



MINUTES OF A MEETING OF EDUCATION COUNCIL

HELD MONDAY, NOVEMBER 19, 2012 AT 9:00AM
BOARDROOM - NEW WESTMINSTER CAMPUS

1. ROLL CALL:

Members Present:

Bruce Clarke (Ex-Officio)
Brian Chapell
Kathy Denton
Iloradanon Efimoff
Gretchen Goertz
Todd Harper
Ted James (Ex-Officio)
Maria laquinta
Marina Kolar
Elizabeth McCausland (Chair)
Debbie McCloy
Lorne Patterson
Sanjin Ramovic
Wesley Snider
Brian Thomas-Peter
Cathy Tremblay
Silvia Wilson
Kate Yoshitomi
Jo-Anne Bilquist (Recorder)

Regrets:

Deb Anderson (Vice Chair)
Karen Gill
Scott McAlpine (Ex-Officio)

Guests:

Nelson Eng
Morna Fraser
John Higenbottam
Julia Robinson
Titus Yip

The Chair welcomed new Council members Jenny Shin, Staff representative and Graham Rodwell, representative for the Faculty of Humanities and Social Sciences. She advised that we now have a full Council roster.

2. APPROVAL OF THE AGENDA

The Chair noted the revised version of the agenda available on the side table, along with documents for added item 5.4.

She asked members to approve a fluid Agenda; Council agreed and the Agenda was re-ordered.

3. APPROVAL OF MINUTES

The October 15, 2012 Minutes were approved as presented.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Curriculum Items

a) Curriculum Committee Recommendations

T. Harper, Curriculum Committee Chair, noted an addendum to the original memo indicating additional changes to submitted curriculum guidelines.

There being no further discussion,

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

MOVED by S. Ramovic; SECONDED by S. Wilson, THAT Education Council approve the submitted guidelines for: ENGL 1102, MODL 1101, 1102, 1103, 1104, 1111, 1112, 1191, 1192, 2211, 2212, 2291, 2292, and 3111; PNUR 4521, 4561, and 4572; HUMD 1130; SPSC 1103, 1164, 1180, 1195, 1311, 1313, 2101, 2205, 2210, 2211, 2231, 2252, 2292, 2325, 3101, 3201, 3399, 4101, 4211, 4231, and 4291; HOSP 3100, 3110, and 3120; and that Council approve the withdrawal requests for: CPHI 0100, 0200, and 0210; HUMD 1145, 1147, 1161, and 1252; DOPT 2401, 2411, 2413, 2501, 2511, 2513, and 2611.

The Motion was CARRIED.

4.2 Full Program Proposal: Post-Degree Diploma in Information and Communication Technology

The Chair welcomed Nelson Eng to speak to this item. No follow up questions or comments were raised.

There being no further discussion,

MOVED by C. Tremblay; SECONDED by S. Wilson, THAT Education Council approve the proposed Post-Degree Diploma in Information and Communication Technology.

The Motion was CARRIED.

And,

MOVED by M. Kolar; SECONDED by D. McCloy, THAT Education Council recommend that the College Board establish the credential Post-Degree Diploma in Information and Communication Technology.

The Motion was CARRIED.

4.3 Full Program Proposal: Associate of Arts for Future Professional Pilots

The Chair welcomed John Higenbottam to speak to this item.

The Chair advised that her Faculty felt that communications courses would be good recommended electives, particularly International and Intercultural courses.

There being no further discussion,

MOVED by C. Tremblay; SECONDED by M. Kolar, THAT Education Council approve the proposed Associate of Arts for Future Professional Pilots.

The Motion was CARRIED.

The Chair noted that since the Associate of Arts Degree already exists, and this is a specialization, there is no requirement for a recommendation to the Board.

4.4 Full Program Proposal: Post-Degree Diploma in Financial Planning

The Chair welcomed Morna Fraser to speak to this item.

Responding to a question about a planned start date for the program, Morna indicated that there may be some students interested as early as January. The Chair advised that the recommendation wouldn't go to the Board until their January meeting, but as the courses already exist, students can register for the classes.

There being no further discussion,

MOVED by S. Wilson; SECONDED by T. Harper, THAT Education Council approve the proposed Post-Degree Diploma in Financial Planning.

The Motion was CARRIED.

And,

MOVED by L. Patterson; SECONDED by I. Efimoff, THAT Education Council recommend that the College Board establish the credential Post-Degree Diploma in Financial Planning.

The Motion was CARRIED.

5. NEW BUSINESS

5.1 TESL Professionalism Policy

The Chair welcomed Julia Robinson to speak to this item.

Council members brought forward a number of queries, leading to lengthy discussion around both the wording and content of the policy as presented. Some of the main issues raised were around dress code, dual relationships, grading standards and using less detailed language.

The Chair thanked Council for the helpful discussion, noting that there are some items that will need further clarification. She advised Julia that she is welcome to send the policy back to Council with revisions for next month's meeting. The Chair indicated that the item can be circulated to constituents for feedback, noting that there will likely be changes to the document.

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

5.2 **Curriculum Development and Approval Policy**

The Chair provided an update of the revisions underway. She indicated that the goal is to clarify and simplify the policy, primarily by removing procedural specifics in the policy so that processes can be adjusted in the future without having to revise the policy each time.

She noted that one consideration for constituents to consider is criteria that constitute major versus minor changes. Major changes would include ones that impact outcomes, modes of instruction etc.; minor changes do not need to come through EdCo.

She also advised that the curriculum guidelines will take on different appearance once the software program is in place (ie the letters will disappear in favour of standard BCCAT fields), but the attributes will remain the same.

Feedback from Council included ensuring that transfer requirements are kept in mind when considering major and minor changes, and specifying editorial changes as minor.

ACTION: Please refer this item to your constituency groups, and direct comments and feedback to Liz McCausland.

5.3 **Education Council Elections Bylaw Variance**

The Chair advised Council that, although our Bylaws indicate staggering terms, all faculty members' terms are up at the end of this academic year. Noting that a full-scale turnover would be disruptive; she proposed a process for re-staggering election terms and bringing Council back within Bylaw compliance. Prior to the next election time in February, the Chair proposes requesting a Bylaw variance, by lottery, so that half the faculty representatives are elected to one year terms and half to two year terms.

The Chair will circulate Bylaw and College and Institute Act language.

ACTION: Please refer this item to your constituency groups for feedback at the December meeting.

5.4 Program Revision: Diploma in Office Administration
The Chair invited Titus Yip to speak to this item.

Titus advised that the revisions will bring the diploma program in line with the core requirements established by the Faculty of Commerce and Business, to allow laddering into the degree programs. The main revision will see fewer electives to choose from in the diploma program, with the benefit being that students can continue in their degree at Douglas College.

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

6. REPORTS

6.1 Report from the Chair

The Chair advised members that she will not be running for Council again when the current term is finished. She encouraged anyone interested in the position to talk to her, assuring that plenty of mentoring will be available.

The Chair reported on the Association of Governance Council Chairs Meeting, a twice-yearly event where council chairs from around the province meet to discuss relevant issues and hear from guest speakers such as representatives from the Ministry and BCCAT.

She also advised that the Electronic Curriculum Software Committee has been busy identifying workflow requirements for the software, and are almost ready to hand the project over to Decision Academic, the software company.

- a) October 2012 Report to the Board
- b) Education Council Advice on the 2013/2014 Budget Guidelines
- c) Education Council Advice on the Academic Calendar 2013/2014

6.2 Report from the President

S. McAlpine sent regrets that he was unable to attend the meeting.

6.3 Report from the Vice President, Academic

There was no report.

6.4 Report from the Board Representative

There was no report.

6.4 Report from the Secretary

There was no report.

6.5 Report from the Curriculum Committee

There was no report.

6.6 Report from the Educational Excellence Committee

M. Iaquina and D. McCloy, co-chairs of the committee, reported that the call for nominations will go out by the end of the month, with the deadline being the week of January 18, 2013. They noted that the award has garnered some enhanced recognition in the form of lunch with the President. They reminded Council members to encourage their constituents to nominate worthy candidates.

6.7 Report from the Standing Committee on Admissions and Language Competency Standards

There was no report.

6.8 Report from the Standing Committee on Educational Policies

The Chair noted that she has sent a request to Deans asking for members as soon as possible. There will be items for this committee to consider shortly.

7. OTHER BUSINESS

8. NEXT MEETING

Monday, December 17, 2012 at 9:00am in the Boardroom (4920), New Westminster Campus.

9. ADJOURNMENT

MOVED by S. Wilson; SECONDED by C. Tremblay, that the meeting be adjourned.

The meeting adjourned at approximately 10:40am.

Chair

Secretary