



MEETING OF THE PLANNING COUNCIL FOR OPEN LEARNING

Tuesday, September 17, 2019

8:30 – 10:30 AM

CN Boardroom, 3rd floor Clock Tower (Kamloops Campus)

MINUTES

Present:

Christine Bovis-Crossen (Chair), Airini (by teleconference), Lyn Baldwin, Brian Lamb, Michelle Lamberson (by teleconference), Richard McCutcheon, John Patterson (by videoconference), Don Poirier, John Sparks

Regrets:

Ryan Carlsen, Marie Low, Tannis Morgan

Executive and Others Present:

Charlene Myers (Manager, University Governance), Baldev Pooni (Dean, School of Trades and Technology), Bernie Warren (School of Business and Economics), Kevin O'Neil (Computing Science)

1. CALL TO ORDER

The Chair, C. Bovis-Crossen, called the meeting to order at 8:30 a.m. She acknowledged being on the traditional lands of the Tk'emlúps te Secwépemc within Secwépemc'ulucw, the traditional territory of the Secwépemc people.

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 May 10, 2019

As a follow-up to the minutes, the Chair reported that the Northwest Commission on Colleges and Universities accredited TRU in July, backdated to September

2018, which is three years ahead of schedule. She thanked PCOL members for their participation in the accreditation process.

*On Motion duly made and adopted, it was **RESOLVED** that the minutes of May 29, 2018 be approved as circulated.*

4. OPEN LEARNING PROGRAMS/COURSES

a. Program Market Analysis Committee (PMAC) Report of September 5, 2019

The PMAC report dated September 5, 2019 was circulated with the agenda package. Don Poirier presented the report to Council members.

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

PROGRAM REVISIONS to ADMISSION and RESIDENCY

Bachelor of Computing Science

Kevin O'Neil spoke to the proposed changes and responded to questions. Discussion ensued regarding the proposal to include the phrase "within the last two years" in item number "1." under the heading "First Year Entry."

- 1) *On Motion duly made and adopted, it was **RESOLVED** that **the phrase "within the last two years" be removed** from the sentence "1. Pre-calculus 12 or Foundations of Math 12 with a minimum of C+ or equivalent, within the last two years."*
- 2) *On Motion duly made and adopted, it was **RESOLVED** that the **changes to the Admission and Residency Requirements for the Bachelor of Computing Science be approved, as amended.***

A Council member noted that the document titled "Guidelines for Admission Requirements" is no longer readily accessible online, and asked that D. Poirier's presentation be made available.

Master of Business Administration

Bernie Warren spoke to the proposed changes and responded to questions. Discussion ensued regarding the proposal. The Chair indicated that the Dean of the School of Business and Economics submitted a note indicating that "we are proposing a change that would have the residency for the MBA to be twenty-one credits of 6000 level courses (the number of credits but clarifying not including 5000 level courses)" (note attached to these minutes as "Appendix II").

- 3) *On Motion duly made and adopted, it was **RESOLVED** that **the change to the residency requirements for the Master of Business Administration, as requested by Dean Henry, be approved.***
- 4) *On Motion duly made and adopted, it was **RESOLVED** that the **changes to the Admission and Residency Requirements for the Master of Business Administration be approved, as amended.***

C. Bovis-Crossen noted that the last paragraph in the note from the Dean, in which he discussed potentially broadening admission options beyond an undergraduate degree, was a matter likely to come forward to PCOL in the future. She added that most universities do not require an undergraduate degree as an admission requirement for MBA programs.

Water Treatment Operations Certificate and Water Treatment Technology Diploma

Dean Baldev Pooni attended to summarize the proposed changes and respond to questions.

- 5) *On Motion duly made and adopted, it was **RESOLVED** that PCOL approve and recommend to the Board of Governors to approve the **program modifications to the Water Treatment Operations Certificate and Water Treatment Technology Diploma, including course deletions.***
- 6) *On Motion duly made and adopted, it was **RESOLVED** that the **changes to the Water Treatment Operations Certificate and Water Treatment Technology Diploma, including new course admissions/prerequisites and course revisions to course admission/prerequisites, be approved as circulated.***

D. Poirier drew PCOL members' attention to several items in the PMAC Report that were for information only.

- b. Report to PCOL from the Academic Planning and Priorities Committee (APPC)

Christine Bovis-Crossen reported that the matter coming forward from APPC (Program Modification: Master of Business Administration) had been dealt with under the PMAC Report. She also reported that the proposed changes had been approved and recommended to Senate by the Academic Planning and Priorities Committee at its meeting on September 12, 2019.

5. OTHER BUSINESS

- a. PCOL member introduction document

Don Poirier invited comments about what people would like to see in this document. Discussion ensued.

C. Bovis-Crossen formally welcomed and congratulated Don Poirier in his position as Associate Vice-President, Open Learning.

The Chair reported that the next meeting date was to be determined.

6. TERMINATION OF MEETING

As there were no further agenda items, the Chair terminated the meeting at 9:55 a.m.

**PMAC REPORT TO PCOL
Sept 17, 2019**

Representatives to be invited:

- Faculty of Science – Kevin O’Neil and/or representative
- School of Business – Raymond Cox and/or representative
- School of Trades and Technology – Satwinder Paul and/or representative

PROGRAM REVISIONS to ADMISSION and RESIDENCY

Action Required

Bachelor of Computing Science – Kevin O’Neil

Summary:

Align the Open Learning program with the face to face program

Previous: Admission and Residency Requirements

Type: Open Admission

Three categories of entry are possible:

1. Entry from a Computing Science Diploma;
2. Entry from Arts, Business, Education, Engineering and Science, etc.
3. Professional Entry - Post-secondary studies and work experience in the Information Technology Field

Proposed: Admission and Residency Requirements

Type: Open Admission

First Year Entry

To be considered for admission to BCS, students must have completed:

1. Pre-calculus 12 or Foundations of Math 12 with a minimum of C+ or equivalent, **within the last two years**.
2. English 12/English 12 First Peoples with a minimum of 73% (or equivalent). Applicants who have not met the requirements but are high school graduate or mature students will be conditionally admitted to TRU Bachelor of Computing Science Program.

Third Year Entry

To be considered for admission to the BCS Degree Program at the third year level, students must have completed 48 TRU credits (or equivalent) and the lower level requirements as defined in the curriculum block above.

Second or Fourth Year Entry is also possible. Contact the advisors for further details.

Rationale:

The changes to the OL version of BCS are to align them with the Face to Face version of BCS. The admission requirements were set based on success factors in the program: English and Mathematics courses being the main courses that correlate to student success in the program. The proposed changes are actually a wider access point than the current admissions.

*See Appendix A for full CurricUNET Submission

PROGRAM REVISIONS to ADMISSION and RESIDENCY

Action Required

Master of Business Administration – Raymond Cox and/or representative

Summary:

Streamline of program with modifications to admissions and residency requirements.

Additional Information: Don to present

Program Evolution

Course Evolution

Previous: Admission and Residency Requirements

Type: Open Admission

To be admitted to the MBA, students must complete each course in the GDBA with a minimum B average (GPA of 3.00 on a scale of 4.33, in the last 60 credits) or be exempted from the courses by the MBA Committee.

Proposed: Admission and Residency Requirements

Type: Limited Admission

To be considered for admission:

Academic - Applicants should possess a 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. Applicants with a 4-year business degree from an acceptable institution may be eligible for accelerated entry directly into the 6000-level courses.

A GMAT score is not required, but candidates may be asked to submit a GMAT score to aid the degree committee in assessing their application when deficiencies are identified.

Exceptions may be considered.

Language Proficiency – Applicants should demonstrate their language proficiency. 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 recent minimum academic IELTS score of 7.0 (with no band below 6.5) or institutional equivalent.

Quantitative – Applicants should possess adequate quantitative skills assessed through successful completion of specific undergraduate courses in quantitative subjects or an optional GMAT score. Those deemed to be deficient in these areas may be accepted but required to undertake other approved courses or developmental activities to upgrade their quantitative skills.

Resume and Letter of Intent – Applicants should demonstrate the maturity, motivation and communication skills to be successful in the program. This will be assessed by means of a letter of intent and resume.

Rationale:

We are looking to merge the GDBA into the MBA program to streamline the MBA program. We have also modified admission requirements to make the program more accessible and have provided more flexibility through increasing elective options. We have not changed the residency requirement previously approved for each individual program (GDBA and MBA), but since we are merging the two programs, have also merged the residency requirements to reflect the new combined program residency requirement.

*See Appendix B for full CurricUNET Submission

PROGRAM REVISIONS, NEW COURSES and COURSE REVISION

Water Treatment Operations Certificate and Water Treatment Technology Diploma– Satwinder Paul

Summary:

Water Treatment Technology Program is being restructured. Currently, it is organized in 4 Levels. It is changing to a Certificate (30 credits) and Diploma (60 credits).

In order to do this restructure, we are deleting 21 single-credit courses, developing 6 three-credit courses and revising 3 three-credit courses.

PROGRAM REVISIONS to ADMISSION and RESIDENCY

Action Required

Previous: Admission and Residency Requirements for the 4-Level Program

Type: Open Admission

Completion of British Columbia 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). In lieu of the aforementioned requirements, individuals with industry-related experience may be admitted with less than the total admission requirements pending permission from the program coordinator.

Note: In order to be recognized as a certified operator in the province of BC, individuals must hold an Environmental Operators Certification Program (EOCP) accredited certificate.

The Water Treatment Technology Program and associated courses received the approval of the EOCP to serve as appropriate technical training for CEUs. However, the TRU certificates are not equivalent to accredited EOCP certificates.

Proposed: Admission and Residency Requirements

Water Treatment Operations Certificate

Type: Open Admission

Grade 12 graduation (or equivalent)

Water Treatment Technology Diploma

Type: Open Admission

Grade 12 graduation (or equivalent)

Rationale:

We found that the recommendation for Chemistry and Math added confusion and for industry purpose they only needed Grade 12. To make it clear for students we wanted to simplify it.

NEW COURSE ADMISSION/PREREQUISITES***Action Required*****1) WTTP 1741: Environmental Legislation Safety and Communications**

Prerequisite:

Industry experience or acceptance into the Water Treatment Technology program.

Rationale: To be presented

2) WTTP 1831: Mechanical Systems 2 & Energy Management

Prerequisite: Acceptance into the Water Treatment Technology program or the Water and Wastewater Certificate or Diploma program.

Recommended Prerequisite: WTTP 1731

Rationale: To be presented

3) WTTP 2711: Water Chemistry, WTTP 2731: Filtration, and WTTP 2741: Disinfection.

Prerequisite: Completion of the Water Treatment Operations Certificate or completion of the Water and Wastewater Utilities Certificate.

Rationale: To be presented

4) WTTP 2821: Instrumentation 2

Prerequisite: Completion of the Water Treatment Operations Certificate or Water and Wastewater Utilities Certificate.

Recommended Prerequisite: WTTP 1821

Rationale: To be presented

5) WTTP 2831: Management and Leadership Skills

Prerequisite: Completion of Year 1 of the Water Treatment Technology Program.

Rationale: To be presented

6) WTTP 2841 Source Water Protection Management

Prerequisite: Completion of Year 1 of the Water Treatment Technology program or Year 1 of the Water and Wastewater Certificate and Diploma program.

Rationale: To be presented

COURSE REVISIONS to COURSE ADMISSION/PREREQUISITES***Action Required*****1) WTTP 1891: Water Treatment Lab**

Previous Prerequisites:

Industry experience or completion of all previous level two courses within the Water Treatment Technology program.

Proposed Prerequisites:

Industry experience or completion of all year 1 WTTP courses

Rationale:

To align with the program change of Levels to Certificate and Diploma

2) WTTP 2891: Water Treatment Field Project

Previous Prerequisites:

None listed

Proposed Prerequisites:

Completion of all year 1 and year 2 WTTP courses.

Rationale:

To align with the program change of Levels to Certificate and Diploma

3) WTTP 1801 Electrical Fundamentals 1

Previous Prerequisites:

WTTP 1701, 1711, 1721, 1731, 1740 and 1760.

Proposed Prerequisites:

Acceptance into either the Water & Wastewater Certificate or Diploma programs or the Water Treatment Technology program.

Rationale:

To align with the program change of Levels to Certificate and Diploma

COURSE DELETIONS

For Information Only

- 1) WTTP 1171, 1181, 1191, 1291, 1301, 1311, 2051, 2061, 2071, 2131, 2141, 2151, 2171, 2181, 2191, 2291, 2301, 2311, 2331, 2341, and 2351.

*See Appendix C for full course titles and program change document

FOR INFORMATION ONLY: OTHER PROGRAMS AND COURSES

PROGRAM REVISIONS (No Changes to Admission and Residency)

Note: Items 2 to 4 are historical information as part of the records clean-up.

- 1) Science: Deleting the Computing Science Diploma
- 2) Arts: Adding a Minor in Professional Communication
- 3) Arts: Adding a Minor in Public Relations
- 4) Arts: Adding a Major in History

NEW COURSES (None or Recommended Prerequisites Only)

Note: Items 3 to 15 are historical information from 2017 and older as part of the records clean-up.

- 1) **ARET 4111: Green Building Rating System**

Recommended Requisite:

It is recommended that students in this course have knowledge and skills relating to building design and construction.

- 2) **ARET 4101: Energy Modelling**

Recommended Requisite:

It is recommended that students in this course have knowledge and skills relating to building design and construction.

- 3) **SCMN 3321: Supply Chain Management**

Recommended Requisite:

MIST 2611: Management Information Systems

ACCT 2251: Management Accounting

ECON 2331: Economic and Business

- 4) **CMNS 1161: Intro to Communication**

Recommended Requisites:

Completion of BC grade 12 or equivalent

- 5) **CMNS 4531: Organizational Communication**

Recommended Requisites:

Completion of 45 credits (any discipline)

6) **CMNS 2171:** Interpersonal Communication
None

7) **JOUR 2061:** Intro to Multimedia Production
None

8) **CMNS 3551:** Media and Public Relations

Recommended Requisites:
Completion of 45 credits (any discipline)

9) **HIST 3731:** Crime and Justice
None

10) **EDTE 3181:** History of Education

Recommended Requisite:
ENGL 0600: Literature and Composition

11) **EDTE 4151:** Special Education – Learning Disabilities

Recommended Requisite:
EDTE 3180: History of Education

12) **CRIM and SOCI 3821:** Soci-Ethnographic Research Methods

Recommended Requisite:
CRIM 1011: Introduction to Criminology

13) **ENGL 3991:** The Voices of Protest and Rebellion in Contemporary American Literature

Recommended Requisite:
Completion of 60 post-secondary credits

14) **COMP 1131:** Computing Programming 1

Recommended Requisite:
Test MA12 - Pre-calculus 12
Test PH12 - Physics 12 with a score of C+ or better

15) **COMP 2231** Data Structure, Algorithm and Program Design

Recommended Requisite:
COMP 1231: Computer Programming II

COURSE CANCELLATIONS

Note: This is historical information as part of the records clean-up.

- 1) UVIC Computing Science Consortium (From May 2014)
 - CMPT 1509
 - CMPT 2129
 - CMPT 2159
 - CMPT 2319
 - CMPT 3009
 - CMPT 3159
 - CMPT 3209
 - CMPT 3409
 - CMPT 4079
 - CMPT 4129
 - CMPT 4259
 - CMPT 4619

PCOL Colleagues

PCOL will be reviewing changes to the MBA admissions, residency and some course changes proposed by the School of Business & Economics (SOBE). Essentially the course changes update the degree to an improved sequence of courses to prepare graduates for business careers. The residency changes are to align with the proposed admission change that will streamline the transition from the Graduate Diploma in Business Administration (GDBA- 5000 level courses) to the MBA (6000 level courses)

PCOL previously approved changes to the MBA residency that were necessary when the MBA program was split into a two-staged admission process. The change created the Graduate Diploma in Business Administration (six courses) and the MBA (twelve courses). At that point the residency was established at nine credits for the GDBA and twenty-one credits for the MBA. It also created a situation where students are required to apply and be admitted to two programs – the GDBA and after completion, the MBA.

The proposed program change is to eliminate the second application and admission to the MBA at the completion of the GDBA and to combine the previously approved residencies for the two programs into a single residency for a single program. The proposal also retains the provision for students who complete the six 5000 level courses to exit and be awarded the GDBA.

The proposal in front of you is for a residency requirement for the combined program of thirty credits (mirroring the current GDBA of nine + the MBA of twenty-one credits). After discussions with APPC we re-considered the proposal, specifically in light of the fact that one could interpret that applicants who hold business undergraduate degrees and who are exempted from the GDBA would be held to the thirty-credit residency (of 36 credits). This is not the intent so *we are proposing a change that would have the residency for the MBA to be twenty-one credits of 6000 level courses (the number of credits but clarifying not including 5000 level courses)*. Those who choose to exit after the 5000 level courses with the GDBA will have a residency requirement of nine credits (current requirement). PCOL could agree to the proposal as circulated with a friendly amendment at Senate to incorporate this change.

I trust that PCOL will see the proposed changes as an attempt to streamline the process and provide smoother access by removing the requirement to re-apply to the MBA once a student has completed the GDBA.

A note about the future- I view the open university concept as one of social action- to break down the barriers to university education and broaden post-secondary participation in society. This is articulated through distance & online delivery, flexible programming, recognition of prior learning, open education resources, minimal pre-requisites and flexible admission requirements.

As Dean of SOBE I am committed to the principles of open education. The original concept of the MBA in the academy was to indeed provide a graduate professional credential for those who had significant management experience but had no undergraduate preparation in business. Over the past several decades MBA programs have moved to include those with undergraduate business degrees.

However, SOBE believes that increased access to the MBA (as was originally contemplated) is still valuable and consistent with the open learning mandate in The Thompson Rivers University Act. To this end, SOBE previously proposed more liberal admission requirements for the GDBA-MBA that would broaden admission options beyond an undergraduate degree to include significant management

experience, GMAT score or professional certification as other ways to meet admission requirements. This was not approved by the Graduate Studies Committee at that time. SOBE intends to re-visit this and other measures to increase access and bring forward changes to Graduate Studies Committee and Senate – I am hopeful that PCOL will see these future changes as consistent with TRU's mandate.

Many thanks.

Mike Henry
Dean, SOBE