



## MEETING OF THE PLANNING COUNCIL FOR OPEN LEARNING

Monday, December 5, 2016

10:00 AM – 12:00 PM

Room OL 127, BC Centre for Open Learning (Kamloops Campus)

### MINUTES

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#### Present

Christine Bovis-Crossen (Chair), Airini, Lyn Baldwin, Kathy Denton, Irwin DeVries, Tom Dickinson, Jessica Gallinger, Brian Lamb, Michelle Lamberson, John Sparks, Don Stanley, Christine Wihak

#### Regrets

Janni Aragon, John Patterson, Kylie Thomas

#### Executive and Others Present

Brenda Thompson (Faculty of Arts), Dan Thompson (School of Business and Economics), Jane Hewes (School of Education and Social Work), Dorys Crespín-Mueller (Integrated Planning and Effectiveness), Charlene Myers (Manager, University Governance)

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#### 1. CALL TO ORDER

C. Bovis-Crossen called the meeting to order at 10:05 a.m. She introduced and welcomed new PCOL student member Jessica Gallinger.

#### 2. ADOPTION OF AGENDA

*On Motion duly made and adopted it was **RESOLVED** that the agenda be adopted as circulated.*

#### 3. APPROVAL OF MINUTES

##### a. Minutes of June 1, 2016

A PCOL member requested clarification on a section of the minutes and offered to provide C. Myers with revised wording. PCOL members were in agreement with the suggestion.

*On Motion duly made and adopted it was **RESOLVED** that the minutes be approved subject to the proposed amendment.*

#### **4. BUSINESS ARISING FROM MINUTES**

##### a. Demographics of Open Learning Students

J. Read (Director, Marketing and Communications) was unable to attend the meeting. C. Bovis-Crossen asked that any questions regarding the information provided in the agenda package be directed to her, and added that J. Read will be invited back to PCOL to respond to any questions that arise.

##### b. Completion Rate Information

I. DeVries asked that this item be deferred to the next meeting of PCOL, at which time he would provide written information.

<p><b>Action:</b> C. Myers to add "Completion Rate Information" under Business Arising on the agenda for the next meeting of PCOL.</p>
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##### c. Yearly meeting between Senate, Board of Governors, PCOL

C. Bovis-Crossen noted that this meeting would likely be held in early February. Virtual attendance at the meeting will be possible, and she will let everyone know the date of the meeting as soon as possible.

#### **5. REPORTS OF OFFICERS**

##### a. Provost and Vice-President, Academic

C. Bovis-Crossen reported on two matters, namely the status of the search for the AVP-OL and an Open Learning professional development weekend upcoming in May. The professional development weekend will include a Town Hall, and it will be live-streamed. The event is being held as part of the Open Governance Initiative. C. Bovis-Crossen also reported on the two other Town Hall meetings that took place in September and January, and added there will be a Town Hall meeting in Williams Lake on May 26.

##### b. Associate Vice-President, Open Learning

I. DeVries reported that enrolment numbers are up and also spoke about some organizational changes involving OL Marketing and Institutional Planning and Analysis, combined to create a department which is now called Integrated Planning and Effectiveness. He plans to provide a full report on the planning direction for

Open Learning at the next meeting of PCOL. I. DeVries also provided information about projects in which he is currently involved, including moving from Blackboard to a new platform and the submission of a paper to the International Council for Open and Distance Education Conference.

I. DeVries indicated he was looking forward to the presentation on Open Educational Resource Universitas (OERu) and spoke about developments in this area of learning. Ten courses are now available and students can apply for credit toward a Bachelor of General Studies.

## 6. OPEN LEARNING PROGRAMS/COURSES

### a. Course/Program Report

I. DeVries presented the report from the Program Market Analysis Committee (PMAC). The following motions were approved in relation to the PMAC report, and the final version of the report, incorporating additional amendments approved by PCOL (red-lined), is attached to these minutes as "Appendix I":

#### **COURSE REVISIONS**

- 1) *On Motion duly made and adopted it was **RESOLVED** that the **revision to SPAN 1011 Introduction to Spanish II** be approved as circulated.*
- 2) *On Motion duly made and adopted it was **RESOLVED** that the **Course Modification ANES 4101 Clinical Anesthesia** be **withdrawn**, as it was approved at a previous meeting of PCOL.*

#### **COURSE REVISIONS — GRADUATE LEVEL**

- 3) *On Motion duly made and adopted it was **RESOLVED** that the **Proposed prerequisites for EDUC 5461 Educational Management** be amended to "Meets the admission requirements to the TRU M.Ed. program".*
- 4) *On omnibus Motion duly made and adopted it was **RESOLVED** that the revisions to the following **graduate level courses** be approved:*
  - *EDUC 5001 Learning about Learning*
  - *EDUC 5441 Understanding and Managing Conflict*
  - *EDUC 5421 Legal Issues In Education*
  - *EDUC 5461 Educational Management*
  - *EDUC 5601 Research Institute: Language Culture and Community*
  - *EDUC 5401 Principles and Processes of Educational Leadership*
  - *EDUC 5281 Capstone Seminar*

With regard to proposed changes to BUSN courses, D. Thompson noted that the "Proposed prerequisites" for any courses containing only admission requirements in that section should read "Meets the Admission requirements to the GDBA or

MBA or approval of degree committee.” A Council member asked whether PCOL could receive reports from the School of Business and Economics on any students rejected and how the degree Committee decides. D. Thompson responded that he could provide this information. A Council member asked whether these admission requirements are too stringent but, after discussion, PCOL agreed to proceed with that wording.

- 5) *On Motion duly made and adopted it was **RESOLVED** that the **Proposed prerequisites for BUSN 5011, 5021, 5041, 5051, 5061, 6011, and 6061 be amended** to “Meets the Admission requirements to the GDBA or MBA or approval of degree committee”.*

A Council member pointed out that the “Proposed prerequisites” for BUSN 6311 are the same as the “Current prerequisites.” D. Thompson responded that the Current prerequisite is (and should therefore be shown as) “BUSN 6021 Corporate Finance” and the Proposed prerequisite should be “BUSN 6020 Corporate Finance”.

- 6) *On omnibus Motion duly made and adopted it was **RESOLVED** that the revisions to the following **graduate level courses** be approved as amended:*
- *BUSN 5011 Managerial Statistics*
  - *BUSN 5021 Financial Accounting*
  - *BUSN 5031 Management Accounting*
  - *BUSN 5041 Global Economics*
  - *BUSN 5051 Marketing Management*
  - *BUSN 5061 Human Resource Management*
  - *BUSN 6011 Ethics & Corporate Social Responsibility*
  - *BUSN 6021 Corporate Finance*
  - *BUSN 6031 International Business*
  - *BUSN 6041 Leadership and Organizational Development*
  - *BUSN 6051 Supply Chain Management*
  - *BUSN 6061 Strategic Management Information Systems*
  - *BUSN 6071 Project Management and Consulting Methods*
  - *BUSN 6081 Strategic Management*
  - *BUSN 6151 Advanced Marketing Management*
  - *BUSN 6211 Advanced Corporate Finance*
  - *BUSN 6251 Decision Analysis and Modelling*
  - *BUSN 6311 Innovation and Entrepreneurship*
  - *BUSN 6951 Research Methods, Preparation, and Presentation*

### **PROGRAM CHANGES**

- 7) *On Motion duly made and adopted it was **RESOLVED** that the Proposed program changes to the **Accounting Technician Diploma OL** be approved.*

Council members recommended some revisions to the “Proposed Admission Requirements” section of the Social Service Worker Certificate OL, with which the proponent agreed.

- 8) *On Motion duly made and adopted it was **RESOLVED** that the Proposed program changes to the **Social Service Worker Certificate OL** be approved as amended.*

### **GRADUATE PROGRAM CHANGES**

The Council discussed the proposed revisions to the Graduate Diploma in Business Administration. D. Thompson responded to questions. With regard to the proposed changes to the residency requirements, a Council member noted that Admission Requirements Standards are silent on requirements for diplomas, while certificates require six credits and graduate degrees require nine credits. D. Thompson replied that the proposed changes would bring the OL Diploma into harmony with the face-to-face Diploma. Discussion continued, and a Council member subsequently recommended retention of the Current Residency Requirements (“Two of six courses must be completed at TRU”).

- 9) *On Motion duly made and adopted it was **RESOLVED** that the **Proposed Residency Requirements** for the **Graduate Diploma in Business Administration** be reverted to the current requirements (“Two of six courses must be completed at TRU”).*
- 10) *On Motion duly made and adopted it was **RESOLVED** that the Proposed program changes to the **Graduate Diploma in Business Administration** be approved as amended.*

A Council member suggested that the residency requirements for graduate diplomas be corrected and proposed that the matter be addressed at the next meeting of PCOL.

**Action:** C. Myers to add “Residency Requirements for graduate diplomas” to Business Arising for the next meeting of PCOL.

## **7. INFORMATION**

- a. June 1, 2016 PCOL Report to Senate

C. Bovis-Crossen proposed that the approved minutes of the PCOL meetings constitute the reports to Senate. Nobody objected to the suggestion, so she agreed to proceed in this manner.

## **8. ENROLMENTS**

- a. Enrolment Report

As the meeting time was reaching an end, C. Bovis-Crossen proposed that Council members consider deferring this report to the next PCOL meeting. She

also suggested holding another meeting of PCOL prior to the scheduled June meeting, in order to deal with the deferred agenda items. The Chair added that, although the Bylaws for PCOL state that the Council will hold a minimum of 2 meetings per year, she would like to add another.

## **9. OTHER BUSINESS**

- a. Open educational resources (OER) as a strategic direction

This agenda item was deferred to the next meeting of PCOL.

## **10. NEXT MEETING**

The tentative date for the next regular meeting of PCOL was noted as June 5, 2017. However, as an additional meeting had been proposed, the Chair stated that C. Myers will contact members about the next meeting date.

C. Bovis-Crossen expressed thanks to Val Peachey and wished her the best in her retirement.

## **11. ADJOURNMENT**

The Chair adjourned the meeting at 12:05 p.m.

## PMAC REPORT TO PCOL December 5, 2016

### **NOTE:**

This is a final version of the report, incorporating additional amendments approved at the PCOL meeting of December 5, 2016 (shown in red-lined text).

### **COURSE REVISIONS – ACTION REQUIRED**

a) SPAN 1011 Introduction to Spanish II

**Current prerequisites:**

SPAN 1001-Introduction to Spanish I  
or equivalent

**Proposed prerequisites:**

Recommended: SPAN 1001-Introduction to Spanish I or equivalent

### **COURSE REVISIONS- GRADUATE LEVEL – ACTION REQUIRED**

a) EDUC 5001 Learning about Learning

**Current prerequisites:**

Undergraduate degree and GPA 3.0, International English Language Testing System (IELTS) 6.0

**Proposed prerequisites:**

Meets the admission requirements to the TRU GCES

b) EDUC 5441 Understanding and Managing Conflict

**Current prerequisites:**

Admission to the TRU M.Ed. program

**Proposed prerequisites:**

Meets TRU M.Ed. entry requirements

c) EDUC 5421 Legal Issues In Education

**Current prerequisites:**

Admission to the TRU Med program.

**Proposed prerequisites:**

Meets the admission requirements to the TRU M.Ed. program.

d) EDUC 5461 Educational Management

**Current prerequisites:**

Admission to the TRU M.Ed. program

**Proposed prerequisites:**

~~Admission to the TRU M.Ed. program~~

Meets the admission requirements to the TRU M.Ed. program.

- e) EDUC 5601 Research Institute: Language Culture and Community  
**Current prerequisites:**  
Admission to the TRU. M.Ed. program.  
**Proposed prerequisites:**  
Meets Admission Requirements to the TRU GCES program.
- f) EDUC 5401 Principles and Processes of Educational Leadership  
**Current prerequisites:**  
Admission to TRU M,Ed Degree program  
**Proposed prerequisites:**  
Meets the admission requirements to the TRU M.Ed. program
- g) EDUC 5281 Capstone Seminar  
**Current prerequisites:**  
As this is the culminating course in the capstone course exit option for the M.Ed., all other courses in the M.Ed. must be completed.  
**Proposed prerequisites:**  
Entry into the TRU M.Ed. program and completion of required TRU M.Ed. courses. As this is the culminating course in the capstone course exit option for the TRU M.Ed., all other courses in the M.Ed. must be completed.
- h) BUSN5011 Managerial Statistics  
**Current prerequisites:**  
Meets the admission requirements to the Graduate Diploma in Business Administration.  
**Proposed prerequisites:**  
~~Meets the admission requirements to the Graduate Diploma in Business Administration.~~  
Meets the Admission requirements to the GDBA or MBA or approval of degree committee
- i) BUSN5021 Financial Accounting  
**Current prerequisites:**  
Meets the admission requirements to the Graduate Diploma in Business Administration.  
**Proposed prerequisites:**  
~~Meets the admission requirements to the Graduate Diploma in Business Administration.~~  
Meets the Admission requirements to the GDBA or MBA or approval of degree committee
- j) BUSN5031 Management Accounting  
**Current prerequisites:**  
BUSN 5020-Financial Accounting or BUSN 5021-Financial Accounting  
**Proposed prerequisites:**  
BUSN 5021-Financial Accounting or equivalent



k) BUSN5041 Global Economics

**Current prerequisites:**

Meets the admission requirements to the Graduate Diploma in Business Administration.

**Proposed prerequisites:**

~~Admission to the GDBA or MBA or approval of degree committee~~

Meets the Admission requirements to the GDBA or MBA or approval of degree committee

l) BUSN5051 Marketing Management

**Current prerequisites:**

Meets the admission requirements to the Graduate Diploma in Business Administration

**Proposed prerequisites:**

~~Admission to GDBA or MBA or approval of degree committee~~

Meets the Admission requirements to the GDBA or MBA or approval of degree committee

m) BUSN5061 Human Resource Management

**Current prerequisites:**

Meets the admission requirements to the Graduate Diploma in Business Administration

**Proposed prerequisites:**

~~Admission to GDBA or MBA or approval of degree committee~~

Meets the Admission requirements to the GDBA or MBA or approval of degree committee

n) BUSN6011 Ethics & Corporate Social Responsibility

**Current prerequisites:**

Meets the admission requirements to the MBA.

**Proposed prerequisites:**

~~Admission to MBA or approval of degree committee~~

Meets the Admission requirements to the GDBA or MBA or approval of degree committee

o) BUSN6021 Corporate Finance

**Current prerequisites:**

Meets the admission requirements to the MBA.

**Proposed prerequisites:**

BUSN 5011-Managerial Statistics or equivalent

BUSN 5031-Management Accounting or equivalent

BUSN 5041-Global Economics or equivalent

p) BUSN6031 International Business

**Current prerequisites:**

Meet the admission requirements to the MBA.

**Proposed prerequisites:**

BUSN 5041-Global Economics or equivalent

BUSN 5051-Marketing Management or equivalent

q) BUSN6041 Leadership and Organizational Development

**Current prerequisites:**

Meets the admission requirements to the MBA.

**Proposed prerequisites:**

BUSN 5061-Human Resource Management or equivalent

r) BUSN6051 Supply Chain Management

**Current prerequisites:**

Meets the admission requirements to the MBA.

**Proposed prerequisites:**

BUSN 5011-Managerial Statistics or equivalent

BUSN 5031-Management Accounting or equivalent

s) BUSN6061 Strategic Management Information Systems

**Current prerequisites:**

Meets the admission requirements to the MBA.

**Proposed prerequisites:**

~~Admission to MBA or approval of degree committee~~

Meets the Admission requirements to the GDBA or MBA or approval of degree committee

t) BUSN6071 Project Management and Consulting Methods

**Current prerequisites:**

BUSN 6040-Leadership and Organizational Development or

BUSN 6041-Leadership and Organizational Development

**Proposed prerequisites:**

BUSN 6041-Leadership and Organizational Development or equivalent

u) BUSN6081 Strategic Management

**Current prerequisites:**

Completion of all other MBA Core Courses

**Proposed prerequisites:**

BUSN 6011-Ethics & Corporate Social Responsibility or equivalent

BUSN 6021-Corporate Finance or equivalent

BUSN 6031-International Business or equivalent

BUSN 6041-Leadership and Organizational Development or equivalent

BUSN 6051-Supply Chain Management or equivalent

v) BUSN6151 Advanced Marketing Management

**Current prerequisites:**

Meets the admission requirements to the MBA.

**Proposed prerequisites:**  
BUSN 5051-Marketing Management

w) BUSN6211 Advanced Corporate Finance

**Current prerequisites:**  
BUSN 6020-Corporate Finance or  
BUSN 6021-Corporate Finance

**Proposed prerequisites:**  
BUSN 6021-Corporate Finance or equivalent

x) BUSN6251 Decision Analysis and Modelling

**Current prerequisites:**  
Meets the admission requirements to the MBA.

**Proposed prerequisites:**  
BUSN 5011-Managerial Statistics or equivalent  
BUSN 5031-Management Accounting or equivalent

y) BUSN6311 Innovation and Entrepreneurship

**Current prerequisites:**  
~~BUSN 6020-Corporate Finance or~~  
BUSN 6021-Corporate Finance

**Proposed prerequisites:**  
BUSN 6020-Corporate Finance ~~or~~  
~~BUSN 6021-Corporate Finance~~

z) BUSN6951 Research Methods, Preparation, and Presentation

**Current prerequisites:**  
Approval of the MBA Committee

**Proposed prerequisites:**  
BUSN 5011-Managerial Statistics or equivalent

### **NEW COURSES – FOR INFORMATION ONLY** *(no prereqs or recommended only)*

- a) ANES 4003 Airway Management
- b) ANES 4005 Anesthesia Adjunct Equipment
- c) ANES 4061 Anesthesia Professional Skills
- d) ANES 4071 Research Skills for Anesthesia Assistants
- e) EDFN 4201 Aboriginal Teaching and Learning
- f) EDIE 4151 Inclusive Education – Specific Learning Disabilities

### **NEW COURSES - GRADUATE LEVEL – ACTION REQUIRED**

None

## COURSE DELETIONS– FOR INFORMATION ONLY

- a) BUSN 6961 Graduate Thesis
- b) BUSN 6971 Graduate Project

## PROGRAM CHANGES – ACTION REQUIRED

- a) Accounting Technician Diploma OL - Dan Thompson

[http://www.curricunet.com/scripts/compare/compare\\_report.cfm?report\\_path=/TRU/reports/program\\_report\\_html.cfm&param=programs\\_id&p\\_new=632&p\\_old=478&type=1&school=TRU](http://www.curricunet.com/scripts/compare/compare_report.cfm?report_path=/TRU/reports/program_report_html.cfm&param=programs_id&p_new=632&p_old=478&type=1&school=TRU)

### Current Admission Requirements

- B.C. Foundations of Math 11 with a C+ or better; or B.C. Math 12 with a pass (50%) or better; or completion of OL [MATH 0523](#) with a C+ or better; or completion of MATH 0510 (Math 11) and MATH 0610 (math 12) with a C+ or better is recommended.
- English 12/English 12 First Peoples with a minimum of 73% (or equivalent).

### Proposed Admission Requirements

- Open admissions  
The following Math courses is recommended:  
Foundations of Math 12 with a minimum C+ or equivalent  
In addition, one of the following is recommended:  
English 12/English 12 First Peoples with a minimum of 73% (or equivalent).

- b) Social Service Worker Certificate OL

[http://www.curricunet.com/scripts/compare/compare\\_report.cfm?report\\_path=/TRU/reports/program\\_report\\_html.cfm&param=programs\\_id&p\\_new=505&p\\_old=27&type=1&school=TRU](http://www.curricunet.com/scripts/compare/compare_report.cfm?report_path=/TRU/reports/program_report_html.cfm&param=programs_id&p_new=505&p_old=27&type=1&school=TRU)

### Current Admission Requirements

- The [Program Admission form](#) is required to be completed and submitted when applying for this program.
- The English entrance requirement may be fulfilled in several ways:
  - [ENGL 1061](#), Written Communications (3) or equivalent.
  - English 12/English 12 First Peoples with a minimum of 73% (or equivalent).
- The [Consent for a Criminal Record Check](#) form must be completed and submitted when applying for the program.

- Students are required to have a satisfactory Criminal Record Check to be accepted into the program.
- The [Social Service Worker Certificate Application form](#) must be completed and submitted when applying for the program. It is provided in a PDF format to download and print (8 pages). The Application covers the following:
  - Personal statement (minimum three typed pages). In this statement, students will describe how personal and professional experiences have prepared them for the program and elaborate on how the program will enhance their personal and professional goals.
  - Resume.
  - Discussion of three situational cases.
 Note: The Friendship Centre scenario option on the [Social Service Worker Certificate Application form](#) refers to an Indian Friendship Centre. As such, students should be sure to include cultural awareness and sensitivity in their responses.
- Phone interview with the Program Coordinator.
- Completion of a Grade 12 program or the [Adult Graduation Diploma](#) is recommended

### **Proposed Admission Requirements**

- English 12/English 12 First Peoples with a minimum of 73% (or equivalent).
- The [Social Service Worker Certificate Supplemental form](#) must be completed and submitted when applying for the program. ~~It is provided in a PDF format to download and print (8 pages).~~
- Phone interview with the Program Coordinator.
- Completion of a Grade 12 program (or equivalent) is recommended.

## **GRADUATE PROGRAM CHANGES – ACTION REQUIRED**

c) Graduate Diploma in Business Administration – Dan Thompson  
[http://www.curricunet.com/scripts/compare/compare\\_report.cfm?report\\_path=/TRU/reports/program\\_report\\_html.cfm&param=programs\\_id&p\\_new=692&p\\_old=568&type=1&school=TRU](http://www.curricunet.com/scripts/compare/compare_report.cfm?report_path=/TRU/reports/program_report_html.cfm&param=programs_id&p_new=692&p_old=568&type=1&school=TRU)

### **Current Admission Requirements**

To be admitted to the GDBA, students must meet each of the following:

- 1. Education Requirement** – Acceptable 3 or 4-year undergraduate degree in any discipline with a minimum B average (GPA of 3.00 on a scale of 4.00) in the last 60 credits.
- 2. Language Requirement** – Applicants who did not complete their undergraduate degree in an English language university in a country whose first language is English must have **one** of the following:

- A minimum TOEFL score of 600 with a TWE of 5.0 or higher (paper-based test), or a minimum 100 with no section below 20 (IBT), or
- IELTS of at least 7.0 (all bands), or
- TRU ENGL 1100 and CMNS 1290 with a B (GPA of 3.00 on a scale of 4.00) or higher.

- 3. Quantitative and Computing Skills Requirement** – Applicants must have adequate quantitative and/or computing skills in the opinion of the MBA Committee. Adequate quantitative skills include having a strong background in algebra and statistics. Adequate computing skills include having a strong background in word processing, presentation, and spreadsheet software. Students who do not meet the education or language requirements or do not have adequate quantitative and/or computing skills in the opinion of the MBA Committee will be asked to take specific undergraduate courses to upgrade. All students who meet the entrance requirements for the program will be accepted.

Students can apply for PLAR in any course but it cannot be used to meet the program residency requirement.

Residency Requirements: Two of six courses must be completed at TRU.

### **Proposed Admission Requirements**

To be admitted to the GDBA, students should meet the following requirements:

**1. Educational Requirement** – Acceptable three or four-year undergraduate degree in any discipline with a minimum B average (GPA of 3.0 on a scale of 4.33 or local equivalent) in the last 60 credits.

**2. Language Requirement** - Applicants who did not complete their undergraduate degree at an English language university in a country where English is the primary language should have:

- A minimum TOEFL score of 587 with a TWE of 5.0 or higher (paper-based test), or minimum score of 94 with no section below 20 (IBT), **or**
- A minimum IELTS score of 7.0 (with no band below 6.5), **or**
- Completion of TRU ENGL 1110 or 1111 and CMNS 1290 or 1291 with a minimum B

**3. Quantitative and Computing Skills Requirement** – Applicants should possess adequate quantitative skills assessed through successful completion of specific undergraduate courses in quantitative subjects. Applicants should have adequate computing skills which include having a strong background in word processing, presentation and spreadsheet software.

Applicants who do not meet the education or language requirements or do not have adequate quantitative and computing skills will be asked to undertake approved developmental activities prior to the commencement of the program to upgrade their skills.

Students can apply for Prior Learning Assessment and Recognition (PLAR) in any course but it cannot be used to meet the program residency requirement.

Residency Requirements: ~~Nine credits~~ Two of six courses must be completed at TRU.