

**MINUTES OF MEETING OF EDUCATION COUNCIL
HELD MONDAY, APRIL 15, 2019 AT 9:00 AM
ROOM S4920, NW CAMPUS**

Members Present:	Regrets:
Agbaje, Doyinsola	Denton, Kathy (<i>Ex-Officio</i>)
Borgford, Thor	Ng, Rella (<i>Ex-Officio</i>)
Cavanagh, Bette (<i>Recorder</i>)	Snider, Wesley (<i>Ex-Officio</i>)
Cikes, Ivanna (Chair)	Tasse, Jen
Costantino, Manuela	
Dench, Sarah	
Grice, Martin	
Gronsdahl, Karla	
Hutchison, McKenzie	
Keen, Carrie	Guests:
Lee, Weissy	Aboofazeli, Mohammed
Newton, Rachael	Jamieson, Claudia
Nicholsfigueiredo, Jasmine	Li, Simon
Parker, Brian (Vice Chair)	
Parry, Wendy	
Sabio, Jerson	Observers:
Shin, Jenny	John Kinsley
Smith, Trevor	
Vuorinen, Kyle (<i>for Rella Ng</i>)	
Westerman, Marni	

1. TRADITIONAL TERRITORIAL WELCOME

The Chair acknowledged the QayQayt First Nation and the Kwikwetlem First Nation, as well as the Coast Salish Peoples, on whose traditional and unceded territories we live, we learn, we play, and we do our work.

2. ROLL CALL:

K. Denton, R. Ng, W. Snider and J. Tasse sent meeting regrets.

3. APPROVAL OF THE AGENDA

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



4. APPROVAL OF MINUTES

The minutes of March 18, 2019 were approved by consensus.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Program Revision: Administrative Assistant Certificate

C. Jamieson spoke to the item.

There being no further discussion,

MOVED by R. Newton; SECONDED by T. Smith, THAT Education Council approve the Program Revision: Administrative Assistant Certificate.

The Motion was CARRIED.

5.1.1 Program Name Change: Administrative Assistant Certificate

C. Jamieson spoke to the item.

MOVED by J. Nicholsfigueiredo; SECONDED by E. Kirkpatrick, THAT Education Council approve the Program Name Change: Administrative Assistant Certificate to Certificate in Office Administration.

And,

There was unanimous consent to Short-cycle the Motion.

MOVED by R. Newton; SECONDED by B. Parker, THAT Education Council recommend that the College Board withdraw the old credential name Administrative Assistant Certificate and establish the new credential name Certificate in Office Administration effective January 2020.

The Motion was CARRIED.

Discussion ensued regarding the need to implement transition plans for students who are currently enrolled in the programs and that the credential name should not be withdrawn until those transition plans are in place. Council members agreed to rescind the motion carried to withdraw the old credential and to approve only the establishment of the new credential name.

MOVED by R. Newton; SECONDED by B. Parker, THAT Education Council rescind the motion to withdraw the old credential name.

The Motion was CARRIED.

5.2 Program Revision: Basic Office Skills Certificate

C. Jamieson spoke to the item.

In answer to a question regarding the English admission requirements and how students are informed about doing the necessary preparation for entry into the program, C. Jamieson responded that OADM conducts many information sessions and that she also directly informs every individual who applies regarding the minimum English requirement

There being no further discussion,

MOVED by W. Parry; SECONDED by S. Dench, THAT Education Council approve the Program Revision: Basic Office Skills Certificate.

5.2.1 Program Name Change: Basic Office Skills Certificate

C. Jamieson spoke to the item.

MOVED by B. Parker; SECONDED by R. Newton, THAT Education Council approve the Program Name Change: Basic Office Skills Certificate to Certificate in Basic Office Skills effective January 2020.

And,

There was unanimous consent to Short-cycle the Motion.

MOVED by M. Grice; SECONDED by B. Parker, THAT Education Council recommend that the College Board approve the establishment of the new credential name Certificate in Basic Office Skills effective January 2020.

The Motion was CARRIED.

5.3 Program Revision: Legal Administrative Assistant Certificate

C. Jamieson spoke to the item.

There being no further discussion,

MOVED by R. Newton; SECONDED by M. Westerman, THAT Education Council approve the Program Revision: Legal Administrative Assistant Certificate.

The Motion was CARRIED.

5.3.1 Program Name Change: Legal Administrative Assistant Certificate

C. Jamieson spoke to the item.

MOVED by B. Parker; SECONDED by T. Smith, THAT Education Council approve the Program Name Change: Legal Administrative Assistant Certificate to Certificate in Legal Office Administration effective January 2020.

And,

There was unanimous consent to Short-cycle the Motion.

MOVED by M. Westerman; SECONDED by R. Newton, THAT Education Council recommend that the College Board approve the establishment of the new credential name Certificate in Legal Office Administration effective January 2020.

The Motion was CARRIED.

5.4 Program Revision: Medical Office Assistant Certificate

C. Jamieson spoke to the item.

There being no further discussion,

MOVED by B. Parker; SECONDED by T. Smith, THAT Education Council approve the Program Revision: Medical Office Assistant Certificate.

The Motion was CARRIED.

5.4.1 Program Name Change: Medical Office Assistant Certificate

C. Jamieson spoke to the item.

MOVED by M. Westerman; SECONDED by J. Nicholsfigueiredo, THAT Education Council approve the Program Name Change: Medical Office Assistant Certificate to Certificate in Medical Office Administration effective January 2020.

And,

There was unanimous consent to Short-cycle the Motion.



MOVED by M. Grice; SECONDED by R. Newton, THAT Education Council recommend that the College Board establish the new credential name Certificate in Medical Office Administration effective January 2020.

The Motion was CARRIED.

5.5 Program Revision: Computing Studies and Information Systems Diploma

S. Li spoke to the item.

There being no further discussion,

MOVED by J. Nicholsfigueiredo; SECONDED by M. Westerman, THAT Education Council approve the Program Revision: Computing Studies and Information Systems Diploma.

The Motion was CARRIED.

5.6 Program Revision: Computing Studies and Information Systems Post-Baccalaureate Diploma

S. Li spoke to the item.

There being no further discussion,

MOVED by B. Parker; SECONDED by M. Grice, THAT Education Council approve the Program Revision: Computing Studies and Information Systems Post-Baccalaureate Diploma.

The Motion was CARRIED.

5.7 Program Revision: Information Communication Technology Post-Degree Diploma

S. Li spoke to the item.

There being no further discussion,

MOVED by R. Newton; SECONDED by E. Kirkpatrick, THAT Education Council approve the Program Revision: Information Communication Technology Post-Degree Diploma.

The Motion was CARRIED.

5.8 Program Revision: General Business Diploma

R. Newton spoke to the item.

MOVED by J. Nicholsfigueiredo; SECONDED by M. Westerman, THAT Education Council approve the Program Revision: General Business Diploma.

The Motion was CARRIED.

5.9 Program Revision: International Business Management (Concentration)

R. Newton spoke to the item.

MOVED by E. Kirkpatrick; SECONDED by M. Grice, THAT Education Council approve the Program Revision: International Business Management (Concentration).

The Motion was CARRIED.

5.10 Program Revision: Management Diploma

R. Newton spoke to the item.

MOVED by T. Smith; SECONDED by C. Keen, THAT Education Council approve the Program Revision: Management Diploma.

The Motion was CARRIED.

5.11 Program Revision: Trades Management (Concentration)

R. Newton spoke to the item.

There being no further discussion,

MOVED by M. Grice; SECONDED by E. Kirkpatrick, THAT Education Council approve the Program Revision: Trades Management (Concentration).

The Motion was CARRIED.

6. NEW BUSINESS

6.1 Concept Paper: Virtual Technologies Diploma

M. Aboofazeli spoke to the item.

M. Aboofazeli provided a brief outline of the proposed Virtual Technologies Diploma. Designed for students who have a unique combination of skills, this diploma will offer students academic foundation knowledge and hands-on lab experience to develop real-world Virtual Reality (VR) gaming and business projects. Vancouver has become a hub for VR and it is estimated that there will be 35,000 jobs to fill by the year 2021.

Council members were excited about this new offering and provided their feedback for consideration and inclusion in the final proposal.

ACTION: Please refer this item to your constituency groups and direct all feedback to Mohammed Aboofazeli at aboofazelim@douglascollege.ca.

6.2 Program Revision: Bachelor of Business Administration Management

R. Newton spoke to the item.

The proposed revisions to the BBA in Management include the addition of new concentrations, an update to the Math admissions requirement. The revisions also include providing lower level OADM and HOSP courses to be used for “Open Electives;” although OADM and HOSP courses are not University Transfer level courses, the revision will allow students in those diploma programs to ladder into the degree.

ACTION: Please refer this item to your constituency groups for consideration of approval at the May 13, 2019 meeting.

6.3 Program Proposal: Opticianry Management (Concentration)

R. Newton spoke to the item.

This proposed Concentration would allow a pathway from industry for Opticians into the BBA in Management as well as a laddering opportunity from the Douglas Dispensing Opticianry Diploma. Much like the current Trades Management (Concentration) in the BBA Management program, it would recognize the prior training and work experience of licensed Opticians.

ACTION: Please refer this item to your constituency groups for consideration of approval at the May 13, 2019 meeting.

6.4 Program Proposal: Management in Aviation (Concentration)

R. Newton to the item.

This proposed Concentration is tied to the industry credential and would allow a pathway for pilots into the BBA in Management. Much like the current Trades Management (Concentration) in the BBA Management program, it would recognize the prior training and work experience of the pilots.

ACTION: Please refer this item to your constituency groups for consideration of approval at the May 13, 2019 meeting.

6.5 Program Proposal: Business Technology Management (Concentration)

R. Newton to the item.

This new Concentration would provide a pathway from the CSIS Diploma to the BBA in Management degree. This program will provide a labour market demanded area of concentration and aligns with the College's strategic plan.

R. Newton advised that it is her intention to consult with other FECS on the proposed Concentrations.

ACTION: Please refer this item to your constituency groups for consideration of approval at the May 13, 2019 meeting.

6.6 Program Proposal: Office Management (Concentration)

R. Newton to the item.

ACTION: Please refer this item to your constituency groups for consideration of approval at the May 13, 2019 meeting.

6.7 Policy Revision Request: Credentials Awarded Policy

R. Newton spoke to the item and highlighted the main points of the policy revision request.

Across the Province, minors are sufficiently vetted by DQAB either as a part of a degree proposal or as a separate proposal if a degree in that area is not offered at the institution. FECS are currently required to approve minors and then bring them to Education Council, which is creating an unnecessary governance step.

ACTION: Please refer this item to your constituency groups for consideration of approval at the May 13, 2019 meeting.

6.8 Quick Reference Tool – Course and Program Approval Timelines

R. Newton spoke to the item and advised that the creation of this quick reference tool summarizes the timelines in the governance process for courses and programs that do not change from year-to year, giving both conservative time estimates and cut-off deadlines.

The Chair added that she and Rhyon Caldwell are also gathering feedback to compile a reference booklet to support and guide FECS, Chairs and Coordinators, and Departments on Curriculum Navigator and Education Council.

ACTION: B. Cavanagh will circulate the updated version of the Quick Reference Tool by email. Please refer this item to your constituency groups for consideration of approval at the May 13, 2019 meeting.

7. STANDING COMMITTEE ITEMS

7.1 Curriculum Items

a) **Curriculum Committee Recommendations**

W. Lee spoke to the Curriculum Committee's review of 82 curriculum guidelines: 2 new curriculum guidelines, 66 revised curriculum guidelines and 14 withdrawn curriculum guidelines.

The withdrawal of Curriculum Guideline, GEOL 2321 will be reflected in the minutes.

There being no further discussion,

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

MOVED by M. Westerman; SECONDED by M. Grice, THAT Education Council approve the submitted new guidelines for: OADM 1206; CMPT 1109; the revised guidelines for BUSN 1005, 1320, 3750, 3770; CSIS 3175, 3475; OADM 1151, 1218, 1246; ACCT 1110, 1210, 1220, 1222, 1235, 2315, 2320, 3310, 3370, 3410, 3420, 3470, 3850, 3880, 4080, 4180, 4510, 4520, 4570, 4580, 4670, 4750, 4770, 4850, 4880, 4890; HCSW 1180, 1190, 1195; NURS 4611; CRIM 3325, 3345, 3380, 3385, 4480, 4490; PSYC 1110, 1130, 3322, 3361, 4370; SOCS 2140; BIOL 1103, 1109, 1203, 1205, 1209, 2200, 2321, 3100, 3205; EAES 2800, 2810, 2910; MATH 1234; SPSC 4161, 4256; and the withdrawal of HIMP 1120, 1170, 1220, 1270, 1275, 2320, 2330, 2370, 2420, 2430, 2470, 2520, 2575; and GEOL 2321.

The Motion was CARRIED.

b) **Helpful Tips for Entering New an Revised Courses in Curriculum Navigator**

W. Lee advised that she did not receive any further feedback on the document. Council members again expressed their appreciation for the helpful reference tool.

ACTION: B. Cavanagh will work with the Executive Assistant, VP Academic & Provost to publish the Helpful Tips document on DC Connect for circulation to all FECS and Programs.

8. REPORTS

8.1 Policy Items

a) Grading Policy Revision

J. Nicholsfigueiredo spoke to the item and explained the rationale for the proposed addition of two new grades to the Grading Policy.

ACTION: Please refer this item to your constituency groups for consideration of approval at the May 13, 2019 meeting.

b) Policy Committee Terms of Reference Revision

J. Nicholsfigueiredo spoke to the item explaining how she used to identify members and how committee chairs were elected.

T. Borgford raised a question about how the Chair is chosen and how turn over and succession planning are factored in.

ACTION: Please refer this item to your constituency groups for consideration of approval at the May 13, 2019 meeting.

9. REPORTS

9.1 Report from the Chair

I. Cikes referred to her written reports included in the agenda package.

9.2 Report from the President

Reporting on behalf of K. Denton, T. Borgford spoke about recent travel to South Korea where he, K. Denton and G. Ouyang met potential partner institutions to lay the groundwork for student and faculty exchange opportunities. Conveying that the interactions with each of the institutions were very encouraging, he is hopeful that MOUs will be developed in the near future.

T. Borgford announced and congratulated Dr. Brian Storey on his recent appointment to the position of Director, Global Engagement & International Student Services, Douglas College International.

On Friday, May 10, 2019, Tim Paul, Manager, Academic Technology Services is presenting a workshop on hybrid course delivery for Chairs & Coordinators. If others are interested in attending the session, please contact Anne Gapper directly.

9.3 Report from the Vice President, Academic & Provost

No report.

9.4 Report from the Board Liaison

No report.

9.5 Report from the Secretary

B. Cavanagh advised that the recommendations for the OADM Program Name Changes would be submitted to the College Board for approval at the May 23, 2019 meeting.

The elections for Education Council Chair and Vice Chair will occur at the May 13, 2019 meeting.



The next deadline for Agenda submissions for the May 13, 2019 meeting is Wednesday, May 1, 2019 at 3:00 p.m.

9.6 Report from the Curriculum Committee

The next deadline for curriculum guidelines to be submitted to the committee is Wednesday, May 1, 2019 at 9:00 a.m. Please remind your FECs of this date and time.

9.7 Report from the Educational Excellence Committee

M. Westerman advised that the student has graciously accepted the award of distinction. She also reported on the Committee’s next steps.

9.8 Report from the Committee on Admissions & Language Competency Standards

There was no report.

9.9 Report from the Committee on Educational Policies

J. Nicholsfigueiredo reported on the policies that the Committee is working on and that they are close to finalizing three policies for review at Education Council.

9.10 Report from the Committee on International Education

C. Keen reported that the Committee is working on the revised Terms of Reference.

10. OTHER BUSINESS

10.1 Draft Education Council Meeting Schedule 2019-2020

The Chair referenced the draft schedule for 2019-2020 and asked Council members to contact her or the EdCo Secretary if they had any concerns with the proposed dates.

ACTION: Please refer this item to your constituency groups for consideration of approval at the May 13, 2019 meeting.

11. NEXT MEETING

Monday, May 13, 2019 at 9:00 am, New Westminster Campus, Room S4920.

12. ADJOURNMENT

MOVED by M. Grice; SECONDED M. Westerman, that the meeting be adjourned.

The Motion was CARRIED.

The meeting adjourned at approximately 10:37 a.m.

Chair

Secretary