

**MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, FEBRUARY 20, 2017 AT 9:00AM  
BOARDROOM - NEW WESTMINSTER CAMPUS**

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

Thor Borgford  
Sheilagh Badanic  
Kathy Denton (*Ex-Officio*)  
Manuela Costantino  
John Fleming  
Meredith Graham  
Olga Kalachinskaya  
Christine Kerr  
Edith Kirkpatrick  
Cecil Klassen  
Weissy Lee (Vice-Chair)  
Anne MacMillan (*Ex-Officio*)  
Rod Midgley  
Jasmine Nicholsfigueiredo (Chair)  
Monique Paulino  
Jeff Schutts  
Jenny Shin  
Wesley Snider (*Ex-Officio*)  
Brent Stant  
George Stroppa  
Marsha Wilson  
Andria Wrench

**Regrets:**

David Cho

**Guests:**

Bill Archibald  
Shannon Cox  
Laurel Donaldson  
Ralph Ferens  
Morna Fraser  
Arsineh Garabedian  
Heather Harty-Scott  
Barb Mykle-Hotzon  
Rachel Newton  
Lorne Patterson  
Sandra Polushin  
Kevin Richter  
Rosilyn Teng  
Melanie Young

Sandra Bird (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 January 16, 2017 Education Council minutes were approved as distributed.

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

Weissy Lee spoke to the Curriculum Committee Recommendations.

The Chair made comment in regards to the length of course descriptions and advised to keep descriptions brief.

Thor commented on a number of Biology courses that are proposed for a future degree. He reminded that the degree has not been given budgetary approval and still has to go through VPAC, SMT, Board, DQUAB, et al. He also stated that proposed courses may still have to be changed or modified.

There being no further discussion,

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

**MOVED by Brent Stant; SECONDED by Manuela Costantino, THAT Education Council approve the submitted guidelines for: ANTH 1101, BIOL 3203, 3404, 3421, 3622, 4101, 4103, 4106, 4300; CMNS 1220, 2316; DACS 1140, 1170, 1256, 2320, 2356; ELLA 0010, 0011, 0012, 0013; HEAR 1100; HIST 2260, 2261, 3320; MATH 1120, 1123, 1130, 1220, 2230, 2245; and MUSC 1182, 1177, 1277, 2177, and 2277.**

**The Motion was CARRIED.**

#### **4.2 Admissions and Language Competency Committee Recommendations**

Anne MacMillan spoke to the item on behalf of Kyle Vuorinen.

##### **a) Admission Requirements:**

A member inquired if it was possible to list the entrance requirements for upgrading programs. In response, this was deemed an operational issue and not an issue for Education Council. It was further stated that the entrance requirements for upgrading program's list was lengthy and it was suggested a link to the list would be more feasible. Anne MacMillan will look into this further.

There being no discussion,

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

**MOVED by Christine Kerr; SECONDED by George Stroppa, THAT Education Council approve the Admissions & Language Competency Standards Committee recommendations.**

**The Motion was CARRIED.**

#### **4.3 Policy Items**

Christine Kerr was welcomed to speak to the item.

##### **a) Credentials Policy**

As requested by VPAC, the Credential Awarded at Douglas College Policy was reviewed in light of the upcoming adoption of myPath. Currently policy provided two different definitions for Specialization, applied one way for Associate Degrees and another for Bachelor degrees. To address this the following changes are recommended:

- Specializations are to be associated with Associate Degrees to be consistent with Provincial legislation – 18 credits in one subject area with 9 credits being at 2 year.
- Concentrations will now be associated with Degrees where there is a secondary defined area of study for a student within a Bachelor degree – a min of 12 credits, with at least 6 credits being at the upper level.

Christine advised that the recommended changes will ultimately make it easier for students. A member requested that areas that have “specializations” and would be impacted with language change should have a voice into the language discussion. It was noted that Education Council does this in our request for feedback.

It was noted that research into what other colleges/universities have in place, showed no consistency. Some institutions have set their own definitions and others have clear definitions.

There being no further discussion,

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

**4.4 Program Revision: Restrictions on Substitute Courses for all (4) Accounting PDD and PBD Programs**

Arsineh Garabedian was welcomed to speak to the item.

Arsineh advised of minor grammar changes to her submission.

There being no further discussion,

**MOVED by Brent Stant; SECONDED by Rod Midgley, THAT Education Council approve the Program Revision: Restrictions on Substitute Courses for all (4) Accounting PDD and PBD Programs.**

**The Motion was CARRIED.**

**4.5 Program Revision: Diploma in Accounting**

Arsineh Garabedian was welcomed to speak to the item.

Arsineh stated that students who choose ACCT 1235 in place of ACCT 1110 and 1210 must take an additional course from ACCT, BUSN, CSIS, ECON, FINC or MARK. It was further reported that 1000-2000 level courses must be university transferable.

**MOVED by Rod Midgley; SECONDED by Christine Kerr, THAT Education Council approve the Program Revision: Diploma in Accounting**

**The Motion was CARRIED.**

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

**That Education Council approve the name change for the Accounting Management Diploma from the Accounting Management Diploma to Accounting Diploma, effective September 5, 2017.**

**The Motion was CARRIED.**

**4.6 Program Revision: Sign Language Interpretation Diploma**

Barb Mykle-Hotzon was welcomed to speak to the item.

The Child, Family and Community Studies (CFCS), Sign Language Interpretation Program are requesting to remove the graduation English requirement waiver of a min. of A- in CFCS 1110, CFCS 1130 or INTRO 1225. It was further stated that they would like all students to have to take an English course to successfully graduate. CFCS's preference would be that English be the required course for students to take.

**MOVED by Brent Stant; SECONDED by Sheilagh Badanic, THAT Education Council approve the Program Revision: Sign Language Interpretation Diploma**

**The Motion was CARRIED.**

**5. NEW BUSINESS**

**5.1 Program Revision: Gender, Sexualities and Women's Studies**

Melanie Young was welcomed to speak to the item.

The request is to add the new GSWS 2101 (Gender Today) course as a required course to the program.

A member asked that the reference to Print Futures be removed as that program is no longer offered.

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

**5.2 Program Revision: Environmental Studies**

Melanie Young was welcomed to speak to the item.

Melanie explained that in the past students in the Environmental Studies Program were given a long list of courses in which they were to choose 8. The proposed change is to divide the list into two lists, and students must choose four from each. This will offer more consistent outcomes for students.

A member noted that an IDST 1102 was listed as an option and should be removed. Melanie noted and will be looking into this further.

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

**5.3 Program Revision: CFCS: Behaviour Intervention Certificate Program**

Sandra Polushin was welcomed to speak to the item.

Sandra explained that the proposed changes are based on feedback received from the DACS Advisory Committee, faculty and students.

It was noted that the program revision also requires VPAC and SMT approval as changes may have budget implications.

A member queried the reason for having a 25% residency requirement. Sandra stated that the Program is in partnership with other institutions and they wanted to keep things consistent with the partner institutions.

There was further discussion regarding risk implications with 75% of courses being taken elsewhere but credential would be from Douglas.

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

**5.4 Program Revision: Music Diploma Program and Foundation for Music Therapy**

Heather Harty Scott was welcomed to speak to the item.

Heather reported that the revisions to both programs have already gone through the governance approval steps and have been approved for a September 2017 launch. The program is back at EdCo as a result of the need to re-number courses that had changed credits.

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

**MOVED by Manuela Costantino; SECONDED by Meredith Graham, THAT Education Council approve the Program Revision: Music Diploma Program and Foundation for Music Therapy.**

**The Motion was CARRIED.**

**5.5 Program Revision: Post Degree Diploma in Financial Analysis**

Bill Archibald and Morna Fraser were welcomed to speak to the item.

There are changes stemming from course name changes that are being put through. Therefore all 3 programs must be changed.

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

**5.6 Program Revision: Post Degree Diploma in Financial Planning**

Bill Archibald and Morna Fraser were welcomed to speak to the item.

There was discussion around how courses are listed and concern it would confuse students. A member stated that MyPath lists courses alphabetically. Moving forward there will be a

student education planner that provide templates that clearly show the student their path and when to take what course.

A member asked if an average of a C+ had been determined. The Registrar's Office requires a number for graduation purposes. In response to the query, it was stated that overall for the program the average would be 2.33.

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

**5.7 Program Revision: Post Degree Diploma in Finance**

Bill Archibald and Morna Fraser were welcomed to speak to the item.

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

**5.8 Program Revision: Degree - Bachelor of Business Administration**

Bill Archibald and Morna Fraser were welcomed to speak to the item.

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

**5.9 Program Proposal: Bachelor of Business Administration, Major in Management with Specializations**

Rachael Newton and Ralph Ferens were welcomed to speak to the item.

The proposed program expands on the CBA offerings.

A member praised the structurally well-crafted proposal and commented on the inclusion of the Trades Management Specialization.

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

**5.10 Program Proposal: Bachelor of Business Administration, Major in Marketing with Specializations**

Lorne Patterson and Shannon Cox were welcomed to speak to the item.

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

**5.11 Program Proposal: Bachelor of Business Administration, Economics Minor**

Kevin Richter and Roselyn Teng were welcomed to speak to the item.

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

### **5.12 Budget 2017-2018**

Education Council members made a number of comments about the budget and asked some questions. Council then identified two items to go forward. One addressed the need for improved space for Aboriginal students at the Coquitlam campus and the other dealt with ESL and consideration for returning funds to support domestic students.

Additional feedback will be accepted for the March 2017 meeting.

### **5.13 Proposed Education Council Deadline Change**

The EdCo Chair is proposing a change to the EdCo agenda item submission date. The request is to have everything (agenda items and curriculum items) due on Wednesday. The change will be less confusing.

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

## **6. REPORTS**

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

- a) January 2017 Report to the College Board.
- b) Recommendation of Credential: Withdraw the credential Light Warehouse Training Program and establish the credential Warehouse Training Program, effective September 5, 2017.

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

Kathy reported that the winter graduation ceremonies were a big success and thanked all those that participated.

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

Nothing to report.

### **6.4 Report from the Board Liaison**

Board is working on campus planning and contingencies.

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

SharePoint site is up and running. Link was sent out to access February EdCo Agenda. Please let Sandra Bird know of any issues you may have with access.

### **6.6 Report from the Curriculum Committee**

The next deadline for curriculum guidelines to be submitted to the committee is Wednesday, March 8 at 9 a.m. Please remind your FECs of this date.

### **6.7 Report from the Educational Excellence Committee**

Committee received 7 applications, 5 of those met the requirements. The Committee will meet next Thursday to adjudicate the applications. Will bring forward recommendation to the March EdCo meeting.

**6.8 Report from the Committee on Admissions & Language Competency Standards**  
Nothing to report.

**6.9 Report from the Committee on Educational Policies**  
Policy Committee met last Friday. Currently working on the Appeal Policy.

**6.10 Report from the Committee on International Education**  
International Education Committee will be meeting this week.

**7. OTHER BUSINESS**

**8. NEXT MEETING**

Monday, March 20, 2017 at 9:00 am in Boardroom (4920), New Westminster Campus.

**9. ADJOURNMENT**

**MOVED** by Meredith Graham; **SECONDED** by Brent Stant, that the meeting be adjourned.

**The Motion was CARRIED.**

The meeting adjourned at approximately 11:00 am.

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**Chair**

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**Secretary**