



**MINUTES OF A MEETING OF EDUCATION COUNCIL**

**HELD MONDAY, JUNE 17, 2013 AT 9:00AM  
BOARDROOM - NEW WESTMINSTER CAMPUS**

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**1. ROLL CALL:**

**Members Present:**

Deb Anderson (Vice Chair)  
Brian Chapell  
Bruce Clarke (Ex-Officio)  
Jenelle Davies  
Kathy Denton  
Gretchen Goertz  
Todd Harper  
Maria Iaquina  
Marina Kolar  
Scott McAlpine (Ex-Officio)  
Elizabeth McCausland (Chair)  
Debbie McCloy  
Lorne Patterson  
Jenny Shin  
Doug Simak (alternate)  
Wesley Snider  
Brian Thomas-Peter  
Silvia Wilson  
Kate Yoshitomi

Jo-Anne Bilquist (Recorder)

**Regrets:**

Iloradanon Efimoff  
Ted James (Ex-Officio)  
Sanjin Ramovic  
Cathy Tremblay

**Guests:**

Rod Comrie  
Rosilyn Coulson  
Mark Elliott  
Morna Fraser  
Jillian Griffin  
Tracy Ho  
Larry Laberge  
Les Marshall  
Meg Stainsby  
George Stroppa  
Lori Townsend  
Jennifer Zhao

**2. APPROVAL OF THE AGENDA**

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

She also noted additional documents available at the side table.

**3. APPROVAL OF MINUTES**

The May 13, 2013 Minutes were approved as presented.

**4. BUSINESS ARISING FROM THE MINUTES**

**4.1 Curriculum Items**

**a) Curriculum Committee Recommendations**

Committee Chair T. Harper directed Council's attention to the addendum document.

There being no further discussion,

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

**MOVED by S. Wilson; SECONDED by G. Goertz, THAT Education Council approve the submitted guidelines for: ACCT 1110, 1210, 1222, and 1235; BUSN 2429 and 4275; HOSP 1235 and 2330; OADM 1400; PSYC 2300 and 2301; and CSIS 3175.**

**The Motion was CARRIED.**

#### **4.2 Policy Items**

##### **a) Program Approval Policy**

L. McCausland advised that the document in the package is the proposed new version of the policy. One of the major revisions is combining the currently separate policies for degree approval and non-degree approval, as well as a provision for revising degrees. She noted that further tweaking to some of the language will need to be done to align it with the administrative policy on Program Cancellation and to more accurately reflect the role of FECs, but wanted to circulate the document at this time for any major feedback.

**ACTION: Please refer this item to your constituency groups for consideration of approval at the September meeting. A revised version will be circulated in late August.**

##### **b) Academic Performance Policy**

The Chair invited K. Denton to speak to this item.

K. Denton outlined the three objectives of the revision; identifying a maximum number of times students on academic probation can withdraw from the College and reapply due to poor academic performance, including a process for alerting students in non-credit mastery courses that their performance is below expectations, and ensuring prerequisites are enforced in mastery courses so that students are given the best opportunity to succeed.

A Council member agreed with setting a recommendation that a student can only reapply twice, but suggested that adding a timeframe might be advisable (ie twice within a 6 year period).

There being no further discussion,

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

**MOVED by K. Yoshitomi; SECONDED by T. Harper, THAT Education Council refer this item to the Policy Committee.**

**The Motion was CARRIED.**

c) **Policies for Review**

Subcommittee Chair Wes Snider noted that the Committee has undertaken to catch up on policy reviews, which should be done every 7 years. To that end, the Committee is soliciting feedback with regard to the two policies named. As noted in the memo, feedback should be forwarded to J. Bilquist by July 15<sup>th</sup>; the Committee will bring a revised version to September's EdCo meeting.

**ACTION:** Please refer this item to your constituency groups, with feedback directed to J. Bilquist by July 15, 2013.

4.3 **Articulation Agreement with Latina University of Panama**

The Chair welcomed Larry Laberge and Les Marshall, asking Council for any further feedback on this item.

There being no further discussion,

**MOVED by S. Wilson; SECONDED by T. Harper, THAT Education Council approve the proposed articulation agreement.**

**The Motion was CARRIED.**

4.4 **Residency Requirement Variance**

The Chair invited K. Denton to speak to this item.

K. Denton reminded Council that the variance would also include all associated degrees with specializations. It was also noted that the variance, to a 50% residency requirement rather than 25%, would need to be advertised for one year prior to implementation.

There being no further discussion,

**MOVED by S. Wilson; SECONDED by B. Chapell, THAT Education Council approve the proposed variance.**

**The Motion was CARRIED.**

4.5 **Academic Amnesty Request**

The chair welcomed Jillian Griffin and Tracy Ho to speak to this item.

Council engaged in lengthy discussion on this item with most comments in support of the event in general. However, some practical issues were raised, particularly about setting precedents, the difficulty in accommodating students who would be in practicum, clinical or laboratory settings, and the conundrum for faculty as far as introducing new material that day. It was noted that students would need to be clearly informed of the expectations of that day, including how to deal with information or material missed as a result.

**MOVED by J. Davies; SECONDED by K. Yoshitomi, THAT Education Council approve the request for Academic Amnesty for classes on campus on September 20, 2013.**

**The Motion was DEFEATED with 3 abstentions.**

Following further discussion,

**MOVED by T. Harper; SECONDED by M. Kolar, THAT faculty members are strongly encouraged, where possible, to allow students to attend the Truth and Reconciliation Events on September 20 without academic penalty.**

**The Motion was CARRIED.**

**4.6 Admission & Language Competency Committee Recommendations**

The Chair referred Council to the memo, explaining that the Psychiatric Nursing requirements reflect a move to the foundation year. She noted that the two recommendations carried from the May meeting pending further clarification will be held over until September.

There being no further discussion,

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

**MOVED by S. Wilson; SECONDED by B. Chapell, THAT Education Council approve the proposed recommendations.**

**The Motion was CARRIED.**

**4.7 International Education Committee Recommendations**

The Chair welcomed George Stroppa, acting Chair of the subcommittee.

George advised that this recommendation is brought forward in response to a DQAB recommendation that the students in China have the ability to receive a diploma with 60 completed credits, similar to domestic students. Currently this option is not available to students in the China program, putting them at a disadvantage.

K. Denton noted that further requirements have been added to strengthen the diploma including ensuring that the courses are taught by DC faculty in China, as well as GPA and exit language requirements. If approved, the recommendation would be effective immediately.

There being no further discussion,

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

**MOVED by W. Snider; SECONDED by L. Patterson, THAT Education Council approve the recommendations.**

**The Motion was CARRIED.**

## **5. NEW BUSINESS**

### **5.1 Educational Affiliations**

The Chair welcomed Meg Stainsby and Jennifer Zhao.

Meg advised that the initiative in Mexico will see a partnership between the LLPA Modern Languages and Communications departments and Ollin, located in the historical town of Oaxaca. Students would attend at the center, which has a strong social justice component and interest in promoting indigenous culture and languages, as a practicum. Students will be staying in private homes while in Mexico. Responding to a query regarding safety, S. McAlpine advised that the College does not restrict travel to other countries unless the Department of Foreign Affairs issues a travel advisory.

Jennifer advised that the relationship with the University in China, a reputable public institution, would see students coming here to study for one year, with a minimum of 30 credits. Students would not be acquiring a credential from Douglas College.

There being no further discussion,

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

**MOVED by B. Thomas-Peter; SECONDED by S. Wilson, THAT Education Council approve the request to pursue affiliations with Ollin Tlahtoalli, Centro de Lenguas y Cultura Mexicana A.C. in Oaxaca, Mexico and Jiangxi Normal University (JNU), School of Inter-cultural Studies (SIS) in Jiangxi, China.**

**The Motion was CARRIED.**

### **5.2 Variance Request: BSPN Residency Requirement**

The Chair welcomed Lori Townsend to speak to this item.

Lori advised that the Psychiatric Nursing program has offered degree completion for students that have already achieved the diploma at our institution and wish to top up to degree status. The option is attracting students from outside of Douglas, and currently there are not enough courses offered to allow them to comply with the residency requirement, so the department is asking for a variance.

K. Denton noted that VPAC had suggested creating more of a structure to ensure that courses are offered often enough, and on a predictable schedule, to allow students to take as needed.

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

**5.3 Concept Paper: PDD in Hospitality Business Leadership**

The Chair welcomed Mark Elliott.

Mark offered a brief summary of the PDDs in the Hospitality Management Program, outlining how each is different from the other. He noted that the PDD in Hospitality Business Leadership offers more flexibility to the student to go into other service sectors.

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

**5.4 Program Revision: Accounting**

The Chair welcomed Rod Comrie to speak to this item. She reminded Council that, although the revision is a numbering change, it is considered a program revision when the numbering is moving from lower level to upper level.

There being no further discussion,

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

**MOVED by M. Kolar; SECONDED by L. Patterson, THAT Education Council approve the proposed program revision.**

**The Motion was CARRIED.**

**5.5 Program Proposal: Minor in Business**

The Chair welcomed Rosilyn Coulson to speak to this item.

Rosilyn advised that this minor is targeted at students in the College completing degrees outside of the Faculty of Commerce and Business Administration. The skills achieved would be helpful for securing and sustaining employment, ie running a business. A menu of courses is available, and will be given to advisors assisting students with their choices.

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

**5.6 Program Revision: BBA Financial Services**

The Chair welcomed Morna Fraser to speak to this item.

Morna advised that the change, as noted in the memo, is replacing one course to align with competencies dictated by the Financial Planning Standards Council.

There being no further discussion,

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

**MOVED by D. McCloy; SECONDED by J. Davies, THAT Education Council approve the proposed program revision.**

**The Motion was CARRIED.**

**5.7 Program Cancellation Policy**

The Chair invited K. Denton to speak to this item.

The Chair noted that Council will be providing advice on this policy, and that Senior Management Team has approved the policy pending EdCo advice. She indicated that details will be worked out as to how this policy will fit with the Program Approval Policy, so as not to create confusion of which policy applies in a given situation.

**ACTION: Please refer this item to your constituency groups for feedback and advice at the September meeting.**

**6. REPORTS**

**6.1 Report from the Chair**

The Chair referred Council to the three attachments, and noted that Annual Reports from the EdCo Subcommittees have been included. She updated Council on the Electronic Curriculum program, noting that each faculty will be working on data verification during the summer, training will take place in the summer as well, and the program should be fully operational in September.

Liz expressed appreciation to all EdCo members, those leaving and those returning, for their important perspectives and contributions at Council. She noted that this is her last meeting on Council, acknowledging that it has been a fascinating opportunity and a privilege to serve on Council for eight years, and as Chair for the past four. She will continue to be a support for the incoming Chair.

- a) Report to the College Board
- b) SMT Response to the EdCo Budget Advice
- c) Annual Report

**6.2 Report from the President**

S. McAlpine thanked Council as well, and extended appreciation to Liz for her amazing work in co-governance at the College.

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

K. Denton noted that there has been no news on the degrees sitting before the Ministry, but she is hopeful that she will have something to report in the fall. She echoed the President's thanks to Liz, noting that she has represented this group masterfully, and has been a pleasure to work with.

**6.4 Report from the Board Representative**

There was no report.

**6.5 Report from the Secretary**

There was no report.

**6.6 Report from the Curriculum Committee**

T. Harper advised that the total number of Curriculum Guidelines noted in his annual report has increased by one, due to the addendum for today's meeting.

**6.7 Report from the Educational Excellence Committee**

M. Iaquina reported that the award winner, Ms. Mackenzie Lister, will be receiving her award later this week, and also attended a luncheon with the President last week. Maria noted that it was a privilege to meet this accomplished student with a real passion for her chosen field of forensic nursing.

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

There was no report.

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

There was nothing further to report.

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

L. McCausland noted that the Committee has the draft of the revised Education Affiliations policy and are continuing to rework and revise it.

**7. OTHER BUSINESS**

**8. NEXT MEETING**

Monday, September 16, 2013 at 9:00am in the Boardroom (4920), New Westminster Campus.

**9. ADJOURNMENT**

**MOVED by W. Snider; SECONDED by M. Kolar, that the meeting be adjourned.**

The meeting adjourned at approximately 11:00 am.

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**Chair**

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**Secretary**