

## Education Council – Motions Carried October 5, 2023

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<b>Education Council:</b> J Garrett

Education Council met on October 5, 2023 and approved the following:

### **Academic Courses**

#### **Science and Technology**

##### **Revised courses:**

- 1. STAT 443 Time Series  
Analysis and Forecasting**

##### **Proposal Rationale**

The proposed changes reflect the discontinuation of STAT 240.

### **Academic Programs**

#### **Science and Technology**

##### **Programs**

##### **Revised program:**

- 1. Bachelor of Computer Information Systems Degree**

##### **Proposal Rationale**

The Department wants to remove CMNS 112 and CMNS 122 from the BCIS program because:

- CMNS 112/122 and CMNS 113/123 bear almost no similarity except in the most basic sense (i.e. universal best practices of professional/workplace writing).
- CMNS 113/123 are targeted at CIS students specifically and therefore focus on professional

communication skills necessary for professional success in IT (i.e. not just a focus on technical documents but also the important skill of knowing how to translate technical information into language accessible to a lay audience. This is especially important since many COSC students begin their careers as support technicians.)

- CMNS 113/123 have learning outcomes that set them up for success in COSC courses that have a communication component (i.e. COSC 126 that has a focus on documentation and includes a final presentation; The COSC 205 and 224 has said previously that she noticed an improvement in student success after the course project in CMNS 123 was revised to align with the communication outcomes in COSC 126.)

- COSC students are introduced to IEEE in CMNS 123; the only overlap between CMNS 122 & CMNS 123 is learning how to research and use sources, but CMNS 122 focuses on APA, not IEEE. CMNS 112/122 are meant for business students, so examples and assignments are based on this premise; the content covered in CMNS 113/123 is tailored to students entering careers in IT (i.e. sample documents always have a technical component).

- Students don't learn how to write resumes/cover letters in CMNS 112/122.

## 2. Post Baccalaureate Diploma in Data Analytics and Economics

### Proposal Rationale

STAT 240 has been retired and replaced with DSCI 420. The required courses are updated in the program to reflect this change.

### Academic Schedule

#### 1. 2024- 2025 Academic schedule

#### Fall 2024

Applying the academic schedule policy, the Fall 2024 schedule would have the following key dates.

Description/Activity	Applying the policy	Note
Classes begin	Wed, Sep 4	
Statutory Holiday (no classes)	Mon, Sep 30	Truth and Reconciliation Day
Statutory Holiday (no classes)	Mon, Oct 14	Thanksgiving
Statutory Holiday (no classes)	Mon, Nov 11	Remembrance Day
Last day of classes	Fri, Dec 6	
Final exam period	Tue, Dec 10 – Fri, Dec 20	
Grades due	Tue, Dec 23	
Number of instructional days	65	

An issue for the Fall schedule is the number of instructional Mondays available. There is a possibility to provide an optional Monday class on December 9, 2024, with the understanding that the final exam will not be scheduled within 2 days of the last class, as per the exam policy.

	Mon	Tue	Wed	Thu	Fri	Total
Fall 2023	10	13	14	14	13	65
Winter 2024	13	13	13	13	13	65

## Winter 2025

Under the policy, *If the New Year statutory holiday falls on a Monday, classes will begin on the immediately following Wednesday; otherwise, classes will begin on the immediately following Monday.*

Description/Activity	Applying the policy	Note
Classes begin	Mon, Jan 6	
Statutory Holiday (no classes)	Mon, Feb 17	Family Day
Statutory Holiday (no classes)	Fri, Apr 18 & Mon, Apr 21	Good Friday & Easter Monday
Last day of classes	Fri, Apr 11	
Final exam period	Tue, Apr 15 – Tue, Apr 29	
Grades due	Fri, May 2	
Number of instructional days	65	

## Summer 2025

Description/Activity	Applying the policy	Note
Session I Classes begin	Mon, May 12	
Statutory Holiday (no classes)	Mon, May 19	Victoria Day
Session I Last day of classes	Fri, Jun 20	
Session I Grades due	Fri, Jun 27	
Session II Classes begin	Mon, Jul 7	
Statutory Holiday (no classes)	Mon, Aug 4	
Session II Last day of classes	Fri, Aug 16	
Session II Grades due	Fri, Aug 22	

## Complete 2024-25 Academic Schedule

### Fall 2024

<b>Mon, Sep 2</b>	Statutory Holiday (no classes)
<b>Tue, Sep 3</b>	College-wide orientation day for academic programs
<b>Wed, Sep 4</b>	Classes begin
<b>Fri, Sep 13</b>	Last day to register for a course this term
<b>Fri, Sep 13</b>	Last day to receive a refund of tuition fees for course drop
<b>Fri, Sep 13</b>	Last day to drop a course without a withdrawal being recorded on the student's record
<b>Fri, Sep 13</b>	Last day to change course registration status from audit to credit
<b>Mon, Sep 30</b>	Statutory Holiday (no classes)
<b>Mon, Oct 14</b>	Statutory Holiday (no classes)
<b>TBD</b>	Midterm exam period (distance education courses only)
<b>Fri, Oct 25</b>	Last day to withdraw from a course without academic penalty
<b>Fri, Oct 25</b>	Last day to change registration status from credit to audit
<b>Mon, Nov 11</b>	Statutory Holiday (no classes)
<b>Fri, Dec 6</b>	Last day of regularly scheduled classes
<b>Tue, Dec 10 - Fri, Dec 20</b>	Final exam period
<b>Tue, Dec 23</b>	Last day to submit final grades

## Winter 2025

<b>Mon, Jan 6</b>	Classes begin
<b>Fri, Jan 17</b>	Last day to register for a course this term
<b>Fri, Jan 17</b>	Last day to receive a refund of tuition fees for course drop
<b>Fri, Jan 17</b>	Last day to drop a course without a withdrawal being recorded on the student's record
<b>Fri, Jan 17</b>	Last day to change course registration status from audit to credit
<b>Fri, Jan 17</b>	Last day to submit a grade appeal for a Fall 2023 course
<b>Mon, Feb 17</b>	Statutory Holiday (no classes)
<b>Tue, Feb 18 - Fri, Feb 21</b>	Mid-semester study break (no classes, Saturday classes will be held)
<b>TBD</b>	Midterm exam period (distance education courses only)
<b>Fri, Mar 14</b>	Last day to withdraw from a course without academic penalty
<b>Fri, Mar 14</b>	Last day to change registration status from credit to audit
<b>Fri, Apr 11</b>	Last day of regularly scheduled classes
<b>Tue, Apr 15 - Tue, Apr 29</b>	Final exam period (excluding Easter period)
<b>Fri, Apr 18 &amp; Mon, Apr 21</b>	Statutory Holiday (no classes)
<b>Fri, May 2</b>	Last day to submit final grades
<b>Mon, Apr 24 - Fri, May 5 (TBC)</b>	End-of-term course(s) for Mechanical Engineering Technology Diploma
<b>Tue, Apr 25 - Fri, May 5 (TBC)</b>	End-of-term course for Water Engineering Technology Diploma Year 1
<b>Wed, Apr 26 - Tue, May 9 (TBC)</b>	End-of-term course(s) for Infrastructure and Computing Technology Diploma Year 1
<b>Wed, Apr 26 - Tue, May 9 (TBC)</b>	End-of-term course(s) for Electronic Engineering Technology Diploma Year 1

## Summer 2025

<b>Mon, May 12</b>	Classes begin for distance education courses
<b>Mon, May 12</b>	Classes begin for Session I courses
<b>Fri, May 16</b>	Last day to register for a Session I course
<b>Fri, May 16</b>	Last day to receive a refund of tuition fees for Session I course drop
<b>Fri, May 16</b>	Last day to drop a Session I course without a withdrawal being recorded on the student's record
<b>Fri, May 16</b>	Last day to change Session I course registration status from audit to credit
<b>Fri, May 16</b>	Last day to register for a distance education course
<b>Fri, May 16</b>	Last day to receive a refund of tuition fees for course drop (distance education course)
<b>Mon, May 19</b>	Statutory holiday (no classes)
<b>Fri, May 23</b>	Last day to submit a grade appeal for a Winter 2025 course
<b>Fri, Jun 6</b>	Last day to withdraw from a Session I course without academic penalty
<b>Fri, Jun 6</b>	Last day to change registration status for a Session I course from credit to audit
<b>Fri, Jun 20</b>	Last day of regularly scheduled classes for Session I
<b>TBD</b>	Midterm exam period (distance education courses)
<b>Tue, Jun 24 - Wed, Jun 25</b>	Final exam period for Session I
<b>Fri, Jun 27</b>	Last day to submit final grades Session I
<b>Fri, Jun 27</b>	Last day to withdraw from a distance education course without academic penalty
<b>Fri, Jun 27</b>	Last day to change course registration status from audit to credit (distance education course)
<b>Mon, Jul 1</b>	Statutory holiday (no classes)
<b>Mon, Jul 7</b>	Classes begin Session II
<b>Fri, Jul 11</b>	Last day to register for a Session II course
<b>Fri, Jul 11</b>	Last day to receive a refund of tuition fees for a Session II course drop

<b>Fri, Jul 11</b>	Last day to drop a Session II course without a withdrawal being recorded on the student's record
<b>Fri, Jul 11</b>	Last day to change Session II course registration status from audit to credit
<b>Mon, Aug 4</b>	Statutory holiday (no classes)
<b>Fri, Aug 16</b>	Last day to withdraw from a Session II course without academic penalty
<b>Fri, Aug 16</b>	Last day to change registration status for Session II from credit to audit
<b>Fri, Aug 16</b>	Last day of regularly scheduled classes for Session II
<b>TBD</b>	Final exam period (distance education courses)
<b>Tue, Aug 19 - Wed, Aug 20</b>	Final exam period for Session II
<b>Fri, Aug 22</b>	Last day to submit final grades Session II

## 2. Change to Fall 2023 Academic Schedule

Education Council approved that the Fall 2023 academic schedule is extended so that instructional activity that would have been held on Monday, October 2nd, can be rescheduled, if needed, to Friday, December 8, 2023.