



MINUTES OF MEETING OF EDUCATION COUNCIL
HELD MONDAY, DECEMBER 14, 2020 AT 9:00 AM
VIRTUAL MEETING VIA ZOOM

Members Present:	Regrets:
Ataiza, Ariel	Mand, Jinia
Barker, Jennifer	
Borgford, Thor	
Bowbrick, Graeme (Chair)	Guests:
Cavanagh, Bette (Recorder)	Athens, Elizabeth
Cikes, Ivana	Chapell, Brian
Costantino, Manuela	Chiong, Stephen
Crisp, Joan (Vice Chair)	Devine, Sherise
Davies, Jonathon	Jang, Kimberly
Dench, Sarah	Patterson, Lorne
Denton, Kathy (<i>Ex-officio</i>)	Reimer, Cyndy
Dobre, Alexandra	Storey, Brian
Ellingham, Amrita	
Fong, Dorritta	
Fraser, Morna	
Gronsdahl, Karla	
Kinsley, John	Observers
Lal, Nikiel (<i>Ex-officio</i>)	Ho, Tracy
Ng, Rella (<i>Ex-officio</i>)	
Pacheva, Daniela	
Ramwani, Hemnesh	
Sullivan, Tyler	
Westerman, Marni	

1. TRADITIONAL TERRITORIAL ACKNOWLEDGEMENT

The Chair acknowledged that the campuses of Douglas College are located on 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

All guests were welcomed to the meeting. G. Bowbrick reminded everyone of the meeting protocols.

3. APPROVAL OF THE AGENDA

The Chair asked members to approve the Agenda. The agenda was approved by consensus.

4. APPROVAL OF MINUTES

The November 16, 2020 minutes were approved by consensus.

5. ITEMS FOR APPROVAL

5.1 Program Revision: Information and Communication Technology Post-Degree Diploma

S. Chiong spoke to the item.

The Registrar recommended that **CSIS 1275** (no longer being offered) be withdrawn from Curriculum Navigator.

There being no further discussion,

MOVED M. Fraser; SECONDED by M. Westerman, THAT Education Council approve the Program Revision: Information and Communication Technology Post-Degree Diploma effective May 2021.

The Motion was CARRIED.

5.2 Program Proposal: Certificate in Global Competency

M. Costantino and Brian Storey spoke to the item.

M. Costantino advised that the framework to define the criteria for existing or new courses will be developed by the Steering Committee. The coordinator (to be hired) will chair the Steering Committee that will oversee this credential.

There being no further discussion,

5.3 **MOVED M. Westerman, SECONDED by S. Dench, THAT Education Council approve the Program Proposal: Certificate in Global Competency**

The Motion was CARRIED.

6. INFORMATION ITEMS

6.1 Concept Paper: Post-Baccalaureate Diploma in Digital Marketing Management

K. Jang and L. Patterson spoke to the item.

The proposed PBD in Digital Marketing Management builds upon the success and growth of the Post-Degree Diploma in Marketing Management. This two-year 60 credit format will make it attractive to international students looking to work in Canada.

The Registrar advised that the earliest date of offering would be January 2022.

It was recommended that the initiators consult with the Library to ensure that the library is well-equipped to support the students in this program.

ACTION: Please refer this item to your constituency groups and direct all feedback to **Kimberly Jang** at jangk@douglascollege.ca.

7. NEW BUSINESS

7.1 Request for Variance to Residency Requirement: Academic College English Certificate

C. Reimer spoke to the item.

The ELLA Department requests a variance to the residency requirement in the Credentials Awarded at Douglas College Policy for the Academic College English (ACE) Certificate. An increase from 50% to 75% (3 of 4 courses or 9 credits at ACE Level 3) reflects current College entry requirements.

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 18, 2021 meeting.

7.2 Program Revision: Disability and Applied Behaviour Analysis (DABA)

S. Devine spoke to the item.

The proposed changes indicate the new regulating body, Association for Behaviour Analysis International (ABAI) and minor housekeeping updates.

By consensus, the Motion was approved for short-cycling.

There being no further discussion,

MOVED by M. Costantino; SECONDED by J. Crisp, THAT Education Council approve the Program Revision: Disability and Applied Behaviour Analysis (DABA) effective January 2021.

The Motion was **CARRIED**.

7.3 Credential Withdrawal: Continuing Education – Building Energy and Resource Management (BERM)

B. Chapell spoke to the item.

The BERM credential was first offered in 2009 but never gained significant enrolment to make it sustainable as a cost-recovery credential. We determined that the program format and the offering of only one intake per year limited the flexibility to attract and retain students at other times of the year.

In 2017, a new credential was launched to replace BERM. “Practical Energy and Advanced Knowledge –Buildings” (or “PEAK – Buildings”), took some content from BERM along with new, updated content to reflect changes in the energy management industry.

Some clarifying questions were asked but no concerns were raised. The Chair will capture the essence of the discussion as advice to the Board in his next report.

7.4 Draft Revision of Education Council Bylaws

The Chair advised that at the last Special Meeting he had taken all of the points based on feedback where edits needed to be made and produced the revised version in the package. This item is before us as a Notice of Motion and will be brought back for a vote in January 2021. The Chair suggested that there be a transition period of the bylaws coming into force which would allow for notification to the College community and for the work to be completed on the Terms of Reference for the Standing Committees. Discussion ensued regarding the implementation date after the approval of the bylaws.

The Chair invited council members to provide feedback from their respective constituency groups.

Some members reported that they have engaged in fulsome discussions with their areas and that they and their colleagues are pleased with the work that has been done. Other members stated that more time is still needed for consultation and that the motion to approve the draft bylaws should be delayed. One member advised that continuing to solicit feedback has not been productive. Finally, some members expressed support for proceeding to the vote but recognized that unanimity may not be attainable.



ACTION: Please refer this item to your constituency groups for consideration of approval at the January 18, 2021 meeting.

8. STANDING COMMITTEE ITEMS

8.1 Admission and Language Competency Committee Recommendation

a) Post-Baccalaureate Diploma in Digital Marketing Management

b) Certificate in Global Competency

The Committee met on November 27, 2020 and approved the admission requirements. No concerns were raised.

There being no further discussion,

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

MOVED by M. Westerman; SECONDED by J. Crisp, THAT Education Council approve the Admissions and Language Competency Standards Committee recommendations for the Post-Baccalaureate Diploma in Digital Marketing Management and the Certificate in Global Competency.

The Motion was **CARRIED**.

8.2 Curriculum Items

c) Curriculum Committee Recommendations

M. Westerman spoke to the Curriculum Committee's submission and review of 7 curriculum guidelines: 5 new and 2 revised curriculum guidelines.

There being no further discussion,

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

MOVED by J. Crisp; SECONDED by M. Fraser, THAT Education Council approve the submitted new guidelines for MODL 2262, 2361, 3394; CHEM 1150; CMPT 2276 and the revised guidelines for GSWS 1102; SPSC 1103.

The Motion was **CARRIED**.

8.3 Policy Items

S. Dench advised that the policies (a through c) have been revised to reflect gender-neutral language, the updating of unit titles and related policy names.

- a) **Appeal of Educational Decisions Policy**
- b) **Appeal of Final Grades Policy**
- c) **Program Advisory Committee Policy**

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

MOVED by M Costantino; SECONDED by A. Dobre, THAT Education Council approve the Appeal of Educational Decisions Policy, the Appeal of Final Grades Policy and the Program Advisory Committee(s) Policy.

The Motion was CARRIED.

d) Academic Performance Policy

The Chair reminded Council members of the temporary policy variance granted at the October 2020 meeting. The Policy Committee is seeking a policy revision, consistent with the variance already in place, that will allow all P1 students (first term of academic probation), in and out of province, to seek support and registration clearances from Student Success Advisors in addition to Counsellors on an on-going basis.

Discussion ensued as to the need for the request to be short-cycled. Several members expressed that they would appreciate the opportunity to take it back to their constituents. The request for short-cycling was denied. A Motion to Approve will be sought at the January 2021 meeting.

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 18, 2021 meeting.

9. REPORTS

9.1 Report from the Chair

The Chair advised that the Education Council Appeal Tribunal had recently received a request for an appeal hearing. The Chair noted that appeals of this nature are fairly rare. The panel consisted of the Chair, Vice-Chair and T. Sullivan. The Chair and Vice-Chair thought it would be beneficial to have a student form part of the panel so they put out a request to the four student representatives to determine who would serve on the tribunal. The panel met on December 10, 2020 and concluded its work.

On a related issue, when the Chair received the request for an appeal hearing, he was not able to find any Terms of Reference for the Education Council Appeal Tribunal. He reiterated the need to clean up and/or create Terms of Reference for all Standing Committees.

The Chair made reference to his written report to the College Board for October and November 2020.

9.2 **Report from the President**

The President announced that the Honourable Anne Kang (MLA for Burnaby) has been appointed as the new Minister of Advanced Education and Skills Training (AEST). A lot of work is being prepared for the transition. Minister Kang is currently being briefed and is making plans to meet with each institution.

The President advised that the College is adapting well to the constant COVID-19 updates and remains in compliance with the guidelines and the health authority.

The President advised that Administration has received all of the operating and capital budget requests for 2021-2022 and will be engaging in budget consultations in the New Year. She noted that it is a much more difficult budget year ahead due to reduced revenues from international students due to COVID-19. She continued that the College will get through this period by continuing to adapt in this challenging environment.

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

T. Borgford spoke about the Quality Assurance Process Audit (QAPA) mandated by the AEST Ministry and DQAB whereby each institution is required to undergo a quality assurance audit every seven years of the processes used to develop, approve and maintain academic programs. The external audit committee selected to review our Youth Justice, Creative Writing, and Sign Language Interpreting programs. Recently the College received notification that the Ministry has approved the College's review process and have recognized the quality and the strength of our review of curriculum. Commendations were extended to all involved as well as Meg Stainsby, who was instrumental in pulling it all together.

9.4 **Report from the Board Liaison**

No report.

9.5 **Report from the Secretary**

The Secretary asked members to be mindful when replying to "all" by email. The Education Council package is circulated as information to many members of the College who are not on Education Council. If you feel it is important to share a comment with EdCo members, please review who is included on the email distribution list and be sure you include only those who are meant to receive the information. Also keep in mind that discussions about EdCo items should occur in meetings so they can be captured in the minutes.

The next deadline for agenda submissions for the January 18, 2021 meeting is Wednesday, **January 6, 2021** at 3:00 p.m. Please ensure that items are being submitted to the edco@douglascollege.ca email address.



9.6 Report from the Curriculum Committee

The next deadline for curriculum guidelines to be submitted to the committee is Wednesday, **January 6, 2021** at 9:00 a.m. Please remind your FECs of this date and time.

9.7 Report from the Educational Excellence Committee

The committee has elected Rella Ng as the Chair of the committee. The DC Connect news item will be shared with the Administrative Officers for circulation to their respective faculty areas. Faculty members are to identify possible student nominees to Rella Ng, Registrar, for verification of eligibility, by January 15, 2021.

9.8 Report from the Committee on Admissions & Language Competency Standards

R. Ng advised of the next meeting date of Friday, January 22, 2021. Agenda items are due one week prior to the meeting.

9.9 Report from the Committee on Educational Policies

No report.

9.10 Report from the Committee on International Education

No report.

10. OTHER BUSINESS

N/A

11. NEXT MEETING

Monday, January 18, 2021 at 9:00 am (Virtual Meeting. Zoom)

12. ADJOURNMENT

The meeting adjourned at approximately 10:47 a.m.

The Chair commended everyone for their extra work and for going above and beyond the call of duty. He wished everyone a good break and happy holidays.

Chair

Secretary