

# **EDUCATION COUNCIL**

## **MINUTES OF THE MEETING HELD ON**

### **Tuesday, January 20, 2004 in Room B201**

**Membership:**

Antonella Alves  
Linda Arnold (a)  
Eric Ball  
Lynn Carter (a)  
Laura Cullen  
Martin Gerson (Vice Chair)

Linda Holmes (a)  
Marg Heldman  
Terry Kornutiak  
Gerda Krause  
Judith Neamtan(non-voting)  
Pam Novak-Cawley (Chai

Lisa Randell  
Penny Gallagher  
Brian Pendleton  
Roger Semmens (a)  
Dennis Steeves

Student Representatives:

Dee Dahl  
Swappna Kamath

Amy Kwan (notes)

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

**1. CALL TO ORDER**

The meeting was called to order at 1305 hours.

**2. APPROVAL OF AGENDA**

**MOTION:** That the agenda be approved as circulated.

**Moved** by D. Steeves/Seconded by L. Cullen  
**CARRIED UNANIMOUSLY**

**3. APPROVAL OF THE PREVIOUS MINUTES AND BUSINESS ARISING**

**MOTION:** That the minutes of December 9, 2003 be approved as circulated.

**Moved** by M. Heldman/Seconded by G. Krause  
**CARRIED UNANIMOUSLY**

**4. CURRICULUM**

**4a) APPLIED URBAN AND RURAL PLANNING**  
**Program Revision**

- i) The Applied Urban and Rural Planning Program requested adding one elective to the list of choices for aboriginal course requirement. ABST 2240 specifically deals with urban issues and it represents an appropriate elective for the students in the program

**MOTION:** That this program revision be approved as recommended.

**Moved** by B. Pendleton/Seconded by D. Steeves  
**CARRIED UNANIMOUSLY**

## **Minor Course Revision**

- ii) APPL 1130 – Planning Techniques**
- iii) APPL 1140 – Introduction to Planning Methods**

B. Pendleton advised that, to better reflect the relationship between these two courses, the Applied Urban and Rural Planning department proposes changing the course title and the calendar description from:

APPL 1130 – Planning Techniques **to** Introduction to Planning Methods  
APPL 1140 – Introduction to Planning Methods **to** Advanced Planning Methods

APPL 1130 will now be offered in the first term and APPL 1140 in the second term instead of both being offered in the first term. This change will give a better continuity of course material because APPL 1140 builds on APPL 1130. B. Pendleton confirmed that this change in sequence had already been presented at DDC in May 2003.

**MOTION:** That these two minor course revisions be approved as recommended.

**Moved** by B. Pendleton/Seconded by L. Cullen  
**CARRIED UNANIMOUSLY**

- iv) APPL 2320 – Principles of Computer Cartography**
- v) APPL 2420 – Computer Cartography & Statistical Applications**

The Applied Urban and Rural Planning department proposes changing the course title and the calendar description from:

APPL 2320 – Principles of Computer Cartography **to** Introduction to Geographical Information Systems  
APPL 2420 – Computer Cartography and Statistical Applications **to** Planning Applications of Geographical Information Systems

B. Pendleton advised that APPL 2320 is listed as a required prerequisite for APPL 2420 on the web and it will not be changed in the calendar description as presented.

**MOTION:** That these two minor course revisions be approved as recommended.

**Moved** by B. Pendleton/Seconded by L. Cullen  
**CARRIED UNANIMOUSLY**

P. Novak–Cawley turned the chair to M. Gerson while she presented the following:

### **4b) NURSING** **Program Revision**

- i) Collaborative Nursing**

The Nursing department is proposing changing the elective option for Nursing students to a requirement for ENGL 1130 or 1129. By doing so, it will provide students with one full year of English thereby increasing student proficiency and success in the program.

This change will not affect the current students who are proceeding to University of Victoria nor will it affect the students who are planning to apply to UVIC if Langara Nursing program is permitted to grant a Nursing degree.

**MOTION:** That this program revision be approved as recommended.

**Moved** by P. Novak–Cawley/Seconded by E. Ball  
**CARRIED UNANIMOUSLY**

The chair was turned back to P. Novak–Cawley.

**4c) BIOLOGY**  
**Program Revision**

- i) **Associate Degree of Science**
- Biology
  - Ecology
  - Microbiology and Molecular Biology

M. Heldman invited G. Krause to present the program revision. The Biology department proposed adding CHEM 2250 as an option to the 2<sup>nd</sup> year requirements. This addition is due to a change in the required chemistry courses for Biology majors at UBC. There were also changes to reflect the credits awarded for some science courses at Langara.

**MOTION:** That this program revision be approved as recommended.

**Moved** by G. Krause/Seconded by M. Heldman  
**CARRIED UNANIMOUSLY**

**4d) BUSINESS MANAGEMENT**  
**Change to Course Prerequisite**

- i) **BUSM 2316 – Entrepreneurial Financial Management**
- L. Cullen presented this change to course prerequisite. The Business Management Department is addressing an omission of prerequisites for BUSM 2316. The course prerequisite for BUSM 2316 is:
- FGMT 1115 or 1116 or 2293 with a C-

**MOTION:** That this change to course prerequisite be approved as recommended.

**Moved** by L. Cullen/Seconded by D. Steeves  
**CARRIED UNANIMOUSLY**

- ii) **BUSM 2450 – Business Planning**
- The Business Management department proposed changing the course prerequisite from:

“MARK 1115 and BUSM 1115 and FMGT 1116 and CMNS 1118 with a minimum ‘C-’ grade”

**to**

“MARK 1115, FMGT 1115 OR 1116 OR 2293, BUSM 1115 and CMNS 1118 with a ‘C-’ grade”

L. Cullen indicated that BUSM 2450 was not listed on the examinable/non-examinable list. This new course, which does not have any final exam, is offered in summer 2004. She will find out whether the final exam status has been identified at the time this course was approved by Education Council.

**MOTION:** That this change to course prerequisite be approved as recommended.

**Moved** by L. Cullen/Seconded by D. Steeves  
**CARRIED UNANIMOUSLY**

**4d) MODERN LANGUAGES**  
**Change to Course Prerequisite**

- i) **CHIN 1225 – Mandarin Conversation for Chinese Dialect Speakers II**  
B. Pendleton presented this change to course prerequisite in R. Semmens' absence. The Modern Languages department proposed changing the course prerequisites from

“...The completion of CHIN 1125 is preferred before taking CHIN 1225.”

**to**

“...The completion of CHIN 1125 or CHIN 1217 is preferred before taking CHIN 1225.”

**MOTION:** That this change to course prerequisite be approved as recommended.

**Moved** by B. Pendleton/Seconded by L. Cullen  
**CARRIED UNANIMOUSLY**

**5. EXAMINABLE / NON-EXAMINABLE COURSES**

M. Gerson spoke to this topic. He distributed copies of the Policy for Instructor Assessment of Student Progress that was approved at Education Council in May 2003. Under this policy, “*Normally, term essays, projects and reports, in-term tests, etc. account for between 65 per cent and 80 per cent of the achievement grade compiled at the completion of each course. Final examinations shall constitute between 20 per cent and 35 per cent of the final grade...*” and “*Exceptions to this policy must be approved in writing by the Division Chair or Dean and will be valid only for a specified semester. Permanent exceptions must be approved by Education Council.*”

It had been agreed at the May 13 Education Council meeting that all departments would compile a “grandfather” list outlining all existing courses that have final exams that fall outside the 20% and 35% range, and courses that have no final exams. As a result, a list of examinable/non-examinable courses was drawn up and distributed with the agenda package to be accepted by Education Council as “approved exceptions” under the policy.

M. Gerson noted that in the future the final exam status of a new course will be considered at the time the course is presented for approval.

Should department chairs note any omission of existing courses from this list, they are recommended to advise their division chairs, who will forward the changes to the next Education Council for approval. Particular instructors who have formatted their courses as non-examinable will have to obtain approval from the division chair or dean for exceptions for a specified semester. If the intent is to continue for a longer term, the matter has to go through Education Council for approval.

The list was reviewed at length. Considerable discussion ensued and several Council members made the following comments and suggestions:

- β Add BUSM 2450 (Business Planning) as a non-examinable course.
- β Flexible assessment sections of all courses are non-examinable (i.e. will not have a formal final exam, although an examination may be part of the assessment process).
- β Add PSYC 2321(Data Analysis for Psychology) as an examinable course.

- β Add CMNS 1118 as non-examinable courses and identify “other” under section column; CMNS 1118 section 77 remains as examinable.
- β Add APPL 2420 (Planning Applications of Geographical Information Systems) as an examinable course.
- β Delete section numbers unless it is necessary to identify a particular section of a course that is treated differently from other regular courses.
- β Remove section numbers from the following programs: CCAP, Nutrition & Food Service Management, Criminal Justice and Library & Information Technology (LIBR 1118 & LIBR 2295).
- β Identify BUSM 1310 as a non-examinable course.
- β Define “\*” as “no information available”.
- β It was noted that the “%” in some areas was listed in the wrong column.
- β Add column “Final Exam < 20%”.
- β Eliminate the specific % indicated within the 20% – 35% parameter and identify as examinable or non-examinable.
- β It was suggested, instead of defining the temporary or permanent status of exceptions for particular instructors who do not assign final exams to their courses, that these cases be dealt with individually even though they might recur.
- β For sections that are taught by instructors who do not assign final exams, identify the course as non-examinable and mark under section column “taught by name of instructor”.
- β Change the name of the list to “Final Exam Status”.
- β Post this list on the INTRANET.
- β It was suggested that faculty members, who have concerns about the final exam status, are asked to see their division chairs at the beginning of each term. Division chairs will then report the changes to Education Council accordingly.

P. Novak-Cawley advised that the suggested changes will be incorporated in the revised list and distributed with the minutes.

**MOTION:** That the list of examinable and non-examinable courses and exceptions to the policy be approved as representing the status quo, with the following recommendations: that BUSM 2450, PSYC 2321, CMNS 1118 and APPL 2420 be added to the list; that flexible assessment sections be identified as non-examinable; that section numbers be deleted from the list except for particular sections of courses that are treated differently from other sections; that the % listed in the wrong column be rectified; that the specific % indicated within the 20% – 35% range be eliminated and identified as examinable or non-examinable, and; that column “final exam < 20%” be added to the list.

**Moved by M. Gerson/Seconded by D. Steeves  
CARRIED UNANIMOUSLY**

## **6. FOR INFORMATION**

- T. Paradis advised that the graduation date has been changed from the last Thursday in May to the first Thursday in June, starting in 2005.

There being no other business, the meeting was adjourned at 1420 hours.