



**MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, NOVEMBER 21, 2016 AT 9:00AM
BOARDROOM - NEW WESTMINSTER CAMPUS**

1. ROLL CALL:

Members Present:

Thor Borgford
Manuela Costantino
Kathy Denton (*Ex-Officio*)
John Fleming
Dorritta Fong (on behalf of Sheilagh Badanic)
Mary Hodder
Olga Kalachinskaya
Christine Kerr
Edith Kirkpatrick
Cecil Klassen
Weissy Lee (Vice Chair)
Rod Midgley
Jasmine Nicholsfigueiredo (Chair)
Monique Paulino
Jenny Shin
Wesley Snider
Marsha Wilson
Andria Wrench

Regrets:

Sheilagh Badanic
Brent Stant
George Stroppa

Absent:

Meredith Graham

Guests:

Pam Cawley
Joan Crisp
Lara Duke
Heather Harty Scott
Anna Helewka
Sandra Polushin
Meg Stainsby
Patricia Visosky
Robin Wylie
Greg Yellenik

Sandra Bird (Recorder)

2. APPROVAL OF THE AGENDA

The Chair advised of the following additions/amendments to the Agenda:

- Item 5.3 was removed at the originator's request.
- Addition of Item 5.10 Policy Revision request.
- Addition of Item 5.11 Policy Revision request.
- Addition of Item 5.12 Policy Revision request.

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 October 2016 Education Council minutes were approved as presented.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Curriculum Committee Recommendations

Weissy Lee spoke to the Curriculum Committee Recommendations. Weissy noted that the two nursing courses listed on page 3 of the memo should not be there and for members to disregard.

There being no further discussion,

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

MOVED by Monique Paulino; SECONDED by Rod Midgley, THAT Education Council approve the submitted guidelines for: BIOL 2103, 3204, 3306, 3621, 4305; CMNS 1135; HEAR 1101, 1111, 1112, MATH 1121, 1221; MATU 0410, 0411; PNUR 2170, 4585; SPSC 1192; and approve the withdrawal requests for: CMNS 1118, 1218; MODL 1103, 1104, 1111, 1112, 2211, 2212; WSGR 1100 and 1101.

The Motion was CARRIED.

4.2 Admissions and Language Competency Committee Recommendations

Mary Hodder spoke to the items.

- a) **Admission Requirement: PDD Accounting.**
- b) **Admission Requirement: Classroom and Community Support Programs (Diploma, Certificate and Diploma with BI).**
- c) **Admission Requirement: BA Applied Psychology and BA Honors Applied Psychology.**

There being no discussion,

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

MOVED by Rod Midgley; SECONDED by John Fleming, THAT Education Council approve the Admissions Requirement for the Post-Degree Diploma Accounting; the Classroom and Community Support Programs (Diploma, Certificate and Diploma with BI); the Bachelor of Arts in Applied Psychology; and the Bachelor of Arts Honors Applied Psychology.

The Motion was CARRIED.

4.3 Policy Items

Christine Kerr spoke to this item.

a) Standardizing Policy Language

Christine explained that the Standing Committee on Educational Policy will be using the word "calendar" and not "catalogue" in policy documents.

A member stated that, when you perform a search on the College website for the word "catalogue," courses do come up. It was further stated that a clean-up of the website

would be a huge undertaking. There was a suggestion to provide definitions of such wording where they are referred to within a policy.

The Educational Policy Committee will do more investigation into what other institutions are using.

4.4 Education Excellence Committee

Olga Kalachinskaya spoke to the item.

The Education Excellence Committee reviewed the Terms of Reference and recommended a minor change to the language in the composition of the Committee.

There being no discussion,

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

MOVED by Edith Kirkpatrick; SECONDED by Christine Kerr, THAT Education Council approve the Education Excellence Committee Terms of Reference, as presented.

The Motion was CARRIED.

4.5 Program Revision: Classroom and Community Support Certificate

Sandra Polushin was welcomed to speak to the item.

It was noted that the English Exit Requirements section incorrectly indicates that English 12 with a "B" is needed in order for a student to take CMNS 1110 or ENGL 1130 but this is incorrect. Students only need a C in English 12 to take CMNS 1110 or ENGL 1130.

There being no further discussion,

MOVED by Marsha Wilson; SECONDED by Rod Midgley, THAT Education Council approve the Program Revision: Classroom and Community Support Certificate, with the noted change.

The Motion was CARRIED.

4.6 Program Revision: Classroom and Community Support Diploma BI

Sandra Polushin was welcomed to speak to the item.

It was noted that the English Exit Requirements section incorrectly indicates that English 12 with a "B" is needed in order for a student to take CMNS 1110 or ENGL 1130 but this is incorrect. Students only need a C in English 12 to take CMNS 1110 or ENGL 1130.

There being no discussion,

MOVED by Jeff Schutts; SECONDED by Marsha Wilson, THAT Education Council approve the Program Revision: Classroom and Community Support Diploma BI, with the noted change.

The Motion was CARRIED.

4.7 Program Revision: Classroom and Community Support Diploma

Sandra Polushin was welcomed to speak to the item.

It was noted that the English Exit Requirements section incorrectly indicates that English 12 with a "B" is needed in order for a student to take CMNS 1110 or ENGL 1130 but this is incorrect. Students only need a C in English 12 to take CMNS 1110 or ENGL 1130.

There was discussion regarding confusing wording around transfer requirements. Sandra agreed to adjust the wording to read "Students who plan to transfer to a Bachelor Program should consult their Program Coordinator and check with the receiving institution".

There being no further discussion,

MOVED by Monique Paulino; SECONDED by Marsha Wilson, THAT Education Council approve the Program Revision: Classroom and Community Support Diploma, with the noted changes.

The Motion was CARRIED.

4.8 Program Proposal: Request for Variance Health Science

Pam Cawley and Patricia Visosky spoke to the item.

Patricia indicated that a request for variance is required as the Post Baccalaureate Diploma (PBD) in Health Information Management does not technically conform to the definition of the PBD listed in the credentials awarded at Douglas College Policy. This program does not meet the 50% although it meets the overall 30 credits that is listed in the policy. Health Sciences is requesting a variance, in that the program meets the minimum of 30 credits versus the 50% of total credits.

There being no further discussion,

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

MOVED by Christine Kerr; SECONDED by Edith Kirkpatrick, THAT Education Council approve the Program Proposal: Request for Variance in Health Sciences, Post Baccalaureate Diploma (PBD) Health Information Management.

The Motion was CARRIED.

4.9 Program Proposal: Post Baccalaureate Diploma (PBD) Health Information Management

Pam Cawley and Patricia Visosky spoke to the item.

It was stated that minor feedback received from FEC has been incorporated.

There was discussion regarding wording within the program mandate and suggestion to reword that the program is open to international and domestic students.

MOVED by Edith Kirkpatrick; SECONDED by Rod Midgley, THAT Education Council approve the Program Proposal: Post Baccalaureate Diploma (PBD) Health Information Management.

The Motion was CARRIED.

And,

There was unanimous consent to Short-cycle the Motion.

MOVED by Edith Kirkpatrick; SECONDED by Olga Kalachinskaya, THAT Education Council recommend that the College Board establish the credential Post Baccalaureate Diploma in Health Information Management, effective September 2017.

The Motion was CARRIED.

5. NEW BUSINESS

5.1 Program Revision: Music Diploma Program

Heather Harty Scott spoke to the item.

Heather stated that a recent review of the music programs revealed declining enrolments. In response the Music Diploma curriculum is being updated with a more contemporary focus and the requirements for existing credentials will be more flexible for students.

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

5.2 Program Proposal: Foundation for Music Therapy Studies

Heather Harty Scott spoke to the item.

Heather stated that feedback from VPAC was received and will be incorporated into the proposal for the December meeting.

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

5.3 Program Proposal: Bachelor of Science in Applied Biology

The item was pulled from the Agenda at the at the initiator's request.

5.4 Program Revision: Graduate Diploma in Physical Education

Lara Duke spoke to the item.

Lara explained that the revision is due to changes the BC Ministry of Education has made to the 2016 curriculum adding "Health" to the official Physical Education curriculum. Kindergarten to Grade 12 Physical Education is now changed to Physical and Health Education. The new curriculum framework will require 8 of the current courses to be upgraded. This revision will include a credential name change for the program.

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

5.5 Program Proposal: Associate of Arts Degree with Specialization in Asian Studies

Robin Wylie & Manuela Costantino spoke to the item.

Robin explained that the Program is being developed to allow for a seamless transfer for Douglas students into the Bachelor Degree in Asian Studies at UBC. A number of UBC faculty members have shown interest and support for the proposal.

One Council member stated that “specialization” will need to be removed from the credential name.

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

5.6 Revision to Admission to College Nursing Programs

Thor Borgford spoke to the item.

This proposal is to help address the 2 year backlog of students waiting for seats in the Bachelor of Nursing program. It is proposed that admission priority into the two nursing degree programs be given to students who have come through the appropriate Douglas College academic foundations program. This would mean that students applying from other institutions with the qualifications still need to go through the Academic Foundations in Nursing (AFN) or the Academic Foundations in Psychiatric Nursing (AFPN) funnel.

It was further noted that the change will make it fairer for our students wanting access into the program. This small adjustment will help to address the large waitlists.

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

5.7 Program Revision: Post Degree Diploma in Accounting

Arsineh Garabedian spoke to the item.

Arsineh reported that changes have been made to the entrance requirements to maintain the competitive position of the program with other Post-Secondary Institutions.

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

5.8 Program Revision: Bachelor of Psychiatric Nursing

Anna Helewka and Joan Crisp spoke to the item.

Anna provided some background on the program and the proposed revision. Changes are a collaboration of input from the PNUR Program Advisory Committee and feedback from students and faculty professional development discussions.

Responding to a query regarding any change in the number of courses, Anna advised that the change to the number of credits is minor and therefore this revision will not have to go to the Degree Quality Assessment Board (DQUAB).

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

5.9 2017 Statutory Holidays (Information only)

Mary Hodder spoke to the item.

Mary noted that in 2017 Canada Day and Remembrance Day fall on a Saturday. It is therefore proposed that the College cancel Saturday classes on those days and substitute the Monday as the Stat in lieu.

5.10 Policy Revision Request: Curriculum Development and Approval Policy

The Chair spoke to the request for revision from the Registrar's Office to the Curriculum Development and Approval Policy. The revision would reinstate some crucial wording that had previously been removed.

5.11 Policy Revision Request: Credentials Awarded at Douglas College Policy

The Chair spoke on behalf of Pam Cawley.

It was explained that some faculties may wish to have a PBD with more than 60 credits (due to an inclusion of things such as practicums or field requirements). As well, a program may have a 2 year defined program of study that has 6 full semesters of credit (90 credit total). This would not fit within the current definition. Health Science is requesting that the Policy Committee review the Credential Awarded Policy to make the wording a bit more flexible.

There was consensus to refer to the policy committee.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by Monique Paulino; SECONDED by Olga Kalachinskaya, THAT Education Council refer the Curriculum Develop and Approval Policy and the Credentials Awarded at Douglas College Policy to the Policy Committee.

The Motion was CARRIED.

5.12 Policy Revision Request: Grading Policy

The Chair spoke to this item.

The Chair stated that language that was changed by the Policy Committee was not changed throughout the document. This is a housekeeping issue. The Chair requested this item be short-cycled.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by John Fleming; SECONDED by Christine Kerr, THAT Education Council approval the revision to the Grading Policy.

The Motion was CARRIED.

6. REPORTS

6.1 Report from the Chair

- a) October 2016 Report to the College Board
- b) The Chair reminded members of an early deadline of November 29th for submissions to the December EdCo meeting.

6.2 Report from the President

The President reported on a recent meeting she had with the President and VP Academic from SFU. They discussed strategic relationships and student transition to SFU. It was a very productive meeting.

She also reported on a recent visit with some executives at the Minister of Advanced Education (AVED). Discussions on submitting materials to the Ministry and the types of materials requiring approval were discussed. The President stated she was given good advice and tips on submitting proposals. There was further discussion on institutional space e.g. Library and governance.

Additionally, the President reported that she had attended the BC Council on Admissions & Transfer (BCCAT) Conference. BCCAT facilitates admission, articulation, application, and transfer between BC post-secondary.

6.3 Report from the Vice President, Academic & Provost

Thor announced that a DegreeWorks Workshop will be planned soon. The Workshop will have a format similar to the recent Curriculum Navigator workshop. Education Council members along with Chairs /Coordinators will be invited. The date is pending but stay tuned.

6.4 Report from the Board Liaison

Nothing to report.

6.5 Report from the Secretary

Nothing to report.

6.6 Report from the Curriculum Committee

The next deadline for curriculum guidelines to be submitted to the committee is Wednesday, November 30 at 9 a.m. Please remind your FECs of this date.

6.7 Report from the Educational Excellence Committee

All the documents for the Award are available on the website.

6.8 Report from the Committee on Admissions & Language Competency Standards

Nothing to report.

6.9 Report from the Committee on Educational Policies

The Policy Committee met and will be bringing forward a policy to the December EdCo meeting.

6.10 Report from the Committee on International Education

The committee will be meeting with Douglas International next month.

7. OTHER BUSINESS

No other business.

8. NEXT MEETING

Monday, December 12, 2016 at 9:00 am in Boardroom (4920), New Westminster Campus. Breakfast will be provided.

9. ADJOURNMENT

MOVED by Cecil Klassen; SECONDED by Olga Kalachinskaya, that the meeting be adjourned.

The Motion was CARRIED.

The meeting adjourned at approximately 10:40 am.

Chair

Secretary