



**MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, APRIL 20, 2015 AT 9:00AM  
BOARDROOM - NEW WESTMINSTER CAMPUS**

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**1. ROLL CALL:**

**Members Present:**

Sheilagh Badanic  
John Fleming  
Brenna Gray  
Todd Harper (Chair)  
Anna Helewka  
Sandra Hochstein  
Mary Hodder (*Ex-officio*)  
Barbara Leighs  
Rod Midgley  
Jasmine Nicholsfigueiredo (Vice Chair)  
Guangwei Ouyang (alternate for President)  
Catherine Sales  
Doug Simak  
Meg Stainsby (alternate for Interim VP Academic)  
Brent Stant  
George Stroppa  
Richard Tardif  
Brian Thomas-Peter  
Hailea Williams  
Andria Wrench

**Regrets:**

Aaron Bayes  
Thor Borgford  
Kathy Denton (*Ex-officio*)  
Katryna Koenig  
Jenny Shin

**Guests:**

Brian Chapell  
Kevin Richter  
Nakul Verma  
Tracey Ho (DSU)

Manjit Mandher (Secretary)

**2. APPROVAL OF THE AGENDA**

The Chair added the following items to the agenda:

- Item 7.1 Education Council Election Results (**For Information**) (T. Harper)
- Item 7.3 Approval Body for SOPs (**For Discussion**) (Meg Stainsby)
- Item 7.4 SMT Response advice on budget (**Information**) (T. Harper)

The Chair noted the following corrections to the agenda:

- Item 4.6 (c) was duplicated and will be removed
- Items 5.1 and 5.3 have been removed from this month's agenda and will be considered next month

Also, the Chair advised members of the following side table items:

- Item 4.2 (a) Feedback regarding FD Grade Proposal
- Item 5.2 Name Change to Engineering Diploma
- Item 7.2 Feedback Concerning CSD
- Item 7.4 SMT Response on EdCo's Advice on the 2015-2016 Budget

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 following revisions to the minutes will be completed by the Secretary:

- Item 5.2: wording to be rephrased to reflect that these issues are both educational and operational.
- Item 4.4 (a): the following sentence will be omitted - "The Education Policy Committee provided four options and Council discussion led to two additional options for consideration and decision."

The March 16, 2015 Minutes were approved as revised.

### **4. BUSINESS ARISING FROM THE MINUTES**

#### **4.1 Curriculum Items**

##### **a) Curriculum Committee Recommendations**

Discussion was had in regards to the content of the course description for CHEM 1100. Council agreed to approve the curriculum guideline, with proposed revisions to the description. The Chair will contact the originator to have these changes incorporated.

There being no further discussion,

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

**MOVED by S. Hochstein; SECONDED by D. Simak; THAT Education Council approve the submitted guidelines for: ACTT 1235; CHEM 1100; BUSN 4490; ENGR 2100; GEOG 1140; OADM 1246, 1346; PHIL 3330; PSYC 4371; and SOWK 2100, 2200, 3140, 3233, 3240, 4133, 4140, 4160, 4233, 4240 and 4260.**

The Motion was **CARRIED**.

#### **4.2 Policy Items:**

##### **b) Revised Academic Integrity Policy (Motion to Approve)**

Meg Stainsby spoke to this item.

No further feedback was received regarding the length of time a notation of "FD" may appear on a Douglas College transcript; therefore Meg Stainsby provided a side table document with how the notation is handled at UBC for consideration. The members voted on their preferences and the majority of members preferred the Option 3: **two** years following the student's graduation or last semester attended, at which time the **student will become eligible to apply** to have the grade converted to an "F" (fail).

Council discussed what further revisions are required to the Academic Integrity Policy and the following suggestions were proposed:

- Under Responsibility for Fostering Academic Integrity:  
Last sentence of paragraph, insert “reasonably” before “be perceived”.
- Under First and Second Offense:  
3<sup>rd</sup> bullet, “a grade of zero on the assignment which may or may not result in a failure of the course”.  
4<sup>th</sup> bullet, “failure of the course”, remove comma and “with” becomes “and”.

There being no further discussion,

**MOVED by R. Midgley; SECONDED by R. Tardif, THAT Education Council approve the revised Academic Integrity Policy as revised.**

**The Motion was CARRIED.**

**c) Policies transferred to New Template (Motion to Approve)**

The Committee on Educational Policies is informing Education Council of the following policies that have been transferred to the new template format:

- (i) **Course and Status Changes Policy**
- (ii) **Recognition of Transfer Credit Policy**

There being no discussion,

There was unanimous consent to Short-cycle the Motion.

**MOVED by A. Helewka; SECONDED by H. Williams, THAT Education Council the transfer of the Course and Status Changes Policy and Recognition of Transfer Credit Policy to the new template.**

**The Motion was CARRIED.**

**4.3 Program Proposal: Post Degree Diploma in Global Banking and Economics  
(Motion to Approve)**

The Chair welcomed Kevin Richter to speak to the item.

There being no discussion,

**MOVED by B. Stant; SECONDED by R. Midgley, THAT Education Council approve the program proposal for the Post Degree Diploma in Global Banking and Economics.**

The Motion was **CARRIED**.

And,

There was unanimous consent to short-cycle the Motion.

**MOVED by G. Stroppa; SECONDED by J. Fleming, THAT Education Council recommend that the College Board establish the credential Post Degree Diploma in Global Banking and Economics, effective September 1, 2015**

The Motion was **CARRIED**.

**4.4 Terms of Reference Revision: International Education Committee (Motion to Approve)**

The Chair spoke to this item.

Most members were satisfied with the revisions to the Terms of Reference but would also like the definition of “active” and “review renewed”. The Chair will discuss with the Senior Management Team (SMT) on the approved wording. Another member inquired about the access to the list of affiliations. It was mentioned that Memorandums of Understanding (MOU) are available to the public to review unless it is a financial contract. Betty Mitchell would be available to bring a list of affiliations to a future Education Council meeting.

There being no further discussion,

**MOVED by A. Helewka; SECONDED by B. Stant, THAT Education Council approve the revisions to the Terms of Reference for the International Education Committee, as revised.**

The Motion was **CARRIED**.

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

T. Harper spoke to this item.

The following revisions were proposed:

- Under Limitations: change “have no” to “exclude”
- Under Procedures, A. Affiliations, last bullet: change to “Identify known risks for students, the College, and its employees.”

Other feedback received that was not directly relevant to the proposed revisions to the policy will be referred to the Standing Committee Educational Policies.

There being no further discussion,

**MOVED by B. Stant; SECONDED by S. Hochstein, THAT Education Council approve the revisions to the Educational Affiliations Policy.**

The Motion was **CARRIED**.

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

M. Hodder spoke to this item.

**a) Revision to admissions requirements for the Bachelor of Social Work (BSW) Program**

These recommendations are different than the proposal had provided with revisions to be applied. These revisions will be applied to the proposal. Please refer to the agenda item for details.

Proposed revisions:

- In the first line, change “should complete” to “must complete”
- After the first bullet of required courses (3.0 credits of English), add “or equivalent”.

**b) Eligibility requirements for ENGU courses**

To be eligible to write the ENGU Placement Test needed in order to enrol in Douglas College English Upgrading courses, it is proposed that students be required to: 1) Have completed four years of full-time education in English in Canada, or in a country other than Canada where English is the principal language **or** 2) Attend an interview to determine oral and aural fluency in English.

**c) Revision to Psychiatric Nursing admission requirements (Diploma and Degree)**

Please refer to the agenda item for details. A member inquired as to who performed the medical assessment and how this could affect admission to the program.

There being no further discussion,

**MOVED by B. Stant; SECONDED by R. Midgley, THAT Education Council approve the recommendations of the Admissions & Language Competency Standards Committee, as revised.**

The Motion was **CARRIED** with one abstention.

**5. New Business**

**5.1 Program Revision: Post Degree Diploma in International Business Management**

This item was removed from this month’s agenda.

## 5.2 Program Proposal: (Notice of Motion)

- a) **Engineering Foundations (Certificate)**
- b) **Engineering Essentials (Diploma)**

Brian Chapell and Nakul Verma were invited to speak to this item.

This full program proposal is for two new credentials: Engineering Foundations (Certificate) for University transfer students and Engineering Essentials (Diploma) designed to combine applied skills with an academic foundation. These proposed new programs will allow multiple entry and exit points for both current and future students. These two new credentials were created after various feedback and plenty of interest received. The following key benefits to students were noted:

- Obtain both academic and applied knowledge within the engineering field
- Gain necessary skills in communication, critical thinking, and quantitative analysis
- Acquire an understanding of professional, social and ethical responsibilities
- Obtain multiple transfer options to other institutions
- Expand their professional networking opportunities
- Diploma students can take advantage of co-op opportunities and the high employment potential for graduates

A member had inquired if the hugely cost for engineering material has been taken into account. Brian noted that currently the focus is on the education aspect and not at the budgeting stage yet. The anticipated start date is Fall 2015.

There being no further discussion,

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

## 5.3 Program Revision: Music Technology Program (Notice of Motion)

This item was removed from this month's agenda.

## 6. REPORTS

### 6.1 Report from the Chair

- a) **March 2015 Report to the College Board**
- b) **Notice: Election of Chair and Vice Chair**

The Chair announced that nominations for, and elections for the positions of Education Council Chair and Vice Chair will take place at the start of the May meeting. The Chair encouraged any Council members interested in either of these positions to contact him with any questions. He also reminded members that only next year's Council members will be permitted to vote.

**6.2 Report from the President**

K. Denton sent her regrets.

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

T. Borgford sent his regrets.

**6.4 Report from the Registrar**

Nothing to report.

**6.5 Report from the Board Representative**

Nothing to report.

**6.6 Report from the Secretary**

Nothing to report.

**6.7 Report from the Curriculum Committee**

B. Gray reminded members of the April 28<sup>th</sup> deadline for guideline submissions for the May Education Council meeting.

**6.8 Report from the Educational Excellence Committee**

J. Shin sent her regrets.

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

Nothing to report.

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

Nothing to report.

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

Nothing to report.

**7. OTHER BUSINESS**

**7.1 Education Council DRAFT Meeting Schedule**

The Chair advised Council about the Draft 2015/2016 Education Council meeting schedule. Please forward any comments directly to M. Mandher.

**7.2 Feedback Concerning CSD (Information Only)**

T. Harper spoke to this item.

Excerpts from feedback to Education Council regarding the Centre for Students with Disabilities was provided as a side table item. If anyone wishes to view the original document of raw, unedited feedback, please contact the Chair directly.

**7.3 Approval Body for SOPs (Information Only)**

Meg Stainsby spoke to this item.

With the creation of the Standard Operating Procedures (SOP) the question was raised on who would approve them. Since SOPs are presented in conjunction with Educational Policies, they will be approved at the same time and no additional process will be required.

**7.4 2015 – 2016 Budget Feedback from Senior Management Team (Information Only)**

The Chair provided a memo outlining the response from the Senior Management Team to Education Council's advice on the 2015-2016 Budget.

**8. NEXT MEETING**

Monday, May 11<sup>th</sup>, 2015 at 9:00 am in the Boardroom (4920), New Westminster Campus.

**9. ADJOURNMENT**

**MOVED BY A. Helewka; SECONDED by J. Fleming, that the April 20<sup>th</sup>, 2015 meeting of Education Council be adjourned.**

**The Motion was CARRIED.**

The meeting adjourned at approximately 11:10.

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**Chair**

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**Secretary**