



MINUTES OF MEETING OF EDUCATION COUNCIL
HELD MONDAY, JANUARY 20, 2020 AT 9:00 AM
ROOM S4920, NW CAMPUS AND B2100 COQ CAMPUS

Members Present:	Regrets:
Ataiza, Ariel	Andrews, Rachelle
Bansal, Harshit	
Barker, Jennifer	
Borgford, Thor	
Bowbrick, Graeme	
Cavanagh, Bette	
Cikes, Ivana (Chair)	Guests:
Costantino, Manuela	Ariafara, Arezoo
Crisp, Joan	Jamieson, Claudia
Davies, Jonathon	Oesterle, Susan
Dench, Sarah	Visosky, Pat*
Denton, Kathy (<i>Ex-officio</i>)	Woods, Lori
Fong, Dorritta	
Gronsdahl, Karla	
Kinsley, John	
Lal, Nikiel (<i>Ex-officio</i>)	
Newton, Rachael	
Ng, Rella (<i>Ex-officio</i>)	Observers:
Pacheva, Daniela*	Chapell, Brian
Shin, Jenny	Ho, Tracy
Smith, Trevor	
Tang, Sherlyn	
Westerman, Marni	

*attendance via video conference

1. TRADITIONAL TERRITORIAL ACKNOWLEDGEMENT

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

Rachelle Andrews 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 and approved by consensus with the following amendments:

- **Item 6.4** Call for Student Representative, Ad Hoc Committee Review of Education Bylaws and Alignment of the Terms of Reference for Education Council Standing Committees (For Ratification)
- **Side table Item 8.1** Ad Hoc Committee, EdCo Bylaw Survey (For Information and Discussion)

4. APPROVAL OF MINUTES

The minutes of December 16, 2019 were amended to revise item 5.4 a). The discussion of this item will be moved and reflected under 7.1 e) College Admissions: English Language Proficiency Requirements effective Fall 2020. Approved by consensus.

5. BUSINESS ARISING FROM THE MINUTES

- 5.1 Program Revision: Health Information Management Post-Baccalaureate Diploma**
P. Visosky spoke to the item.

There being no further discussion,

MOVED by J. Crisp; SECONDED by D. Fong, THAT Education Council approve the Program Revision: Health Information Management Post-Baccalaureate Diploma.

The Motion was CARRIED.

- 5.2 Full Program Proposal: Computing Science Diploma**

A. Ariaifar spoke to the updated proposal with revisions incorporated after feedback received at the December meeting.

CSIS had expressed concern over the names of four courses in the program proposal and had requested a consultation meeting in order to resolve the matter. A meeting between the two departments was unable to take place before the EdCo meeting. Since approval was necessary to ensure the program was available to students at the prescribed date, the program was approved; however, the CMPT presenter was encouraged to follow-up with CSIS before the courses in question are approved in the near future by the Curriculum Committee.

There being no further discussion,



MOVED by J. Kinsley; SECONDED by J. Davies, THAT Education Council approve the Full Program Proposal: Computing Science Diploma.

The Motion was CARRIED.

Note: See Addendum, Motion to Approve the Short-cycled recommendation to College Board, page 10.

5.3 Program Revision: Classroom and Community Support Diploma

L. Woods spoke to the item.

There being no further discussion,

MOVED by S. Tang; SECONDED by M. Westerman, THAT Education Council approve the Program Revision: Classroom and Community Support Diploma.

The Motion was CARRIED.

5.4 Program Revision: Classroom and Community Support Certificate

L. Woods spoke to the item.

There being no further discussion,

MOVED by J. Crisp; SECONDED by J. Kinsley, THAT Education Council approve the Program Revision: Classroom and Community Support Certificate.

The Motion was CARRIED.

5.5 Credential Name Change: Classroom and Community Support Certificate to Education Assistance and Inclusion Certificate

L. Woods spoke to the item.

There being no further discussion,

MOVED by T. Smith; SECONDED by A. Ataiza, THAT Education Council approve the Credential Name Change: Classroom and Community Support Certificate to Education Assistance and Inclusion Certificate effective September 2020.

And,

There was unanimous consent to Short-cycle the Motion.



MOVED by J. Kinsley; SECONDED by J. Barker, THAT Education Council recommends that the College Board establish the Credential Education Assistance and Inclusion Certificate effective September 2020.

The Motion was **CARRIED**.

And,

There was unanimous consent to Short-cycle the Motion.

MOVED by R. Newton; SECONDED by M. Westerman, THAT Education Council recommends that the College Board withdraw the Credential: Classroom and Community Support Certificate effective September 2021.

The Motion was **CARRIED**.

5.6 Program Revision: Associate of Arts – Gender, Sexualities and Women’s Studies

M. Westerman spoke to the item.

There being no further discussion,

MOVED by M. Costantino; SECONDED by R. Newton, THAT Education Council approve the Program Revision: Associate of Arts – Gender, Sexualities and Women’s Studies.

The Motion was **CARRIED**.

5.7 Program Revision: Associate of Arts – Intercultural and International Studies

M. Westerman spoke to the item.

There being no further discussion,

MOVED by J. Davies; SECONDED by S. Dench, THAT Education Council approve the Program Revision: Associate of Arts – Intercultural and International Studies.

The Motion was **CARRIED**.

6. NEW BUSINESS

6.1 Program Proposal: Co-operative Education Program Partnership with International Supply Chain Management Post-Baccalaureate Diploma

R. Newton spoke to the item.

Please refer this item to your constituency groups for consideration of approval at the February 24, 2020 meeting.

6.2 Credential Withdrawals: Medical Office Assistant Online and Legal Office Skills Online Certificate

C. Jamieson spoke to the item.

The funding for these online programs was eliminated in 2016, and the programs came to an end in all of the colleges who were a part of the BC Campus Applied Business Technology collaborative. We were given a year to teach out our students, which has been completed successfully. It is now time to remove this from the calendar in order to avoid confusion for prospective students as the programs will not be offered again in the future.

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

MOVED by R. Newton; SECONDED by M. Westerman, THAT Education Council approve the Credential withdrawal of Medical Office Assistant Online Certificate and Legal Office Skills Online Certificate effective immediately.

The Motion was **CARRIED**.

And,

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

MOVED by R. Newton; SECONDED by J. Kinsley, THAT Education Council recommend that the College Board withdraw the Credentials: Medical Office Assistant Online Certificate and Legal Office Skills Online Certificate effective immediately.

The Motion was **CARRIED**.

6.3 Department Name Change: Business Law Department

R. Newton spoke to the item.

The CBA's Business Department recently split into three departments, one being Business Law. Business Law classes will be taught in the Business Law Department, as per the Curriculum Guideline changes that were approved by EDCO in November 2019.

ACTION: Please refer this item to your constituency groups for information.

6.4 **Call for Student Representative, Ad Hoc Committee Review of Education Bylaws and Alignment of the Terms of Reference for Education Council Standing Committees**

The Chair spoke to the item advising that, due to a recent turn of events, the Student Representative has stepped down from the Ad Hoc Committee. The Chair provided a brief overview of the Committee's role, function and time commitments. After a call out to all student representatives, Harshit Bansal put his name forward.

There being no further discussion,

MOVED by A. Ataiza; SECONDED by D. Fong, THAT Education Council ratify the selection of Harshit Bansal, as the Student Representative on the Ad Hoc Committee.

The Motion was **CARRIED**.

7. **STANDING COMMITTEE ITEMS**

7.1 **Curriculum Items**

a) **Curriculum Committee Recommendations**

M. Westerman spoke to the Curriculum Committee's submission and review of 79 curriculum guidelines and approval of 77: 12 revised curriculum guidelines and 65 withdrawn curriculum guidelines.

There being no further discussion,

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

MOVED by J. Barker; SECONDED by S. Dench, THAT Education Council approve the submitted revised guidelines for: CRIM 2251, 3375, 3376, 4470; CMNS 1120, 1221, 2200; BUSN 4275; HOSP 2330, 2465, 3100, 3110 and the withdrawal of YJWD 1220, 2463, 2470; CSIS 1150, 1155, 2115, 2150, 2250, 2260, 2280, 2350, 2375, 2380, 2475, 3110, 3150, 3495; HOSP 1220, 1325, 2430; OADM 1104, 1227, 1425, 1426, 1427, 1428, 1429, 1430, 1431, 1432, 1433, 1434, 1435, 1436, 1438, 1439, 1450, 1451, 1452, 1453, 1454, 1455, 1456, 1457; EASL 0145, 0155, 0165, 0175, 0245, 0255, 0265, 0275, 0345, 0355, 0365, 0375, 0445, 0455, 0465, 0475; MAT 0370, 0412, 0413; PHYS 1106.

The Motion was **CARRIED**.

7.2 Policy Items

a) Academic Integrity Policy

S. Oesterle spoke to the item and explained the rationale for the proposed revisions to the Policy, the flowchart, and the SOP.

The most notable change is the revision to the timelines noted in the SOP as steps 5 and 9. The number of working days allowed for the Responsible Administrator to arrange to meet with a student and also to inform the student of their findings was extended from 5 working days to 10 working days. Given the large volume of cases, particularly at certain times of the semester, and occasionally the complexity of cases, these extensions are required.

ACTION: Please refer this item to your constituency groups for consideration of approval at the February 24, 2020 meeting.

8. INFORMATION ITEMS

8.1 Ad Hoc Committee: EdCo Bylaw Survey

The Chair distributed a document at the meeting to communicate concerns raised about the recently deployed survey on the Education Council Bylaws. To address the feedback conveyed the survey deadline will be extended to March 15, 2020 with an option to complete the survey anonymously. The Chair and Vice-Chair will be organizing information sessions on the Ad Hoc Committee's process.

A question and a comment was raised about student input and how their feedback would be obtained.

ACTION: Please refer this item to your constituency groups for information.

9. REPORTS

9.1 Report from the Chair

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

She reminded representatives to collect feedback for the 2020-2021 budget by submitting the Budget Feedback Template to edco@douglascollege.ca by February 12, 2020. The template document will be circulated via email by B. Cavanagh, EdCo Secretary.

9.2 Report from the President

K. Denton spoke about the Registrar's Office renovations underway and advised that a space has been leased nearby (Queen's Court on Agnes Street) to accommodate our staff and back office functions during the renos. The President expressed

appreciation to the staff for accommodating this significant undertaking and that the move-in date is targeted for the end of February 2020.

On January 21, 2020 at 10:00 a.m. the College will unveil its new Coat of Arms at the New Westminster Campus with a live broadcast to the Coquitlam Campus. It is also the launch of the College's 50th anniversary. Minister Melanie Mark will be attending this event where there will be speeches and lots of fanfare. She encouraged everyone to attend this exciting, historic event.

9.3 Report from the Vice President, Academic & Provost

T. Borgford spoke about the launch of our new Academic Integrity Education Module, an endeavour that has taken two years to create and organize. New students registered for the Winter 2020 semester must complete the online mandatory course by February 24, 2020. He expressed thanks to Shaun Tyakoff, Associate Dean, Humanities and Social Sciences for leading this initiative and recognized other significant contributions by Manuela Costantino, CEIT, the Registrar's Office, Douglas Students' Union (DSU) and the Marketing and Communications Office.

Faculty access to the online module is being arranged and will be available on Blackboard in the near future.

9.4 Report from the Board Liaison

No report.

9.5 Report from the Secretary

The next deadline for Agenda submissions for the February 24, 2020 meeting is Wednesday, February 12, 2020 at 3:00 p.m. Note that February's meeting will be held in the Aboriginal Gathering Place, NW Room S4650.

9.6 Report from the Curriculum Committee

The next deadline for curriculum guidelines to be submitted to the committee is Wednesday, February 12, 2020 at 9:00 a.m. Please remind your FECs of this date and time.

9.7 Report from the Educational Excellence Committee

T. Smith informed the Council that the committee has received nominations for three candidates.

9.8 Report from the Committee on Admissions & Language Competency Standards

The committee meets Friday, January 24, 2020.



9.9 Report from the Committee on Educational Policies

G. Bowbrick advised that the policies are reviewed on a scheduled rotation. If there are pressing issues or something arises, there is a process in place to move those policies forward for review. The Chair explained that these out-of-rotation policy reviews cause a shift in the regular schedule and, therefore, cause delays in policy review.

9.10 Report from the Committee on International Education

No report.

10. OTHER BUSINESS

There was no other business.

11. NEXT MEETING

Monday, February 24, 2020 at 9:00 am, New Westminster Campus, Aboriginal Gathering Place, Room S4650. *Video-conferencing will not be available.*

12. ADJOURNMENT

MOVED by J. Kinsley; SECONDED H. Bansal, that the meeting be adjourned.

The Motion was CARRIED.

The meeting adjourned at approximately 10:26 a.m.

Chair

Secretary

Subsequent to the adjournment of the January 20, 2020 meeting, the Chair informed all members, via email, that the motion to Short-cycle the recommendation to the Board to establish the Credential, Computing Science Diploma, was inadvertently excluded from the January meeting and she was circulating it now electronically, for Education Council's consideration. The particulars are attached here as an addendum.



**ADDENDUM TO
MINUTES OF MEETING OF EDUCATION COUNCIL
HELD MONDAY, JANUARY 20, 2020**

VIA ELECTRONIC MAIL

Subsequent to the January meeting, the Chair informed all members, via email, that the motion to Short-cycle the recommendation to the Board to establish the Credential, Computing Science Diploma, was inadvertently excluded from the January meeting and she was circulating it now electronically, for Education Council's consideration.

In order to ensure the effective date of September 2020, the Computing Science Diploma must be approved at the College Board meeting of January 23, 2020.

Council members voted via email and the motion was approved by a majority of responses.

Therefore, the Motion was approved January 22, 2020.