

**MINUTES OF MEETING OF EDUCATION COUNCIL  
HELD MONDAY, NOVEMBER 19, 2018 AT 9:00AM  
Room S4920 NW Campus and B2100 Coq Campus**

<b>Members Present:</b>	<b>Regrets:</b>
Borgford, Thor	Westerman, Marni ( <i>Darcy Cutler Attending</i> )
Cavanagh, Bette ( <i>Recorder</i> )	Stroppa, George
Cikes, Ivanna (Chair)	Tasse, Jen
Costantino, Manuela	
Denton, Kathy ( <i>Ex-Officio</i> )	
Grice, Martin	<b>Guests</b>
Gronsdahl, Karla	Lawrence Becker
Hutchison, McKenzie	Pauline Chow
Keen, Carrie	Joan Crisp
Kirkpatrick, Edith	Nelson Eng
Lee, Weissy	George Fisher
Newton, Rachael	Shelley Goertz
Ng, Rella ( <i>Ex-Officio</i> )	Pat Visosky
Nicholsfigueiredo, Jasmine	
Parker, Brian (Vice Chair)	
Parry, Wendy	
Sabio, Jerson	<b>Observers:</b>
Shin, Jenny	Shirley Mauger
Smith, Trevor	Brandy Dudas
Snider, Wesley ( <i>Ex-Officio</i> )	
Wotherspoon, Alicia	

**1. TRADITIONAL TERRITORIAL WELCOME**

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:**

George Stroppa, Jen Tasse and Marni Westerman 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 re-ordered, amended and approved by consensus.

**4. APPROVAL OF MINUTES**

The minutes of October 15, 2018 were approved by consensus.

## 5. BUSINESS ARISING FROM THE MINUTES

### 5.1 Program Revision: Bachelor of Arts in Applied Criminology (Motion to Approve)

D. Cutler spoke to the item on behalf of M. Westerman. It was discussed that the changes proposed are to apply to the Bachelor of Arts in Applied Criminology - Honours.

The Registrar confirmed that the effective date of May 2019 would also apply to the Honours Degree Program.

There being no further discussion,

**MOVED by M. Costantino; SECONDED by C. Keen, THAT Education Council approve the Program Revision: Bachelor of Arts in Applied Criminology and Bachelor of Arts in Applied Criminology - Honours**

**The Motion was CARRIED.**

### 5.2 Program Revision: Health Care Support Worker

S. Goertz spoke to the item.

K. Denton commented that the credential should reflect the field of study rather than the job title and that this program might not have been caught previously when the bulk of changes were standardized.

S. Goertz has been informed of this need for renaming by the EdCo Chair and the department is currently reviewing the titles for both the Health Care Support Worker and the Health Care Assistant.

There being no further discussion,

**MOVED by E. Kirkpatrick; SECONDED by J. Nicholsfigueiredo, THAT Education Council approve the Program Revision: Health Care Support Worker.**

**The Motion was CARRIED.**

### 5.3 Request for Variance to Residency Requirement: Bachelor of Science in Psychiatric Nursing

J. Crisp spoke to the item.

There being no further discussion,

**MOVED by E. Kirkpatrick; SECONDED by T. Smith, THAT Education Council approve the Request for Variance to Residency Requirement: Bachelor of Science in Psychiatric Nursing.**

**The Motion was CARRIED.**

**5.4 Policy Committee – New SOP Template for Policy (Information)**

J. Nicholsfigueiredo spoke to item.

In response to a question, it was confirmed that policies may be approved prior to updating or development of relevant SOPs. It is not intended to nor will it hold up the approval process.

**5.5 Program Name Change: Associate of Arts (Geography and the Environment)**

D. Cutler spoke to the item on behalf of M. Westerman.

There being no further discussion,

**MOVED by J. Nicholsfigueiredo; SECONDED by R. Newton, THAT Education Council approve the Program Name Change Associate of Arts (Geography and the Environment).**

**The Motion was CARRIED.**

**6. NEW BUSINESS****6.1 Policy Revision Request: Course and Status Changes Policy (For Referral)  
(M. Costantino for S. Oesterle)**

M. Costantino spoke to the item and asked permission to refer the request to the Policy Committee on a critical basis, to ensure compliance with the Ministry's Policy Framework.

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

There being no further discussion,

**MOVED by B. Parker; SECONDED by R. Newton, THAT Education Council approve the Policy Revision Request: Course and Status Changes Policy referral to the Policy Committee.**

**The Motion was CARRIED.**

**ACTION:** The Education Council Secretary will forward the Course and Status Changes Policy revision request to the Policy Committee Chair.

**6.2 Program Proposal: Co-operative Education Program Partnership with Veterinary Technology Program (Notice of Motion) (P. Chow)**

P. Chow spoke to the item.

The proposal seeks to formalize a partnership between the VTEC Program and the Co-operative Education Program. Students who meet the requirements will be eligible to apply and access job postings through the Co-op Job Board for full-time, paid employment. The partnership will be advantageous to our cohort students to gain hands on work experience in a practicum setting.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the December 2018 meeting.

**6.3 Program Proposal: Co-operative Education Program Partnership with Finance PBD and Financial Services Diploma)**

R. Newton spoke to the item.

The proposal seeks support of a formalized partnership between the Finance Post-Baccalaureate Diploma (PDB) and Financial Services Diploma and the Co-operative Education Program.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the December 2018 meeting.

**6.4 Program Revision: Bachelor of Social Work**

L. Becker spoke to the item.

The program revision would allow students to take three Aboriginal Stream courses (conjointly) as a substitution for Social Work with Aboriginal People, SOWK 3250.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the December 2018 meeting.

**6.5 Program Revision: Child and Youth Care Counselling**

The Chair advised that this item will be relegated back to the Curriculum Committee for their review.

**ACTION:** No action required.

**6.6 Program Revision: Accounting Diploma**

G. Fisher spoke to the item.

A change to the law course requirement in the Diploma program from BUSN 1320 to BUSN 1005 is required to satisfy the transferability of the course for entrance into the Chartered Professional Education Program. Students who complete BUSN 1320 before December 31, 2018 will not be impacted.

Discussion ensued and it was agreed that the details in the footnote would be removed to ensure that the content is consistent with the version approved by CBA FEC.

The Registrar pointed out that the course would not be recognized in the Winter semester and that January students may be caught in the middle if this is not short-cycled. Short-cycling the motion would help to prevent any impact on those students.

There being no further discussion,

**There was unanimous consent to Short-cycle the proposed Motion to be effective January 2019.**

**MOVED by R. Newton; SECONDED by E. Kirkpatrick, THAT Education Council approve the Program Revision: Accounting Diploma.**

**The Motion was CARRIED.**

**6.7 Program Revision: Accounting Post-Baccalaureate Diploma**

G. Fisher spoke to the item.

There being no further discussion,

**There was unanimous consent to Short-cycle the proposed Motion to be effective January 2019.**

**MOVED by R. Newton; SECONDED by E. Kirkpatrick, THAT Education Council approve the Program Revision: Accounting Post-Baccalaureate Diploma.**

**The Motion was CARRIED.**

**6.8 Program Revision: Post-Baccalaureate Diploma in Accounting and Finance**

G. Fisher spoke to the item.

There being no further discussion,

**There was unanimous consent to Short-cycle the proposed Motion to be effective January 2019.**

**MOVED by J. Nicholsfigueiredo; SECONDED by R. Newton, THAT Education Council approve the Program Revision: Post-Baccalaureate Diploma in Accounting and Finance.**

**The Motion was CARRIED.**

**6.9 Program Revision: Health Information Management (PBD)**

P. Visosky spoke to the revision of two course codes.

Discussion ensued regarding other course offerings that could meet the competencies for BUSN 4460. A suggestion was made that the initiator contact the Coordinator for the Legal Studies Diploma, Graeme Bowbrick, to discuss the Health Law course.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the December 2018 meeting.

**6.10 Request for Variance to Residency Requirement: Computing Studies and Information Systems Diploma**

N. Eng spoke to the item.

The CSIS Department is requesting a variance to the residency requirement for the CSIS Diploma. The current residency requirement of 25% (5 courses) is too low. The

proposed increase would require students to complete 60% (36 credits) of all coursework at Douglas College.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the December 2018 meeting.

**6.11 Create HSS and LLPA Interdisciplinary Group Curriculum Navigator**

M. Costantino spoke to the item.

As a result of discussions held with Rhyon Caldwell, Academic Technology & Curriculum Coordinator, the Marketing and Communications Office and the Dean of Humanities and Social Sciences, a solution to organize the thematic Associate of Arts in the catalogue was reached. Being limited by the College’s website’s architecture, the list of the Associate of Arts have now been split under two areas, HSS and LLPA. The separation of listings will fall under the two faculties as follows:

**HSS**

- Future Pilots
- Environmental Studies
- Limited Enrolment
- Liberal Arts & General Studies
- CAF

**LLPA**

- Gender, Sexualities, and Women's Studies
- Asian Studies
- Future Teachers
- International & Intercultural

**ACTION:** No action required.

**7. STANDING COMMITTEE ITEMS**

**7.1 Admission and Language Competency Committee Recommendations**

**a) Program Revision: Veterinary Technology Diploma Age Requirement Change (Motion to Short-cycle, Motion to Approve) (R. Ng)**

Approved by the SCALC Committee at their October 26, 2018, the change in the age requirement will be effective September 2019.

There being no further discussion,

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

**MOVED by R. Newton; SECONDED by J. Nicholsfigueiredo, THAT Education Council approve the Program Revision: Veterinary Technology Diploma.**

**The Motion was CARRIED.**

## 7.2 Curriculum Items

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

W. Lee spoke to the Curriculum Committee's review of 9 curriculum guidelines: 3 new curriculum guidelines, and 5 revised curriculum guidelines and 1 withdrawn curriculum guideline.

In response to a question raised about the change in classroom size for BUSN 4500, the explanation provided was that the class has been capped at 18 students, with the support of VPAC who approved the changes to the curriculum guidelines and the additional costs.

There being no further discussion,

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

**MOVED by E. Kirkpatrick; SECONDED by M. Grice, THAT Education Council approve the submitted new guidelines for: YJWD 2240; BUSN 1005; CSIS 3290; the revised guidelines for: SOWK 2212, 2363, 2422; ACCT 1222; BUSN 4500; and the withdrawal of guideline CRWR 1105.**

**The Motion was CARRIED.**

## 8. REPORTS

### 8.1 Report from the Chair

I. Cikes spoke to her October 2018 report to the College Board.

The Chair asked that council members please remind their FEC Chairs to communicate to each of their departments that clean-up of courses in CN is required, particularly for courses that have adopted hybrid delivery.

She also included a reminder to all EdCo members that attendance is mandatory at both the Education Council meetings and EdCo standing committee meetings. Members are allowed 2 missed meetings maximum, unless special permission is granted from Education Council.

The Chair also noted that due to renovations, her office has been temporarily relocated to Room S0684E for approximately 8 weeks.

Breakfast sandwiches will be offered at the December 17, 2018 meeting. For any special dietary requirements please email the Education Council Secretary via [edco@douglascollege.ca](mailto:edco@douglascollege.ca).

**8.2 Report from the President**

K. Denton spoke about a change made for this year's budget process. An additional way to gather information from students was implemented with the support of Student Engagement and in cooperation with the DSU, where students at both campuses were given the opportunity to provide information much earlier in the process.

Recently, the College hosted the CCAA Women's Soccer National Championship in Coquitlam. All those involved are to be congratulated on a very successful event.

Global Engagement Days 2018 ran last week. Some of the events were extremely well attended and others could have had more participation. One reason for low attendance may be due to having moved the event from a 2-day to a week-long series of activities. Ways to increase participation will be looked at since offering more opportunities for our domestic students to study abroad is a major focus this year. The College is exploring short-term models with partner institutions around the world.

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

There was no report.

**8.4 Report from the Board Liaison**

W. Snider spoke about getting to know the new Board members, three of whom were former Douglas College students and one a former instructor. Although their enthusiasm is welcome, time is needed to help them see the changes the institution has undergone and to help them understand the new direction of the college. He recommended reviewing the Board member biographies and their diverse complexion of strengths.

**8.5 Report from the Secretary**

The next deadline for Agenda submissions for the December 17, 2018 meeting is Wednesday, December 5, 2018 at 3:00 p.m.

**8.6 Report from the Curriculum Committee**

The next deadline for curriculum guidelines to be submitted to the committee is Wednesday, December 5, 2018 at 9:00 a.m. Please remind your FECs of this date and time. W. Lee also asked that the CN tips document be circulated to your FECs.

**8.7 Report from the Educational Excellence Committee**

On behalf of M. Westerman, the Education Council Secretary advised that the call for nominations has been published on DC Connect. The communication has also been shared with the Administrative Officers to be circulated to their respective faculty areas. The submission deadline is January 25, 2019.



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

There was no report.

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

There was no report.

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

C. Keen advised that the Committee is reviewing the terms of reference.

**9. OTHER BUSINESS**

The Registrar noted that due to the large number of graduates, an additional graduation ceremony has been added to the Winter 2019 Graduation, Friday, February 22, 2019

**10. NEXT MEETING**

Monday, December 17, 2018 at 9:00 am in Room 4920, New Westminster Boardroom and Room B2100 Coquitlam Campus (if required).

**11. ADJOURNMENT**

**MOVED by T. Smith; SECONDED W. Parry, that the meeting be adjourned.**

The Motion was **CARRIED**.

The meeting adjourned at approximately 10:25 a.m.

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Chair

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Secretary