

**MINUTES OF MEETING OF EDUCATION COUNCIL
HELD MONDAY, OCTOBER 15, 2018 AT 9:00AM
Room S4920 NW Campus**

Members Present:	Regrets:
Borgford, Thor	Keen, Carrie
Cavanagh, Bette (<i>Recorder</i>)	Parry, Wendy (<i>Marsha Wilson Attended</i>)
Cikes, Ivanna (<i>Chair</i>)	Snider, Wesley (<i>Ex-Officio</i>)
Costantino, Manuela	Wotherspoon, Alicia
Denton, Kathy (<i>Ex-Officio</i>)	
Grice, Martin	Guests
Gronsdahl, Karla	Bishop, Maria
Hutchison, McKenzie	Chang, Tara
Kirkpatrick, Edith	Crisp, Joan
Lee, Weissy	Dougherty, Meaghan
Newton, Rachael	Goertz, Shelley
Ng, Rella (<i>Ex-Officio</i>)	
Nicholsfigueiredo, Jasmine	
Parker, Brian (<i>Vice Chair</i>)	Observers:
Sabio, Jerson	N/A
Shin, Jenny	
Smith, Trevor	
Stroppa, George	
Tasse, Jen	
Westerman, Marni	

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:

Wendy Parry, Carrie Keen, Alicia Wotherspoon and Wesley Snider sent regrets to the meeting.

3. APPROVAL OF THE AGENDA

The Chair advised members of the following side table additions to the agenda:

- **5.6 Educational Affiliations: Notice of Intent (Motion to Approve) (I. Cikes)**
- **7.1 b) Education Council Tips for Reviewing Curriculum Guidelines (Information) (W. Lee)**

The Chair also noted that item **6.4 Program Revision: Bachelor of Business Administration Accounting (G. Fisher)** is withdrawn at the initiator's request.

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 September 17, 2018 were approved by consensus.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Draft 2019-2020 Budget Guidelines and Timelines (Discussion/Feedback)

There was no feedback or follow up questions received on the draft Budget Guidelines and Timelines for 2019-2020.

K. Denton reported that the AVP, Institutional Effectiveness and his team have been working closely with the Deans to identify trends to help meet student needs, including the sharing data on student waitlists and a review of both low and high demand courses. Next year's budget timelines will incorporate this additional step in the planning process.

5.2 Academic Calendar 2019-2020 (Information)

The Chair advised that the 2019-2020 Academic Calendar is finalized and posted on the College's website.

A member identified one error (duplication of a date) which will be brought to the attention of the Registrar's Office to amend.

5.3 Program Revision: Associate of Arts – Intercultural and International Studies

M. Costantino spoke on behalf of M. Young.

There being no further discussion,

MOVED by J. Nicholsfigueiredo; SECONDED by M. Westerman, THAT Education Council approve the Program Revision: Associate of Arts – Intercultural and International Studies.

The Motion was CARRIED.

5.4 Program Revision: Youth Justice

M. Dougherty spoke to the item.

The revisions involve maximizing university transfer credits, the indigenization of content, deleting outdated content and updating courses important to maintaining current practice in the field.

It was noted that in order to change the course credit value from 6.0 to 4.0 credits, the course code YJWD 2340 will be replaced with YJWD 2240 to reflect the changes.

There being no further discussion,

MOVED by M. Westerman; SECONDED by J. Nicholsfigueiredo, THAT Education Council approve the Program Revision: Youth Justice.

The Motion was CARRIED.

5.5 Curriculum Committee – Terms of Reference Update

W. Lee spoke to the item.

There being no further discussion,

MOVED by E. Kirkpatrick; SECONDED by M. Grice, THAT Education Council approve the Curriculum Committee's Revised Terms of Reference.

The Motion was CARRIED.

5.6 Educational Affiliations – Notice of Intent

I. Cikes spoke to the side table item.

This item was inadvertently omitted from the agenda. At their September 21, 2018, meeting, the International Education Committee approved the recommendation to engage in discussions with SXPI and NCU.

There being no further discussion,

MOVED by G. Stroppa; SECONDED by E. Kirkpatrick, THAT Education Council approve the International Education Standing Committee's recommendation to approve the Educational Affiliations: Notice of Intent with Shaanxi Polytechnic Institute (SXPI) (China) and National Central University (NCU) (Taiwan).

The Motion was CARRIED.

6. NEW BUSINESS

6.1 Program Revision: Bachelor of Arts in Applied Criminology (C. Hotel)

M. Westerman spoke to the item on behalf of C. Hotel.

The addition of two upper level courses will provide elective options for students in the degree program. It was noted that May 2019 would be the effective date and that the word “specialization” should be replaced with the word “concentration” throughout the document.

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

6.2 Program Revision: Health Care Support Worker

S. Goertz spoke to the item.

The proposed revisions include moving the Immunizations and Standard First Aid/CPR to a preclinical requirement and the removal of the Non-Crisis Violence Intervention criteria, which is no longer required by the Health Authorities for clinical placements.

In answer to a question, students incur minimal or no costs associated with the preclinical requirements.

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

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

M. Bishop spoke to the item.

The Department of Psychiatric Nursing is seeking approval to extend the current variance of the 15% residency requirement until December 31, 2025. Douglas College does not consistently offer an adequate number of online associated studies courses to meet the residency requirement needs of BSPN Degree Completion students, who have completed their Diploma program at an institution other than Douglas College.

Discussion ensued. K. Denton acknowledged that the current variance is working. The extension of the current 15% residency requirement will help minimize any disadvantages to students until the diploma pathway is discontinued.

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

6.4 Program Revision: Bachelor of Business Administration – Accounting

Item 6.4 is withdrawn at the initiators' request.

ACTION: No action required.

6.5 Policy Committee - New SOP Template for Policy

J. Nicholsfigueiredo spoke on behalf of the Policy Committee. The SOP template for policy is distinct from the regular SOP and will help to ensure that any changes made to policies will also be reflected in the linked SOPs. As well, when changes are being proposed to policy-linked SOPs, the corresponding policy/policies is/are revisited.

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

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

M. Westerman spoke to the item

The department changed its name, to Geography and the Environment which was approved at all levels in 2015. The request is asking that the title of this Associate of Arts program be changed to reflect the approved department name.

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

7. STANDING COMMITTEE ITEMS**7.1 Curriculum Items****a) Curriculum Committee Recommendations**

W. Lee spoke to the Curriculum Committee's review of 37 curriculum guidelines: 7 new curriculum guidelines, and 35 revised curriculum guidelines and 1 withdrawn curriculum guideline.

There being no further discussion,

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

MOVED by M. Hutchison; SECONDED by M. Westerman, THAT Education Council approve the submitted new guidelines for: MARK 4235, 4240, 4340, 4420; the revised guidelines for: CFCS 1260; CYCC 4410, 4411; YJWD 1100, 1240, 2300; BUSN 2429; CSIS 1275, 3190, 3270, 3275, 3280, 3300, 3360, 3375, 3155, 4150, 4175, 4260, 4270; 4280; PNUR 3350; BIOL 3700; CHEM 1100, 1104, 1108, 1110, 1210, 2303, 2315, 2321, 2330, 2360, 2421; SPSC 1317; and the withdrawal of guideline SCIE 1106.

The Motion was CARRIED.

b) Education Council Tips for Reviewing Curriculum Guidelines (Information)

W. Lee advised that the document has been developed to help streamline the approval process in Curriculum Navigator, to reduce errors and offer guidance to faculty members who are developing or revising curriculum. Council members agreed that the document would be very helpful and recommended making it widely available.

ACTION: W. Lee to provide a final version of the document to the EdCo Secretary who will work with the Executive Assistant, VP Academic & Provost to publish the document on DC Connect for circulation to all FECs and Programs.

8. REPORTS**8.1 Report from the Chair**

I. Cikes spoke about her participation in the Board's Strategic Retreat held over the weekend. She remarked that the Board members are energetic, student focused and eager to engage in Douglas College activities. She found it to be a productive and valuable day.

8.2 Report from the President

K. Denton wanted to commend again, all those involved in planning the successful grand opening of the Anvil Office Tower space. The feedback has been very positive with comments like 'the space is spectacular'.

K. Denton spoke about the annual Board retreat which provides the opportunity to discuss key strategic initiatives. The timing of the retreat was valuable as we recently had several new board members appointed by government.

The President also reported on her involvement with two external committees, BCCAT (BC Council on Admissions and Transfer) and EPBC (EducationPlannerBC). First, BCCAT is working on a project in cooperation with UBC where thousands of international transfer agreements will be visible through BCCAT's website. Second, EPBC (the province's online application platform) has recently had discussions with members of the K-12 sector to make high school course "repeats" visible on electronic student records. This may be valuable information for post-secondary institutions to consider when they process applications for competitive programs.

8.3 Report from the Vice President, Academic & Provost

T. Borgford spoke about the recent workshop held for Chairs & Coordinators. Duane Seibel, Director, Student Affairs & Services presented and provided information on ways to support students with mental health issues. Thor advised that they like to put on these events and encouraged everyone to bring forward other topics or ideas for workshops that would benefit curriculum and program development.



8.4 Report from the Board Liaison

The Chair provided comments on behalf of W. Snider. See 8.1 above.

8.5 Report from the Secretary

The next deadline for Agenda submissions for the November 19, 2018 meeting is Wednesday, November 7, 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, November 7, 2018 at 9:00 a.m. Please remind your FECs of this date and time.

8.7 Report from the Educational Excellence Committee

M. Westerman advised that the committee is meeting for the first time today. She will report out at the November 2018 meeting.

8.8 Report from the Committee on Admissions & Language Competency Standards

Nothing to report. The next meeting scheduled is October 26, 2018.

8.9 Report from the Committee on Educational Policies

J. Nicholsfigueiredo advised that the Policy Committee is close to finalizing the Appeal of Educational Decisions Policy and looks forward to bringing it to EdCo for feedback.

8.10 Report from the Committee on International Education

The Committee Chair sent regrets to today's meeting.

9. OTHER BUSINESS

N/A

10. NEXT MEETING

Monday, November 19, 2018 at 9:00 am in Room 4920, New Westminster Boardroom and Room B2100 Coquitlam Campus (if required).

11. ADJOURNMENT

MOVED by J. Nicholsfigueiredo; SECONDED M. Grice, that the meeting be adjourned.

The Motion was CARRIED.

The meeting adjourned at approximately 10:08 a.m.

Chair

Secretary