



MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, NOVEMBER 20, 2017 AT 9:00AM  
Room 4920, NW Boardroom/Room B2100, COQ Campus

1. **ROLL CALL:**

Members Present:	Regrets:
Thor Borgford	Maria Iaquinta
Ivanna Cikes	Christine Kerr
Manuela Costantino	Jasmine Nicholsfigueiredo
Paolo De Leon	George Stroppa
Kathy Denton ( <i>Ex-Officio</i> )	
Karla Gronsdahl	Guests:
Prabh Hundal	Steven Beasley
McKenzie Hutchison	Rhyon Caldwell
Olga Kalachinskaya	Brian Chapell
Edith Kirkpatrick	Laurel Donaldson
Cecil Klassen	Arsineh Garabedian
Weissy Lee (Acting Chair)	Bruce Kadonoff
Rod Midgley	Allan Majdanac
Rella Ng ( <i>Ex-Officio</i> )	Susan Oesterle
Jenny Shin	
Wesley Snider ( <i>Ex-Officio</i> )	
Marni Westerman	
Marsha Wilson	
Andria Wrench	

Bette Cavanagh (Recorder)

2. **APPROVAL OF THE AGENDA**

The Chair asked members to approve a fluid Agenda; Council agreed and the Agenda was re-ordered and approved with the following amendment:

- October Item 5.4, Program Revision Associate Degree in Environmental Science (D. Waddington) is deferred to the December 18<sup>th</sup> Education Council Meeting at the initiator’s request.
- The Chair added item 5.5 to New Business at the request of T. Borgford.

Approved by consent.

### **3. APPROVAL OF MINUTES**

The October 16, 2017 Education Council minutes were approved as amended.

### **4. BUSINESS ARISING FROM THE MINUTES**

#### **4.1. Program Revision: Post-Baccalaureate Diploma in Accounting and Finance**

A. Garabedian spoke to the item.

J. Shin noted that the date of first offering should be corrected to May 2018. She also recommended that the course code COBA should be added to the selection of 3 credit electives for the 1000-4000 level courses.

There being no further discussion,

**Moved by R. Midgley; SECONDED by P. De Leon, THAT Education Council approve the Program Revision: Post-Baccalaureate Diploma in Accounting and Finance.**

**The Motion was CARRIED.**

#### **4.2. Program Revision: Co-op Program Partnership with Post-Baccalaureate Diploma in Accounting and Finance**

A. Garabedian spoke to the item. No follow up questions or comments were raised.

There being no further discussion,

**Moved by R. Midgley; SECONDED by I. Cikes, THAT Education Council approve the Program Revision: Co-op Program Partnership with Post-Baccalaureate Diploma in Accounting and Finance.**

**The Motion was CARRIED.**

#### **4.3. Full Program Proposal Continuing Education (CE): Practical Energy and Advanced Knowledge - Buildings (PEAK)**

B. Chapell spoke to the item.

R. Ng stated that the reference to the eligibility for financial aid requires a revision to reflect "no", as the program does not meet the eligibility requirements.

There being no further discussion,

**Moved by M. Westerman; SECONDED by E. Kirkpatrick, THAT Education Council approve the Full Program Proposal Continuing Education (CE): Practical Energy and Advanced Knowledge - Buildings (PEAK).**

**The Motion was CARRIED.**

**4.4. Program Withdrawal: Applied Bookkeeping Program**

W. Lee spoke to the item. No follow up questions or comments were raised.

There being no further discussion,

**Moved by R. Midgley; SECONDED by I. Cikes, THAT Education Council approve the Program Withdrawal: Applied Bookkeeping Program.**

**And,**

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

**MOVED by M. Wilson; SECONDED by O. Kalachinskaya, THAT Education Council recommend that the College Board withdraw the Applied Bookkeeping Program effective January 1, 2018.**

**The Motion was CARRIED.**

**4.5. Program Name Change: Diploma in Business Management – Business Administration**

L. Donaldson was welcomed to speak to the item.

There being no further discussion,

**Moved by P. Hundal; SECONDED by O. Kalachinskaya, THAT Education Council approve the Program Name Change: Diploma in Business Management – Business Administration to Diploma in Management.**

**And,**

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

**MOVED by M. Costantino; SECONDED by M. Wilson, THAT Education Council recommend that the College Board withdraw the old credential name Diploma in Business Management – Business Administration as of September 1, 2020.**

**The Motion was CARRIED.**

**4.6. Program Revision: Diploma in Business Management – Business Administration**

L. Donaldson spoke to the item.

L. Donaldson confirmed that the Department Chair will be notifying students that they have two years to finish, by 2020.

T. Borgford asked if the Registrar's Office foresees any difficulty in integrating this revision with MyPath. R. Ng Registrar responded that she will report back if any issues arise.

**Moved by I. Cikes; SECONDED by O. Kalachinskaya, THAT Education Council approve the Program Revision: Diploma in Business Management – Business Administration.**

**The Motion was CARRIED.**

**4.7. Program Withdrawal: Diploma in Business Management – General Business**

L. Donaldson spoke to the item.

There being no further discussion,

**Moved by R. Midgley; SECONDED by M. Westerman, THAT Education Council approve the Program Withdrawal: Diploma in Business Management – General Business.**

**And,**

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

**MOVED by R. Midgley; SECONDED by O. Kalachinskaya, THAT Education Council recommend that the College Board withdraw the credential name Diploma in Business Management – General Business effective September 1, 2020. Effective September 1, 2018, students will enroll in the Diploma in General Business.**

**The Motion was CARRIED.**

**4.8. Program Revision: General Business Diploma**

L. Donaldson spoke to the item and thanked members for their helpful feedback.

There being no further discussion,

**Moved by I. Cikes; SECONDED by P. Hundal, THAT Education Council approve the Program Revision: General Business Diploma.**

**The Motion was CARRIED.**

**4.9. Full Program Proposal: Fabrication Technologies Certificate**

A. Majdanac spoke to the item and addressed the points raised by members at the October meeting.

There being no further discussion,

**Moved by M. Wilson; SECONDED by R. Midgley, THAT Education Council approve the Full Program Proposal: Fabrication Technologies Certificate.**

**The Motion was CARRIED.**

## **5. NEW BUSINESS**

### **5.1 Program Revision: Engineering Foundations Certificate**

A. Majdanac spoke to the item.

A. Majdanac noted that the proposed revisions are being submitted to clean up the details to better align with the Diploma. The significant change being put forward is the academic retention standard and the removal of the cohort language. A GPA of 2.33 and the registration in a minimum of 4 courses is required.

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

### **5.2 Program Revision: Graduate Diploma in Mathematics and Science Teaching**

B. Kadonoff was welcomed to speak to the item.

B. Kadonoff provided that the program has completed three iterations. Student feedback has strongly recommended that further courses be offered in mathematics or science. This direction is also supported by the Program Advisory Committee. The update is to the second year of the program, whereby the 6<sup>th</sup> course would be a choice of three options, one offered per cohort. The program change will add flexibility to the program and provide a better response to the emerging needs of teachers in the school system.

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

### **5.3 Leave of Absence**

W. Lee spoke to the item.

There being no further discussion,

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

**Moved by E. Kirkpatrick; SECONDED by C. Klassen, THAT Education Council approve the Leave of Absence request as presented.**

**The Motion was CARRIED.**

**5.4 Update Curriculum Navigator – Maintenance Workflow Course Changes Form (For Information)**

R. Caldwell was welcomed to speak to the item.

R. Caldwell advised that the workflow stages have been reduced to three (3) stages from six (6) and will now permit small edits to courses, i.e. spelling, grammar and formatting changes. Rhyon emphasized that “adding a word” would not be an acceptable edit. The plan is for this to be rolled out by December 17, 2017.

**ACTION:** Please refer this item to your constituency groups and send your feedback directly to Rhyon Caldwell at CN@douglascollege.ca or ATCC@douglascollege.ca

**5.5 Closure of Dental Assisting Program – T. Borgford (For Information)**

T. Borgford announced that the Certificate in Dental Assisting will not be accepting new applications for Fall 2018, while the program undergoes a curriculum review. Thor explained that the proposed closure, at the end of the year, is based on both educational and operational considerations. The College’s Program Cancellation Policy will be invoked and Education Council members are asked to provide educational advice to the Board to ensure minimal impacts on students throughout the transition.

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

**6. STANDING COMMITTEE ITEMS**

**6.1 Curriculum Items**

**a) Curriculum Committee Recommendations**

Ivanna Cikes spoke to the Curriculum Committee’s review of 20 curriculum guidelines: 5 new, 8 revised and 7 withdrawn curriculum guidelines.

There being no further discussion,

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

**MOVED by M. Westerman; SECONDED by A. Wrench, THAT Education Council approve the submitted new and revised guidelines for: MARK 3240, POLI 3300, EAES 2530, EAES 2605, HEAR 1310, CFCS 1130, ACCT 3410, BIOL 4305, CHEM 2321, CHEM 2421, PSYC 5003, PSYC 5004, PNUR 2261; and approve the withdrawal request for: NURS 2191, NURS 3140, NURS 4130, NURS 4110, NURS 4100, COMPT 1210, COMPT 2210**

**The Motion was CARRIED.**

## 6.2 Policy Items

### a) **Memo Policy Revision Focus 2017-2018 (For Information)**

S. Oesterle noted that the policies listed in the memo are the policies that the Committee will be focussing on. If the need for emergent policy revisions are requested by Ed Co, they will be addressed as required.

### b) **Educational Affiliations Policy**

No further changes were brought forward.

There being no further discussion,

**MOVED by P. Hundal; SECONDED by O. Kalachinskaya, THAT Education Council approve the recommended revisions to the Educational Affiliations Policy.**

**The Motion was CARRIED.**

### c) **Credentials Awarded Policy**

Several council members discussed feedback received from their FECs on the topic of residency requirements and the need for defining better language around multiple credentials. It was noted that residency requirements have the greatest impact on the degree granting departments.

There being no further discussion,

**MOVED by M. Westerman; SECONDED by C. Klassen, THAT Education Council refer the Credentials Awarded Policy back to the policy committee for further review.**

**The Motion was CARRIED.**

### d) **Revision of Program Advisory Committees Policy**

S. Oesterle spoke to the summary of changes.

In an effort to enhance the energy and bring new ideas to the Program Advisory Committees, it was encouraged that committee members be refreshed on a regular basis.

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

## 7. REPORTS

### 7.1 Report from the Chair

W. Lee referred to J. Nicholsfigureiredo written report of October 2017.

### 7.2 Report from the President

K. Denton spoke about the announcement of the College's expansion to the Anvil Centre expected to open by mid-summer 2018 to welcome the first group of students in September. The President commented that she is very pleased with the level of commitment and support shown to the College by the Minister of Advanced Education Skills and Training, the MLA for New Westminster, and the Mayor of New Westminster. The expansion will help to alleviate space pressures at the New Westminster campus and also provide flexibility for areas that are in need of upgrading (i.e. library).

Commendations were given to Dave Seaweed, Aboriginal Coordinator, for his contribution at the recently held forum, Truth and Reconciliation: Cities and Citizens. The College, along with the full support of the Mayor of New Westminster, is committed to educating, engaging and strengthening the community in support of the Truth and Reconciliation Commission of Canada's "Calls to Action".

### 7.3 Report from the Vice President, Academic & Provost

T. Borgford advised that the Faculty of Commerce and Business Administration's submission to DQAB for the proposed new BBA - Major in Management with Concentrations, has been accepted and approved by the Ministry at stage one. The second stage is the review of the full program proposal. DQAB will attend the College for a site visit on December 7, 2017.

### 7.4 Report from the Board Liaison

W. Snider spoke about the Technology Strategy Plan currently underway. Wesley echoed the positive comments made by the President about the City of New Westminster becoming more of a centre and referenced the round table hosted by MP, Peter Julian in August.

### 7.5 Report from the Secretary

The next deadline for Agenda submissions for the December 18th meeting is Wednesday, December 6<sup>th</sup> at 3:00 p.m.

### 7.6 Report from the Curriculum Committee

The next deadline for curriculum guidelines to be submitted to the committee is Wednesday, December 6th at 9:00 a.m. Please remind your FECs of this date and time.



**7.7 Report from the Educational Excellence Committee**

E. Kirkpatrick advised that the committee met on October 19, 2017. The call for nominations has now been posted on DC Connect. The nomination deadline is Friday, January 26, 2018. Council members were asked to encourage their constituents to nominate worthy candidates.

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

There was no report.

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

There was no report

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

M. Westerman advised that the Committee is scheduled to meet on November 27, 2017 to review the Terms of Reference.

**8. OTHER BUSINESS**

There was no other business.

**9. NEXT MEETING**

Monday, December 18, 2017 at 9:00 am in Room 4920, New Westminster Boardroom and Room B2100 Coquitlam Campus.

**10. ADJOURNMENT**

**MOVED by I. Cikes; SECONDED by R. Midgley, that the meeting be adjourned.**

**The Motion was CARRIED.**

The meeting adjourned at approximately 10:19 a.m.

---

Chair

---

Secretary