



**MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, JANUARY 19, 2015 AT 9:00AM  
BOARDROOM - NEW WESTMINSTER CAMPUS**

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**1. ROLL CALL:**

**Members Present:**

Sheilagh Badanic  
Aaron Bayes  
Thor Borgford  
John Fleming  
Brenna Gray  
Todd Harper (Chair)  
Anna Helewka  
Sandra Hochstein  
Teryl Smith (alternate for Mary Hodder)  
Barbara Leighs  
Rod Midgley  
Jasmine Nicholsfigueiredo (Vice Chair)  
Catherine Sales  
Jenny Shin  
Doug Simak  
Brent Stant  
Meg Stainsby (alternate for VP Academic)  
George Stroppa  
Richard Tardif  
Brian Thomas-Peter  
Hailea Williams  
Andria Wrench  
Catherine Carlson (alternate for John Fleming)  
  
Manjit Mandher (Recorder)

**Regrets:**

Kathy Denton (*Ex-Officio*)  
John Fleming  
Mary Hodder (*ExOfficio*)

**Guests:**

Bill Archibald  
Carla Alexander  
Lawrence Becker  
Laura Blumenthal  
Elizabeth McCausland  
Betty Mitchell

**2. APPROVAL OF THE AGENDA**

The Chair noted the addition of item 7.2 EASL to ELLA to 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 December 15<sup>th</sup>, 2014 Minutes were approved as amended. The following revisions will be completed by the secretary:

- Item 4.2 the addition of “Lengthy discussion ensued concerning whether Douglas College will enter into a MOU with institutions **in countries** that have been known to have serious human rights violations.”

- Item 5.1 should read “Shaun mentioned this is a very straight forward request to have INST 1100 be added to the Associate of Arts Degree in **Intercultural** and International Studies, effective Winter 2015.”

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

##### **4.1 Curriculum Items**

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

The Chair inquired about the internal inconsistency and should we standardized the wording. B. Gray advised that quality control is in place and the registrar’s office corrects spelling, typos and ensures the correct style guides are in place.

There being no discussion,

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

**MOVED by D. Simak; SECONDED by B. Stant, THAT Education Council approve the submitted guidelines for: ACCT 1222, 4510; ANTH 2240; ASTR 1105; BUSN 3200; ENGR 1110, 1190; GEOG 1180; HIST 2215; MATH 2232, 2421, 2440; PHYS 1108; SOS3141.**

**The Motion was CARRIED.**

##### **4.2 Educational Affiliations (Notice of Intent)**

###### **a) Columbia University, NY**

Betty Mitchell was invited to speak to this item.

There being no further discussion,

**MOVED by B. Stant; SECONDED by A. Hayes, THAT Education Council approve the request to pursue educational affiliations with Columbia University, NY.**

###### **b) Uganda Martyrs University (Item Withdrawn)**

Betty Mitchell was invited to speak to this item.

Although this item was withdrawn and not up for approval, a lengthy discussion ensued.

Feedback from LLPA was received with their concerns about the proposed affiliation with Uganda Martyrs University, given the reports of the institution’s strong support of Uganda’s anti-homosexuality law. The similar message was received from the feedback from the HSS FEC meeting where a motion was passed unanimously as a result of the discussion to have Douglas College withdraw from all proposed or existing academic affiliations with Uganda Martyrs University.

Betty Mitchell informed the committee that they have contacted the University but have received too many conflicting stories. As this matter is of a serious nature, they will continue to investigate this claim. When the affiliation proposal was being drafted, all reports indicated that the University has a very reputable affiliation with other institutes and large Universities in Europe. Although an extensive search was done on if they are chartered with a creditable base, the committee is not always aware of individual bases.

#### **4.3 Policy Items**

##### **a) Policies transferred to New Template**

The Chair briefed members about the new Policy Framework and Policy Template that have been designed as a result of the Policy Framework internal audit review. The Committee on Educational Policies is informing Education Council of the following policies that have been transferred to the new template format:

- (i) Prior Learning Assessment and Recognition Policy
- (ii) Language Competency Standards Policy
- (iii) Priority Registration (Open Enrollment) Policy
- (iv) Accessibility to College Programs, Courses and Services for Persons with Disabilities Policy
- (v) Associate Studies Policy
- (vi) Program Advisory Committees Policy

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

**MOVED by R. Tardif; SECONDED by A. Helewka, THAT Education Council approve the following policies that were transferred to the new template: *Prior Learning Assessment and Recognition Policy; Language Competency Standards Policy; Priority Registration (Open Enrollment) Policy; Accessibility to College Programs, Courses and Services for Persons with Disabilities Policy; Associate Studies Policy and Program Advisory Committees Policy.***

##### **b) Appeal of Final Grades Policy (Elizabeth McCausland) (Notice of Motion)**

Elizabeth McCausland was invited to speak to this item.

The Chair commented on the great amount of work that has been put into this policy. At this time the committee is not required to approve the SOP, only the revisions to the policy.

A member wanted to ensure that the Grade Appeal Committee understood the consequences of clinical failures and specific faculty concern. It was suggested that

under the TOR (page 5 under Procedures to add that the Committee may invite any additional faculty member to provide content expertise.

Another comment was made to clarify the reason why meetings could be held electronically, including asynchronously. Liz mentioned this would be a last ditch effort for the student and it is important to be resolved quickly but appeals would be held face to face. It was suggested the wording be changed to “meeting maybe be held electronically” and to remove the word asynchronously.

The Chair asked if anyone objected to short-cycling this motion. Hearing no objection to this request.

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

**MOVED by B. Stant; SECONDED by A. Helewka, THAT Education Council approve the *Appeal of Final Grades Policy*.**

## **5. New Business**

### **5.1 Program Revision: Teaching English as a Second Language Certificate Program (TESL) (Notice of Motion)**

Laura Blumenthal was invited to speak to this item.

A member inquired about the date these revisions would go in effect. Laura was not able to provide this information at this moment but will at the February meeting.

No further discussion,

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

### **5.2 Program Proposal: Bachelor of Social Work (Notice of Motion)**

Carla Alexander and Lawrence Becker were invited to speak to this item.

The proposed Bachelor of Social Work Degree has taken a few years to be established. Positive results were collected from the market survey conducted by Douglas College of regional employers, working professionals and current and former students. The Bachelor of Social Work degree would be recognized internationally as the entry degree to social work practice and employment. The development of applied generalist Social Work practitioners with competency in an urban, metropolitan environment. These skills will prepare students to be ready and understand the complexity of the urban needs.

Partnership with community agencies and the Advisory Committee ensures curriculum development is practice conversant and current.

The BSW will attract a wide demographic including young and mature students, as well as practitioners with a diplomas wishing to improve their credentials.

International professionals that already have work experience from their home countries would also find this credential attractive. With all these many interested groups, it needs to be made clearer of what is considered bridge courses.

A member pointed out that the writing component does not meet the ministry requirements. It is recommended that an English course and one writing course to be transferable.

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

**5.3 Program Revision: Post Degree Diploma Financial Planning (Notice of Motion)**

Bill Archibald was invited to speak to this item.

Bill noted these housekeeping revisions are a result of a redesign of the degree where numerous courses were discontinued and new courses created to replace those that were discontinued. The major change in Financial Planning PDD was the replacement BUSN 2420 – Business Law II with BUSN 3730 Law for Accounting and Finance Professionals. These proposed changes would go in effect May 2015.

No further discussion,

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

**5.4 Program Revision: Financial Services Management Diploma (Notice of Motion)**

Bill Archibald spoke to this item.

In order to align the Finance Diploma more closely with the new Bachelor of Business Administration (BBA), these proposed housekeeping revisions were required. He added that the biggest amendment was the name change to match Financial Services Degree.

No further discussion,

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

**6. REPORTS**

**6.1 Report from the Chair**

- a) November Report to the College Board
- b) December report to the College Board

The Chair announced that the Registrar's office will be sending out the call for the Education Council elections later this month. He noted that all position except for one staff are up for elections and the 2015 - 2016 council could be full of newly elected members. He suggested that we add to next month's agenda an item to discuss the possibility of staggering the appointments to possibly eliminate that probability

**6.2 Report from the President**

The President sent her regrets.

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

T. Borgford advised the members that an email reminder will be circulated to the faculties to encourage them to double check their guidelines when they are logging them into Curriculum Navigator (CN). There have been recent discoveries of variety of significant errors appearing in the catalogue. He also reminded members that Barbara Allen can be reached at [cn@douglascollege.ca](mailto:cn@douglascollege.ca) should they encounter issues with CN.

He also reiterated that the retired of myDouglas is scheduled for the end of 2015. The course materials and other information will be moved to Blackboard and Blackboard Community platforms. Tim Paul will contact faculties with a schedule of workshops/meetings to guide this transition from myDouglas to Blackboard.

**6.4 Report from the Registrar**

M. Hodder sent her regrets.

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 on the February 3<sup>rd</sup>, 2015 deadline for submission of curriculum guidelines. Also all CN guidelines submissions must indicate a prerequisite grade or the registrar's office will enter the default grade of C-.

**6.8 Report from the Educational Excellence Committee**

A. Helewka noted that the deadline for Educational Excellence nominations is February 27th and another email reminder will be sent this week.

**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**

D. Simak provided the memo from the International Education Committee in which the mandates and corresponding work of the International Education Committee for Education Council was not accurately understood. As this committee has been task driven, it was proposed that a review of the perimeters and mandates of the International Education Committee should provide an accurate understanding their directives.

**7. OTHER BUSINESS**

**7.1 Computing Science & Information Systems: Change of Name (Information Only)**

The Chair shared the memo from the CSIS department that their current name Computing Science & Information Systems will be changed to Computing Studies & Information Systems effective Fall 2015.

**7.2 EASL TO ELLA: Change of Name (Information Only)**

B. Gray shared the memo informing Education Council of the completion of the name change for the former English as a Second Language (EASL) department to English Language Learning and Acquisition (ELLA). There will be no changes to the courses and the name change is effective Fall 2015.

**8. NEXT MEETING**

Monday, February 16, 2015 at 9:00 am in the Boardroom (4920), New Westminster Campus.

**9. ADJOURNMENT**

**MOVED BY B. Stant; SECONDED by R. Tardif, that the January 19, 2015 meeting of Education Council be adjourned.**

**The Motion was CARRIED.**

The meeting adjourned at approximately 11:10 am.

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Chair

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Secretary