

**MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, FEBRUARY 15, 2016 AT 9:00AM  
BOARDROOM - NEW WESTMINSTER CAMPUS**

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**1. ROLL CALL:****Members Present:**

Sheilagh Badanic  
Thor Borgford  
Manuela Costantino  
Kathy Denton  
John Fleming  
Pavan Johal  
Olga Kalachinskaya  
Christine Kerr  
Edith Kirkpatrick  
Weissy Lee  
Rod Midgley  
Jasmine Nicholfigueiredo (Chair)  
Monique Paulino (Board Liaison)  
Telka Pesklevits  
Catherine Sales  
Jeff Schutts  
Jenny Shin  
Brent Stant  
George Stroppa  
Kyle Vuorinen  
Ruab Waraich  
Andria Wrench

**Regrets:**

Todd Harper  
Mary Hodder

**Guests:**

Bill Archibald  
Anish Bania  
Nikhil Bhardwaj  
Mark Elliott  
Nelson Eng  
Simon Li  
Susan Smythe  
Meg Stainsby  
Sarah Stephens  
Brian Storey  
Adrienne Watt  
Stephen Xue

Sandra Bird (Recorder)

**2. APPROVAL OF THE AGENDA**

The Chair noted the following revisions to the agenda:

- Item 4.1 a) Curriculum Committee Recommendations Weissy Lee will speak to this item.

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 January 2016 Education Council minutes were approved as distributed.

**4. BUSINESS ARISING FROM THE MINUTES****4.1 Curriculum Items****a) Curriculum Committee Recommendations**

Weissy Lee spoke to the Curriculum Committee Recommendations. The Education Council Curriculum Committee reviewed 14 curriculum guidelines; 7 new curriculum guidelines and 7 revised curriculum guidelines.

There being no questions,

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

**MOVED by Ruab Waraich; SECONDED by Rod Midgley, THAT Education Council approve the submitted guidelines for: ACCT 3370, 3470,3850; BIOL 1100, 1105, 1205; BUSN 3386, 3388, 3390; CRIM 3320; CSIS 1275, 2365 and ENGR 2200, 2999.**

**The Motion was CARRIED.**

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

##### **a) Credentials Awarded Policy Revision**

Christine Kerr and Meg Stainsby spoke to the item.

The following revisions to the *Credentials Awarded Policy* were presented to members:

- Move *Credentials Awarded Policy* to the new template
- Move all credential types and notes about withdrawn credential types to “Definition” section
- Move language regarding multiple credentials, residency requirements, time limits on credential completion and graduation requirements to “Policy” section
- Add stipulation of 30 credits for PDD definition
- Add a definition for a Post-Baccalaureate Diploma (PBD), stipulating 60 credits
- Incorporate language approved at June 2015 EdCo to the effect that programs may set residency requirements more stringent than minimums set out in policy
- Identified “Procedures” language to be moved to a SOP.

No further discussion,

**MOVED by Rod Midgley; SECONDED by George Stroppa, THAT Education Council approve the policy revisions to the Credentials Awarded Policy.**

**The Motion was CARRIED.**

#### **4.3 Program Revision: Diploma in Computing Studies and Information Systems**

Simon Li was available to answer any questions.

A concern with terminology was raised. Science & Technology clarified that CMPT 1110 and CSIS 1175 are not equivalent, but are very similar. Transfer for CMPT 1110 at SFU is equivalent to transfer to CSIS 1275, not CSIS 1175.

**MOVED by Rod Midgley; SECONDED by George Stroppa, THAT Education Council approve the program revision: Diploma in Computing Studies and Information Systems.**

**The Motion was CARRIED.**

#### **4.4 Program Revision: Post Degree Diploma in Information and Communication Technology**

Nelson Eng was available to answer any questions.

An inquiry was made about students in the old program and whether they will be grandfathered. It was clarified that students in the old program will be given a period of time to finish the old program.

No further discussion,

**MOVED by Rod Midgley; SECONDED by Brent Stant, THAT Education Council approve the program revision to the Post Degree Diploma in Information and Communication Technology.**

**The Motion was CARRIED.**

### **5. NEW BUSINESS**

#### **5.1 New Program Proposal: Post BaccaLaureate Diploma (PBD) in Finance**

Morna Fraser spoke to the item.

This is a program proposal for a two year Post BaccaLaureate Diploma in Finance. The PBD in Finance is intended as a premium two year program for university graduates which will cover depth in both financial analysis and financial planning. The prime educational objectives are:

- To provide students with career-enhancing financial knowledge and expertise.
- To help students develop skills to be successful in the CFP and CFA exams.
- To help students develop core work skills and abilities for moving into a range of finance related career areas.

Discussion ensued that the new PBD should consider revising their admission, and exit requirements, and establish the parameters of the capstone course.

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

#### **5.2 New Program Proposal: Post BaccaLaureate Diploma in International Supply Chain Management**

Kelly Frankson spoke to the item.

The two year Post BaccaLaureate Diploma (PBD) in International Supply Chain Management is designed to complement the PDD in International Business Management which was introduced in 2015 and the PDD in Supply Chain Management, which is currently under program review.

Discussion ensued that the new PBD should consider revising their admission, and exit requirements, and establish the parameters of the capstone course.

The Chair asked those working on PBD's to please use the language imbedded in the Policy.

Comments/suggestions made:

- Section referring to employment should be reworded as it states the same employment opportunities as the PDD. Should state more or different job opportunities for the PBD.
- Foundations of Math should be included as a pre-requisite.
- International Supply Chain Mgmt. PBD needs to emphasize the international aspect in the document.

The Chair reminded members that all the new courses have to be in to EdCo by April if they are to be offered in September.

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

### **5.3 New Program Proposal: Post Baccalaureate Diploma in Hospitality Services Management**

Mark Elliot spoke to the item.

This is a combination of two existing HOSP PDDs leading to a PBD HSMT. The 60 credit credential will facilitate the career advancement of individuals looking to reposition their careers or to find employment. It will also fulfill internationalization objectives and will facilitate the career advancement of individuals coming to Canada (to stay or to return to their home countries) who wish to undertake studies in hospitality.

Discussion ensued that the new PBD should consider revising their admission, and exit requirements, and establish the parameters of the capstone course. There was a comment that the 70% residency requirement should be listed under the curriculum and not admission. This requirement should be on all PBD programs.

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

### **5.4 New Program Proposal: Post Degree Diploma in Financial Analysis**

Stephen Xue spoke to the item.

The Post Degree Diploma in Financial Analysis is designed for domestic and international students with a Bachelor's degree who are interested in pursuing a career in finance, and particularly for those pursuing the CFA Charter, one of the most globally recognized professional qualifications in finance.

It was noted that the admission requirement of an overall grade of C+ and a min. C in each course seems stringent but it ensures better student success in this demanding program. As well members suggested there should be a note that recommends to applicants, who apply without a Business Degree, some additional courses to ensure success in the program.

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

**5.5 New Program Proposal: Post Degree Diploma in Project Management**

Adrienne Watt and Bill Archibald spoke to the item.

The PDD in Project Management will introduce students to the project management theories, tools, and techniques so they may meet project goals on time and within budget while maintaining high quality standards. This program is designed for domestic and international students who are interested in improving their project management skills, improving overall project success and those students who wish to pursue a career in project management. The program prepares students to obtain the Project Management Professional (PMP) an internationally recognized credential.

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

**5.6 New Program Proposal: Post Degree Diploma – Supply Chain Management**

Ralph Ferens spoke to the item.

The goal of the PDD Supply Chain Management is to equip and empower learners with the knowledge and skills that will enable them to successfully perform roles in supply chain management. It will also provide students with knowledge and skills that will enable them to apply course content directly towards the Certified in Production and Inventory Management professional (CPIM) Certification.

There was a question on which Math would be required. Ralph indicated that Pre-calculus was discussed at VPAC. There was concern that this math may exclude some students. It was stated that students without this math as a requirement would struggle in the program.

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

**5.7 New Program Proposal: Specialization in Health Promotions**

Brian Storey spoke to this item.

This is new specialization for Bachelor of Physical Education Students who complete a set of courses with a health promotion, sociology and education focus. The Sport Science Diploma had an entry level specialization (Health and Recreation) that is considered a pathway opportunity to this specialization.

There were no questions.

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

**5.8 Program Revision: BBA Financial Services**

Morna Fraser spoke to the item.

This is a housekeeping issue to simplify and clarify the intent for acceptable elective courses for the PDD Financial Planning, the elective requirement description is to be changed from "any upper level course in BUSN, FINC, MARK or ECON" to "Any upper level course from the Faculty of Commerce and Business Administration (CBA)".

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

**MOVED by Telka Pesklevits; SECONDED by Edith Kirkpatrick, THAT Education Council approve the program revision: BBA Financial Services.**

**The Motion was CARRIED.**

**5.9 Concept Paper: Post Degree Diploma in Data Analytics**

Nikhil Bhardwaj spoke to the item.

The field of data analytics is growing rapidly, with large data sets and sophisticated analytic methods increasingly being used in business decision making and forecasting. A PDD in Data Analytics will prepare students for work as data analyst or in other similar roles. PDD will add FTEs and revenue to the College without substantial investment in educational resources and new course development.

**ACTION: Please refer this item to your constituency groups and send feedback directly to Nikhil Bhardwaj.**

**5.10 Concept Paper: Associate of Arts Degree with Specialization in Asian Studies**

Robin Wylie spoke to this item.

A specialization in Asian Studies would offer an additional pathway to Douglas College students as they could use this credential to enter the third-year of a four-year Bachelor's Degree in Asian Studies at the University of British Columbia. No new courses would be needed, existing Douglas College courses would be packaged to create the specialization.

Comments/suggestions made:

- When this comes back for approval it would be helpful to see it in the Associate of Art structure.
- Leave electives wide open.

**ACTION: Please refer this item to your constituency groups and send feedback directly to Robin Wylie.**

**5.11 Curriculum Navigator – Workflow Request Form Changes**

Thor Borgford spoke to this item.

With the move from a manual form for curriculum revision and development to an online workflow process, consultation between departments and faculties has diminished. This consultation should happen before the curriculum has been initially submitted to the CN workflow. To ensure this consultation happens in a timely and

thorough manner, a consultation option is suggested for the workflow submission form in Curriculum Navigator.

**ACTION: Please refer this item to your constituency groups and send feedback directly to Barbara Allen.**

#### **5.12 Change to Variance Request – GEOG 1110 and 1120 Lab Tests**

Susan Smythe spoke to this item.

We are now asking for approval for this change to the EDCO standing variance of 1999 that would allow up to a 20% closed-book laboratory exam in the last 14 days of the semester for Geography 1110 and 1120.

There being no questions.

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

#### **5.13 Budget 2016/2017 (for Discussion and Advice)**

The Chair informed Council members about the mandate that Education Council has to provide advice on the 2016/17 Budget.

It was noted that the College held a budget forum for staff and students. There were few questions asked at the forums.

There was no feedback from Education Council provided, at this time.

**ACTION: Please refer this item to your constituency groups and bring feedback to the March meeting.**

## **6. REPORTS**

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

- January 2016 Report to the College Board
- The Board passed the PDD in Emerging Technology.

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

K. Denton reported that the recent Grad Ceremonies went well and to date over 50,000 graduates have gone through with 1100 just this last term.

President thanked those who worked on the new credentials and noted that there is a lot of interest from international student and there will be domestic interest as well.

She indicated that the college enrolments are a little flat, and there is some concern at the Board about softening domestic enrolments. She also noted that although demographic changes have reduced the number of high school graduates in BC, Douglas is in a better position than most colleges because we draw from Surrey and the Tri-cities, which are growing.

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

T. Borgford thanked the Policy Committee for all their work on the PBD credential. This was a big task to get this on the February EdCo Agenda for approval in March.

He also gave a reminder of the renovations that will begin shortly. The renos are expected to last for 6 months and there will be expected disruption from noise and dust. At the end of the process we will be up 5 classrooms, 3 labs and have modernized other classrooms.

**6.4 Report from the Board Representative**

M. Paulino advised of a new member to the College Board Mr. John Evans. John is a retired Human Resources professional.

**6.5 Report from the Secretary**

The next deadline for Agenda items for the March 21<sup>st</sup> meeting is Tuesday March 8<sup>th</sup>.

**6.6 Report from the Curriculum Committee**

The next deadline for curriculum guidelines to be submitted to the committee is 12 noon on March 9<sup>th</sup>. Please remind your FECs of this date.

**6.7 Report from the Educational Excellence Committee**

The Committee will be meeting soon. Chair asked members to encourage students to apply for the Education Excellence Award.

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

The Committee will be meeting later this month.

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

No report.

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

The Committee will report on the Uganda Martyrs University proposed affiliation at the March meeting.

**7. OTHER BUSINESS**

**8. NEXT MEETING**

Monday, March 21<sup>st</sup>, 2016 at 9:00 am in Boardroom (4920), New Westminster Campus.

**9. ADJOURNMENT**

**MOVED by Brent Stant; SECONDED by Rod Midgley, that the meeting be adjourned.**

**The Motion was CARRIED.**

The meeting adjourned at approximately 10:45 am.



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**Chair**

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**Secretary**