



**MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, APRIL 14, 2014 AT 9:00AM  
BOARDROOM - NEW WESTMINSTER CAMPUS**

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**1. ROLL CALL:**

**Members Present:**

Sheilagh Badanic  
Mark Darville (Ex-Officio)  
Kathy Denton  
John Fleming  
Brenna Gray  
Todd Harper (Chair)  
Anna Helewka  
Sandra Hochstein  
Katryna Koenig  
Scott McAlpine (Ex-Officio)  
Jasmine Nicholsfigueiredo (Vice Chair)  
Lorne Patterson  
Catherine Sales  
Jenny Shin  
Doug Simak  
George Stroppa  
Richard Tardif  
Brian Thomas-Peter  
Kyle Vuorinen  
Hailea Williams  
Andria Wrench

**Regrets:**

Barbara Leighs  
Madison Paradis-Woodman

**Guests:**

Diane Batty  
Laura Dane  
Mark Elliot  
George Fisher  
Sharron Gibbs  
Tanvir Gill  
Kathie Lindstrom  
Betty Mitchell  
Tracy Ho  
Dave Waddington  
Michael Wilson

Manjit Mandher (Recorder)

**2. APPROVAL OF THE AGENDA**

The Chair asked members to approve a fluid Agenda; Council agreed and the Agenda was re-ordered and approved as amended.

**3. APPROVAL OF MINUTES**

The March 17, 2014 Minutes were approved as presented.

**4. BUSINESS ARISING FROM THE MINUTES**

**4.1 Curriculum Items**

**a) Curriculum Committee Recommendations**

B. Gray advised that English as a Second Language is in the process of getting a new official name. This name change will only affect future courses.

There being no further discussion,

**There was unanimous consent to Short-cycle the Motion.**

**MOVED by S. Badanic; SECONDED by K. Koenig, THAT Education Council approve the submitted guidelines for: ACCT 1222; BUSN 3700; CSIS 2270, 3475, 3275; and ELLA 0750, 0760, 0850, 0860, 0950, 0960; and approve the withdrawal request for: BUSN 3403.**

**The Motion was CARRIED.**

**And,**

**MOVED by L. Patterson; SECONDED by D. Simak, THAT Education Council approve the submitted guidelines for: BUSN 3710, 3730 and 3750.**

**The Motion was CARRIED.**

**4.2 Admissions & Language Competency Standards Committee Recommendations (Motion to Short-cycle; Motion to Approve)**

K. Vuorinen will be representing the Admissions & Language Competency Standards Committee as T. James retired at the end of March, 2014. The Chair asked if there were any questions or comments about the recommendations.

**Recommendation # 1: Changes to the admission requirements for the Health Care Support Worker program**

A Council member noted a grammatical error on recommendation 1. A question was brought up on the requirement to why students need to be screened for TB and the submission of an Informed Medical Suitability Declaration.

C. Sales noted that these requirements are in place to ensure that the students entering clinical areas have submitted proof of negative TB Skin test or chest X-ray and medical forms are suitable to enter these sensitive areas. It is a possibility that the Informed Medical Suitability Declaration might be phased out over confidentially concerns.

**Recommendation #2: New substitution for English 12 with a 'C'**

There was no discussion.

**Recommendation #3: Registration of non-program students into select INTR courses**

Much discussion was had regarding the English as a requirement. Since this is a closed program and the entire course is done in sign language, it would be unusual for students to enrol and most of the registration demand would be from special interest groups. It was felt that the wording might be too broad and should change to avoid misleading students into thinking they would be credited as interpreters.

**There was unanimous consent to Short-cycle the Motion.**

**MOVED by S. Badanic; SECONDED by B. Gray, THAT Education Council approve the Admissions & Language Competency Standards Committee recommendations with the noted wording changes.**

**The Motion was CARRIED.**

**4.3 Program Proposal: Continuing Education – Childbirth Education Program Credential (Motion to Approve)**

Kathie Lindstrom and Sharron Gibbs have provided the Council with the revised document. The revised document had the following two changes:

- a) Clarification of the application process and fee structure (page 2)
- b) Removed references to 5 courses that was part of the first draft - final draft is for 3 courses.

Further edits are required in this document to ensure that the language used gives an accurate picture of the program description. Also to be considered when completing these revisions: more emphasis on noting that registration is open to all students that meet the College’s admissions requirements and to keep the document free of any jargon.

**MOVED by A. Helewka; SECONDED by K. Denton, THAT Education Council approve the suggested wording changes to the Continuing Education – Childbirth Education Program Credential proposal.**

**The Motion was CARRIED.**

**And,**

**MOVED by K. Denton; SECONDED by K. Koenig, THAT Education Council approve the Continuing Education – Childbirth Education Program Credential.**

**The Motion was CARRIED.**

**And,**

**There was unanimous consent to short-cycle the Motion.**

**MOVED by G. Stroppa; SECONDED by H. Williams, THAT Education Council recommend that the College Board establish the credential Certificate in Childbirth Education.**

**The Motion was CARRIED.**

**4.4 Educational Affiliations: Notice of Intent (Motion to Approve)**

Betty Mitchell was invited to join the meeting to answer any questions.

There being no further discussion,

**MOVED by B. Gray; SECONDED by H. Williams, THAT Education Council approve the request to pursue educational affiliations with Toyo University, Japan, Dokuz-Eylul University, Turkey and Sanda University, China.**

**The Motion was CARRIED.**

**4.5 Memo BBA Credential College Board Recommendation: (Motion to Short-cycle; Motion to Approve)**

The Chair noted this item originated from an Education Council item approved in November 2013 - a revision to the Bachelor of Business Administration program. Implicit in that approval was a change in the credential name. At that time, Council should have voted on a motion to recommend that the College Board withdraw the existing credential name and establish the new credential name.

There being no further discussion,

**There was unanimous consent to Short-cycle the Motion.**

**MOVED by G. Stroppa; SECONDED by B. Thomas-Peter, THAT Education Council recommend that the College Board withdraw the credential Bachelor of Business Administration Financial Services and Administration and establish the credential Bachelor of Business Administration Financial Services.**

**The Motion was CARRIED.**

**4.6 Policy Items**

**a) Admission Policy (Notice of Motion)**

The Chair spoke to this item.

The Admission Policy was referred to the Educational Policy Committee at the January 2014 meeting requesting that an additional bullet under definition of an international student to include that tuition fees would be assessed at the domestic rate. The Policy Committee has made the requested edit, but suggests that Education Council consider the following wording:

***“Students from the United States who self-identify as Aboriginal or Native American on their application. (A tribal enrolment, registration, or status card must be presented to qualify.)”***

**ACTION: Please refer this item to your constituency groups for consideration of approval at the May meeting.**

**b) Audit Policy Revision (Motion to Approve)**

Revisions were made to the Audit Policy to ensure that students are in good academic standings and have the required prerequisites. Discussion was had

around the appearance of AUD on the permanent record beside each course successfully audited and W for any student that does not meet the terms of the Audit Agreement.

J. Shin noted that revisions had been done to the document, but were not circulated to Council members in advance of the meeting.

There being no further discussion,

**MOVED by D. Simak; SECONDED by G. Stroppa, THAT Education Council approve the Audit Policy, with the noted changes.**

**The Motion was CARRIED.**

**c) Educational Affiliations Policy Revision (Motion to Approve)**

Some discussion was had over the revisions. Council agreed that the following line be included under Procedures, A. Affiliations:

***“All affiliations will be subject to periodic review.”***

There being no further discussion,

**MOVED by L. Patterson; SECONDED by G. Stroppa, THAT Education Council approve the Educational Affiliations Policy, with the noted changes.**

**The Motion was CARRIED.**

**4.7 Program Progression (Motion to Approve)**

Mark Elliot was invited to speak to this item.

A lengthy discussion continued on the key points, popularity of course, pressure on department heads concerning appeals and penalizing students for a lack of available seats. A better solution needs to be considered to ensure all the needs of the students are met. K. Denton suggested that Mark provide more details on the magnitude of the problem.

The Chair called for a motion to approve the proposed program progression and, after hearing none, advised that this item will not be considered for approval at this time.

**5. NEW BUSINESS**

**5.1 Budget 2014/2015 (For Discussion and Advice)**

The Chair apologized for not submitting this item on last month's agenda. The Chair invited the President to speak to the Budget. S. McAlpine advised that the Senior Management Team had received significant feedback from employees and students at the Budget Forums held on March 26<sup>th</sup>.

A discussion regarding the 2014/2015 budget followed. Concerns were brought up regarding the lack of student spaces at Coquitlam Campus and the need to have

adequate services (registrar's office, counselling, library resources, etc.) to all students while campuses are open. Issues were raised about evening and weekend access at the Coquitlam Campus. Council also felt that the Budget was not clear on some of the funding allocations. Another area of concern was the importance of the adequate allocation of space and resources to the Centre for Students with Disabilities. Council stressed the need for additional time, resources and space for testing. It was noted that there is no funding for EASL students.

Along with the areas of concern, Council commended the significant investment in digital infrastructure.

**ACTION:**     **The Chair will summarize the discussion points and forward advice to SMT and the College Board.**

**5.2     CBA Policy Revision: Residency Requirements, PDD credentials, Commerce and Business Administration (Notice of Motion)**

George Fisher was invited to speak to this item.

George noted that the Faculty of Commerce and Business Administration now recognizes that the 50% residency requirement for PDDs is not sufficient. Having students complete a minimum of 70% of the course requirements at Douglas College in order to receive a Douglas College Post-Degree Diploma offered by CBA will ensure that students that enter the CPA (Chartered Professional Accountants) Professional Education Program are well prepared for this rigorous program of studies.

Discussion focused on the importance of having students complete their educational pathway at Douglas College. This new approach would ensure that the College awards credentials to students with more control of the content on the upper level courses.

**ACTION:**     **Please refer this item to your constituency groups for consideration of approval at the May meeting.**

**5.3     Program Revision: Health Care Support Worker Program Requirements (Motion to Short-cycle; Motion to Approve)**

Tanvir Gill and Diane Batty were invited to speak to this item.

Tanvir Gill mentioned that these new program requirements for the HCSW program have been developed in accordance with the Douglas College administrative and educational policies as well as the Health Authorities of BC. The HCSW program will be undergoing program accreditation and recognition by the BC Care Aide and Community Worker Registry in April, 2015.

One of the Council members queried why the passing grade for this program was different than others in the College. A. Helewka advised that achieving a P grade does not put the most suitable student into a health care environment; therefore a higher benchmark is preferred.

There being no further discussion,

**There was unanimous consent to Short-cycle the Motion.**

**MOVED by A. Helewka; SECONDED by G. Stroppa, THAT Education Council approve the program revision to the Health Care Support Worker program requirements.**

**The Motion was CARRIED.**

**5.4 Concept Paper: Geo-Resource Diploma Program (For Information)**

Michael Wilson and Dave Waddington were invited to speak to this item.

Michael spoke on the current and future workforce shortages due to industry expansion and retirement demographics. These emergent shortages throughout the mining and mineral exploration industry are seen by industry leaders such as the CEO of Teck Resources as critical issues for the economics of BC and Canada. These shortages will be felt in the mining industry with staffing in admin and support staff to geologist. Dave added that the Geo-Resource Diploma Program (GRDP) is designed to equip a graduate to be employable as a technologist in the mining and mineral exploration industries and it will allow students to take a career program while obtaining university transfer credits.

**ACTION: Please refer this item to your constituency groups and direct all feedback and comments directly to Dave Waddington.**

**5.5 Program Revision: BA Applied Psychology Degree (Motion to Short-cycle; Motion to Approve)**

Laura Dane was invited to speak on this item.

Laura explained that both the BA Applied Psychology and BA Applied Psychology Honours Degree course allows supervised practical experience in the community. A proposal to make PSYC 5005 equivalent to PSYC 3990 as a graduation requirement would allow both courses to fulfill the need to provide students with practical experience. In place of PSYC 3390, they would like to request PSYC 3341 (Drugs and Behaviour) a required pre-requisite for the PSR specialization.

There being no further discussion,

**There was unanimous consent to Short-cycle the motion.**

**MOVED by B. Gray; SECONDED by J. Fleming, THAT Education Council approve the Program Revision for BA Applied Psychology Degree.**

**The Motion was CARRIED.**

**5.6 Program Proposal: Associate of Art Degree – Psychology (Notice of Motion)**

Laura noted that the proposed Associate of Arts Degree - Psychology is essentially same as the current Associate in Arts, Specialization in Psychology but is a limited

enrolment program. There has been some considerable interest and feedback from students, particularly about admission requirements and course pre-requisites. The current Associate of Arts – Psychology provides general guidelines, but not specific enough with regards to lower level degree requirements and does not allow for priority registration in Psychology courses. It also does not require students to have the necessary high school (or equivalent) pre-requisites to register in required courses in English and Psychology.

With the pre-admissions requirements available, it will allow students to be better informed and generate less confusion about what is required for completing the degree. Students can start taking courses in high school or plan to take the appropriate upgrades before they enter College.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the May meeting.

## **6. REPORTS**

### **6.1 Report from the Chair**

- a) March Report to the College Board
- b) Education Council elections and notification of Chair and Vice Chair elections

The Chair reminded the Council members that the elections for Education Council (1 staff and 4 student positions) were held in mid-March. The results of the student elections will be out shortly but congratulated Jenny Shin on being re-elected to Council.

The Chair announced that nominations for, and elections for the positions of Education Council Chair and Vice Chair will take place at the May meeting. The Chair encouraged any Council members interested in either of these positions to contact him with any questions.

### **6.2 Report from the President**

The President reminded Council members that the Employee Engagement Survey is still open and thanked everyone who has completed it. He also noted that there is another survey coming on strategic planning.

### **6.3 Report from the Vice President, Academic & Provost**

K. Denton updated Council on the BBA revision.

### **6.4 Report from the Board Representative**

M. Darville thanked Education Council for the feedback on the Budget and that the Board looks forward to reviewing the feedback. Also, there is no Board meeting in April.

### **6.5 Report from the Secretary**



The Secretary advised Council about the Draft 2014/2015 Education Council meeting schedule. Please forward any comments directly to M. Mandher.

**6.6 Report from the Curriculum Committee**

B. Gray reminded Council members that the deadline for submission of CGs to the Curriculum Committee for consideration of approval at the May meeting is April 29, and this would be the last opportunity to have courses approved for Fall 2014.

**6.7 Report from the Educational Excellence Committee**

There was no report.

**6.8 Report from the Committee on Admissions & Language Competency Standards**

K. Vuorinen mentioned that there has been a revision to the meeting schedule for the Standing Committee; they will meet on the 4<sup>th</sup> Monday of each month.

**6.9 Report from the Committee on Educational Policies**

There was no report.

**6.10 Report from the Committee on International Education**

There was no report.

**7. OTHER BUSINESS**

7.1 Education Council DRAFT Meeting Schedule 2014/2015.

**8. NEXT MEETING**

Monday, May 12, 2014 at 9:00 am in the Boardroom (4920), New Westminster Campus.

**9. ADJOURNMENT**

**MOVED BY K. Denton; SECONDED by R. Tardif, that the meeting of Education Council be adjourned.**

**The Motion was CARRIED.**

The meeting adjourned at approximately 11:48 am.

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Chair

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Secretary