



**MINUTES OF A MEETING OF EDUCATION COUNCIL**

**HELD MONDAY, JUNE 18, 2012 AT 2:15 PM  
BOARDROOM - NEW WESTMINSTER CAMPUS**

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**1. ROLL CALL:**

**Members Present:**

Deb Anderson (Vice Chair)  
Bruce Clarke (Ex-Officio)  
Kathy Denton  
Ron de Villa  
Gretchen Goertz  
Todd Harper  
Maria laquinta  
Ted James (Ex-Officio)  
Scott McAlpine (Ex-Officio)  
Elizabeth McCausland (Chair)  
Debbie McCloy  
Jerin Mece  
Wesley Snider  
Gary Tennant  
Cathy Tremblay  
Robin Wylie  
Kate Yoshitomi  
Jo-Anne Bilquist (Secretary)

**Regrets:**

Catherine Carlson  
Brian Chapell  
Karen Gill  
Marina Kolar  
Cody Sterzer-Larin

**Guests:**

Anish Bania  
Julie Crothers  
Iloradanon Efimoff  
Mark Elliott  
Nelson Eng  
Morna Fraser  
John Higenbottam  
Tracy Ho (DSU)  
David Moulton  
Sanjin Ramovic  
George Stroppa

**2. APPROVAL OF THE AGENDA**

The Chair asked members to approve a fluid Agenda; Council agreed and the Agenda was re-ordered.

**3. APPROVAL OF MINUTES**

The May 14, 2012 Minutes were approved as presented.

**4. BUSINESS ARISING FROM THE MINUTES**

**4.1 Curriculum Items**

**a) Curriculum Committee Recommendations**

Curriculum Committee Chair T. Harper advised that the CFCS 3900: International Studies course has been removed from consideration at this time.

Responding to a query about the class size change in the CSIS 3150 course, Todd noted that the change was an increase, not a reduction.

There being no further discussion,

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

**MOVED by R. de Villa; SECONDED by C. Tremblay,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the submitted/amended guidelines for:**  
INTR 1241; BIOL 1203, 1205, 1209, 1310, 2400, 2401, 3205 and 3305; GEOL 1150;  
ACCT 3420; BUSN 2290 and 3415; CSIS 3280 and 3150; FINC 2300.

**The Motion was CARRIED.**

**4.2 CBA: Residency Requirements for Post Degree Diplomas**

The Chair welcomed David Moulton and Julie Crothers.

The Chair noted that Council had previously asked for a rationale for the residency requirement, which has been provided. She noted that these PDDs are a package of undergraduate courses, which is quite different from a post graduate credential.

David and Julie reiterated that the PDDs specialize in specific areas, so that graduates are job ready in those areas. The Faculty feels doing 5 courses out of the 10 required for the PDD at Douglas College would be beneficial.

K. Denton noted that these programs are specialized courses getting students ready for a different job. She indicated that it may be timely to look at the requirements for all post degree diplomas at the College.

The Chair noted that she will add this issue to a list of future policy discussions.

There being no further discussion,

**MOVED by R. deVilla; SECONDED by G. Tennant,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the request for a variance to the residency requirement.**

**The Motion was CARRIED.**

**4.3 Program Revision: Women's Studies and Gender Relations**

The Chair noted that this item relating to including English courses in the program had come to Council for discussion last meeting.

There being no further discussion,

**MOVED by W. Snider; SECONDED by D. McCloy,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the proposed revisions to Women's Studies and Gender Relations.**

**The Motion was CARRIED.**

**4.4 International Education Subcommittee Terms of Reference**

The Chair invited R. Wylie and K. Yoshitomi to speak to this item.

R. Wylie noted that the group discussed a number of technical details. The committee number has been set at 9 with one ex-officio member from International Education; a large committee but meant to ensure wide representation across the College. He also noted that the committee will report monthly to EdCo, and will have the ability to revise the TORs after a year.

There being no further discussion,

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

**MOVED by J. Mece; SECONDED by R. Wylie,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the proposed Terms of Reference for the International Education Subcommittee.**

**The Motion was CARRIED.**

The Chair thanked K. Yoshitomi, R. Wylie, G. Johnson and K. Denton for developing the TORs. She asked that anyone interested in serving on this subcommittee email her with their policy or International experience.

**5. NEW BUSINESS**

**5.1 Articulation Agreement: University of Pune, India**

The Chair welcomed Julie Crothers and David Moulton to speak to this item.

Julie offered some background on the proposed agreement. After looking at the BBA program at University of Pune, the CBA faculty have identified 22 courses that would articulate into our BBA Financial Services and Admin Degree program. The students from India will have already completed their (more general) BBA, and will take a further 18.5 courses through Douglas College to get our more specialized BBA. Students will attend DC in Canada for 16 courses, and will pick up a further 2 courses via a Douglas College instructor in India. The additional .5 course is practicum, taken in Canada as well.

There was discussion around the difficulties encountered in China with regard to control over assessment, and how a similar situation could be avoided in India.

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

**5.2 Program Revision: Sport Science Diploma Program**

Karen Sirna was invited to speak to this item.

Karen noted that while they were doing a review, they discovered that the minimum number of credits the program required (12) would be below the levels needed for student loans and, in general, for full time status at the College. Moving forward, full-time students must enrol in a minimum of 24 credits and pass 18 credits annually, or part-time students must pass 9 credits annually.

Following lengthy discussion, it was noted that on the College website the definition of "full time" varies, whether for student loan purposes, taxation purposes, and some variation among programs.

Karen noted that though their minimum might be higher than absolutely required, they are encouraging students to complete the diploma in two years, and would like to move forward with the proposal.

There being no further discussion,

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

**MOVED by C. Tremblay; SECONDED by J. Mece,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the proposed revision to the Sport Science Diploma Program.**

**The Motion was CARRIED.**

**5.3 Concept Paper: Post Degree Diplomas in Hospitality Management and Hospitality Marketing**

Mark Elliott was invited to speak to this item.

Mark advised that the upper level courses in the PDD in Hospitality Marketing would be taught by the Marketing department, with the lower level courses coming from the Hospitality department. The Hospitality Management PDD will add upper level hospitality courses that are currently being developed.

**ACTION: Please refer this item to your constituency groups and direct feedback to the developer, Mark Elliott.**

**5.4 Concept Paper: Associate of Arts Degree for Future Pilots**

John Higenbottam was invited to speak to this item.

John noted that this proposal is replacing an earlier concept paper that was introduced; this is a completely different concept. This concept is for an Associate of Arts Degree, representing a partnership between Douglas College and Professional Flight Center.

John advised that the academic program provided through Douglas College would be completely separate from the flying training, and would consist of a grouping of recommended courses already offered at the College. He advised that the airlines are looking to hire people with degrees; this does not require students to make the choice between the aviation and the academic route. It poses no risk to the College, as the courses already exist. The program would be similar to the Associate of Arts Degree for Future Teachers, already offered at Douglas.

**ACTION: Please refer this item to your constituency groups and direct feedback to the developer, John Higenbottam.**

**5.5 Proposed Revision: BBA Financial Services and Administration Degree**

Morna Fraser was invited to speak to this item.

Morna briefly spoke about the revisions, as outlined in the Memo. The Chair noted that changing an elective to a required course may need to be advertised for a year prior to the adjustment, and advised consultation with the Registrar's Office.

There being no further discussion,

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

**MOVED by K. Yoshitomi; SECONDED by C. Tremblay,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the proposed revision to the BBA Financial Services and Administration Degree.**

**The Motion was CARRIED.**

**5.6 Education Council Staff Election**

The Chair noted that as she was bringing this item to Council, Vice-Chair D. Anderson would chair this portion of the meeting.

The Vice-Chair noted that the terms of staff and faculty positions on Council should be staggered, for better continuity, but that has not been the case in recent years. The Motion is to have the current staff representative vacancy be filled for a two year term, thus staggering the staff positions.

There being no further discussion,

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

**MOVED by R. Wylie; SECONDED by C. Tremblay,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the proposed Education Council Staff Election variance.**

**The Motion was CARRIED.**

**5.7 Full Program Proposal: Post Degree Diploma in Financial Planning**

The Chair noted this item has been removed from the agenda at the request of the Faculty.

**6. REPORTS**

**6.1 Report from the Chair**

a) May Report to the Board

The Chair noted that the annual reports from the subcommittees will be circulated along with the Draft Minutes from this meeting. She advised Council that Gail Johnson has resigned her position as Staff Representative on Education Council, and Ron deVilla has resigned as CBA Rep. The Registrar's Office will run elections to fill these positions. The Chair thanked Gail and Ron for their service to EdCo.

The Chair also thanked Gary Tennant and Catherine Carlson, who have fulfilled their Administrative terms on Council. Jerin Mece and Cody Sterzer-Larin, have also completed their terms on Council as Student Representatives, and their time and efforts were appreciated. Marina Kolar and Karen Gill will return as Student Reps next term. Our new incoming Student members both attended today's meeting.

**6.2 Report from the President**

S. McAlpine thanked all in attendance for their hard work at Education Council, and throughout the College. He noted that this year the College had record enrolments, and are expecting similar for next year. He advised that Douglas College is in an enviable position among its peers, as we are in a growth mode while many colleagues are suffering the opposite from a budgetary perspective. He encouraged everyone to enjoy their summers, and is looking forward to the fall.

**6.3 Report from the Board Representative**

There was no report.

**6.4 Report from the Secretary**

There was no report.

**6.5 Report from the Curriculum Committee**

There was no report.

**6.6 Report from the Educational Excellence Committee**

There was no report.

**6.7 Report from the Standing Committee on Admissions and Language Competency Standards**

There was no report.

**6.8 Report from the Standing Committee on Educational Policies**

There was no report.

**7. OTHER BUSINESS**

**7.1 Discussion of Impact of Family Day Statutory Holiday**

D. McCloy expressed a concern that the new Family Day holiday may cause increased difficulties for courses with class time scheduled on Mondays, where a number of classroom days are already lost.

It was noted that for the 2012-2013 year, the new February statutory holiday does happen to fall during the College's "reading week" or "spring break" scheduled for February 11 – 15, 2012.

Following lengthy discussion, the Chair suggested she send a memo to the appropriate people noting the concerns raised, and asking to be attentive to this issue when planning the calendar in the future.

8. **NEXT MEETING**

Monday, September 17, 2012 at 9:00am in the Boardroom (4920), New Westminster Campus.

9. **ADJOURNMENT**

**MOVED** by G. Tennant; **SECONDED** by C. Tremblay that the meeting be adjourned.

The meeting adjourned at approximately 3:50 pm.

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**Chair**

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**Secretary**