

**MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, APRIL 23, 2018 AT 9:00AM
Room 4920 NW Campus**

1. ROLL CALL:

| Members Present: | Regrets: |
|-----------------------------------------------|------------------------------------|
| Thor Borgford (<i>for K. Denton</i>) | Paolo De Leon |
| Brian Chapell (<i>for T. Borgford</i>) | Kathy Denton (<i>Ex-Officio</i>) |
| Nathaniel Christopher | McKenzie Hutchison |
| Ivanna Cikes | Carrie Keen |
| Manuela Costantino | Olga Kalachinskaya |
| Karla Gronsdahl | |
| Prabh Hundal | |
| McKenzie Hutchison | Guests |
| Carrie Keen | Ken Anderson |
| Christine Kerr | Bill Archibald |
| Edith Kirkpatrick | Brian Parker |
| Cecil Klassen | Simon Parker |
| Weissy Lee | Brian Sugg |
| Rod Midgley | John van Deursen |
| Shannon Moist (<i>for O. Kalachinskaya</i>) | Melanie Young |
| Rella Ng (<i>Ex-Officio</i>) | |
| Jasmine Nicholsfigueiredo (<i>Chair</i>) | Observers: |
| Jenny Shin | Fanny Boulesteix |
| Wesley Snider | Stephen Crozier |
| George Stroppa | Wilhelm Emilsson |
| Marni Westerman | Doritta Fong |
| Marsha Wilson | Todd Harper |
| | Tracy Ho |
| | Glen Stanger |
| | Diane Stiles |

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 by consensus.

3. APPROVAL OF MINUTES

The minutes of February 19, 2018 and March 19, 2018, were approved as amended, by consensus.

The Chair noted that changes to the minutes should be emailed to edco@douglascollege.ca. Suggestions for housekeeping changes will be adopted, however, recommendations for

substantive changes will be circulated in the agenda package and brought to Education Council for approval.

The Chair referenced Eli Mina's Guide to Minute Taking, identifying that our minutes go beyond decisions and motions and include "snapshots" (brief summaries) of the discussion.

4. BUSINESS ARISING FROM THE MINUTES

4.1. Program Revision: Bachelor of Physical Education & Coaching Program (BPEC)

K. Anderson spoke to the implementation of the changes suggested by EdCo at the last meeting.

T. Borgford advised that it would be beneficial to provide DQAB with an updated summary of the program revisions. The Department will prepare a summary of the changes for submission.

There being no further discussion,

Moved by N. Christopher; SECONDED by P. Hundal, THAT Education Council approve the Program Revision: Bachelor of Physical Education & Coaching Program.

The Motion was CARRIED.

4.2. Program Revision: International Business Management Post-Degree Diploma

S. Parker spoke to the item.

There being no further discussion,

Moved by M. Wilson; SECONDED by E. Kirkpatrick, THAT Education Council approve the Program Revision: International Business Management Post-Degree Diploma.

The Motion was CARRIED.

4.3. Creation of Education Council *ad hoc* Committee to Review and Revise Faculty Education Committee (FEC) Terms of Reference

B. Sugg spoke to the item restating that they felt that Ed Co was the best venue to do a full review of the FEC TOR and was disconcerted by the opposition voiced at the last meeting. An ad hoc committee with various Ed Co members, FEC chairs, administrators and staff seems like it will produce a balanced, fair review.

Discussion ensued. The Ed Co Chair stated that her concern was with process. A FEC TOR, revised by VPAC, was sent out without the original document accompanying it. Additionally it was in a template that designated the Dean and VPAC as the

responsible owner and the approval body rather than FEC. It is important that any review ensures that the FEC TOR do not contravene Ed Co bylaws, policies or the *College and Institute Act*.

The Vice President Academic & Provost stated it was not a bad idea to review the FEC TOR but we have to ensure that Deans are a part of the process. He was not entirely clear on the process because it is not defined and perhaps it needs to be.

The Chair read from previous Ed Co minutes that past practice indicates that the TOR were written by the Ed Co Chair (Liz McCausland) who consulted with the FEC Chairs. When the TOR came to Ed Co they were sent out to everyone for consultation rather than as a Notice of Motion because it was a collaborative enterprise between Ed Co and the FEC Chairs.

Education Council faculty representatives spoke on behalf of their individual FECS and provided feedback. Reps from S&T, CBA, and the LLPA FEC voted to support the motion and to have their FEC chair sit on the committee. The CFCS rep said their FEC does not support an ad hoc committee but would participate if approved at Ed Co. Both the HSS rep and the HS rep stated their FEC's were agreeable to sharing best practices but felt it was unnecessary to strike a formal committee.

A council member, from the floor, requested that the vote be cast via secret ballot.

Moved by N. Christopher; SECONDED by I. Cikes, THAT Education Council approve the motion to vote by secret ballot vote.

A secret ballot vote was conducted and the votes were counted by J. Bilquist. The Vice-Chair reported the outcome of 8 votes for; and 8 votes against. Tie indicates a defeated motion.

The Motion was DEFEATED.

4.4. Program Revision: Associate of Arts Degree Program Guideline Changes and Overview of Revisions

M. Young spoke to further revisions detailed in her amended document, Overview of Revisions, which apply to all (6) six Associate of Arts Degrees.

It was noted that the change to the English requirement would restrict what students could take. The AA Coordinator advised that Douglas College is one of the only institutions that permits Communications or Creative Writing as an English equivalent.

Moved by M. Wilson; SECONDED by I. Cikes, THAT Education Council approve the Program Revision: Associate of Arts Degree Program Guideline Changes and Overview of Revisions.

The Motion was CARRIED.

4.5. Program Revision: Associate of Arts Degree Limited Enrollment Program Guideline Changes

M. Young spoke to the item.

A member asked if the Limited Enrollment would be open to student intake for the summer and winter semesters. The AA Coordinator stated that the Admission information wording has been revised to ensure that it applies to students who finish secondary school at different times. It was suggested that K. Denton would be the best person to provide the historical background of this item, as she was the Dean, Humanities and Social Sciences at that time.

Moved by E. Kirkpatrick; SECONDED by I. Cikes, THAT Education Council approve the Program Revision: Associate of Arts Degree Limited Enrollment Program Guideline Changes.

The Motion was CARRIED.

4.6. Program Revision: Associate of Arts Degree Gender, Sexualities and Women's Studies

M. Young spoke to the item.

Moved by M. Westerman; SECONDED by I. Cikes, THAT Education Council approve the Program Revision: Gender, Sexualities and Women's Studies.

The Motion was CARRIED.

4.7. Program Revision: Associate of Arts Degree Future Professional Pilots

M. Young spoke to the item.

C. Kerr pointed out that some of the thematic AAs are noted on the credential and some are not. Council members agreed that for consistency, all thematic AAs should be noted on the parchment.

Moved by P. Hundal SECONDED by M. Wilson, THAT Education Council approve the Program Revision: Future Professional Pilots.

The Motion was CARRIED.

4.8. Program Revision: Associate of Arts Degree Future Teachers

M. Young spoke to the item.

Moved by C. Klassen; SECONDED by C. Kerr, THAT Education Council approve the Program Revision: Future Teachers.

The Motion was CARRIED.

4.9. Program Revision: Associate of Arts Degree Environmental Studies

M. Young spoke to the item.

Moved by M. Wilson; SECONDED by E. Kirkpatrick, THAT Education Council approve the Program Revision: Environmental Studies.

The Motion was CARRIED.

4.10. Program Revision: Associate of Arts Degree Asian Studies

M. Young spoke to the item.

Moved by M. Westerman; SECONDED by E. Kirkpatrick, THAT Education Council approve the Program Revision: Asian Studies .

The Motion was CARRIED.

5. NEW BUSINESS

5.1 Program Revision: Sport-Science Diploma)

K. Anderson spoke to the item on behalf of L. Duke.

The program language in the Sport-Science Diploma has been revised to reference “credits” only. Removing the reference to “courses” lessens the confusion with graduating requirements and better aligns with College policy.

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

5.2 Program Revision: Basic Musicianship Program

J. van Deursen spoke to the item.

The revisions to the Basic Musicianship Program align with the Ministry’s mandate, that tuition-free courses may no longer count toward a post-secondary credential completion. The revisions include removing the 3-credit writing requirement, (reducing the minimum credits from 33 to 30) and the addition of an open elective.

T. Borgford anticipates that the changes will come into effective for January 2019.

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

5.3 Program Proposal: Certificate of Foundation for Child Family and Youth Care Degree Program

K. Gronsdahl spoke to the item on behalf of Deb Allenby.

The Certificate of Foundation in CYC introduces an additional pathway into the Child and Youth Care Degree Program. This one-year certificate offers advantages to students who are not eligible to enter the CYC degree program (due to the age requirement of 19 years) and will help to prepare them with their application (if accepted) into the second year of the CYC program.

The Chair asked members to remind their FECS of the resources and templates available and required for submissions to EdCo. There are templates for full programs, concentrations and concept papers, etc. Please see [Program & Curriculum Development](#) on DC Connect.

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

6. STANDING COMMITTEE ITEMS

6.1 Curriculum Items

a) Curriculum Committee Recommendations

I. Cikes spoke to the Curriculum Committee's review of 56 curriculum guidelines: 16 new curriculum guidelines and 40 revised curriculum guidelines. Additionally, 7 Continuing Education curriculum guidelines were reviewed on paper.

There being no further discussion,

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

MOVED by C. Kerr; SECONDED by E. Kirkpatrick, THAT Education Council approve the submitted 16 new guidelines for: MODL 2250; HIMP 2100, 2110, 2140, 2230, 2210, 2240, 2500, 2501, 3300, 3340, 4400, 4420, 4430, 4500,4501; and the 40 revised guidelines for BUSN 3720; CSIS 1190, 3270, 4270, 2260, 2270, 3275, 4280, 4175, 3375, 3155, 2200, 1190, 3280, 3380, 1280, 4150, 2300, 3190, 3300, 3360, 4260, 1175; ELLA 0240, 0320, 0330, 0340, 0230, 0220, 0130, 0140, 0120; PNUR 3361; HCSW 1170; CAEP 0300, 0310, 0320; SPSC 1318, 1319, 2900; Continuing Education: PEAK 1000, 1100, 1110, 1120, 1130, 1140, 1900.

The Motion was CARRIED.

6.2 **Policy Items**

a) **Prior Learning and Assessment and Recognition Policy**

C. Kerr spoke to the changes to the policy.

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

7. **STANDING COMMITTEE ITEMS**

7.1 **Report from the Chair**

J. Nicholsfigueiredo spoke to her written reports submitted to the March meeting of the College Board.

The Chair advised that she would like to open future Education Council meetings with the Territorial Welcome. Council members were all receptive to having this form part of the EdCo meeting protocol.

The Chair also reminded members that the Elections for Chair and Vice-Chair, would take place during the first 15 minutes of the May 28, 2018 meeting. Please advise the Chair if you would like to be considered to serve on a particular standing committee.

7.2 **Report from the President**

T. Borgford spoke on behalf of the President. He briefed members on their recent travels to Japan and the successful meetings held with the College's partners in both Kyoto, and the Japan Hotel School at Toyo University.

T. Borgford encouraged all those who take part in articulation to attend the BCCAT Community of Practice Workshop on Articulation scheduled for Friday, April 27th, in the Aboriginal Gathering Place. If you are interested in attending the workshop, please contact Anne Gapper, Executive Assistant to the VP, Academic & Provost for registration.

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

T. Borgford no report.

7.4 **Report from the Board Liaison**

W. Snider no report.

7.5 **Report from the Secretary**

The next deadline for Agenda submissions for the May 28, 2018 meeting is Wednesday, May 16 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, May 16th at 9:00 a.m. Please remind your FECs of this date and time.

7.7 Report from the Educational Excellence Committee

There was no report.

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 reported that the Committee is reviewing documentation.

8. OTHER BUSINESS

8.1 The Chair discussed the Draft 2018-2019 Education Council Meeting Schedule. She emphasized that the schedule has 2 months, September and May, which will impact Ed Co submission deadlines. In order to make the submission deadlines:, FECs may wish to alter their schedule as follows:

- Submission deadline for the Sept. 2018 Ed Co meeting is Wednesday Sept 5th. It is advisable for FECS to meet before the Sept 3rd Labour Day Monday.
- Submission deadline for the May 2019 Ed Co meeting is Wednesday 1st. It is advisable for FECS to meet on Monday, April 29th.

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

9. NEXT MEETING

Monday, May 28, 2018 at 9:00 am in Room 4920, New Westminster Boardroom and Room B2100 Coquitlam Campus (if required).

10. ADJOURNMENT

MOVED by I. Cikes; SECONDED M. Westerman, that the meeting be adjourned.

The Motion was CARRIED.

The meeting adjourned at approximately 10:59 am.

Chair

Secretary