



## MEETING OF THE PLANNING COUNCIL FOR OPEN LEARNING

Wednesday, April 26, 2017

9:30 AM – 12:00 PM

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

### MINUTES

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#### Present

Christine Bovis-Crossen (Chair), Irwin DeVries, Tom Dickinson, Jessica Gallinger (by teleconference), Brian Lamb, John Patterson (by teleconference), Don Stanley, Kylie Thomas (by teleconference), Christine Wihak

#### Regrets

Airini, Janni Aragon, Lyn Baldwin, Kathy Denton, Michelle Lamberson, John Sparks

#### Executive and Others Present

Brenda Thompson (Faculty of Arts), Tracy Hoot (School of Nursing), Kristen Hamilton (Integrated Planning and Effectiveness), Charlene Myers (Manager, University Governance)

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#### 1. CALL TO ORDER

The Chair called the meeting to order at 10:05 a.m.

#### 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 December 5, 2016

*On Motion duly made and adopted, it was **RESOLVED** that the minutes of December 5, 2016 be approved as circulated.*

- b. Minutes of meeting of the Board of Governors, Senate, and Planning Council for Open Learning of February 3, 2017

*On Motion duly made and adopted, it was **RESOLVED** that the minutes of the meeting of the Board of Governors, Senate, and Planning Council for Open Learning of February 3, 2017 be approved as circulated.*

#### 4. BUSINESS ARISING FROM MINUTES

- a. Completion Rate Information

K. Hamilton delivered a presentation, a copy of which was circulated with the agenda package, in response to a question raised at the last meeting of PCOL about Open Learning Course completion rates. In her presentation, K. Hamilton provided definitions, and completion rate data and trends. Discussion ensued and several questions were raised and responded to. In response to a question about comparative data, I. DeVries suggested to K. Hamilton that it would be useful to provide comparators.

**Action:** I. DeVries to follow up with K. Hamilton to ask that Integrated Planning and Effectiveness find comparators for completion rates of online courses.

**NOTE:** I. DeVries subsequently requested that this matter be added to the agenda for the December meeting of PCOL.

- b. Residency Requirements for Graduate Programs

I. DeVries reported that OL has commissioned a comparative study of single and dual-mode institutions around the world from Dr. Paul Bacsish of Open University. The purpose of the study is to provide a basis for the development of informational guidelines for Deans, faculties and schools proposing entrance requirements for graduate programs. The target for the presentation of the report is the June PCOL meeting, and I. DeVries indicated he will invite Dr. Bacsish to be available for a question and answer session at the next meeting.

**Action:** C. Myers to add "Residency Requirements for Graduate Diplomas (Report from Dr. Paul Bacsish of Open University)" under Business Arising on the next PCOL agenda.

- c. Planning Direction for Open Learning

I. DeVries reported that the search process to fill the position of the Associate Vice-President is still underway, and he anticipates more intense planning activity after the position is filled. He spoke about the Service Plan and indicated there is interest in reviewing every course and program at least every three years. In

collaboration with the Library and involving the TRU Students' Union in the discussions, OL is working toward the use of more open textbooks and educational resources.

*On Motion duly made and adopted, it was **RESOLVED** that a speaker from the floor be recognized.*

B. Thompson asked if consideration had been given to integrating the review of campus and OL courses. I. DeVries responded that he could not see any reason why the process could not be integrated and agreed to discuss the matter further with B. Thompson.

**Action:** I. DeVries to provide Brenda Thompson with information about integrating the process of reviewing campus and OL courses.

A Council member asked some questions about new courses under development and I. DeVries replied that he would ask the Acting Director of Curriculum Services to produce a report for the next meeting of PCOL.

**Action:** I. DeVries to ask the Acting Director of Curriculum Services, Naomi Cloutier, to produce a report on the number of new courses being developed, including information about from which area, whether they are new courses or add-ons, and which courses had major revisions.

C. Myers to add "Planning Direction for Open Learning (New Courses Under Development)" under Business Arising on the next PCOL agenda.

## 5. REPORTS OF OFFICERS

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

#### i. Open Governance Initiative Update

- 1) Results of Survey of Participants of the Joint Meeting of Senate, Planning Council for Open Learning and the Board of Governors (March 20, 2017)

C. Bovis-Crossen drew Council members' attention to the report, noting there were comments in the report that would be taken into account when planning next year's meeting.

- 2) Memos from President Shaver regarding notes from Town Hall Meetings of September 15, 2016 and January 10, 2017

C. Bovis-Crossen reported that these notes are accessible online, on the President's website. Administration is currently in the process of setting

dates for the September 2017 Town Hall meeting and the Budget Town Hall meeting in mid-January 2018. She also reported that, as part of the Open Governance Initiative, there will be an OL weekend workshop in mid-May.

b. Associate Vice-President, Open Learning

I. DeVries reported on several matters, including recent changes within IPE, the integration of Moodle across the University, a project titled “Copyright Awareness and Responsibility” funded from the Strategic Initiative Fund, and a series of seminars that involved interviews and panels with indigenous faculty to deepen indigenization across campus. Discussion ensued. A Council member asked how the copyright fee reduction, which resulted from the University’s decision to cease participating in Access Copyright, relates to OL courses. C. Bovis-Crossen responded that she believed the University absorbed the cost of belonging to Access Copyright and that no ancillary fees were charged.

**Action:** I. DeVries to report at the next meeting of PCOL on the impact of the copyright ancillary fee reduction on OL courses.

C. Myers to add “Impact of the copyright ancillary fee reduction on OL courses” under Business Arising on the next PCOL agenda.

## 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 is attached to these minutes as “Appendix I”:

### COURSE REVISIONS

- 1) *On Motion duly made and adopted, it was **RESOLVED** that the **revision to HLTH 1101 Health Care Assistant: Introduction to Practice** be approved as circulated.*
- 2) *On Motion duly made and adopted, it was **RESOLVED** that the **revision to HLTH 1201 Healing 1: Caring for Individuals Experiencing Common Health Challenges** be approved as circulated.*
- 3) *On Motion duly made and adopted, it was **RESOLVED** that the **revision to HLTH 1251 Practice Experience in Home Support, Assisted Living, and/or Group Settings** be approved as circulated.*

Upon reviewing the submission for the course HLTH 1351 Caring for Individuals Experiencing Cognitive or Mental Challenges, it was noted that no proposed

revisions were highlighted. A Council member suggested the matter be postponed to the next meeting pending clarification of the changes.

- 4) *On Motion duly made and adopted, it was **RESOLVED** that **HLTH 1351 Caring for Individuals Experiencing Cognitive or Mental Challenges** be **postponed** to the next meeting of PCOL.*

**Action:** C. Myers to remind T. Hoot that HLTH 1351 should be added to the next PMAC report.

B. Thompson indicated she believed the current prerequisites for FRAN 1111 and ENGL 1101 are recommended rather than required, which was not clear in the report. She thus requested that the proposed revisions to these courses be postponed to the next meeting of PCOL.

- 5) *On Motion duly made and adopted, it was **RESOLVED** that **FRAN 1111 Introduction to French I** be **postponed** to the next meeting of PCOL.*

**Action:** C. Myers to remind B. Thompson that FRAN 1111 Introduction to French I should be added to the next PMAC report.

- 6) *On Motion duly made and adopted, it was **RESOLVED** that **ENGL 1101 Introduction to University Writing** be **postponed** to the next meeting of PCOL.*

**Action:** C. Myers to remind B. Thompson that ENGL 1101 Introduction to University Writing should be added to the next PMAC report.

As T. Hoot was unable to speak to the proposed changes to the Health Care Assistant Certificate OL, she asked that the matter be postponed to the next meeting of PCOL.

- 7) *On Motion duly made and adopted, it was **RESOLVED** that the **Health Care Assistant Certificate OL** be **postponed** to the next meeting of PCOL.*

**Action:** C. Myers to remind T. Hoot that the Health Care Assistant Certificate OL should be added to the next PMAC report.

## 7. ENROLMENTS

### a. Enrolment Report

K. Hamilton presented the enrolment report, a copy of which was circulated with the agenda package. She noted that the report contained preliminary numbers which have since been confirmed by audit. She clarified that PLAR had a “bump” in

2015/16, so the downward trend is not as dramatic as it might appear. Discussion ensued and several questions were identified as needing follow-up. K. Hamilton also offered to provide information such as past trends and forecasting, and J. Patterson mentioned that one of his colleagues had also done some research in this area.

**Action:** C. Myers to ask K. Hamilton for a report, to be included with the agenda package for the next meeting of PCOL, on trends in Adult Basic Education (ABE), specifically with respect to changes over time or content changes that may be affecting enrolment.

I. DeVries to ask M. Looney to look into suggestions from people regarding ABE, such as determining whether there is a relationship between enrolments and tuition fees, whether the declining enrolment is also indicative of success rates or completion rates, and whether there is a correlation of completion rates to advertising dollars (a project IPE will be starting later this month).

It was also reported by a Council member that ABE is correlated with quality of life standards and asked that PCOL provide leadership in the direction of increasing access to ABE as a strategic direction. C. Bovis-Crossen replied that ABE is not within the mandate of PCOL, but OL could potentially address this matter in its strategic planning. I DeVries committed to looking into this suggestion.

## 8. OTHER BUSINESS

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

J. Gallinger reported that she felt some urgency to speak to this matter because her term of office only includes two meetings of PCOL. She indicated that, as she had met with I. DeVries since she had proposed this presentation, in lieu of the planned presentation she would rather discuss the issue. Discussion ensued. C. Bovis-Crossen clarified that faculty members cannot be compelled to write open textbooks or utilize them in their courses, but they can be encouraged and supported in this direction. The following were some of the comments made by Council members during the discussion:

- OL should encourage faculty members to use, develop, and review open resources (the 5 R's of the "right to retain, reuse, revise, remix, redistribute")
- students should continue to advocate for the use of open resources
- a SIF proposal could be submitted for a project supporting faculty to develop open resources, and using the quote about the benefit to students as a measure of success ("In three key measures of student success—course completion, final grade of C- or higher, course grade—students whose faculty chose OER generally performed as well or better than students whose faculty assigned commercial textbooks").

## 9. NEXT MEETING

The next meeting of the Planning Council for Open Learning was reported as being on June 5, 2017. The Provost indicated this date is incorrect.

<b>Action:</b> C. Myers to confirm the date for the next meeting and provide it to PCOL members.
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C. Bovis-Cnossen reported that PCOL members will receive at the June meeting, for discussion, the draft interim self-study report to be submitted to the Northwest Commission on Colleges and Universities.

## 10. ADJOURNMENT

There being no further business, the Chair declared the meeting adjourned at 11:20 a.m.

## PMAC REPORT TO PCOL April 18, 2017

### **NOTE:**

This is a final version of the report approved at the PCOL meeting of April 24, 2017.

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

- a) HLTH 1101 Health Care Assistant: Introduction to Practice

**Current prerequisites:**

- HLTH 1051-Health 1: Interpersonal Communications
- HLTH 1001-Health 2: Lifestyle and Choices
- HLTH 1011-Health and Healing: Concepts for Practice
- Admission to the Health Care Assistant program

**Proposed prerequisites:**

- Admission to the program

- b) HLTH 1201 Healing 1: Caring for Individuals Experiencing Common Health Challenges

**Current prerequisites:**

- HLTH 1001-Health 2: Lifestyle and Choices with a score of at least a B- grade
- HLTH 1051-Health 1: Interpersonal Communications with a score of at least a B-grade
- HLTH 1101-Health Care Assistant: Introduction to Practice with a score of at least a B- grade
- HLTH 1153-Personal Care & Assistance Theory with a score of at least a B-grade
- HLTH 1351-Caring for Individuals Experiencing Cognitive or Mental Challenges with a score of at least a B- grade

**Proposed prerequisites:**

- Admission to the program

- c) HLTH 1251 Practice Experience in Home Support, Assisted Living, and/or Group Settings

**Current prerequisites:**

- HLTH 1051-Health 1: Interpersonal Communications
- HLTH 1001-Health 2: Lifestyle and Choices
- HLTH 1011-Health and Healing: Concepts for Practice
- HLTH 1201-Healing 1: Caring for Individuals Experiencing Common Health Challenges
- HLTH 1351-Caring for Individuals Experiencing Cognitive or Mental Challenges
- HLTH 1153-Personal Care & Assistance Theory



## APPENDIX I

- HLTH 1155-Personal Care and Assistance (Skills Practicum)
- HLTH 1301-Practice Experience in Multi-Level or Complex Care

### Proposed prerequisites:

- HLTH 1051-Health 1: Interpersonal Communications
- HLTH 1001-Health 2: Lifestyle and Choices
- HLTH 1011-Health and Healing: Concepts for Practices
- HLTH 1201-Healing 1: Caring for Individuals Experiencing Common Health Challenges
- HLTH 1351-Caring for Individuals Experiencing Cognitive or Mental Challenges
- HLTH 1153-Personal Care & Assistance Theory
- HLTH 1155-Personal Care and Assistance (Skills Practicum)
- HLTH 1301-Practice Experience in Multi-Level or Complex Care
- HLTH 1101-Health Care Assistant: Introduction to Practice

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

- a) CMNS 3251 Professional and Academic Proposal Writing  
Prerequisites: Completion of 30 credits recommended
- b) CRIM 3151 Aboriginal Restorative Justice  
Prerequisites: It is recommended that students complete one introductory Sociology or Aboriginal/Indigenous/First Nations specific course.

### COURSE DELETIONS – FOR INFORMATION ONLY

- a) BBUS 3851 Occupational Health and Safety