

EDUCATION COUNCIL

MINUTES OF THE MEETING HELD ON

Tuesday, April 22, 2014

13:00 Room C408

Membership:

Amir Alavi	Charlotte French*	Julie Longo
Jade Arignon (a)	Elliott Grubner	Bradley O'Hara
Sarah Bowers	Kathy Hanson	Christine Peterson* (a)
Diane Bradley	Margaret Heldman	Lyndon Salas
Lynn Carter (Vice-Chair)	Ian Humphreys	Tomo Tanaka
Patricia Cia (a)	Darrell Kean (a)	Lane Trotter*
Kevin Craib	Gerda Krause (Chair)	Gayleen Wren
Julia Denholm (a)	Erika Li	

Minutes: Susan Smith*

Guests: Jacqueline Bradshaw, Janet Douglas,
Robin Macqueen (a), Kelly Sveinson (a)

*non-voting
(a) absent

Regrets: P Cia, J Denholm, C Peterson, K Sveinson

1. CALL TO ORDER/WELCOME

G Krause called the meeting to order at 1300 hours upon declaration of a quorum. She welcomed student member Elliott Grubner, and guests Jacqueline Bradshaw and Janet Douglas.

2. APPROVAL OF AGENDA

The agenda was approved by consensus with the addition of
5.b. ii) – revision of Policy F1001: Credentials.

3. APPROVAL OF MINUTES

IT WAS MOVED by S Bowers, seconded by L Carter, that the minutes of the Education Council meeting held March 18, 2014 be approved as distributed.

MOTION CARRIED

4. ELECTION/MEMBERSHIP

G Krause announced the election of Jacqueline Bradshaw and Robin Macqueen whose terms commence May 1, 2014, and Stefanie Thomas who will replace C Peterson as Counselling delegate.

C French reminded Council that elections for Education Council Chair and Vice-Chair will take place before the next meeting.

5. **NEW BUSINESS**
a. **EdCo Forms Revision**

IT WAS MOVED by L Carter, seconded by D Bradley, that Education Council create an ad hoc task force, the *Curriculum Forms Review Task Force*, to review and update Education Council forms and bring the revised forms to the Council at the September meeting, for information. The task force shall include Gerda Krause as chair, Susan Smith, Sarah Bowers, Lyndon Salas and Nora Franzova.

MOTION CARRIED

L Carter indicated that the task force will include one external participant (N Franzova) and that all participants were chosen for the different perspectives they will bring to the task.

b. **Policy Revision**

i) F1006: Academic Program Review and Renewal

J Longo noted that this policy was originally approved in May 2012. Guest J Douglas (Program Review Consultant) explained that the policy has been increasingly put to the test as Langara's program review plan has moved forward, and this has resulted in a number of revisions being recommended. It was decided that some sections of the policy were more appropriately placed in the Program Review Handbook, and various other areas were revised in consultation with K Jang (Director, Organizational Risk Assessment) and the Deans and Division Chairs committee.

IT WAS MOVED by J Longo, seconded by B O'Hara that the proposed revisions in *Policy F1006: Academic Program Review and Renewal* be approved by Education Council.

In response to a question from K Craib, J Douglas clarified that responsibility for a program's review belongs to the department, with assistance of the program review facilitators, and not any single person. Guidelines are contained in the Program Review Handbook.

MOTION CARRIED

ii) F1001: Credentials

C French explained that the proposed revision will enable the posthumous awarding of credentials to enrolled students who had substantially completed the requirements of their program and for whom successful completion was expected.

C French thanked D Bradley, T Tanaka and members of the Office of the Registrar who had worked on the policy revisions.

IT WAS MOVED by B O'Hara, seconded by M Heldman that the revised *Policy F1001: Credentials* be approved by Education Council.

MOTION CARRIED

6. **FOR INFORMATION**
A) **Program Review Handbook**

J Douglas noted that this guide is designed to provide information about Langara's program review process, and that it remains a work in progress and may be modified as required. The Handbook is currently being used to facilitate a review of the BBA program. Feedback is welcomed.

J Longo expressed her appreciation for the work of J Douglas in developing the program review process.

B) Continuing Studies

a. Discontinued Program

- i) Electronic Media Design

The program is being discontinued due to low enrolment. The last graduates completed the program in 2013.

b. Program Revision

- i) Photography Certificate

Four courses are added to the list of electives in response to student demand.

- ii) Registered Massage Therapy

The titles of several courses are changed in response to recommendations received during the program's accreditation process.

G Krause confirmed the above changes received by Education Council.

7. ADJOURNMENT

Gerda thanked departing members D Kean, D Bradley and C Peterson for their contributions to Education Council.

The meeting was adjourned at 1319 hours.