

**MINUTES OF MEETING OF EDUCATION COUNCIL  
HELD MONDAY, MAY 13, 2019 AT 9:00 AM  
ROOM S4920, NW CAMPUS**

<b>Members Present:</b>	<b>Regrets:</b>
Agbaje, Doyinsola	Nicholsfigueiredo, Jasmine (Dorritta Fong)
Borgford, Thor	Parry, Wendy (Marsha Wilson)
Cavanagh, Bette ( <i>Recorder</i> )	Grice, Martin
Cikes, Ivanna (Chair)	
Costantino, Manuela	<b>Guests:</b>
Dench, Sarah	Duke, Lara
Denton, Kathy ( <i>Ex-Officio</i> )	Zhao, Jennifer
Gronsdahl, Karla	
Hutchison, McKenzie	<b>Observers:</b>
Keen, Carrie	Rachelle Andrews
Lee, Weissy	Harshit Bansal
Newton, Rachael	Jennifer Barker
Ng, Rella ( <i>Ex-Officio</i> )	Joan Crisp
Parker, Brian	Dorritta Fong
Sabio, Jerson	John Kinsley
Shin, Jenny	Daniela Pacheva
Smith, Trevor	Telka Pesklevits
Westerman, Marni	Stephen Crozier

**1. TRADITIONAL TERRITORIAL WELCOME**

The Chair 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:**

J. Nicholsfigueiredo, W. Parry and Martin Grice sent meeting regrets.

**3. APPROVAL OF THE AGENDA**

The Chair advised of the following revisions to the agenda:

- 1) Item 7.4 is withdrawn at the initiator's request.
- 2) Agenda item 6.6 is included as a side table item.

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 April 15, 2019 were approved by consensus.

#### 5. BUSINESS ARISING FROM THE MINUTES

##### 5.1 Program Revision: Bachelor of Business Administration Management

R. Newton spoke to the item.

There being no further discussion,

**MOVED by B. Parker; SECONDED by C. Keen, THAT Education Council approve the Program Revision: Bachelor of Business Administration Management.**

The Motion was CARRIED.

##### 5.2 Program Proposal: Opticianry Management (Concentration)

R. Newton spoke to the item.

**MOVED by W. Lee; SECONDED by E. Kirkpatrick, THAT Education Council approve the Program Proposal: Opticianry Management (Concentration).**

The Motion was CARRIED.

##### 5.3 Program Revision: Management in Aviation (Concentration)

R. Newton spoke to the item.

R. Newton is communicating with the Coordinators of the AA for Future Professional Pilots to ensure a seamless pathway for the BBA Management with a Concentration in Management in Aviation.

**MOVED M. Westerman; SECONDED by B. Parker, THAT Education Council approve the Program Proposal: Management in Aviation (Concentration).**

The Motion was CARRIED.

##### 5.4 Program Proposal: Business Technology Management (Concentration)

R. Newton spoke to the item.

There being no further discussion,

**MOVED by B. Parker; SECONDED by M. Westerman, THAT Education Council approve the Program Proposal: Business Technology Management (Concentration).**

The Motion was CARRIED.

**5.5 Program Proposal: Office Management (Concentration)**

R. Newton spoke to the item.

There being no further discussion,

**MOVED by M. Westerman; SECONDED by B. Parker, THAT Education Council approve the Program Proposal: Office Management (Concentration).**

The Motion was CARRIED.

**5.6 Course and Program Approval Timelines (Quick Reference Tool)**

R. Newton spoke to the item.

R. Newton advised that she did not receive any further feedback on the document.

**ACTION:** The reference tools will be published on the Education Council DC Connect page. The Chair advised that she is collaborating with Rhyon Caldwell to develop quick links within Curriculum Navigator and hand-outs for training in the Fall 2019.

**6. NEW BUSINESS**

**6.1 Educational Affiliations: Notice of Intent, Busan University of Foreign Studies (BUFS) and Woosong University (South Korea)**

J. Zhao spoke to the item.

J. Zhao provided an overview of the information provided in the agenda package. Establishing affiliations with the two South Korean institutions will provide opportunities for visiting students and exchange students, including a short-term English Language and Cultural Immersion program with the ELLA Department. There will also be opportunities for faculty professional development and curriculum development.

**MOVED by M. Costantino; SECONDED by E. Kirkpatrick, THAT Education Council refer the Educational Affiliation, Notice of Intent with Busan University of Foreign Studies and Woosong University Dankook University, South Korea to the Standing Committee on International Education for review.**

The Motion was **CARRIED**.

**6.2 Program Revision: Sport Science Diploma**

L. Duke spoke to the item.

In anticipation of the new high school BC 10-12 curriculum, changes have been made to the Math entrance requirements for students enrolling in the SPSC Diploma in Fall 2020.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 17, 2019 meeting.

**6.3 Program Revision: Bachelor of Physical Education and Coaching**

L. Duke spoke to the item.

The Math admission requirement has been updated to reflect changes in the updated high school Math curriculum in the 2nd year of the Bachelor of Physical Education & Coaching (BPEC).

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 17, 2019 meeting.

**6.4 Program Revision: Associate of Arts – Asian Studies**

M. Westerman spoke to the item.

This revision adds one new course (Geography 2281 – Contemporary Geographies of Monsoon Asia). The course has been specifically designed for this program and will provide students with a further option for study. Both LLPA and HSS FECs were consulted and provided support for the new course.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 17, 2019 meeting.

**6.5 Revision of the Education Council Bylaws – Formation of Ad-Hoc Committee**

I. Cikes spoke to the item.

The Education Council Bylaws have not been revised since 2004. A more recent attempt to revise them in 2014 did not materialize. The Chair is proposing to create an ad-hoc committee to review the Bylaws.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 17, 2019 meeting.

**6.6 Proposed Terms of Reference for Ad-Hoc Committee: Revision of the Education Council By-laws**

I. Cikes spoke to the proposed Terms of Reference included as a side table item and opened up the discussion for feedback.

Due to the transitioning of outgoing and incoming Council members, it was agreed that the timing and the discussion of the proposed Terms of reference be delayed until the Fall 2019.

The suggestion was made that, when the motion for item 6.5 comes to the table next month for motion to approve, that the scope of the Bylaw review also include the review and revision of the Terms of Reference for all Education Council Standing Committees and how the committees are constituted.

**ACTION:** This Notice of Motion is deferred to the September 16, 2019 Education Council meeting.

**6.7 Minor Declaration Outside the Department Offering – Completion of Criminology and Psychology Minor(s)**

R. Ng spoke to the item.

In accordance with the Credentials Awarded Policy, there are 6 students who require Education Council approval to complete CRIM and PSYC minors outside the department offering to graduate in June 2019. The Department Chairs for the degrees and minors have provided approval.

There being no further discussion,

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

**MOVED M. Hutchison; SECONDED by M. Westerman, THAT Education Council approve the Minor Declaration Outside the Department Offering – Completion of Criminology and Psychology Minor(s) effective June 2019.**

**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.

There being no further discussion,

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

**MOVED by B. Parker; SECONDED by E. Kirkpatrick, THAT Education Council approve the Admission and Language Competency Committee recommendations for changes to the admission requirements for potential applicants in the Academic Foundations Nursing and Psychiatric Nursing effective September 2019.**

**The Motion was CARRIED.**

## **7.2 Curriculum Items**

### **a) Curriculum Committee Recommendations**

W. Lee spoke to the Curriculum Committee's review of 46 curriculum guidelines: 1 new curriculum guidelines, 36 revised curriculum guidelines, 1 curriculum guideline (CE) was reviewed on paper and 8 withdrawn curriculum guidelines

There being no further discussion,

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

**MOVED by R. Newton; SECONDED by B. Parker, THAT Education Council approve the submitted new guidelines for: BUSN 3354; the revised guidelines for CSIS 2200; CMNS 1099 1110, 1111, 1115, 1135; CRWR 1101, 1102 1103, 1104, 1202, 1234; ELLA 0110, 0120, 0130, 0140, 0210, 0220, 0230, 0240, 0310, 0320, 0330, 0340; ENGL 1099, 1102, 1106, 1109, 1114, 1115, 1118, 1130; PHYS 1108, 1110, 1207; SPSC 3154; CDPP 262; and the withdrawal of 1100, 1200, 2100, 2200, 3100, 3200, 4100, 4200.**

**The Motion was CARRIED.**

## **7.3 Policy Items**

### **a) Grading Policy**

The Chair spoke to the policy items on behalf of the Policy Committee.

There being no further discussion,

**MOVED by C. Keen; SECONDED by M. Hutchison, THAT Education Council approve the revisions to the Grading Policy.**

**The Motion was CARRIED.**

### **b) Credentials Awarded at Douglas College Policy Revision**

The Chair spoke to the item.

Council members suggested additional changes for incorporation. The Chair will provide the feedback to the Policy Committee for their review.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 17, 2019 meeting. The Chair asked members to contact Melanie Young, Chair, of the Standing Committee on Policy, with any questions or feedback.

**c) New Policy: Appeal of Educational Decisions Policy**

The Chair spoke to the item.

This new policy focuses on the appeal of educational decisions and is updated to incorporate current practice. The Appeal of Final Grades Policy along with the Appeal of Educational Decisions Policy will replace the original Student Appeals Policy.

Council members suggested additional changes for incorporation. The Chair will provide the feedback to the Policy Committee for their review.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 17, 2019 meeting. The Chair asked members to contact Melanie Young, Chair, of the Standing Committee on Policy, with any questions or feedback.

**d) Policy Committee Terms of Reference Revision**

The Chair spoke to the item and addressed the points raised in the agenda package.

Considerable discussion ensued. Council members recognized the need for a more in-depth review of the Terms of Reference for each of the Standing Committees and that the review be conducted in conjunction with the review and reworking of the Education Council Bylaws.

**The Motion was DEFEATED.**

**7.4 Standing Committee on International Education Terms of Reference Revision**

The item is withdrawn at the initiator's request.

**8. REPORTS**

**8.1 Report from the Chair**

I. Cikes referred to her written reports included in the agenda package. She reminded the Standing Committee Chairs that June 5<sup>th</sup> is the deadline to submit their annual report to the [edco@douglascollege.ca](mailto:edco@douglascollege.ca).

**8.2 Report from the President**

K. Denton reported on work that is being done to plan for the next Strategic Plan. Surveys have been conducted and Town Hall meetings were held to consider the

College's values. The turnout at the Town Halls on each campus was good. There will be other opportunities to participate in the strategic planning process in the future.

As part of the Indigenization Strategy, an Indigenization Resource Repository is now available on DC Connect and contains articles, learning guides and other excellent materials and information. A repository of Indigenous images is also being developed.

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

No report.

**8.4 Report from the Board Liaison**

No report.

**8.5 Report from the Secretary**

The next deadline for Agenda submissions for the June 17, 2019 meeting is Wednesday, June 5, 2019 at 3:00 p.m. A light breakfast will be provided at the June meeting.

**8.6 Report from the Curriculum Committee**

The next deadline for curriculum guidelines to be submitted to the committee is Wednesday, June 5, 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 advised that the luncheon with the student is scheduled for May 29, 2019.

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

There was no report.

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

There was no report.

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

There was no report.

**9. OTHER BUSINESS**

**9.1 Education Council Meeting Schedule 2019-2020**

The Chair referenced the draft schedule for 2019-2020 and asked Council members to contact her or the EdCo Secretary directly if they had any concerns with the proposed dates. It was recommended that a note be added to flag the budget deadlines in February 2020.



**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 17, 2019 meeting.

**10. NEXT MEETING**

Monday, June 17, 2019 at 9:00 am, New Westminster Campus, Room S4920.

**11. ADJOURNMENT**

**MOVED** by C. Keen; **SECONDED** M. Westerman, that the meeting be adjourned.

The Motion was **CARRIED**.

The meeting adjourned at approximately 10:45 a.m.

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Secretary**