THOMPSON RIVERS UNIVERSITY

PLANNING COUNCIL FOR OPEN LEARNING
MEETING OF NOVEMBER 25, 2009
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Minutes of a Meeting of the Planning Council for Open Learning, held in OL 340, BC Centre for Open Learning, Kamloops, B.C.

ITEM	DISCUSSION		ACTION

Planning Council Present:	U. Scheck, Chair (TRU) G. Tarzwell (TRU) C. Beddome (TRU) L. Doan (TRU) C. Zawaduk (TRU) K. Sutherland (TRU) V. Wojna (TRU) M. MacDonald (UVic) D. Loblaw (TRU) (Videoconference) D. Stanley (TRU) (Teleconference) C. Golding (BCIT) (Videoconference) M. Lamberson (UBC) Videoconference L. Jacques (CNC) Videoconference J. Lindsay (Videoconference) P. Campbell (Teleconference)	**Planning Council Absent:**	J. Murray, Vice-Chair (TRU) I. Rich-McQuay (TRU) R. Nann (TRU)
Executive and Others Present:	S. Jackson, Executive Assistant, Office of Vice-President, TRU-Open Learning		

CALL TO ORDER

U. Scheck in the chair.

The meeting being duly constituted for the conduct of business, the Chair called the meeting to order at 10:06 am.   **U. Scheck**

ADOPTION OF AGENDA

The item "Update on priorities from Academic Plan" was added to the agenda.

On motion duly made and adopted, it was RESOLVED to approve the agenda as amended.   **U. Scheck**

ADOPTION OF MINUTES

On motion duly made and adopted, it was RESOLVED to approve the minutes from the meeting of May 25, 2009 as circulated.   **S. Jackson**

BUSINESS ARISING

Guidelines detailing under what circumstances PCOL would entertain having prerequisites – G. Tarzwell

G. Tarzwell presented the following draft guidelines:

Although TRU-OL may place admission requirements on programs for a variety of reasons we are committed to, whenever possible, allowing students to enroll in courses without being admitted to a program. Under such circumstances only the course prerequisites would be applicable.

When TRU-OL will accept admission and/or prerequisites for courses and/or programs:

1. If, during a lab or practicum in the program, the health and/or safety of the student, or those around the student, is more at risk when the prerequisite/admission requirement is not met (e.g. immunization, criminal record check). This would apply to both program admission requirements and to course prerequisite requirements.

2. When external (3rd party) program accreditation/approval bodies require admissions criteria of our programs (e.g. all nursing programs must be approved by the CRNBC and therefore must conform to CRNBC admission requirements). This would apply only to program admission requirements and not to course prerequisite requirements.

3. When most employer groups require specific criteria before they will hire our grads (e.g. the body that certifies all water treatment operators requires all operators to have a high school diploma; many employers in the health area require their employees to have passed a criminal records check). This would apply only to program admission requirements and not to course prerequisite requirements.

4. When the learning outcomes of a program require that some of the learning occur outside the program course structure (e.g. undergraduate credentials that require students to have a particular background [e.g, degrees that require specific work experience or a certificate/diploma for entrance]; graduate degrees that require that students have a particular background [work experience or undergraduate degree]). This would apply only to program admission requirements and not to course prerequisite requirements.

After discussion, it was agreed to add a 5th point to the guidelines, explaining that there can be exceptions to the above rules which will be dealt with on a case by case basis by the Planning Council for Open Learning. It was also agreed to preface the guidelines with a paragraph detailing TRU-OL's open philosophy. A sentence will be added to the preamble emphasizing that the onus is on the student to make sure that they understand prerequisites, and it is their choice whether or not to take the course. TRU-OL wants to give students the opportunity for success, not set them up for failure.

In cases where the Consortium for Open Learning delivers TRU-OL courses, then the other institutions are encouraged to adopt the same admission requirements as TRU-OL. However, at the end of the day they may choose to adopt different admission requirements and that is what would be reflected in the TRU-OL calendar. **G. Tarzwell**

On motion duly made and adopted, it was RESOLVED to approve the guidelines as amended.

Update on priorities from Academic Plan

The Academic Plan was created approximately 18 months ago. Since then, TRU-OL has discovered that some programs are not as viable as had originally been thought, so the relevant section of the Academic Plan is being amended to reflect this.

REPORT OF OFFICERS

Provost and Vice-President, Academic

U. Scheck reported that Senate has approved an updated policy to review all academic programs on a 7-year cycle. TRU is now finalizing the operational piece of the policy. The policy dictates that if a program review includes OL counterparts of that program, then the review would happen for both face-to-face and OL programs at same time. Gary Bunney is the new Program Review Officer, and he is very familiar with OL programs, having worked for OL before taking up this new position.

Vice-President, Open Learning

G. Tarzwell, on behalf of J. Murray, explained that OL is proceeding with Project Refresh, using Ministry dollars for updating courseware. Major revisions are being made to the Home Care Assistant Program, and it is planned revise a further 10 courses next year. Some courses that are currently print-only will move to print and web. The Instructional Design and Research Group has been reorganized, and OL now has an Instructional Design Department and a Curriculum Services Department. We are still looking to fill the position of Director, Instructional Design.

The OL Research Award was announced approximately a year ago. Two research projects have been approved totalling $19,999, both from the School of Education.

A number of courses are now operating under TRU-OL's new online model. TRU-OL has hired 25 tutors to teach these courses, and is in the process of setting up training modules for the tutors. It is hoped that most tutors that are hired will be qualified, but if enough qualified instructors cannot be found, then training will be offered with the expectation that the tutors become qualified.

OPEN LEARNING PROGRAMS

G. Tarzwell presented the following report:

ADMISSION REQUIREMENTS:
ADMN 405 Advanced Management Accounting *Prerequisites: ADMN 333 or equivalent. ADMN 315 and ADMN 336 (or BUSM 236) are strongly recommended.*
ANTH 292 Anthropology of Illness *Prerequisites: Any introductory cultural anthropology course recommended but not required.*
CPSC 113 Computer Programming 1 *Prerequisites: Principles of Math 12 or C+ or better in Physics 12 is highly recommended.*
CPSC 123 Computer Programming II *Prerequisites: Completion of COMP 113 or CPSC 113 is highly recommended.*
CPSC 223 Data Structures and Algorithms *Prerequisites: Completion of COMP 123 or CPSC 123 or equivalent is highly recommended.*
CHEM 160 Chemical Bonding and Organic Chemistry *Prerequisites: Chemistry 11 or Chemistry 12 or CHEM 050 or CHEM 060, and Principles of Math 12 or MATH 060/061 are highly recommended.*
CHEM 162 Principles of Chemistry *Prerequisites: TRU CHEM 150 (C- minimum) or TRU-OL CHEM 160 + 164 or equivalent and Chemistry 12 or CHEM 050 and 060 (a grade of B or better is recommended) are highly recommended.*
CHEM 164 Chemistry laboratory I *Prerequisites: It is strongly recommended to have Chemistry 11 or Chemistry 12 or CHEM 050 or CHEM 060, Principles of Math 12 or MATH 060/061.*
CHEM 165   Chemistry Laboratory II *Prerequisites: It is strongly recommended to have TRU CHEM 150 or TRU-OL CHEM 160 and 164 or equivalent.*
CRIM 251/SOCI 251 Introduction to Criminology *Prerequisites: An introductory Social Science course is recommended.*
CRIM 252/SOCI 252 Criminal Justice and Corrections *Prerequisites: An introductory Social Science course recommended but not required.*
CRIM 351/SOCI 351 Sociology of Criminal Careers *Prerequisites: 9 sociology or criminology credits strongly recommended.*
CRIM 353/ SOCI 353 Youth, Crime and Society *Prerequisites: 9 Sociology or Criminology credits recommended.*
PSYC 231 Psychology of Sex Differences *Prerequisites: Required: 6 credits of Introductory Psychology.*

PSYC 232 Sports Psychology
Prerequisites: 6 credits of Introductory Psychology or permission of the Faculty of Arts recommended.
PSYC 312 Obesity and Eating Disorders
Prerequisites: Required: 6 credits of Introductory Psychology or permission from the Faculty of Arts.
PSYC 325 Psychology of Personality
Prerequisites: Required: 6 credits of Introductory Psychology or permission of the Faculty of Arts.
HLTH 105 Aboriginal Pathways to Health Careers
Prerequisites: None.
HLTH 106 Medical English
Prerequisites: Previous health care education is highly recommended.
COURSE CLOSURES:
ADMN 369 Transition and New Beginnings
FREN 020 French I
FREN 021 French II
GEOG 030 Physical and Human Geography
MLAP 112 Anatomy, Physiology and Medical Terminology

D. Stanley argued that some of the courses (eg CHEM 160 and 162) are not new courses but existing courses with new acronyms, which raises workload implications. Discussion ensued. It was agreed that labour relations issues do not fall under the purview of the Planning Council for Open Learning. The Educational Programs Committee of Senate is looking at the definition of a new course, which should bring some clarity to future discussions.

It was agreed to change the wording of the prerequisites from "required" to "recommended", to be consistent with the prerequisite guidelines approved earlier in the meeting. It was also agreed to amend the wording of the prerequisites to make them consistent (highly recommended to be used throughout).

G. Tarzwell

On motion duly made and adopted, it was RESOLVED to accept the prerequisites and admission requirements associated with the courses listed, as well as the course closures. (14 in favour; 1 opposed)

G. Tarzwell

On motion duly made and adopted, it was RESOLVED to recommend closure of the above listed courses to the Board of Governors.

G. Tarzwell

NEW BUSINESS

Enrolment Report – C. Beddome

C. Beddome reported that his department is tracking two major areas of enrolments: course enrolments, and enrolments through Prior Learning Assessment and Recognition. On a year to date basis, TRU-OL had planned for a 14% enrolment growth, but enrolments are currently showing a 16.8% increase. PLAR enrolments have increased, and TRU-OL currently has 2,240 enrolments that can be attributed to PLAR (last year, we had just under 2,000 enrolments); this increase is attributed partly to the success of the Strategic Partnerships Department. FTEs are showing an

increase of 26.8% as of last week. OL enrolment growth is coming from outside of the TRU community, across all disciplines. Campus students only represent about 4% of OL's total enrolments – see article in the current Open Standard at http://www.tru.ca/distance/about/opennews.html for further details. There are external factors contributing to enrolment increases (eg. the current economic climate); also students are looking to take dual-mode delivery, and combining campus courses with OL courses. Research indicates there is not necessarily a preference to take an entire program by distance, but a growing desire to blend learning not just at TRU, but across Canada and North America.

Process presentation – C. Beddome for A. Larouche

C. Beddome went through the presentation on behalf of A. Larouche.

- The overall TRU-OL master processes have been mapped and documented.
- The Business Intelligence team has mapped and started to document 17 main sub-processes and functions and identify multiple functions within every sub-process
- The Business Intelligence team has defined and documented the Student Lifecycle (8 sub-processes)
- The Business Intelligence team has defined and documented the Course Lifecycle (9 sub-processes)
- Three working groups have been created:
  o Service Excellence Team
  o Process Management Working Group
  o Project Management Working Group

C. Beddome was asked to pass along the committee's thanks to A. Larouche for an extremely informative presentation, and it was suggested that A. Larouche make the presentation to Faculty Councils.

CLOSING REMARKS

The next meeting will be held on 24 May, 2010.

The meeting was adjourned at 11:53 am.

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Planning Council Chair   Planning Council Vice Chair