

**MINUTES OF MEETING OF EDUCATION COUNCIL  
HELD MONDAY, MAY 11, 2020 AT 9:00 AM  
VIRTUAL MEETING VIA MS TEAMS**

<b>Members Present:</b>	<b>Regrets:</b>
Andrews, Rachelle	Lal, Nikiel ( <i>Ex-officio</i> )
Ataiza, Ariel	
Barker, Jennifer	
Bowbrick, Graeme	<b>Guests:</b>
Cavanagh, Bette (Recorder)	Bhardwaj, Nikhil
Chapell, Brian	Bishop, Maria
Cikes, Ivana (Chair)	Cragg, Carys
Costantino, Manuela	Fraser, Morna
Crisp, Joan	Kirkpatrick, Edith
Davies, Jonathon	Milia, Santana
Dench, Sarah	Patterson, Lorne
Denton, Kathy ( <i>Ex-officio</i> )	Zhao, Jennifer
Fong, Dorritta	
Heer, Manvir	
Gronsdahl, Karla	
Kinsley, John	<b>Observers:</b>
Newton, Rachael	Ho, Tracy
Ng, Rella ( <i>Ex-officio</i> )	
Pacheva, Daniela	
Shin, Jenny	
Smith, Trevor	
Tang, Sherlyn	
Westerman, Marni	

**1. TRADITIONAL TERRITORIAL ACKNOWLEDGEMENT**

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**

Nikiel Lal sent regrets to the meeting.

### 3. APPROVAL OF THE AGENDA

The Chair asked members to approve a fluid Agenda; Council agreed and the Agenda was amended and approved by consensus, as follows:

- 1) Addition of Item 6.13, Program Requirements: Psychiatric Nursing Program (M. Bishop); and
- 2) Item 5.3, April 20, 2020, Program Revision: Bachelor of Science in Nursing Program, is withdrawn at the initiator's request. This item will be brought back in Fall 2020. (J. Crisp)

### 4. APPROVAL OF MINUTES

The April 20, 2020 minutes were approved as amended by consensus.

### 5. BUSINESS ARISING FROM THE MINUTES

#### 5.1 Program Revision: Community Mental Health Work Certificate

S. Milia spoke to the item.

Further edits were suggested to improve language clarity for students. The Chair will relegate the previous workflow stage to S. Milia to complete the recommended changes.

There being no further discussion,

**MOVED R. Newton, SECONDED by J. Crisp, THAT Education Council approve the Program Revision: Community Mental Health Work Certificate.**

**The Motion was CARRIED.**

### 6. NEW BUSINESS

#### 6.1 Program Revision: Data Analytics Post-Degree Diploma

N. Bhardwaj spoke to the item.

After the department surveyed industry job requirements and skills needed to be successful in the field, it became clear that students require greater programming skills. This program revision includes the introduction of a new basic programming course, CSIS 1175 and two new courses CSIS 3190 and CSIS 3290 to better serve DA students.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 15, 2020 meeting.

## 6.2

**Program Revision: Child and Youth Care Diploma**

C. Cragg spoke to the item.

The proposed revisions include changes to the admission requirements to better align with other Child and Youth Care programs in B.C., minor formatting changes and the updating of course substitutions to reflect the new name Indigenous Pathway (formerly Aboriginal Stream).

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 15, 2020 meeting.

## 6.3

**Program Revision: Child and Youth Care (Bachelor of Arts)**

C. Cragg spoke to the item.

In addition to the changes as noted in item 6.2 above, members provided feedback on language clarity and offered suggestions to improve the application process for prospective students.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 15, 2020 meeting.

## 6.4

**Program Revision: Marketing Diploma**

L. Patterson spoke to the item.

The changes include language clean-up and clarification that all upper-level Marketing courses be offered as electives.

A member noted that the earliest date of first offering would be January 2021.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 15, 2020 meeting.

## 6.5

**Program Revision: Marketing Post-Degree Diploma**

L. Patterson spoke to the item.

The proposed changes will ensure students take the required courses in the right order.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 15, 2020 meeting.

6.6

**Educational Affiliations: Notice of Intent, VSB-Technical University of Ostrava (Czech Republic), University of Alcalá (Spain), Lingnan University (Hong Kong, China)**

J. Zhao spoke to the item.

J. Zhao provided an overview of the information provided in the agenda package and highlighted some of the unique features of each institution.

It was noted that one of the supporting documents within the agenda package was duplicated. B. Cavanagh will re-circulate an updated version to members.

**MOVED by M. Westerman; SECONDED by R. Newton, THAT Education Council refer the Educational Affiliation, Notice of Intent with VSB-Technical University of Ostrava (Czech Republic), University of Alcalá (Spain), Lingnan University (Hong Kong, China) to the Standing Committee on International Education for review.**

The Motion was **CARRIED**.

**6.7 Program Revision: Financial Analysis Post-Degree Diploma**

M. Fraser spoke to the item.

The updates address improved pedagogy in the program based on experience with student strengths and deficiencies and to incorporate the new Financial Analysis Capstone course option.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 15, 2020 meeting.

**6.8 Program Revision: Financial Planning Post-Degree Diploma**

M. Fraser spoke to the item

The proposed revisions are to address consistency with core curriculum changes made in 2020 by Financial Planning (FP) Canada for the Certified Financial Planner requirements. The course CSIS 1190, Excel for Business, was added as a first term requirement to address student deficiency in these skills. The date of first offering is May 2021.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 15, 2020 meeting.

**6.9 Program Revision: Finance Post-Baccalaureate Diploma**

M. Fraser spoke to the item.

The program updates are to address improved pedagogy, incorporate the new Financial Analysis Capstone course option, align with Financial Planning Canada, and offer more choice in the upper level course options.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 15, 2020 meeting.

**6.10 Program Revision: Financial Services (Bachelor of Business Administration)**

M. Fraser spoke to the item.

The proposed revisions offer slight improvements in the upper level degree course options, better alignment with the Financial Planning Canada core curriculum changes, and a refresh of the program's layout on the website.

A member noted that, to be consistent with the other programs, the CG should be amended to reflect a "minimum program GPA of 2.0 is required".

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 15, 2020 meeting.

**6.11 Program Revision: Financial Services Diploma**

M. Fraser spoke to the item.

The changes include course name changes, better alignment with the BBA and Financial Planning Canada's core curriculum.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 15, 2020 meeting.

**6.12 Program Revision: Financial Services (Minor)**

M. Fraser spoke to the item.

The proposed revisions to the Financial Services (Minor) are changes to the course names only.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 15, 2020 meeting.

**6.13 Program Requirements: Department of Psychiatric Nursing**

M. Bishop spoke to the item and thanked members for accepting this addition to the agenda.

M. Bishop provided that the Bachelor of Science in Psychiatric Nursing (BSPN) Program Requirements address academic performance (including course progression, number of course registrations, exit and re-entry), program completion for both the BSPN and the BSPN Degree completion pathways, graduation, and student conduct. All these requirements are directly related to progression in the BSPN program.

In answer to a question on how students are informed of these program requirements and protocols, M. Bishop advised that students are required to review and acknowledge the document every semester. Discussion ensued. It was recommended and agreed that for consistency and transparency for students, that all of the information be available in one place. The Curriculum Guidelines will be updated by J. Crisp and M. Bishop to reflect the information contained in the document.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 15, 2020 meeting. Please direct your feedback directly to Maria Bishop.

## **7. STANDING COMMITTEE ITEMS**

### **7.1 Admission and Language Competency Committee Recommendations**

#### **a) Diploma in Sign Language**

- The revised admission requirements add an additional pathway to enter the Diploma in Sign Language Program, effective January 2021.

#### **b) Certificate in Community Mental Health Work**

- The English requirements have been updated to reflect the English 11 changes in the BC K-12 curriculum. The overall credits have been increased to 15.75, effective Fall 2021.

**MOVED by M. Westerman; SECONDED by S. Dench, THAT Education Council approve the Admissions & Language Competency Standards Committee Recommendations for the Diploma in Sign Language (Effective January 2021) and the Certificate in Community Mental Health Work (Effective Fall 2021).**

**The Motion was CARRIED.**

### **7.2 Curriculum Items**

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

M. Westerman spoke to the Curriculum Committee's submission and review of 16 revised curriculum guidelines and approval of 16. She commended everyone for

their efforts in communicating with their respective FECs and thanked her team for their excellent work on the committee.

There being no further discussion,

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

**MOVED by J. Crisp; SECONDED by J. Kinsley, THAT Education Council approve the submitted revised guidelines for: ACCT 3880; FINC 2300, 2340, 3300, 3370, 3390, 4370, 4390; BIOL 1203, 1209; DOPT 2211; HEAR 1200, 1211, 1212; SPSC 3240, 3256.**

**The Motion was CARRIED.**

## **8. INFORMATION ITEMS**

### **8.1 Draft Education Council Meeting Schedule 2020/2021**

The Chair referenced the draft schedule for 2020-2021 and minor feedback received.

The Education Council Secretary will send calendar invitations of the meetings prior to the schedule's ratification in September.

**ACTION:** The 2020-2021 meeting schedule will be ratified at the September 14, 2020 meeting.

## **9. REPORTS**

### **9.1 Report from the Chair**

I. Cikes referred to her April report submitted to the College Board and provided a brief update on the Ad Hoc Committee's progress on the by-laws.

She reminded all Standing Committee Chairs that June 3rd is the deadline to submit their annual report. Please send to [edco@douglascollege.ca](mailto:edco@douglascollege.ca).

### **9.2 Report from the President**

K. Denton referred to her recent notification to the College community with respect to the government's plan to "Restart BC". She advised that as the Provincial Health Officer's assessments and advice continues to evolve, she has confidence in the Douglas community's capacity to pull together during these challenging times. She thanked everyone for their flexibility and for stepping up and performing their roles within the limits imposed upon us all.

### **9.3 Report from the Vice President, Academic & Provost**

S. Dench spoke on behalf of the VP, Academic & Provost and the current preparations underway for the Fall term.

S. Dench advised that until we know exactly what the guidelines and directives are for post-secondary institutions, instruction will continue to be delivered on-line. There may be an opportunity for some face-to-face instruction in the Fall and we are hopeful that this will include courses with lab components.

As we await further clarity regarding the easing of physical distancing restrictions we will continue to collaborate with Facilities and provide transparent communications to the Douglas College community.

**9.4 Report from the Board Liaison**

No report.

**9.5 Report from the Secretary**

The next deadline for agenda submissions for the June 15, 2020 meeting is Wednesday, June 3, 2020 at 3:00 p.m.

The Secretary thanked members for participating in the May elections for the positions of Education Council Chair and Vice Chair, which were administered electronically, due to the physical distancing requirements. She congratulated and conveyed the results for the 2020-2021 academic year as follows:

- **Graeme Bowbrick** was elected and declared, Chair, Education Council
- **Joan Crisp** was elected and declared, Vice Chair, Education Council

Commendations were extended to Suheyl Unver, Manager, Institutional Effectiveness, for his assistance in developing the survey tool.

**9.6 Report from the Curriculum Committee**

The next deadline for curriculum guidelines to be submitted to the committee is Wednesday, June 3, 2020 at 9:00 a.m. Please remind your FECs of this date and time.

**9.7 Report from the Educational Excellence Committee**

No report.

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

No report. The next scheduled meeting for SCALC is Friday May 22, 2020.

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

R. Ng provided an update to the work underway by the Policy committee.





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

No report. A meeting will be scheduled to review the Educational Affiliations in item 6.6 above.

10. **OTHER BUSINESS**

N/A

11. **NEXT MEETING**

Monday, June 15, 2020 at 9:00 am (Virtual Meeting).

12. **ADJOURNMENT**

**MOVED by R. Newton; SECONDED T. Smith, that the meeting be adjourned.**

**The Motion was CARRIED.**

The meeting adjourned at approximately 11:11 a.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary