



**MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, OCTOBER 20, 2014 AT 9:00AM  
BOARDROOM - NEW WESTMINSTER CAMPUS**

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**1. ROLL CALL:**

**Members Present:**

Sheilagh Badanic  
Aaron Bayes  
Thor Borgford  
Kathy Denton (*Ex-Officio*)  
John Fleming  
Brenna Gray  
Todd Harper (Chair)  
Anna Helewka  
Sandra Hochstein  
Katryna Koenig (*Ex-Officio*)  
Barbara Leighs  
Rod Midgley  
Jasmine Nicholfigueiredo (Vice Chair)  
Catherine Sales  
Jenny Shin  
Doug Simak  
Brent Stant  
George Stroppa  
Richard Tardif  
Brian Thomas-Peter  
Hailea Williams  
Andria Wrench

**Regrets:**

Mary Hodder (*Ex-Officio*)

**Guests:**

Mark Elliot  
George Fisher  
Elizabeth McCausland  
Edrie Sobstyl  
Meg Stainsby  
Kyle Vuorinen  
Drew Young

Manjit Mandher (Recorder)

The Chair welcomed guests and introduced Rod Midgley, who will be replacing Lorne Patterson on Council. He also advised members of the print outs available on the side table.

**2. APPROVAL OF THE AGENDA**

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

- 6.5 Report from the Board Representative will be Katryna Koenig.
- 4.6 2015 – 2016 Calendar of Events should read as “Bring Forward” from last month.
- 4.2 Policy Items b), c), d) and e) are all Notice of Motion and not Motion to Approve.

**3. APPROVAL OF MINUTES**

The September 15<sup>th</sup>, 2014 Minutes were approved as amended.

#### 4. BUSINESS ARISING FROM THE MINUTES

##### 4.1 Curriculum Items

###### a) Curriculum Committee Recommendations

There being no discussion,

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

**MOVED by C. Sales; SECONDED by H. Williams, THAT Education Council approve the submitted guidelines for: CHEM 1108, 1110; CMNS 1104, 1316; CSIS 3360; HIST 1120; PHIL 3300; MATH 1125, 1225, 2321; MUSC 2101; PHYS 1308; and approve the withdrawal request for: BUSN 4420.**

**The Motion was CARRIED.**

##### 4.2 Policy Items

###### a) Appeals Policy

Elizabeth McCausland was invited to speak to this item.

The Chair announced that he received written feedback from one council member and the DSU. These will be forwarded to the Educational Policies Committee.

Feedback was received from various constituencies and concerns regarding the composition of the committee, timing of appeals, and concerns that students would not be able to proceed in the program until the appeal was settled. Along with the concerns, positive comments were received from students around the fairness of the policy.

There being no further discussion,

**MOVED by A. Helewka; SECONDED by S. Hochstein, THAT Education Council refer the *Appeals Policy* back to the Educational Policies Committee for further revision in light of the feedback received.**

**The Motion was CARRIED.**

###### b) Revised Academic Integrity Policy (Notice of Motion)

Meg Stainsby was invited to speak to this item.

Meg highlighted the main revisions to the existing policy which has been described as more tolerant than the current with the list of penalties for policy violations revised to include new options of immediate suspension and a "third strike". The Committee proposed the possible introduction, in 2015, of the new online module that will require new students to complete within their first semester. The online module will give students guidance on how to conduct themselves and their academic activities with integrity. Along with students, all members of the College

should be accountable for following the academic and ethical principles of the College.

Lengthy discussion and debate was had concerning the grounds that warrant expulsion, a “grade” or transcript notation “FD” on their permanent record and the wording as to who holds the duty of carrying out an expulsion.

K. Denton noted the College will have developed a Conduct of Conduct by the end of November that will include the statement about people upholding academic integrity.

Written feedback should be emailed directly to Meg Stainsby.

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

**c) Revised Credentials Awarded Policy (Notice of Motion)**

J. Shin was asked to speak to this item.

J. Shin noted this is a request to have the Residency Requirement language to include a requirement that the minimum coursework completed at Douglas College occur in the highest level courses.

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

**d) Revised Grading Systems Policy (Notice of Motion)**

J. Shin was asked to speak to this item.

There is a notation under the grading structure for credit courses that states that an asterisk denotes a grade achieved through a challenge examination, but no such note existed under the non-credit grading structure in the Grading Systems Policy. The addition of this notation has been included under the non-credit grading structure.

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

**e) Terms of Reference revisions – Educational Policies Committee (Notice of Motion)**

J. Shin was asked to speak to this item.

J. Shin noted this is a revision to the Terms of Reference where the Committee has requested the liaison between the Committee and Education Council is a member from faculty, staff or administration rather than only faculty. In addition, the rules regarding membership of committee will be more flexible, allowing for up to seven faculty members while not exceeding twelve committee members.

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

**4.3 Program Revision: Stagecraft and Event Technology (Motion to Approve)**

Drew Young was invited to speak to this item.

There being no discussion,

**MOVED by D. Simak; SECONDED by B. Stant, THAT Education Council approve the program revisions for Stagecraft and Event Technology.**

**The Motion was CARRIED.**

**4.4 Program Revision: Co-Op Program Partnership with Post Degree Diploma in Accounting Studies (Motion to Approve)**

George Fisher was invited to speak to this item.

There being no discussion,

**MOVED by S. Hochstein; SECONDED by H. Williams, THAT Education Council approve the proposed Post Degree Diploma in Accounting Studies.**

**The Motion was CARRIED.**

**4.5 2015 – 2016 Budget Guidelines**

The Chair invited members to provide feedback.

There being no discussion,

**ACTION:** The Chair to summarize the advice and forward to Senior Management and the College Board.

**4.6 2015 – 2016 Calendar of Events**

In M. Hodder's absence, Kyle Vuorinen was invited to speak to this item.

Council members noted the advice submitted last year did not result in changes in the Academic Calendar.

In addition to submitting the same advice as last year, members inquired about the following items:

- Include the days of the week with the dates
- Why the Spring semester was not included; some courses run during the Spring and not the entire Summer

- Move the date of dropping courses a bit later than the first day of class to allow students more flexibility
- Noting the College Wide Professional Development Day date in the Academic Calendar

**ACTION:** The Chair to summarize the advice and forward to the Registrar, Senior Management and the College Board.

## 5. New Business

### 5.1 Program Revision: Certificate in Accounting (Motion to Short-cycle; Motion to Approve)

George Fisher spoke to this item.

George Fisher mentioned that this revision has the opportunity to realign the certificate program with the diploma and degree programs. He also noted a housekeeping item of shortening the length of the program to one year instead of two semesters as it takes a minimum of three semesters to complete the program.

There being no further discussion,

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

**MOVED by G. Stroppa; SECONDED by B. Thomas-Peter, THAT Education Council approve the proposed revisions to the Certificate in Accounting.**

**The Motion was CARRIED.**

### 5.2 Program Revision: Accounting Diploma (Motion to Short-cycle; Motion to Approve)

George Fisher explained the same rationale went into the Accounting Diploma revisions as the Certificate in Accounting program.

There being no further discussion,

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

**MOVED by H. Williams; SECONDED by B. Stant, THAT Education Council approve the proposed revisions to the Accounting Diploma.**

**The Motion was CARRIED.**

### 5.3 Program Revision: HOSP (Motion to Short-cycle; Motion to Approve)

Mark Elliot was invited to join table to speak to this item.

Mark noted due to the changes in the English department's course offering, effective Fall 2014, ENGL 1101 and 1109 are no longer offered. ENGL 1101 Studies in

Canadian Literature is now a second year offering and ENGL 1109 Studies in Fiction, Poetry and Drama is no longer offered.

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

**MOVED by B. Gray; SECONDED by J. Fleming, THAT Education Council approve the proposed program changes to HOSP course requirements in ENGL.**

**The Motion was CARRIED.**

#### **5.4 Curriculum Guideline Template Revisions**

##### **a) Student Research with Human Participants (Motion to short-cycle; Motion to Approve)**

Edrie Sobstyl was invited to speak to this item.

Edrie noted this revision to the language currently being used in the Curriculum Navigator although minor, will make it easier for Faculty Education Committees and the Research Ethics Board to identify and oversee those courses that fall under the College's policy on research done by students. This revision would also bring all Curriculum Guidelines in line with this College policy.

There being no further discussion,

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

**MOVED by S. Badanic; SECONDED by R. Tardif, THAT Education Council approve the proposed Curriculum Guideline Template revisions.**

##### **b) Learning Outcomes (Notice of Motion)**

J. Nicholsfigueiredo was asked to speak to this item.

The language used in the Curriculum Guidelines has changed with the implementation of Curriculum Navigator. The item requests that the language in Curriculum Navigator read "**Course Objectives**" in place of "**Learning Outcomes**".

There being no discussion,

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

#### **5.5 Education Affiliations: Notice of Intent**

All questions can be emailed directly to Betty Mitchell.

There being no discussion,

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

## **5.6 Douglas College Policy Framework and Template (For Information Only)**

T. Borgford advised Council members about the new policy framework that is being introduced to the College after last year's audit by MNP. The audit reviewed the College's business practices and has made recommendations to revise the current policy framework and to have a common template.

Any questions or comments can be forwarded directly to the Education Council Chair.

## **6. REPORTS**

### **6.1 Report from the Chair**

a) September Report to the College Board

### **6.2 Report from the President**

The President mentioned that a press release will be coming out shortly announcing the award presented to Douglas College by the World Federation of Colleges and Polytechnics in Beijing. Douglas College won Silver in the International Collaboration category.

Also mentioned was the excellent attendance at the two strategic plan sessions. These sessions were engaging with many different views to each topic discussed. The content of these sessions will be posted onto the website soon.

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

T. Borgford was giving members advanced notice that myDouglas will be retired by the end of 2015. The plan to move the current material to Blackboard will be communicated shortly.

### **6.4 Report from the Registrar**

Nothing to report.

### **6.5 Report from the Board Representative**

Nothing to report.

### **6.6 Report from the Secretary**

Nothing to report.

### **6.7 Report from the Curriculum Committee**

Nothing to report.

### **6.8 Report from the Educational Excellence Committee**

The Committee is working on revisions to the Educational Excellence Award.

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

Nothing to report.

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

Nothing to report.

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

Nothing to report.

**7. OTHER BUSINESS**

No other business.

**8. NEXT MEETING**

Monday, November 17<sup>th</sup>, 2014 at 9:00 am in the Boardroom (4920), New Westminster Campus.

**9. ADJOURNMENT**

**MOVED BY B. Stant; SECONDED by R. Tardif, that the October 20<sup>th</sup>, 2014 meeting of Education Council be adjourned.**

**The Motion was CARRIED.**

The meeting adjourned at approximately 10:56 am.

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**Chair**

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**Secretary**