



MINUTES OF MEETING OF EDUCATION COUNCIL
HELD MONDAY, MARCH 18, 2019 AT 9:00 AM
ROOM S4920, NW AND B2100 COQ

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| Members Present: | Regrets: |
| Agbaje, Doyinsola | Borgford, Thor |
| Cavanagh, Bette (<i>Recorder</i>) | Gronsdahl, Karla |
| Chapell, Brian (<i>for Sarah Dench</i>) | |
| Cikes, Ivanna (Chair) | |
| Costantino, Manuela | |
| Dench, Sarah (<i>for Thor Borgford</i>) | |
| Denton, Kathy (<i>Ex-Officio</i>) | |
| Grice, Martin | |
| Hutchison, McKenzie | Guests: |
| Keen, Carrie | Allenby, Deborah |
| Lee, Weissy | Elliott, Mark |
| Newton, Rachael | Jamieson, Claudia |
| Ng, Rella (<i>Ex-Officio</i>) | Li, Simon |
| Nicholsfigueiredo, Jasmine | Mauger, Shirley |
| Parker, Brian (<i>Vice Chair</i>) | Rachfall, Tricia |
| Parry, Wendy | |
| Sabio, Jerson | |
| Shin, Jenny | Observers: |
| Smith, Trevor | N/A |
| Snider, Wesley (<i>Ex-Officio</i>) | |
| Tasse, Jen | |
| Westerman, Marni | |

1. TRADITIONAL TERRITORIAL WELCOME

K. Denton 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:

T. Borgford and K. Gronsdahl 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, amended and approved by consensus.

4. APPROVAL OF MINUTES

The minutes of February 25, 2019 were approved by consensus.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Program Revision: Bachelor of Arts, Child and Youth Care

D. Allenby spoke to the item.

There being no further discussion,

MOVED by W. Parry; SECONDED by W. Lee, THAT Education Council approve the Program Revision: Bachelor of Arts, Child and Youth Care.

The Motion was CARRIED.

5.2 Articulation Agreement with International Language Academy Canada

M. Elliott spoke to the item.

The Chair clarified that M. Elliott reach out to the ELLA Pathways Committee when the articulation agreement is reviewed next year.

MOVED by J. Nicholsfigueiredo; SECONDED by B. Parker, THAT Education Council approve the Articulation Agreement between Douglas College Faculty of Commerce & Business Administration, Hospitality Management Program and the International Language Academy of Canada.

The Motion was CARRIED.

5.3 Program Revision: Post-Degree Diploma, Hospitality Management

M. Elliott spoke to the item.

The effective date of first offering is September 2019.

There being no further discussion,

MOVED by M. Westerman; SECONDED by R. Newton, THAT Education Council approve the Program Revision: Post-Degree Diploma, Hospitality Management.



The Motion was **CARRIED**.

5.4 Program Revision: Post-Degree Diploma, Hospitality Marketing

M. Elliott spoke to the item.

There being no further discussion,

MOVED by R. Newton; SECONDED by E. Kirkpatrick, THAT Education Council approve the Program Revision: Post-Degree Diploma, Hospitality Marketing.

The Motion was **CARRIED**.

5.5 Program Revision: Accounting Diploma

S. Mauger spoke to the item.

There being no further discussion,

MOVED by R. Newton; SECONDED by E. Kirkpatrick, THAT Education Council approve the Program Revision: Accounting Diploma.

The Motion was **CARRIED**.

5.6 Program Revision: Bachelor of Therapeutic Recreation

T. Rachfall spoke to the item.

The effective date of first offering is January 2020.

There being no further discussion,

MOVED by W. Parry; SECONDED by M. Westerman, THAT Education Council approve the Program Revision: Bachelor of Therapeutic Recreation.

The Motion was **CARRIED**.

5.7 Program Revision: Diploma, Therapeutic Recreation

T. Rachfall spoke to the item.

The effective date of first offering is January 2020.

There being no further discussion,

MOVED by M. Grice; SECONDED by R. Newton, THAT Education Council approve the Program Revision: Diploma, Therapeutic Recreation.

The Motion was **CARRIED**.

6. NEW BUSINESS

6.1 Program Revision: Administrative Assistant Certificate

C. Jamieson spoke to the item.

OADM reviewed their program to identify any obstacles that might be contributing to a decrease in admission numbers. The proposed revision (to be addressed by SCALC later in the agenda) removes the requirement of a specific keyboarding speed for entry and the typing test. A keyboarding course that fits both the beginner and intermediate levels of keyboarding will be offered.

Discussion ensued on the proposed name change. K. Denton reminded Council that the credential should describe the discipline rather than the job title.

The Chair confirmed that all credential name change recommendations require approval by the College Board.

ACTION: Please refer this item to your constituency groups for consideration of approval at the April 15, 2019 meeting.

6.2 Program Revision: Basic Office Skills Certificate

C. Jamieson spoke to the item.

ACTION: Please refer this item to your constituency groups for consideration of approval at the April 15, 2019 meeting.

6.3 Program Revision: Legal Administrative Assistant Certificate

C. Jamieson spoke to the item.

ACTION: Please refer this item to your constituency groups for consideration of approval at the April 15, 2019 meeting.

6.4 Program Revision: Medical Office Assistant Certificate

C. Jamieson spoke to the item.

ACTION: Please refer this item to your constituency groups for consideration of approval at the April 15, 2019 meeting.

6.5 Program Revision: Computing Studies and Information Systems Diploma

S. Li spoke to the item.

The proposed changes align the diploma with all other CBA programs, requiring a minimum 2.0 program GPA.

S. Li advised that students would be made aware of the different streams through consultation with the program advisors.

ACTION: Please refer this item to your constituency groups for consideration of approval at the April 15, 2019 meeting.

6.6 Program Revision: Computing Studies and Information Systems Post-Baccalaureate Diploma

S. Li spoke to the item.

The proposed changes add upper level courses and the addition of an eMarketing course recommended in consultation with the Marketing Department.

ACTION: Please refer this item to your constituency groups for consideration of approval at the April 15, 2019 meeting.

6.7 Program Revision: Information Communication Technology Post-Degree Diploma

S. Li spoke to the item.

The proposed changes will align with all other CBA programs, requiring a minimum 2.0 program GPA to graduate.

ACTION: Please refer this item to your constituency groups for consideration of approval at the April 15, 2019 meeting.

6.8 Program Revision: General Business Diploma

R. Newton spoke to the item.

To align it with the degree, the revision reinserts the elective SOSC 2140. The course was accidentally removed the last time the program was revised, thus creating a pathway problem.

ACTION: Please refer this item to your constituency groups for consideration of approval at the April 15, 2019 meeting.

6.9 Program Revision: International Business Management (Concentration)

R. Newton spoke to the item.

Updating the required courses will meet the competencies in the FITT industry credential and help students prepare for a career in this field.

ACTION: Please refer this item to your constituency groups for consideration of approval at the April 15, 2019 meeting.

6.10 Program Revision: Management Diploma

R. Newton to the item.

The revision retrieves the elective SOSC 2140, which was unintentionally removed the last time the program was revised, thus creating a pathway problem.

ACTION: Please refer this item to your constituency groups for consideration of approval at the April 15, 2019 meeting.

6.11 Program Revision: Trades Management

R. Newton to the item.

A DQAB condition of program approval for the BBA in Management was that Trades Management Concentration include 12 upper level credits, thus making it consistent with other concentrations in terms of the number of upper level credits.

ACTION: Please refer this item to your constituency groups for consideration of approval at the April 15, 2019 meeting.

6.12 Recommendation: Award of Distinction Educational Excellence (In-Camera)

All guests and observers departed the meeting and members met in camera.

M. Westerman, Chair of the Educational Excellence Committee, spoke to the item.

There was unanimous consent to Short-cycle the Motion.

Moved by S. Dench; SECONDED by T. Smith, THAT Education Council ratify the recommendation of the Educational Excellence Committee as presented, and submit the recommendation to Senior Management Team (SMT) for approval.

The Motion was CARRIED.

7. STANDING COMMITTEE ITEMS

7.1 Admission and Language Competency Committee Recommendations

The Chair welcomed R. Ng to speak to the items individually and suggested voting on the three items under one motion.

- a) Approval of Changes to the Bachelor of Social Work requirements – Fall 2020
- b) Approval of Changes to three (3) OADM programs admission requirements – Fall 2019
- c) Approval of agreement between Douglas College and Global Village English Centres Fall 2019

There being no further discussion,

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

MOVED by E. Kirkpatrick; SECONDED by M. Westerman, THAT Education Council approve the Admission and Language Competency Committee recommendations

for Bachelor of Social Work, Administrative Assistant Certificate, Basic Office Skills Certificate, Legal Administrative Assistant Certificate and Medical Office Assistant and the Agreement between Douglas College and Global Village English Centres.

The Motion was **CARRIED**.

7.2 **Curriculum Items**

a) **Curriculum Committee Recommendations**

W. Lee spoke to the Curriculum Committee's review of 26 curriculum guidelines: 3 new curriculum guidelines and 23 revised curriculum guidelines.

M. Westerman expressed her thanks to the Committee for their helpful assistance and clear communication with the Criminology Department regarding CN submission items.

There being no further discussion,

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

MOVED by B. Parker; SECONDED by W. Parry, THAT Education Council approve the submitted new guidelines for: CRIM 4510, 4520, 4530; and the revised guidelines for: CAEP 0300, 0310, 0320; BUSN 3710; FINC 2345; PNUR 4661; GEOG 3382 and CRIM 1120, 2140, 2252; 2254, 3310, 3325, 3340, 3345, 3355, 3356, 3365, 3385, 3390, 4460, 4480, 4490.

The Motion was **CARRIED**.

b) **Updated – Helpful Tips for Entering New an Revised Courses in Curriculum Navigator**

W. Lee advised that the document is designed to increase clarity for faculty entering new and revised courses in CN. Following these guidelines will expedite the process and ensure that CG's can be moved along the approval process without delay. Council members expressed appreciation for the excellent work behind this helpful tool.

ACTION: Please refer this item to your constituency groups and provide feedback directly to W. Lee for consideration. Once finalized, the guideline will be published on DC Connect.

7.3 **Policy Items**

a) **English Language Competency Policy**

J. Nicholsfigueiredo spoke to the item.

Members discussed and agreed to one additional revision in section D of the policy, that “Minimum entry-level standards of English language competency will ensure that students can communicate with the demonstrated proficiency in English necessary to complete anticipated coursework successfully”.

There being no further discussion,

Moved by M. Westerman; SECONDED by W. Lee, THAT Education Council approve the revisions of the English Language Competency Policy.

The Motion was CARRIED.

8. REPORTS

8.1 Report from the Chair

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

8.2 Report from the President

K. Denton advised that the 2019/20 budget was approved at the March 14, 2019 Board meeting.

The President spoke about the launch of the College’s Indigenization Strategy. The townhall meetings held over the last few weeks have shown a high-level of employee engagement with over 100 employees in attendance. She gave a brief overview of the four working groups that have been established and the various leaders of those groups: Academic, Extra-Curricular Activities, Workplace Culture & Supports, and Partnerships. Plans are underway to meet with the Kwikwetlem First Nation and attend one of their properties. The Steering Committee will be meeting this week to brainstorm on ways to engage our students.

The President reported that this year’s professional development theme is Indigenization and Truth and Reconciliation.

8.3 Report from the Vice President, Academic & Provost

No report.

8.4 Report from the Board Liaison

W. Snider provided a brief report of the March 2019 Board meeting.

8.5 Report from the Secretary

At their March 14, 2019 meeting, the College Board approved Education Council’s recommendation to establish the following credentials, effective September 2019:

- 1) Post-Baccalaureate Diploma – Advanced Human Resource Management
- 2) Post-Degree Diploma – Human Resource Management



The next deadline for Agenda submissions for the April 15, 2019 meeting is Wednesday, April 3, 2019 at 3:00 p.m.

8.6 Report from the Curriculum Committee

The next deadline for curriculum guidelines to be submitted to the committee is Wednesday, April 3, 2019 at 9:00 a.m. Please remind your FECs of this date and time.

8.7 Report from the Educational Excellence Committee

M. Westerman reported on the Committee’s next steps in the process.

8.8 Report from the Committee on Admissions & Language Competency Standards

There was no report.

8.9 Report from the Committee on Educational Policies

J. Nicholsfigueiredo reported on the policies that the Committee is working on and that they are close to finalizing three policies.

8.10 Report from the Committee on International Education

C. Keen reported on discussions within the committee regarding revisions to the Terms of Reference, particularly in regards to meeting criteria and processes of reviewing committee items. The committee is looking at making better utilization of SharePoint for some committee activities.

The Chair ensured that the upcoming meeting with faculty representatives will address the issue of committee workload, ways to streamline engagement, and other faculty-related issues.

9. OTHER BUSINESS

The Chair reminded members of the Call for Nominations for College Board and Education Council positions and the deadline date of March 20, 2019.

10. NEXT MEETING

Monday, April 15, 2019 at 9:00 am, New Westminster Campus, Room S4920.

11. ADJOURNMENT

MOVED by M. Westerman; SECONDED T. Smith, that the meeting be adjourned.

The Motion was CARRIED.

The meeting adjourned at approximately 10:14 a.m.

Chair

Secretary