

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

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

Thor Borgford
Sheilagh Badanic
Kathy Denton (*Ex-Officio*)
David Cho
Manuela Costantino
Meredith Graham
Olga Kalachinskaya
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

Sandra Bird (Recorder)

Regrets:

Christine Kerr
John Fleming

Guests:

Lawrence Becker
Fanny Boulesteix
Mary Cope (for Christine Kerr)
Shannon Cox
Ralph Ferens
Morna Fraser
Heather Harty-Scott
Rachel Newton
Lorne Patterson
Sandra Polushin
Kevin Richter
Sandra Schinnerl
Rosilyn Teng
Melanie Young

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 with the following revisions:

- 4.7, 4.8, and 4.9 are Program Proposals and not Program Revisions.
- 4.16 is for Approval.
- 5.1 is for Referral not for Information.
- 5.12 was removed.

3. APPROVAL OF MINUTES

The February 20, 2017 Education Council minutes were approved as distributed.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Program Revision: Gender, Sexualities and Women's Studies

The Chair advised that in light of a heavy agenda, items 4.1 and 4.2 will be approved together. Melanie Young was welcomed to speak to the item.

Melanie reiterated that the revisions consist of inclusion of a new required course (GSWS 2101 (Gender Today) and minor housekeeping changes.

4.2 Program Revision: Environmental Studies

Melanie Young was welcomed to speak to the item.

Melanie advised that feedback received at the February meeting has been incorporated into the submission.

Melanie stated that after consultation with the Reg. Office it was determined that a transition plan was not required, and that students currently enrolled will be using the current curriculum guidelines.

There was a query regarding the statement indicating "For the purposes of the Associate of Arts degree, English courses cannot be counted as Humanities courses." After further investigation it was resolved that English would count as an Arts course.

There being no further discussion,

MOVED by Jeff Schutts; SECONDED by Brent Stant, THAT Education Council approve the Program Revision: Environmental Studies, and the Program Revision: Gender, Sexualities and Women's Studies.

The Motion was CARRIED.

4.3 Program Revision: Post Degree Diploma in Financial Analysis

The Chair advised that in light of a heavy agenda, items 4.3, 4.4, 4.5 and 4.6 will be approved together.

Morna Fraser will speak to items 4.3, 4.4, 4.5, and 4.6 together.

Morna indicated that students accepted into the program will not be required to take ACCT 1235, but will be highly recommended to do so. As of September, 2017 students will be required to take ACCT 1235. It was asked if a statement could be added for graduation requirements that a minimum 2.33 GPA (C+) is needed. Morna agreed to the change.

4.4 Program Revision: Post Degree Diploma in Financial Planning

Morna Fraser spoke to the item.

Morna stated that the requirements under the *Graduation Requirements* section was reworded to make it clearer for students. It was asked if a statement could be added for graduation requirements that a minimum 2.33 GPA (C+) is needed

4.5 Program Revision: Post Baccalaureate Diploma in Finance

Morna Fraser spoke to the item.

A member requested a double asterisk ** be placed by all the courses that require a C. Morna agreed to the change.

4.6 Program Revision: Bachelor of Business Administration - Financial Services

Morna Fraser spoke to the item.

There being no further discussion,

MOVED by George Stroppa; SECONDED by Brent Stant, THAT Education Council approve the: Program Revision: Post Degree Diploma in Financial Analysis; Program Revision: Bachelor of Business Administration - Financial Services; Program Revision: Post Degree Diploma in Financial Planning; and the Program Revision: Post Baccalaureate Diploma in Finance.

The Motion was CARRIED.

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

Rachael Newton was welcomed to speak to the item.

Rachael reiterated the feedback received and how it was incorporated into the proposal.

There being no further discussion,

MOVED by George Stroppa; SECONDED by Jeff Schutts, THAT Education Council approve the Program Proposal: Bachelor of Business Administration, Major in Management with Specializations.

The Motion was CARRIED.

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

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

A member noted an error on page 19, in the footnotes, where it indicates 15 credits as 3 courses. Shannon agreed to change this to 5 credits.

There being no further discussion,

MOVED by Edith Kirkpatrick; SECONDED by David Cho, THAT Education Council approve the Program Proposal: Bachelor of Business Administration, Major in Marketing with Specializations.

The Motion was CARRIED.

4.9 Program Proposal: Bachelor of Business Administration, Economics Minor

Roslyn Teng and Ralph Ferens were welcomed to speak to the item.

A member requested, and it was agreed that the reference to “man” on page 27, under ECON 1210, be updated to current language.

A member asked if the Math course had to be a university transfer course. Roslyn answered that if students wish to move onto graduate school then they would require calculus.

Thor stated that next steps will be all three degree programs will go to the Degree Quality Assessment Board (DQAB). In addition the Major in Management Program still requires a labor market analysis.

There being no further discussion,

MOVED by Meredith Graham; SECONDED by Brent Stant, THAT Education Council approve the Program Proposal: Bachelor of Business Administration, Economics Minor.

The Motion was CARRIED.

And,

There was unanimous consent to short-cycle all three Motions.

MOVED by George Stroppa; SECONDED by Meredith Graham, THAT Education Council recommend that the College Board establish the following three credentials: Bachelor of Business Administration, Major in Management with Specializations; Bachelor of Business Administration, Major in Marketing with Specializations; and the Bachelor of Business Administration, Economics Minor.

The Motion was CARRIED.

4.10 Policy Items

Jasmine Nicholfigueiredo spoke to the item on behalf of Christine Kerr.

a) Credential Policy

Members were reassured that if this policy is passed an omnibus motion would occur to make the changes from Specialization to Concentration. A list would be compiled and brought to Ed Co.

The Chair will look into creating a list of all affected.

A member indicated support from Commerce and Business Administration on the language change and enquired if MyPath could pick up when a student wanted to take a concentration outside of their degree and if they (student) could freely do so without the approval of the relevant department. A member replied that it is not unusual for institutions to ensure that department approval is required for a minor, specialization, or concentration.

Members were reassured that if this ends up being too restrictive, then EdCo will look at it again.
There was suggestion, and it was agreed to list the Graduation Eligibility (page 5), in ascending order.

There being no further discussion,

MOVED by Jeff Schutts; SECONDED by Rod Midgley, THAT Education Council approve the Revision: Credential Policy.

The Motion was CARRIED.

4.11 Program Revision: Behaviour Intervention Certificate Program

Sandra Polushin was welcomed to speak to the item.

There being no further discussion,

MOVED by Meredith Graham; SECONDED by Brent Stant, THAT Education Council approve the Program Revision: Behaviour Intervention Certificate Program.

The Motion was CARRIED.

4.12 Item removed.

4.13 Curriculum Items.

Weissy Lee spoke to the Curriculum Committee Recommendations.

There being no further discussion,

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

MOVED by Cecil Klassen; SECONDED by Olga Kalachinskaya, THAT Education Council approve the submitted guidelines for: ACCT 1110, 1235, 4510, 4750; ACDP 100; BUSN 1210, 2429, 3100, 3310, 3410, 3500, 3730, 3800; CDPP 262, 267, 275, 750, 752, 753, 754, 756, 757, 758; CSIS 1175, 1280, 1190, 2200, 2260, 2270; ECON 1150, 1250, 3450; FINC 1231, 2300; HOSP 2240, 2255, 2330, 2415, 2445, 2455, 2465; PNUR 2101, 2121, 2130, 2171, 2175, 2201, 2221, 2230, 2261, 2285, 3301, 3321, 3330, 3361, 3403, 3441; SPSC 5499, 5391, 5396, 5398, 5492, 5493, 5495; and approve the withdrawal request for: NURS 1100, 1110, 1120, 1130, 1200, 1210, 1220, 1300, 2100, 2110, 2130, 2140, 2200, 2210, 2240, 2300, 3100, 3191, 3200, 3210, 3220, 3230, 3300, 3301, 4100, 4130, 4131.

The Motion was CARRIED.

4.14 Admissions and Language Competency Committee Recommendations

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

a) Non-academic admission requirements – Bachelor of Science in Nursing Program

There being no further discussion,

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

MOVED by Brent Stant; SECONDED by Marsha Wilson, THAT Education Council approve the Admissions & Language Competency Standards Committee recommendations.

The Motion was CARRIED.

b) Addition of new ELLA courses

Anne stated that English Language Learning and Acquisition (ELLA) are requesting the inclusion of new ELLA courses in language competency standards for college admission.

The proposal was to require students to achieve entrance based on successful completion of three out of four courses (reading, writing, speaking, and listening). Alternative suggestions were made (e.g., requiring all four courses, requiring writing plus two others).

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

4.15 Budget 2017-2018 Feedback

Jasmine Nicholfigueiredo spoke to the item.

A member reiterated the need for more Aboriginal space at the Coquitlam campus.

ACTION: The Chair will summarize the advice and forward to the Senior Management (SMT) and the College Board.

4.16 Proposed Education Council Deadline Change & 2017/2018 Timetable.

Jasmine Nicholfigueiredo spoke to the item.

Jasmine advised that she will let the Union know that we have made this change.

MOVED by Jeff Schutts; SECONDED by Andria Wrench, THAT Education Council approve the deadline change for the 2017/2018 Agenda and Curriculum submissions.

The Motion was CARRIED.

5. NEW BUSINESS

5.1 Student Exchange Agreement Rikkyo University

Sandra Schinnerl was welcomed to speak to the item.

Sandra stated that this is a reciprocal exchange agreement. Sandra explained identifiers she looks for in establishing an exchange agreement include, sustainability (maintain numbers), safety (the institution must have supports in place), and have an international department and the ability to process students in a timely manner.

Douglas currently has two exchange agreements with Japan and noted that interestingly Japan is the highest demand area. We did not have enough spaces for students that wanted to go to Japan. Rikkyo is an excellent fit for Douglas, they offer a wide range of courses taught in English, in a wide range of subjects. They are known to have a high quality program around the country.

There being no further discussion,

Moved by Brent Stant; seconded by Jeff Schutts, that Student Exchange Agreement with Rikkyo University be referred to the Standing Committee on International Education.

The Motion was CARRIED.

5.2 Program Revision: Withdrawal of Credential: Music Technology Certificate

Heather Harty Scott was welcomed to speak to the item.

Heather indicated that with the launch of the Music Diploma, the Music Technology Certificate will no longer be offered. Heather stated that students who were currently in the certificate program and did not complete were given a letter advising of its removal, and giving them one year to complete.

No further comments.

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

5.3 Program Revision: Music Technology Diploma

Heather Harty Scott was welcomed to speak to the item.

This revision was a result of the changes to the music program. All students have an ensemble requirement for the music program. Heather stated that courses recently went through renumbering.

No further comments.

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

5.4 Program Revision: Basic Musicianship Certificate

Heather Harty Scott was welcomed to speak to the item.

Heather indicated this revision includes some tidy up of language. Heather further stated that many students taking the certificate were taking as a feeder. The Music Department then opened up the elective option.

No further comments.

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

5.5 Behaviour Intervention Certification Program: Request for Variance

Sandra Polushin was welcomed to speak to the item.

Sandra stated that the residency requirement has been 25% but is slated to be changed to 50% for September 2017 as a result of the policy implemented in February 2016. Subsequently this request was approved with the recommendation of increasing the residency requirement from 25% to 33% to reflect the equivalency with the increase in credits.

No further comments.

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

5.6 Modern Languages (MODL) Applications for Variance

Fanny Boulesteix welcomed to speak to the item.

Fanny stated that MODL seeking a variance request to the Evaluation Policy, which says that no evaluations worth more than 10% can be conducted during the last 14 calendar days of scheduled classes. MODL mostly hold evaluations four times per term, each unit is worth 15% and covers approximately similar amount of materials. MODL are requesting a variance to allow them to hold the final chapter test (15%) during the final week of classes. Fanny went on to say that this would be more beneficial to the students.

Fanny answered a question asked about how much time is expected between final assessment and final exam. There would be 1 week or 10 days maximum, giving students time to prepare for final. A member queried concern about timing for student taking a larger load. In response it was noted that in this particular instance you can ask for exams to be taken later. A member shared that they have taken these classes and from experience this variance would be helpful.

No further comments.

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

5.7 Program Revision: Bachelor of Social Work (BSW)

Jonathon Davies was welcomed to speak to the item.

Jonathon explained that the revision to the BSW, is to include a Human Development across the Lifespan course as a requirement of student, prior to graduation. This amendment is requirement by the BC College of Social Workers to consider our graduates for registration.

A member suggested that if the course is a requirement for graduation then look to which ever course meets those requirements. Of particular concern was the requirement that the course is university transferable based on the BCCAT definition (i.e., it transfers to a research university: SFU, UBC, UNBC, UVIC). It was noted that PSYC 1130 met that requirement.

No further comments.

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

5.8 Extending the Final Grades Appeals Deadline for Winter 2017

Thor Borgford was welcomed to speak to the item.

Thor explained that this change is to make sure that there is enough time at the end of exams for students to make an appeal. Therefore, this year we are making a change and giving students at least a week to initiate an appeal.

No further comments.

5.9 Policy Revision Request: Accessibility to College Programs, Courses and Services for Persons with Disabilities Policy

Jasmine Nicholsfigureiredo was welcomed to speak to the item.

Centre for Students with Disabilities have requested a change to the Accessibility to College Programs, Courses and Services for Persons with Disabilities Policy. The change will reflect current procedural practices that are in place to reflect best practices.

There being no further discussion,

Moved by Andria Wrench; seconded by Jeff Schutts, that Accessibility to College Programs, Courses and Services for Persons with Disabilities Policy, be referred to the Standing Committee on Education Policy.

The Motion was CARRIED.

5.10 Award of Distinction Education Excellence Recommendation In-Camera

This item was conducted in-camera.

Olga Kalachinskaya, Chair of the Educational Excellence Committee, was welcomed to speak to the item.

There was unanimous consent to Short-cycle the Motion.

MOVED by Rod Midgley; SECONDED by Jeff Schutts, THAT Education Council ratify the recommendation of the Educational Excellence Committee, and to recommend that Senior Management Team approve the recommendation.

The Motion was CARRIED.

6. REPORTS

6.1 Report from the Chair

- a) February 2017 Report to the College Board.
- b) Recommendation of withdrawal of credential Accounting Management Diploma and establish the credential Accounting Diploma, effective September 5, 2017.

6.2 Report from the President

Kathy stated that as a member of the Degree Quality Assessment Board (DQAB), she is not allowed to comment on submissions put forward from Douglas College.

Kathy advised that the new Bachelor of Social Work degree was approved by DQAB and graduates are eligible to work in BC, but the program has encountered an obstacle in obtaining federal accreditation from the Canadian Association for Social Work Education (CASWE) because the College is not a member of Universities Canada, formally AUCC. Without federal accreditation it may be difficult for Graduates to work in some Provinces and gain admission to Graduate School. Students will be informed of this limitation. Kathy noted that she has requested that DQAB inform CASWE of the approval process for degrees programs in BC, which is the same for colleges and teaching universities such as UFV that also offer Social Work programs. Kathy reiterated that this is an important issue for the College and will do some advocacy.

6.3 Report from the Vice President, Academic & Provost

Thor stated that the Nursing Program has become very successful. In past, Douglas College experienced 25% - 30% of attrition with Nursing. With the curricular revisions that have taken place, e.g. Certificate of Academic Foundations in Nursing, we now see virtually no attrition. Thor further commented the average pass rate for the National NCLEX exam is roughly 80% pass, BC's average is at 92%, and Douglas is at 98%. Last year Nursing received accreditation from the BC College of Registered Nurses (CRNBC) and, this past week, Nursing was visited by the accreditation team from the Canadian Association of Schools of Nursing (CASN). We believe the meeting went very well and are optimistic that we will receive this second accreditation for our BSN program.

6.4 Report from the Board Liaison

Nothing to report.

6.5 Report from the Secretary

The next deadline for Agenda submissions for the April meeting is Tuesday, April 11.

6.6 Report from the Curriculum Committee

The next deadline for curriculum guidelines to be submitted to the committee is Wednesday, April 12 at 9 a.m. Please remind your FECs of this date.

6.7 Report from the Educational Excellence Committee

Nothing to report.

6.8 Report from the Committee on Admissions & Language Competency Standards

Nothing to report.

6.9 Report from the Committee on Educational Policies

Nothing to report.

6.10 Report from the Committee on International Education

The committee will meet on Friday, February 24th to discuss the Exchange Agreement with Rikkyo University and the Terms of Reference.

7. OTHER BUSINESS

8. NEXT MEETING

Monday, April 24, 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 11:10 am.

Chair

Secretary