor course revision be approved as recommended.

Moved by D. Steeves/Seconded by B. Brill
CARRIED UNAMINOUSLY

P. Novak Cawley turned the chair to M. Gerson.

4d) HP & RECREATION
Existing Program Revision
i) & ii) Recreation Diploma

P. Novak Cawley presented these two program revisions. The first revision is to remove the requirement of *"An interview conducted by faculty"*, and to put in a student friendly text under Program Requirements.

MOTION: That this program revision be approved as recommended.

Moved by P. Novak Cawley/Seconded by D. Steeves
CARRIED UNAMINOUSLY

The second revision allows RECR 1166 and RECR 1165 to be substituted for each other, by permission of the department. This gives students additional flexibility in choosing their stream. This change will take place in Term 3.

MOTION: That this program revision be approved as recommended.

Moved by P. Novak Cawley/Seconded by B. Brill
CARRIED UNANIMOUSLY

M. Gerson turned the chair back to P. Novak Cawley

4e) COMPUTER SCIENCE
Minor Course Revision
i) CPSC 1181 – Computing paradigms with the object concept

M. Gerson presented this minor course revision. The department requested changing:

1) the course title from Computing Paradigms with the Object Concept to **Object-oriented Computing**, and
2) the calendar description

to make the course more compatible with object oriented technology.

MOTION: That this minor course revision be approved as recommended.

Moved by M. Gerson/Seconded by K. MacMillan
CARRIED UNANIMOUSLY

4f) BIOLOGY
New Course Proposal
i)   BIOL 2319 – Biological Invasions

M. Gerson presented this new course proposal. This course is designed to increase the number and quality of courses offered through the Canadian Field Studies in Africa program.

The course addresses biological invasions primarily within an ecological framework. It will also examine population dynamics, community structure, food web complexity and biodiversity in relation to alien invaders. Examples of invaders into East Africa and Canada will be emphasized, but will include case studies of invasive species from all ecosystems and all over the world.

MOTION: That this new course proposal be approved as recommended.

Moved by M. Gerson/Seconded by L. Carter
CARRIED UNAMINOUSLY

4g) ANTHROPOLOGY
New Course Proposal
i) ANTH 1123 – Methods in Archaeology: Geospatial Analysis

B. Brill presented this new course proposal. The rationale for proposing this new course was to strengthen the Archaeology Field School curriculum by adding a separate third course in spatial analysis and mapping techniques.

MOTION: That this new course proposal be approved as recommended.

Moved by B. Brill/Seconded by L. Carter
CARRIED UNAMINOUSLY

We moved forward to no. 6 while waiting for D. Soo, S. Cathcart, M. Ewing, and S. Kamerling-Roberts to arrive and present no. 5 and no. 8

6. **CLARIFICATION OF (*) NOTATION AND MOTION TO INTRODUCE SR NOTATION**

V. Magee Shepherd advised us that an asterisk (*) grade denotes a course audit. The 02/03 Langara Calendar describes * as:

"Indicates that the student took the course on a non-credit basis" and "Not included in the Grade Point Average".

Courses bearing an asterisk grade are not accepted for loan purposes. In order for students to be eligible for student loans, they must show positive course results – either a passing letter grade or "S" – on their transcripts.

The College's current practice of using an * notation in such self-paced courses as ENGL 1107 and MATH 1100 is an issue for students receiving loans and must be discontinued. An * in these courses has come to mean that students can subsequently re-register in the course or register in some select courses but not others (e.g. student with an * in ENGL 1107 may register in 1108 but not 1127). The intent of * in these contexts was to indicate that students are progressing, but are not yet at a fully satisfactory level.

V. Magee Shepherd stated that we do not wish to compromise student loan eligibility with the continuation of our *practice, a new notation is proposed. "SR" (Satisfactory but Restricted) reflects a positive student outcome, but does not constitute pre-requisite clearance – it channels future course choices. "SR" is an option in these specific courses as an alternate to "S" or "U".

MOTION: That the introduction of "SR" notation be approved as recommended.

Moved by V. Magee Shepherd/Seconded by K. MacMillan
CARRIED UNAMINOUSLY

It was noted that T. Paradis will send out information about this via the listserv.

Action: T. Paradis

At this point, we moved back to no. 3 Business Arising i) EdCo Subcommittee – by-law re: voting practices

3. **BUSINESS ARISING**
    i)   **EdCo Subcommittee – by-law re: voting practices**
    This item was carried over from the December 3, 2002 meeting, at which the following motion had been made, and then postponed until the January meeting:

    E. Ball referred to Edo by-law 5.4.3, which states that

    "decisions shall be by majority vote of the members in attendance, unless otherwise specified in the Act; the names of those opposed or abstaining to motions will not be recorded unless by special request;"

    E. Ball proposed to amend his motion to read as follows:

"That the words "of the members in attendance" be removed from by-law 5.4.3, the effect being that decisions will be arrived at by majority vote, with abstentions having no effect on the outcome."

Extensive discussion followed. It was pointed out that as this is a by-law amendment; in order to pass, it requires two-third of the majority of the membership, and not just those present, to vote in favour.

MOTION: That a vote on the motion to amend the by-law go to a secret ballot over a period of a week.

Moved by E. Ball/Seconded by K. MacMillan
CARRIED

D. Soo, S. Kamerling-Roberts, S. Cathcart and M. Ewing arrived at this point to present nos. 5, 8 a) and 8 b). We moved forward to the CS and Financial Aid presentations and will come back for further discussion on no. 3 – the by-law amendment.

5. NEW PROGRAM REQUEST FOR BCSAP ELIGIBILITY
- **Computer Skills for the Workplace**

S. Kamerling Roberts and S. Cathcart presented this request. The Computer Skills for the Workplace is a new 13-week full time C.S. program. The program is designed to provide the learner with a combination of comprehensive and integrative business computer software and job search skills enabling them to attain and retain employment in today's competitive workforce. Microsoft Office 2000, Simply Accounting, and Keyboarding skills training are a major component.

 S. Kamerling Roberts referred to the 13-point program proposal, which was distributed with the agenda package. She confirmed that this program meets all the eligible requirements for a student loan.

Discussion followed.

MOTION: That Education Council approves this new program – Computer Skills for the Workplace for student loan eligibility purpose.

Moved by M. Gerson/Seconded by R. Del Muro Gonzalez
CARRIED UNANIMOUSLY

8. FOR INFORMATION
   a) **System for Awarding CEUs**
   b) **IACET Criteria for Authorized Provider**

D. Soo presented us with information on the Criteria for Authorized Provider that was set out by the International Association for Continuing Education and Training (IACET) and the System for Awarding the Continuing Education Unit (CEU). Detailed information on these two items was distributed to members with the agenda package.

Discussion followed.

MOTION: That Education Council supports the information presented above.

Moved by D. Steeves/P. Norwood
CARRIED UNANIMOUSLY

(cont'd)
3. **BUSINESS ARISING (con'td)**
   i)   **EdCo Subcommittee – by-law re: voting practices**

   Due to insufficient time, members agreed that it would be best to postpone further consideration of this topic to next month's Education Council meeting, and that the motion be postponed until then.

   Agenda: Education Council – February

7. **PROPOSED DATES FOR FALL 2003 THROUGH SUMMER 2004**
   T. Paradis pointed out that in order to accommodate a large number of new students registering for the fall semester, registration for the fall is a few days earlier than in the past.

   MOTION: That the proposed dates for fall 2003 through summer 2004 be approved as recommended.
   Moved by T. Paradis/Seconded by M. Gerson
   CARRIED UNANIMOUSLY

   Discussion followed. It was noted that there are some concerns from the Career program areas about moving the registration dates forward because

   - the grades from the high school applicants are in at the end of the 3rd week in July.
   - the $100 deposit

   T. Paradis advised that the Registrar's Office starts accepting applications from the high school applicants in May and June; once the applicants are accepted, they will be required to pay the $100 deposit. The Registrar is, in fact, looking at conditional admission.

   It was noted that other programs welcomed the idea of early registration.

   T. Paradis stated that the Registrar's Office will closely monitor these concerns from the Career programs.
   Action: T. Paradis

8. **FOR INFORMATION**
   - **SCOEA 2002 Annual Report**
   P. Novak Cawley referred to this report, which was distributed with the agenda package, for EdCo members' information.

   - **EdCo Election**
   T. Paradis informed us that there will be an Election of Council Members for a two-year term starting April 1, 2003 to March 31, 2005. Information about this election will be posted in "By The Way" and the voicemail system in February. It is important that the day/time (third Tuesday at 1 pm) of EdCo's monthly meeting be included in the context to ensure that the members elected are able to attend the monthly meetings.

   There being no other business, the meeting adjourned at 3:25 pm.