



**MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, MAY 11, 2015 AT 9:00AM
BOARDROOM - NEW WESTMINSTER CAMPUS**

1. ROLL CALL:

Members Present:

Sheilagh Badanic
Thor Borgford
Darcy Cutler (alternate for Doug Simak)
Kathy Denton (*Ex-officio*)
John Fleming
Brenna Gray
Todd Harper (Chair)
Anna Helewka
Sandra Hochstein
Mary Hodder (*Ex-officio*)
Barbara Leighs
Rod Midgley
Colleen Murphy (alternate for Catherine Sales)
Jasmine Nicholsfigueiredo (Vice Chair)
Jenny Shin
Brent Stant
George Stroppa
Richard Tardif
Brian Thomas-Peter
Hailea Williams
Andria Wrench

Manjit Mandher (Secretary)

Regrets:

Katryna Koenig
Aaron Bayes

Guests:

Bill Archibald
Barbara Allen
Brian Chapell
Olga Kalachinskaya
Betty Mitchell
Kevin Richter
Jeff Schutts
Meg Stainsby

2. APPROVAL OF THE AGENDA

The Chair added the following items to the agenda:

- Item 4.4 a) Recommendations from the Admissions and Language Competency Standards Committee (**M. Hodder**)
- Item 5.4 CSIS Credentials – Credential Name Changes Memo (**Motion to Short-Cycle; Motion to Approve**) (**Barbara Allen**)

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

3. APPROVAL OF MINUTES

The April 20, 2015 Minutes were approved as presented.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Curriculum Items

a) Curriculum Committee Recommendations

There being no discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by A. Helewka; SECONDED by S. Badanic; THAT Education Council approve the submitted guidelines for: MARK 4441 and OADM 1241; and approve the withdrawal request for CMPT 1210.

The Motion was CARRIED.

4.2 Policy Items:

a) International Student Exchange Transfer Credit Policy

Betty Mitchell spoke to this item.

The International Student Exchange Transfer Credit Policy will provide students with a better choice and scope in their program while helping their development as an individual and international citizen. This Fall, the College is expecting 20 international exchange students and 12 Douglas College students are expected to participate in foreign exchanges. The purpose of this policy is to make the process of sending and receiving exchange students more streamlined.

b) Visiting and Exchange Students Policy

Betty Mitchell remained available to speak to this item.

With the visiting and exchange students numbers increasing and the shift of registered students from other institutions transferring here, this policy will outline mechanisms for working in conjunction with partner institutions.

There was unanimous consent to Short-cycle the Motion.

MOVED by B. Thomas-Peter; SECONDED by R. Midgley, THAT Education Council refer the International Student Exchange Transfer Credit Policy and the Visiting and Exchange Students Policy to the Standing Committee on Educational Policies.

The Motion was CARRIED.

4.3 Program Proposal: Certificate in Engineering Foundations and Diploma in Engineering Essentials

Barbara Allen and Brian Chapell were invited to speak to this item.

Discussion was had about the benefits of being in a cohort program (priority registration, stream lined courses and timetables). Along with these benefits, it is the responsibility of the student to maintain a minimum cumulative GPA of 3.00 each semester; and achieve a minimum grade of “C” in all registered academic courses. Students that do not meet this criteria are placed on program probation but will remain in their selected program.

Graduates in the Diploma program may be may be eligible for BC Hydro’s “Graduate Technologist Trainee” program for the Ministry of Transportation and Infrastructure’s Engineer in Training/Geoscientist in Training” or “Technician Entry Level” programs. Graduates in the Certificate program will be able to transfer to other programs within Douglas College or transfer courses to external colleges and universities. Transferability discussions with BCIT are in the works and UVIC has shown interest in Douglas College students transferring into their Engineering programs. International graduate students could take advantage of the high employment opportunities as long as they are permitted to work in Canada.

An inquiry about the exit requirements was made. It was decided that this program proposal will be voted on this month with presentation of the exit requirements at the June 15th Education Council meeting.

MOVED by B. Stant; SECONDED by S. Badanic, THAT Education Council approve the program proposal Certificate in Engineering Foundations and Diploma in Engineering Essentials.

The Motion was **CARRIED**.

And,

There was unanimous consent to short-cycle the Motion.

MOVED by G. Stroppa; SECONDED by A. Helewka, THAT Education Council recommend that the College Board establish the credentials Certificate in Engineering Foundations and Diploma in Engineering Essentials effective September 1, 2015.

The Motion was **CARRIED**.

4.4 Admissions & Language Competency Standards Committee **Recommendations**

a) Admission Requirements - Certificate in Engineering Foundations and Diploma in Engineering Essentials

M. Hodder was joined by Barbara Allen and Brian Chappell to answer questions.

As the Admissions & Language Competency Standards Committee did not meet until Friday May 8th this item was presented as a side table item.

The minimum grade B requirement for priority registration and maintaining the minimum grade B in all registered academic courses to continue in the Engineering Foundations cohort program was deliberated. As the demand for Engineering is growing in Canada the emphasis is on the College to produce students with higher GPA's to be selected by Universities. Students with higher GPAs are most likely to succeed in the University level engineering programs.

Included in this discussion was the tracking of students that do not maintain the cohort minimum grade average. These students, although still in the cohort program, will get moved into General Studies. Although these students have the opportunity to reapply for re-entry into the cohort program, this tracking is a technical/operational issue that is being addressed with the Registrar's office. It was recommended that the language be revised to more reflective. The recommendation is to have the **Cohort Retention Requirements (Academic Standard)** read as follows:

Additional notes: Following the model of the Sports Science programs, students will be monitored each semester and upon completion of final exams each April, a list of students who do not maintain the cohort retention requirements will be sent to the Registration Office to be placed in the General Studies program, ***but may complete the credential through open enrolment.***

There was unanimous consent to short-cycle the Motion.

MOVED by B. Stant; SECONDED by S. Hochstein, THAT Education Council approve recommendations of the Admissions & Language Competency Standards Committee as revised.

The Motion was CARRIED.

5. New Business

5.1 Program Revision: Post Degree Diploma, International Business Management

Bill was invited to table to speak to this item.

He mentioned that this proposed revision will open electives in this program to broader college wide choices and non-business degree students should take core courses as the prerequisites. Students entering the program with a business degree may take the electives.

A member made a query if there was a mechanism set in place that could filter which students need to take FINC 1231/MARK 1120 vs. taking 2 electives in any area. Also to ensure that non-Business graduates don't register for courses unless their prerequisites FINC 1231/MARK 1120 have been completed, PDD prerequisites codes will need to be entered for all the required courses.

Bill Archibald will work with the Registrar's office to ensure these concerns are addressed.

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

5.2 Educational Affiliations: Notice of Intent

a) Xijing University

Betty Mitchell spoke to this item.

The Chair mentioned this notice of intent is being presented to Education Council as it was presented before the revised Terms of Reference were established.

Betty noted this private university is operated under the authority of the central and local governments. This university with more than 2000 faculty members and 700 instructors having a Master's degree or above has bridging programs with some of the world's well known universities in Brighton, Bournemouth, Glasgow, London, Korea, Singapore, USA and Northern College in Canada.

There are 4000 – 5000 students from the Accounting faculty that are interested in spending a year as a visiting student at Douglas College. Currently this is an only one-way student exchange as not enough interest from Douglas College students has been identified.

It was noted that this reputable university was awarded 1st place in private universities in Shaanxi Province by an evaluation conducted in 2013 by the Chinese government.

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

5.3 Program Revisions: Associate of Arts

Meg Stainsby was invited to the table.

a) Intercultural and International Studies Program (Motion to Short-cycle; Motion to Approve)

Meg noted that these proposals for program changes are straight forward housekeeping and were needed as the current curriculum framework for the Intercultural and International Associate of Arts does not fully reflect recent revisions to the English department course offerings.

b) Women's Studies and Gender Relations Program

Meg pointed out an error in the course listing table for PSYC 3150 – it should read PYSC 3120.

This proposal for program change would have the addition of PYSC 3120 Gender Relations to the Women's Studies and Gender Relations Program implemented Fall 2015 courses.

c) Environmental Studies Program

Meg noted the first program change will be with the addition of CRIM 3320 Environmental Crime and Law. CRIM 3320 will replace CRIM 1180 Introduction to Environment Law. The second program change will have the addition of PHIL 2123 Environment Ethics. PHIL 2123 will replace PHIL 1123 Environmental Ethics. The program changes will be implemented for the Fall 2015 semester.

Comments from the students were that this is a positive addition.

The Chair asked if there were any objections to approving these program revisions as one motion.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by B. Stant; SECONDED by J. Fleming, THAT Education Council approve the program revisions to the Intercultural and International Studies Program, Women's Studies and Gender Relations Program and the Environmental Studies Program.

The Motion was CARRIED.

5.4 CSIS Credentials – Credential Name Changes

Barbara Allen was available for questions.

The Chair mentioned that this is a housekeeping request to have an official change in the department name and correct a typing error in the name of already established credentials.

There was unanimous consent to short-cycle the Motion.

MOVED by G. Stroppa; SECONDED by B. Thomas-Peter, THAT Education Council recommend that the College Board withdraw the credentials Computer Science and Information Systems Advanced Certificate – Data and Analytics, Computer Science and Information Systems Advanced Certificate – Web and Mobile Computing, and Computing Science and Information Systems Diploma and establish the credentials Computing Studies and Information Systems Advanced Certificate – Data and Analytics, Computing Studies and Information Systems Advanced Certificate – Web and Mobile Computing, and Computing Studies and Information Systems Diploma, effective immediately.

The Motion was CARRIED.

6. **REPORTS**

6.1 **Report from the Chair**

- a) April 2015 Report to the College Board
- b) The Chair reminded members that the annual reports from the Standing Committees is due June 4, 2015. Please forward them to the Secretary at mandherm@douglascollege.ca
- c) The Chair reminded members that he and the co-chair will be away for the month of June and Sandra Hochstein will chair that meeting.

6.2 **Report from the President**

Nothing to report.

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

T. Borgford provided members with an update on Hybrid development. He mentioned that the meeting held on May 8th was very productive as Sandra Polushin, Maureen Mackey and Tim Paul presented the group with a design template that includes a implementation checklist was unanimously approved. Now people will have a great tool to help develop hybrid online courses that meet the College standards.

6.4 **Report from the Registrar**

Nothing to report.

6.5 **Report from the Board Representative**

Nothing to report.

6.6 **Report from the Secretary**

Nothing to report.

6.7 **Report from the Curriculum Committee**

B. Gray reminded members about the June 2nd deadline for Curriculum changes.

6.8 **Report from the Educational Excellence Committee**

A. Helewka mentioned that the Educational Excellence Award recipient has been notified and work is being done to schedule a luncheon with the President and award presentation to be done at the June 2015 Summer Graduation ceremonies.

6.9 **Report from the Committee on Admissions & Language Competency Standards**

Nothing to report.

6.10 Report from the Committee on Educational Policies

Nothing to report.

6.11 Report from the Committee on International Education

Nothing to report.

7. OTHER BUSINESS

As this is the last meeting that Todd Harper will be serving as Chair of Education Council, T. Borgford thanked him for his hard work and contributions.

8. NEXT MEETING

Monday, June 15, 2015 at 9:00 am in the Boardroom (4920), New Westminster Campus.

9. ADJOURNMENT

MOVED BY B. Stant; SECONDED by R. Tardif, that the May 11th, 2015 meeting of Education Council be adjourned.

The Motion was CARRIED.

The meeting adjourned at approximately 10:30 am.

Chair

Secretary