

**EDUCATION COUNCIL**  
**MINUTES OF THE MEETING HELD ON**  
**Tuesday, June 10, 2008**

**Membership:**

Antonella Alves  
Fraser Archibald  
Linda Arnold  
Noel Currie  
Laura Cullen (Chair)  
Martin Gerson  
Margaret Heldman

Linda Holmes (a)  
Gerda Krause  
Wendy Low (Vice-Chair)  
Peter Norwood (a)  
Kevin Paul (a)  
Ken Pawlak

Brian Pendleton  
Lisa Randell (a)  
Roger Semmens  
Joyce Wong

**Student Representatives:**

Arran Walshe (a)  
Gabriel Pelletier (a)

**Guests:**

Linda Turner  
Daniel Thorpe  
Therese Paradis

**Notes:**

Susan Smith

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1. **CALL TO ORDER**

The meeting was called to order at 1305 hours upon declaration of a quorum.

2. **APPROVAL OF AGENDA**

T. Paradis will present the item 5 A) Academic Dates for 2010.

**MOTION:**

**That the agenda be approved.**

**Moved by R. Semmens/Seconded by W. Low  
CARRIED**

3. **APPROVAL OF THE PREVIOUS MINUTES**

**MOTION:**

**That the minutes of the Education Council meeting held May 13, 2008 be approved as circulated.**

**Moved by K. Pawlak/Seconded by W. Low**

L. Cullen turned the chair over to W. Low.

4. **CURRICULUM**

- A) BBA
- a) **Program Revision**
  - i) Bachelor of Business Administration

L. Cullen noted that the forms are to be amended to read "CGPA 2.33" wherever there is currently a reference to CGPA 2.20 in the agenda package. The department recommends fine-tuning the program admission requirements and formalizing the minimum CGPA requirement needed to remain in the program through the third and fourth years and to graduate from the program. It is also broadening the range of courses offered to provide a smoother transition into the third year. Previously students were able to take third year BBA courses without completing all bridging courses, which left some students at a disadvantage. The revision will ensure students have completed all requirements before advancing into the third year.

**MOTION:**

**That the revision to the Bachelor of Business Administration program be approved, with noted amendments.**

**Moved by L. Cullen/Seconded by L. Arnold  
CARRIED**

- ii) Accounting Diploma & Accounting Co-operative Education Diploma
- iii) Marketing Management Diploma & Marketing Management Co-operative Education Diploma

L. Cullen presented these two items together. The proposed revision will add BUSM 1100 as a required course in lieu of one of the business electives.

**MOTION:**

**That** the revision to the Marketing Management Diploma & Marketing Management Co-operative Education Diploma be approved as recommended.

**Moved** by L. Cullen/Seconded by A. Alves  
**CARRIED**

**b) Prerequisite Changes**

- i) Upper-Level School of Management BUSM, FMGT, and INTB courses numbered 3xxxx or 4xxx except BUSM 4300

This proposed change will add the following to the prerequisite statement for upper level courses (as noted above): *Completion of a minimum 54 credits including 6 credits of university-transferable English or Communications with a minimum "C" grade or permission of the department.* This prerequisite will ensure that all students, including non-program students, have the same level of English proficiency and are able to successfully complete the course material.

**MOTION:**

**That** the proposed prerequisite change to *Upper-Level School of Management BUSM, FMGT, and INTB courses numbered 3xxxx or 4xxx except BUSM 4300* be approved by Education Council.

**Moved** by L. Cullen/Seconded by L. Arnold  
**CARRIED**

*N. Currie departed at 1330.*

- ii) BCAP 3100 – Business Computer Applications II

The department proposes the following prerequisites for this course: *Completion of a minimum 30 credits including BCAP 1200 with a minimum "C" grade and 3 credits of university-transferable English or Communications with a minimum "C" grade or permission of the department.* This prerequisite will ensure that all students, including non-program students, have the adequate level of business computer knowledge and English proficiency to succeed.

**MOTION:**

**That** the prerequisite change for *BCAP 3100 - Business Computer Applications II* be approved by Education Council.

**Moved** by L. Cullen/Seconded by M. Gerson  
**CARRIED**

- iii) BCAP 3200 – Business Information Systems

The department proposes the following prerequisites for this course: *Completion of a minimum 30 credits including 3 credits of university-transferable English or Communications with a minimum "C" grade or permission of the department.* This prerequisite will ensure that all students, including non-program students, have the adequate level of business computer knowledge and English proficiency needed to succeed.

**MOTION:**

**That** the prerequisite change for *BCAP 3200 – Business Information Systems* be approved by Education Council.

**Moved** by L. Cullen/Seconded by M. Gerson  
**CARRIED**

iv) BUSM 4300 – Applied Business Project

L. Cullen noted the importance of successful completion of the Strategic Management and Advanced Written Communications courses in order to succeed in BUSM 4300, which is the capstone course of the BBA Program. The department therefore recommends the following prerequisites: *Successful completion of at least 105 credits courses in the BBA Program including BUSM 4200 with a minimum grade of “C”, CMNS 2228 with a minimum “C” grade, and BUSM 3000 or COOP 2301 or with the permission of the Department. This course is restricted to students in their final term of the BBA program.*

**MOTION:**

**That** the prerequisite change for *BUSM 4300 – Applied Business Project* as described above be approved by Education Council.

**Moved** by L. Cullen/Seconded by A. Alves  
**CARRIED**

- v) Upper-level MARK courses numbered 3xxxx or 4xxx except  
MARK 3100 – Special Events Planning & Marketing:  
MARK 3210 – Web Design & E-Commerce  
MARK 3200 – Consumer Behaviour  
MARK 3250 – Public Relations  
MARK 3400 – Retail Marketing  
MARK 4100 – Business to Business Marketing  
MARK 4220 – CRM & Database Marketing  
MARK 4250 – Selling Skills II

The department has determined that students require the completion of MARK 1115 as a foundation for upper level MARK courses. While students who have been officially accepted into the third year of the BBA already meet this prerequisite, the proposed change will ensure that non-program students also have the adequate level of marketing knowledge and English proficiency needed to succeed. Therefore the department proposes the following prerequisites: *Completion of a minimum 54 credits including MARK 1115 with a minimum “C” grade and 6 credits of university-transferable English or Communications with a minimum “C” grade or permission of the department.*

**MOTION:**

**That** the prerequisite change for *BUSM 4300 – Applied Business Project* as described above be approved by Education Council.

**Moved** by L. Cullen/Seconded by A. Alves  
**CARRIED**

vi) MARK 3100 – Special Events Planning and Marketing

As in the above changes, this proposal will ensure that non-program students have the prerequisites needed to be successful in MARK 3100. The department proposes the following prerequisites: *Completion of a minimum of 54 credits including MARK 1115 with a minimum “C” grade and 6 credits of university-transferable English or Communications with a minimum “C” grade or permission of the Department. For students in the fourth term of the Display+Design Program, completion of MARK 1115 with a minimum “C” grade, 6 credits of university-transferable English or Communications with a minimum “C” grade, and DDSN 2348 with a minimum “C” grade will be deemed equivalent to the above. Note: As this course deals with advanced business topics, some first- and second-year coursework in business (in addition to MARK 1115) is expected.*

**MOTION:**

**That** the prerequisite change for *MARK 3100 – Special Events Planning and Marketing* be approved by Education Council.

**Moved** by L. Cullen/Seconded by A. Alves  
**CARRIED**

B) RECREATION

a) **Discontinued Courses**

- i) RECR 2355 – Games & Skill Development
- ii) RECR 2356 – Recreation & Community Development
- iii) RECR 2357 – Advanced Program Planning & Event Design
- iv) RECR 2359 – Contracting & Partnership in Recreation Organizations
- v) RECR 2367 – Recreation Event Planning

L. Cullen described the above course discontinuations as housekeeping, to formally delete courses removed from the Leadership Diploma curriculum following revisions in 200730.

**MOTION:**

**That** Education Council approve the discontinuation of the courses *RECR 2355, RECR 2356, RECR 2357, RECR 2359* and *2367*.

**Moved** by L. Cullen/Seconded by M. Gerson  
**CARRIED**

C) HUMAN KINETICS

a) **New Course Proposal**

- i) HKIN 1123 – Performance Analysis: Aquatics
- ii) HKIN 1124 – Performance Analysis: Triathlon
- iii) HKIN 2220 – Performance Analysis: Soccer
- iv) HKIN 2221 – Performance Analysis: Basketball
- v) HKIN 2222 – Performance Analysis: Team Handball
- vi) HKIN 2223 – Performance Analysis: Volleyball
- vii) HKIN 2224 – Performance Analysis: Softball

b) **Discontinued Course**

- i) HKIN 1116 – Performance Analysis: Aquatics & Triathlon
- ii) HKIN 2215 – Performances Analysis: Basketball & Team Handball
- iii) HKIN 2216 – Performance Analysis: Volleyball & Softball

The Human Kinetics department currently pairs university transfer courses which transfer as 3 credits. The department proposes separating the activities into 2 x 1.5 credit courses to facilitate student demand, and add flexibility to course offerings (based on external facility availability) throughout all three semesters.

**MOTION:**

**That** the new courses *HKIN 1123 – Performance Analysis: Aquatics, HKIN 1124 – Performance Analysis: Triathlon, HKIN 2220 – Performance Analysis: Soccer, HKIN 2221 – Performance Analysis: Basketball, HKIN 2222 – Performance Analysis: Team Handball, HKIN 2223 – Performance Analysis: Volleyball* and *HKIN 2224 – Performance Analysis: Softball*, and the related discontinuations of *HKIN 1116 – Performance Analysis: Aquatics & Triathlon, HKIN 2215 – Performance Analysis: Basketball & Team Handball, and HKIN 2216 – Performance Analysis: Volleyball & Softball* be approved by Education Council.

**Moved** by L. Cullen/Seconded by K. Pawlak  
**CARRIED**

W. Low returned the chair to L. Cullen.

D) NURSING

a) **Prerequisite Change**

- i) NURS 4246 – Nursing Practice VIII

The Nursing Department proposes adding the newly developed NURS 4182 as an elective prerequisite for NURS 4246. Therefore the proposed prerequisites for NURS 4246 are: *NURS 4125, NURS 4126, NURS 4145 and NURS 4180 or NURS 4181 or NURS 4182*.

**MOTION:**

**That** Education Council approve the above prerequisite change for *NURS 4246 - Nursing Practice VIII*.

**Moved** by W. Low/Seconded by M. Heldman  
**CARRIED**

E) ANTHROPOLOGY

- a) **New Course Proposal** – Change of Implementation Date
- i) ANTH 1500 – Introduction to Medical Anthropology

B. Pendleton indicated that this new course was approved by Education Council in 200730, however the proposed implementation date of 200910 was incorrect. The department proposes offering this course starting 200830.

**MOTION:**

**That** Education Council approve the revised implementation date of 200830 for the new course *ANTH 1500-Introduction to Medical Anthropology*.

**Moved** by B. Pendleton/Seconded by M. Gerson  
**CARRIED**

F) FILM ARTS

- a) **New Course Proposal** – Change of Implementation Date
- i) FLMA 1100 – Introduction to Film Production

K. Pawlak noted that this item is similar to the one above in that the new course was approved by Education Council in 200730 however the department wishes to offer the course in 200830 rather than 200910 as originally proposed.

**MOTION:**

**That** Education Council approve the revised implement date of 200830 for the new course *FLMA 1100 – Introduction to Film Production*.

**Moved** by K. Pawlak/Seconded by M. Gerson  
**CARRIED**

5. **OTHER BUSINESS**

- A) Academic Dates for 2010

T. Paradis noted that the proposed schedule as it appears in the agenda package has been revised slightly by the Registrar's Office so that the study day for first half-semester courses in 201020 is deleted, and the last day of first half-semester courses in 201020 has been changed to June 18.

**MOTION:**

**That** Education Council approve the schedule of dates for Spring 2010 through Fall 2010 as amended. The Registrar is empowered to correct any errors. The Deans of Instruction are empowered to make any adjustments necessary to compensate for unforeseen events. Any changes made to the approved dates will be reported to Education Council.

**Moved** by M. Heldman/Seconded by M. Gerson  
**CARRIED**

6. **INFORMATION ITEM**

- A) CONTINUING STUDIES
- a) **Certificate Program Revision**
  - i) Web Publisher
  - ii) Web Developer – Open Source
  - iii) Database Developer
  - iv) Web Developer.Net
  - v) Computer Skills for the office
  - vi) General Business Management – Financial Management Stream
  - vii) General Business Management – General Management
  - viii) Small Business Management & Ownership Certificate

D. Thorpe indicated that the above revisions reflect minor updates and housekeeping. Changes include renaming courses to conform to standardized naming conventions in the Computer Technology Program, deletion of unpopular electives courses, and updating curriculum to reflect student demand.

L. Cullen acknowledged receipt by Education Council of the above program revisions.

- ix) Shiatsu Therapy Program
- x) Wellness Spa Practitioner Program

L. Turner noted that current changes to the Shiatsu Therapy Program include the elimination of courses that are not essential to enable the program, increasing weekly hours, and the incorporation of elective courses, to streamline the completion of program requirements. Changes have been endorsed by the Shiatsu Therapy Association.

**b) New Program Proposal**

- i) Yoga Teacher Training Certificate Program

This 250-hour teacher-training program will provide multidisciplinary training in all aspects of classic and contemporary yoga studies, including postures, breathing exercises and yogic history.

L. Cullen acknowledged both revisions and the new program as received by Education Council.

**B) Education Council dates 2009**

The 2009 meeting dates and submission deadlines for DDC and Education Council were presented for information.

**C) Report on May 3, 2008 Co-Education Council Meeting**

A summary of the meeting was presented for information. The next Co-Education Council meeting will be held October 3, 2008 at Langara College.

**7. ADJOURNMENT**

**MOTION:**

That the meeting be adjourned.

**Moved by** W. Low/**Seconded by** G. Krause  
**CARRIED**

The meeting was adjourned at 1400 hours.

***The next meeting of Education Council will be held on Tuesday, September 16, 2008.***