

MEETING OF THE PLANNING COUNCIL FOR OPEN LEARNING

Wednesday 28 November, 2012

Time: 10:00 a.m. – Noon

MINUTES

Place: OL 127

**PLANNING COUNCIL PRESENT:**

U. Scheck, Chair (TRU)  
G. Tarzwell, Vice Chair (TRU)  
C. Axworthy (TRU)  
C. Webber (TRU)  
S. Read (TRU)  
C. Wihak (TRU)  
J. Sparks (TRU)  
K. Thomas (NVIT)  
D. Stanley (TRU) (Teleconference)  
M. Lamberson (UBC) (Videoconference)  
M. MacDonald (UVic) (Videoconference)  
K. Denton (Douglas College) (Teleconference)

**PLANNING COUNCIL ABSENT:**

P. Powers (TRU)  
D. Loblaw (TRU)  
P. Campbell (TRU)  
D. Paravantes (TRU)

**EXECUTIVE AND OTHERS PRESENT:**

S. Jackson, Notetaker, Office of the Vice Provost, Open Learning (TRU)  
D. Thompson (TRU)

**1. PRELIMINARY ITEMS**

**a. 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 10.01am.

**b. Adoption of Agenda**

U. Scheck reported that the Associate Vice-President, Academic – Student Relations would not be able to join the meeting to give an update on the Academic Plan, so this will be covered under the Provost's report.

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

**c. Adoption of Minutes – 13 June, 2012**

**On motion duly made and adopted, it was RESOLVED to approve the minutes from the meeting of 13 June, 2012 as circulated.**

## 2. BUSINESS ARISING FROM MINUTES

### a. **Increase in international enrolments – Vice-Provost, Open Learning**

G. Tarzwell reported that TRU's Institutional Planning & Analysis department has updated their Data Warehouse, and the previous reported value of 313 international FTEs for Open Learning has been adjusted down to 300 international FTEs. Determining the students that 'come for TRU campus' requires some estimation as student data is not defined as Campus or Open Learning. However, by extrapolation (students who have taken at least one campus course), the following estimates have been generated:

<b>Enrolment</b>	<b>FTE</b>	<b>Headcount</b>
Campus-based	31	144
<u>Not Campus-based</u>	<u>279</u>	<u>677</u>
<b>Grand Total</b>	<b>310</b>	<b>821</b>

## 3. REPORT OF OFFICERS

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

U. Scheck gave a verbal report that included the following points:

- TRU is pursuing US accreditation. This was identified in the TRU Academic Plan as an actionable item. Currently TRU is developing a list of tasks, and will assign timelines and people to be responsible.
- TRU has already started to implement the Academic Plan, for instance through the much improved Centre for Teaching & Learning. TRU has just finished conducting research on all accreditation agencies in the US and Europe. It is anticipated that TRU will make a decision within a week, on which accreditation board to use. Currently there are three other institutions in BC pursuing accreditation that TRU is aware of. One major issue that needs to be addressed is the need to identify learning outcomes for every course and program; this will affect Open Learning as well as Campus. Open Learning has extensive learning outcomes at the course level but not at the program level, so we will need to address this. It is currently unknown if residency requirements will be an issue. M. Lamberson offered to email a document to the Committee Secretary that she had found to be helpful.

### b. **Vice-Provost, Open Learning**

G. Tarzwell gave a verbal report that included the following points:

- **Programming:** a couple of Schools/Faculties are engaged in discussions regarding bringing programming into Open Learning from Campus. One is the Faculty of Human, Social & Educational Development. For the Masters of Education, the courses would be delivered through OL but the program would not be an OL program. The School of Nursing is discussing the Transition to Canadian Nursing qualification, and the possibility of offering part of that out of the TRU Vancouver Centre, along with the Licenced Practical Nursing qualification and the Certificate in Senior Living.
- On the international side, we are engaged in virtual student exchanges with Technologico de Monterrey, so for the last two years we have had Monterrey students in 2 of our courses, and TRU-OL students in 2 of their courses. This scheme is still in the pilot stage. One challenge is that institutions outside of Canada have different semester start and end dates.
- **Open University of China:** the OUC has been conducting research around PLAR, credit transfer and laddering. They have recently been given a mandate to engage in the transfer system, so they are working with us to see how we do it. We have been working with OUC around PLAR for a couple of years.
- The Vancouver Centre is undergoing a review to see how we can use the space more efficiently. C. Webber suggested offering the Masters of Education from the Vancouver Centre. G. Tarzwell

will be seeking input from the Deans to see what kind of programming or student services could be run from the Vancouver Centre.

#### 4. OPEN LEARNING PROGRAMS/COURSES

##### a. **Course/Program Report – Vice-Provost, Open Learning**

A link to the guidelines was circulated, along with PCOL report, as two programs coming forward for approval are outside of these guidelines. Therefore, Dan Thompson, Associate Dean of the School of Business and Economics, had been invited to present the first two items on the report: the Graduate Certificate in Business Administration, and the Masters of Business Administration.

##### **Graduate Certificate in Business Administration**

The plan is to offer the same degree on-line as is currently offered on campus. Entrance requirements given in the report are those for the on-campus version, and the same admission requirements are wanted for the OL version, i.e.: residency requirements: 9 TRU credits; maximum PLAR Allowable: zero. Admission requirements fall under the jurisdiction of the Planning Council.

Currently PCOL allows unlimited PLAR, but this Certificate allows zero PLAR because of regional accreditation issues. PLAR is not allowed at the graduate level, or for residency. After discussion, it was agreed that we can officially say we allow PLAR but it is the individual School or Faculty's decision as to whether or not to allow PLAR for any particular program.

**On motion duly made and adopted, it was RESOLVED to allow PLAR increase from zero to unlimited, and residency requirements be 6 credits for the Graduate Certificate in Business Administration.**

**On motion duly made and adopted, it was RESOLVED to approve the Graduate Certificate in Business Administration as amended.**

##### **Masters of Business Administration**

To accommodate online delivery, the GMAT requirement has been dropped, which makes the program more open. Residency requirements: If the thesis route is chosen, a residency of 30 credits. If the non-thesis route is chosen, a residency of 27 credits is required. In either case, students are allowed only 9 credits of transfer credit and zero credits of PLAR.

This is a similar situation to the Graduate Certificate in Business Administration, where the School of Business is asking for 9 TRU credits and zero PLAR for admission.

**It was MOVED to allow PLAR be increased from zero to unlimited, and residency requirements be 15 credits for the Graduate Certificate in Business Administration. Motion Withdrawn.**

Discussion followed. U. Scheck pointed out that this is the first graduate program to have come through PCOL. We have discussed certificates, diplomas and degrees but have never specified graduate or undergraduate programs. Senate and the Graduate Studies Committee should also be involved and asked for input. Although this does not technically fall under the jurisdiction of Senate, it is a larger issue for the university as a whole considering that we are seeking accreditation.

**On motion duly made and adopted, it was RESOLVED to table consideration of the Masters of Business Administration, and to seek input from the Graduate Studies Committee and Senate.**

**Water Treatment Program:** It is proposed to amend the admission requirements as follows:

**Certificate:** Completion of BC Grade 12 (or equivalent) is required while Chemistry 11 and Principles of Mathematics 11 are both recommended. Beginning September 2013, applicants are recommended to have Math 11 (Foundations).

**Diploma:** Completion of Level II Water Treatment Certificate or equivalent.

**On motion duly made and adopted, it was RESOLVED to approve the admission requirements for the Water Treatment Certificate and Diploma Programs.**

**WTTP 1891 / 2891**, two new WTTP courses (Practicum), do not have open admission due to health and safety reasons, so need approval. The proposed prerequisites for WTTP 1891 are: acceptance into the Water Treatment program and completion of Level I and II of the Water Treatment Technology Program. The proposed prerequisites for WTTP 2891 are: acceptance into the Water Treatment program, completion of Level III and IV theory portions of the Water Treatment Technology Program.

**On motion duly made and adopted, it was RESOLVED to approve the admission requirements for WTTP 1891 and 2891.**

The rest of report is for information only, as all the programs/courses have open admission:

### NEW OL PROGRAMS

Faculty of Arts

Minors in English, History, Psychology and Sociology      Open Admission

Certificate in General Studies      Open Admission

Post Baccalaureate Certificate in Liberal Arts      Open Admission

Advanced Certificate in Liberal Arts      Open Admission

Bachelor of Arts Degree – double majors      Open Admission

### NEW COURSES

CMNS 3xxx Digital Tribes

Pre-requisites: 60 credits recommended.

SOCI 2011 Race and Ethnic Relations

Pre-requisites: SOCI 1111 and SOCI 1211 recommended.

SOCI 2171 Sociology of Popular Culture

Pre-requisites: SOCI 1111 and SOCI 1211 recommended.

SOCI 3xxx Food Security in a Global Setting

Pre-requisites: 60 credits; SOCI 1010 and SOCI 1020 or equivalent recommended.

WTTP 1171 Environmental Legislation

Pre-requisites: Industry experience or acceptance into the Water Treatment Technology Program

strongly recommended.

#### WTTP 1181 Occupational Health and Safety

Pre-requisites: Industry experience or acceptance into the Water Treatment Technology Program  
strongly recommended.

#### WTTP 1191 Communications

Pre-requisites: Industry experience or acceptance into the Water Treatment Technology Program  
strongly recommended.

#### WTTP 1291 Moving Water

Pre-requisites: Industry experience or acceptance into the Water Treatment Technology Program  
strongly recommended.

#### WTTP 1301 Major Process Equipment

Pre-requisites: Industry experience or acceptance into the Water Treatment Technology Program  
strongly recommended.

#### WTTP 1311 Secondary Process Equipment

Pre-requisites: Industry experience or acceptance into the Water Treatment Technology Program  
strongly recommended.

#### WTTP 1701 Water Sources

Pre-requisites: Industry experience or acceptance into the Water Treatment Technology Program  
strongly recommended.

#### WTTP 1711 Water Treatment I

Pre-requisites: Industry experience or acceptance into the Water Treatment Technology Program  
strongly recommended.

#### WTTP 1721 Applied Math and Science

Pre-requisites: Industry experience or acceptance into the Water Treatment Technology Program  
strongly recommended.

#### WTTP 1731 Mechanical Systems I

Pre-requisites: Industry experience or acceptance into the Water Treatment Technology Program  
strongly recommended.

#### WTTP 1801 Electrical Fundamentals 1

Pre-requisites: Industry experience or acceptance into the Water Treatment Technology Program  
strongly recommended.

#### WTTP 1821 Instrumentation I

Pre-requisites: Industry experience or acceptance into the Water Treatment Technology Program  
strongly recommended.

#### WTTP 1851 Water Treatment II

Pre-requisites: Industry experience or acceptance into the Water Treatment Technology Program strongly recommended.

#### WTTP 2051 Introduction to Water Chemistry

Pre-requisites: Industry experience or completion of Level One and Two of the Water Treatment Technology Program is strongly recommended.

#### WTTP 2061 Inorganic Species in Water

Pre-requisites: Industry experience or completion of Level One portion of the Water Treatment Technology Program strongly recommended.

#### WTTP 2071 Organic Species in Water

Pre-requisites: Industry experience or completion of Level One portion of the Water Treatment Technology Program strongly recommended.

#### WTTP 2131 The History, Mechanisms and Classifications

Pre-requisites: Industry experience or completion of Level One portion of the Water Treatment Technology Program strongly recommended.

#### WTTP 2141 Slow and Rapid Sand Filtration

Pre-requisites: Industry experience or completion of Level One portion of the Water Treatment Technology Program strongly recommended.

#### WTTP 2151 Membrane and Alternative Filtration Techniques

Pre-requisites: Industry experience or completion of Level One portion of the Water Treatment Technology Program strongly recommended.

#### WTTP 2171 Basic Principles of Disinfection

Pre-requisites: Industry experience or completion of Level One portion of the Water Treatment Technology Program strongly recommended.

#### WTTP 2181 Standard Disinfection Practices

Pre-requisites: Industry experience or completion of Level One portion of the Water Treatment Technology Program strongly recommended.

#### WTTP 2191 Advanced Disinfection and Fluoridation Practices

Pre-requisites: Industry experience or completion of Level One portion of the Water Treatment Technology Program strongly recommended.

#### WTTP 2291 Computers in Industry

Pre-requisites: Industry experience or completion of Level One portion of the Water Treatment Technology Program strongly recommended.

#### WTTP 2301 Advanced Programmable Logic Controllers

Pre-requisites: Industry experience or completion of Level One portion of the Water Treatment Technology Program strongly recommended.

#### WTTP 2311 Industrial Communications and SCADA Systems

Pre-requisites: Industry experience or completion of Level One portion of the Water Treatment Technology Program strongly recommended.

WTTP 2331 People Management

Pre-requisites: Industry experience or completion of Level One portion of the Water Treatment Technology Program strongly recommended.

WTTP 2341 Asset and Operations Management

Pre-requisites: Industry experience or completion of Level One portion of the Water Treatment Technology Program strongly recommended.

WTTP 2351 Financial Management

Pre-requisites: Industry experience or completion of Level One portion of the Water Treatment Technology Program strongly recommended.

WTTP 2701 Electrical Fundamentals II

Pre-requisites: Industry experience or completion of Level One portion of the Water Treatment Technology Program strongly recommended.

WTTP 2721 Advanced Coagulation and Particle Removal

Pre-requisites: Industry experience or completion of Level One portion of the Water Treatment Technology Program strongly recommended.

WTTP 2801 Microbiology and Toxicology

Pre-requisites: Industry experience or completion of Level One portion of the Water Treatment Technology Program strongly recommended.

TMGT 4040 Tourism and Sustainable Development

Pre-requisite: 3<sup>rd</sup> year standing strongly recommended.

TMGT 4160 Tourism in a Global Environment

Pre-requisite: 3<sup>rd</sup> year standing strongly recommended.

TMGT 4130 Tourist Behavior

Pre-requisites: TMGT 1150 or equivalent and 3<sup>rd</sup> year standing strongly recommended.

TMGT 4980 Olympics and Mega-events

Pre-requisite: Permission from the Tourism Management Department strongly recommended.

TMGT 4170 Information Technology and Tourism

Pre-requisite: Permission from the Tourism Management Department strongly recommended.

## **ADDENDUM**

Certificate in First Nations Taxation Administration

Pre-requisites: C+ or better in Principles of Math 11 or Applications of Math 12, or TRU-OL MATH 024, or equivalent; and basic computer literacy with Microsoft Office applications such as Word and Excel spreadsheets (upgrading can be done by taking ADMN 137 or CMPT 150 or equivalent) are both highly recommended. Seventy-three percent (73%) on the combined English 12 and Government exam (within the last five years), or Level 4 on the composition section of the LPI

(within the last two years), or completion of TRU-OL ENGL 036, or completion of CESL 053, CESL 054 and CESL 057 with a grade of C+ or better is recommended.

*\*\*Note: The Certificate in First Nation Taxation Administration was approved by email vote by PCOL members in May 2009, but the result of the vote was never recorded in the PCOL minutes.*

## 5. ENROLMENTS

### a. **Enrolment Report – Vice-Provost, Open Learning**

G. Tarzwell reported that for the period April 1 to October 31, 2012, the headcount is up 8.6% over the same period last year. Enrolments are up 9.8% (13,679 enrolments). Domestic and International FTEs include FTEs generated from PLAR. Domestic FTEs are 1,767, an increase of 17%. International FTEs are at 171, down 7% over the same period last year. One possible explanation regarding the decline in international FTEs could be that TRU on campus is managing waitlists better than they used to. OL is working with TRU World to help recruit more international students. Overall, FTEs are up 14.1% over the same period as last year. This is substantially higher than enrolments. Not all enrolments match to FTEs. If we look at PLAR, there were 311 PLAR FTEs up to October 31, 2012. Last year there were 179 PLAR FTEs, so this has experienced a substantial increase. There are 659 Consortium enrolments, which represents an increase of 4.4%. C. Webber enquired about ABE enrolments; G. Tarzwell did not have data available at the meeting, but said he would send the data to C. Webber after the meeting.

## 6. NEW BUSINESS

### a. **Academic Plan update – Associate Vice-President, Academic – Student Relations**

Covered under Provost & Vice President, Academic's report.

### b. **Student representation and election process – Vice-Provost, Open Learning**

G. Tarzwell suggested it was a challenge for OL students to volunteer for committees. Election procedures state that all nominations must be in writing and signed by the individual nominated, as well as by at least 3 people entitled to vote in the election of the candidate, and that causes problems as some OL students may never meet any other OL students. G. Tarzwell suggested PCOL could make a request to Senate and the Board of Governors that there be consideration given to the revision of election procedures for students in general and for OL students specifically, so no other signatures would be required.

After discussion, PCOL gave approval to refer this issue to Senate and the Board of Governors. U. Scheck agreed to take this issue forward.

## 7. CORRESPONDENCE

An email had been received from Mark Gueffroy, OL student, resigning from the Planning Council for Open Learning. His email indicated he is dissatisfied with the fact that he raised issues which are not being addressed at PCOL. This is because all the issues raised fell outside the jurisdiction of PCOL. However, we do not appear to have communicated this fact to the student and we will correct that.

PCOL has one student seat, but for the last year we have had 2 students on the committee as one student has been sitting as an "additional member".

## 8. CLOSING REMARKS

The next meeting of the Planning Council for Open Learning will take place on 12 June 2013. The meeting adjourned at 11:23 am.