



**MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, NOVEMBER 18, 2013 AT 9:00AM  
BOARDROOM - NEW WESTMINSTER CAMPUS**

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**1. ROLL CALL:**

**Members Present:**

Mark Darville (Ex-Officio)  
Kathy Denton  
John Fleming (replacing S. Wilson)  
Brenna Gray  
Todd Harper (Chair)  
Anna Helewka  
Sandra Hochstein  
Ted James (Ex-Officio)  
Barbara Leighs  
Jasmine Nicholsfigueiredo (Vice Chair)  
Lorne Patterson  
Catherine Sales  
Jenny Shin  
Doug Simak  
Erin Smith  
George Stroppa  
Richard Tardif  
Brian Thomas-Peter  
Hailea Williams  
Jo-Anne Bilquist (Recorder)

**Regrets:**

Sheila Badanic  
Katryna Koenig  
Scott McAlpine (Ex-Officio)  
Madison Paradis-Woodman

**Guests:**

Morna Fraser  
Jacquie Hebert  
Tracy Ho  
Meg Stainsby  
Glen Stanger

**2. APPROVAL OF THE AGENDA**

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

**3. APPROVAL OF MINUTES**

The Chair noted an error in the Draft Minutes; the Action for items 4.2, 5.2 and 5.6 should have read "Please refer this item to your constituency groups for consideration of approval at the November meeting."

The October 21, 2013 Minutes were approved as amended.

**4. BUSINESS ARISING FROM THE MINUTES**

**4.1 Curriculum Items**

**a) Curriculum Committee Recommendations**

Curriculum Committee Chair B. Gray advised that one of the curriculum guidelines recommended for approval today came through the new software system.

There being no further discussion,

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

**MOVED by J. Fleming; SECONDED by A. Helewka, THAT Education Council approve the submitted guidelines for:** CSIS 1175; CMNS 1216 and 1217; PHIL 1123 and 1201; PSYC 3304, 3308, 3331, 3342, and 3361; BIOL 1110, 1203, 1209, 1212, 2300, 2301, 2302, 2321, 2400, 3205, 3305, 3500, 3600, and 3700; MSTE 5110, 5120, 5130, 5210, 5220, and 5230; SPSC 3154.

**The Motion was CARRIED.**

#### **4.2 Policy Items**

##### **a) Program Approval Policy**

The Chair advised that the Educational Policies Committee has made the adjustments suggested at the October Education Council meeting, specifically to include language referring to Directors as well as Deans, and DEC's as well as FEC's.

There being no further discussion,

**MOVED by S. Hochstein; SECONDED by R. Tardif, THAT Education Council approve the revised Program Approval Policy.**

**The Motion was CARRIED.**

K. Denton thanked the Educational Policies Committee for their work, noting that everyone will benefit from this much needed revision. She advised that work is underway to update templates to help guide people through the process.

##### **b) Audit Policy**

J. Shin advised that the Policy Committee has requested this policy be removed from the agenda; the committee plans to conduct further research.

#### **4.3 Program Revision: Bachelor of Business Administration**

The Chair welcomed Glenn Stanger and Morna Fraser to speak to this item. He also noted the feedback memo received from LLPA FEC.

There was lengthy discussion with regard to the concern that students could graduate from the program with only one English or Communications course, as outlined in the LLPA memo. A Council member cited research indicating the value of written and oral communication as job readiness skills, and another expressed concern that Douglas College would have the lowest communications requirements among local institutions and the impact this might have on the College's standards.

Glenn and Morna reiterated that students do complete written work and practice critical thinking skills within their other courses. They stressed that they are trying to create a degree program that is more open, so that students can transfer in without having to complete bridging courses. They noted that with 13 open electives, students can take a range of courses; most students don't take random

irrelevant courses, they can take courses to help them in areas they have weakness or that are of specific interest to them.

A Council member noted that there are courses in other areas besides English/Communications that could be beneficial to a BBA student in providing context in a particular area.

It was suggested that the BBA committee could identify pathways that could go along with the proposal, outlining possible directions students may wish to go upon receiving their credential and guiding them to the courses that would best suit their needs.

There being no further discussion,

**MOVED by G. Stroppa; SECONDED by A. Helewka, THAT Education Council approve the proposed revision to the Bachelor of Business Administration program.**

**The Motion was CARRIED.**

Glenn thanked Council for the time and research devoted to this discussion, and noted that the committee will take with them all they heard and learned here.

#### **4.4 Program Revision: Citation of Proficiency in College Preparatory English**

The Chair welcomed Jacquie Hebert to speak to this item. He referred Council to the document presented last month.

There being no further discussion,

**MOVED by H. Williams; SECONDED by A. Helewka, THAT Education Council approve the proposed revisions to the Citation of Proficiency in College Preparatory English.**

**The Motion was CARRIED.**

#### **4.5 Admissions & Language Competency Standards Committee Recommendations**

The Chair noted that there are two memos from the sub-committee; one with a clarification on last month's recommendation and a second memo with 2 new recommendations.

One Council member asked for clarification that the Language Center indicated in the memo is domestic, not international. This was confirmed.

There being no further discussion,

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

**MOVED by J. Shin; SECONDED by B. Gray, THAT Education Council approve the Admissions & Language Competency Standards Committee's proposed recommendations regarding the Articulated Pathway Agreement with EC**

Learning Centers, Revised AHT Math Readiness Assessment, and ESL 0360 minimum grade requirement for College language proficiency.

The Motion was **CARRIED**.

## 5. **NEW BUSINESS**

### 5.1 **Program Revision: Post Degree Diploma in Financial Planning**

The Chair welcomed Morna Fraser to speak to this item.

Morna advised that this PDD is currently in its first year of operation and is going well. There is sufficient demand to offer program intake each semester, and the proposed changes would make this possible. Additionally, the changes align with new requirements by the Financial Planning Standards Council.

There being no further discussion,

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

**MOVED by L. Patterson; SECONDED by G. Stroppa, THAT Education Council approve the proposed revision to the Post Degree Diploma in Financial Planning.**

The Motion was **CARRIED**.

### 5.2 **Articulation Agreement: National Theatre School**

The Chair welcomed Meg Stainsby to speak to this item.

Meg gave a brief outline of the agreement, noting that this Bachelor of Performing Arts Degree is a capstone program, currently in its 2<sup>nd</sup> year. The 9 month cohort program was created by a partnership among 4 institutions, with the tailor-made credential issued by the institution hosting the cohort. Currently the program is physically situated at Capilano University, and will theoretically move among the 4 partner institutions through the years.

K. Denton noted that the Degree Quality Assessment Board was also involved in creating this program.

**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**

- a) October Report to the College Board
- b) EdCo Advice on Budget Guidelines
- c) EdCo Advice on 2014-2015 Calendar
- d) EdCo Advice on Winter 2014 Exam Schedule

**6.2 Report from the President**

The President sent regrets for the meeting.

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

K. Denton reported that the Honourable Amrik Virk, Minister for Advanced Education, visited the New Westminster Campus last Friday, where he met with the President, Vice President Academic & Provost, and the College Board Chair. The Minister enjoyed a tour of the campus, tailored to give a broad picture of what the College has to offer. Kathy noted that the visit was a success, with faculty and students answering questions the Minister posed.

**6.4 Report from the Board Representative**

M. Darville thanked Ed Council Student Representatives for feedback they provided to him and advised that he will take it to the Board at Thursday's meeting.

**6.5 Report from the Secretary**

J. Bilquist reminded Council that they should receive their agenda packages in the intercampus mail a week prior to the meeting; if they haven't received it please contact her.

**6.6 Report from the Curriculum Committee**

B. Gray asked Council to remind their constituents to please submit curriculum guidelines for consideration at the December meeting by December 3<sup>rd</sup>.

**6.7 Report from the Educational Excellence Committee**

The Chair noted this committee is meeting today, and a Chair will be established.

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

There was nothing further to report.

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

There was nothing further to report.

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

G. Stroppa advised that the committee forwarded revisions to the Educational Affiliations Policy to the Educational Policies Committee. He also announced that Doug Simak will be Chair of the International Education Committee moving forward.

**7. OTHER BUSINESS**

There was no other business.

**8. NEXT MEETING**

Monday, December 16, 2013 at 9:00am in Boardroom (4920), New Westminster Campus.

9. **ADJOURNMENT**

**MOVED by B. Thomas-Peter; SECONDED by J. Shin, that the meeting be adjourned.**

The meeting adjourned at approximately 10:40 am

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**Chair**

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**Secretary**