



MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, JANUARY 22, 2018 AT 9:00AM
Room N4306, NW Campus

1. **ROLL CALL:**

Members Present:	Regrets:
Thor Borgford	Manuela Costantino
Ivanna Cikes	Christine Kerr
Paolo De Leon	Wesley Snider (<i>Ex-Officio</i>)
Kathy Denton (<i>Ex-Officio</i>)	Andria Wrench
Karla GronsdaHL	
Prabh Hundal	Guests:
McKenzie Hutchison	Lawrence Becker
Olga Kalachinskaya	Laura Dane
Edith Kirkpatrick	Christine Dewar
Cecil Klassen	Nelson Eng
Weissy Lee	Morna Fraser
Rod Midgley	Arsineh Garabedian
Rella Ng (<i>Ex-Officio</i>)	Brian Parker
Jasmine Nicholsfigueiredo (<i>Chair</i>)	John van Deursen
Jenny Shin	
Marni Westerman	Observers:
Marsha Wilson	Lynette Cramen
	Amanda Hartman
	Tracy Ho
	Stacey Rhodes-Nesset
	Samantha Richards
	Janice Van Veen
	Nicole Vittoz

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 December 18, 2017 Education Council minutes were approved by consensus, as distributed.

4. BUSINESS ARISING FROM THE MINUTES

4.1. Program Revision: Associate of Science Degree – Environmental Science

The item (*B/F Item 5.4 October 2017*) is tabled at the initiator's request.

ACTION: No action required.

4.2. Department Name Change: Community Social Service Work (CSSW)

L. Becker spoke to the item. No follow-up questions or comments were raised.

The Registrar confirmed that the implementation date of May 1, 2018 is achievable.

There being no further discussion,

Moved by M. Wilson SECONDED by M. Westerman, THAT Education Council approve the Department Name Change from Community Social Service Work to Social Work effective May 1, 2018.

The Motion was CARRIED.

4.3. Program Revision: Diploma in Accounting

A. Garabedian spoke to the item.

The Chair will work with A. Garabedian on the recommendations to simplify the language under the elective section.

There being no further discussion,

Moved by P. Hundal; SECONDED by O. Kalachinskaya, THAT Education Council approve the Program Revision: Diploma in Accounting effective May 1, 2018.

The Motion was CARRIED.

4.4. Program Proposal: Post-Degree Diploma in Business Law

B. Parker spoke to the item. No follow-up questions or comments were raised.

There being no further discussion,

Moved by M. Westerman; SECONDED by E. Kirkpatrick, THAT Education Council approve the Post-Degree Diploma in Business Law, effective September 1, 2018.

The Motion was CARRIED.

And,

There was unanimous consent to Short-cycle the Motion.

MOVED by G. Stroppa; SECONDED by M. Hutchison, THAT Education Council recommend that the College Board approve the Post-Degree Diploma in Business Law, effective September 1, 2018.

The Motion was CARRIED.

4.5. Program Revision: Certificate in Performing and Fine Arts

C. Dewar spoke to the item. No follow-up questions or comments were raised.

There being no further discussion,

Moved by I. Cikes; SECONDED by R. Midgley, THAT Education Council approve the Program Revision: Certificate in Performing and Fine Arts, effective May 1, 2018.

The Motion was CARRIED.

4.6. Program Proposal: Minor in Financial Services

M. Fraser spoke to the item.

M. Fraser presented the updated proposal with revisions incorporated after feedback from the December meeting.

There being no further discussion,

Moved by R. Midgley; SECONDED by C. Klassen, THAT Education Council approve the Program Revision: Minor in Financial Services effective September 1, 2018.

The Motion was CARRIED.

And,

There was unanimous consent to Short-cycle the Motion.

MOVED by P. Hundal; SECONDED by O. Kalachinskaya, THAT Education Council recommend that the College Board approve the Program Revision: Minor in Financial Services effective September 1, 2018.

The Motion was CARRIED.

4.7. Board Policies Mission Statement and Goals: Draft EdCo Advice to College Board (For Advice) (J. Nicholsfigueiredo)

Education Council's advice to the Board supports the decision to rescind the Board Policies, Mission Statement and Goals. The Chair invited feedback about the document she prepared for the Board. No further comments were made, therefore, the Chair said she would submit the document as is.

ACTION: The Chair will present Education Council’s advice to the College Board.

4.8. Closure of Dental Assisting Program Draft EdCo Advice to College Board (For Advice) (J. Nicholsfigueiredo)

The Chair advised that under the *College and Institute Act* (23.1e), it is part of Education Council’s mandate to provide advice on “the cancellation of programs or courses offered by the institution.”

It is the Chair’s responsibility to pass on the advice and feedback formulated by Education Council to the College Board on the proposed closure of the Dental Assisting Program.

After inviting comments on a written document prepared for the Board, the representative from Health Sciences conveyed information about the program to reinforce comments she made in December. Additional comments were made by a few members who felt the written advice could be stronger. Following a discussion, the Chair committed to revise the advice submitted to the Board to say that Education Council would like to advise the Board to not permanently close the Dental Assisting Program but to evaluate the pedagogical soundness of the program, especially in relation to the external accreditation bodies and our own curriculum standards—and, if such review indicates this is a sound, viable program, Education Council recommends that the Board resume the Dental Assisting Program with the appropriate changes.

Following the Chair’s characterization of the advice she would provide to the Board, the President commented that the Chair was being very responsive to allow individual members to have their views included. She went on to note that the process of providing advice to the Board would normally be completed in a shorter time frame.

ACTION: The Chair will present Education Council’s advice to the College Board.

5. NEW BUSINESS

5.1 Program Revision: Diploma in Computing Studies and Information Systems

N. Eng spoke to the item.

N. Eng explained the reason for the removal of the Web Server Administration course and the addition of CSIS 315, Computer Network Security course. This change in focus is critical to computer systems given the recent US 2016 Election hacking.

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

5.2 Program Revision: Bachelor of Arts in Applied Psychology

L. Dane spoke to the item.

Students completing the Psychosocial Rehabilitation (PSR) Concentration will now be required to complete PSYC 3390 as part of their degree (they were previously exempt). Additional revisions include changing the language from specialization to concentration, and some minor housekeeping changes.

The admission requirements will be submitted to SCALC and include new admissions criteria only for the BA Applied Psychology students (including Honours) who wish to complete the Psychosocial Rehabilitation (PSR) Concentration within their degree. This process will use a departmental interview with the coordinator to ensure that students are prepared for successful completion of the course.

There was a recommendation to clearly list the Concentrations in the proposed revisions.

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

5.3 Program Revision: Foundation of Music Therapy Studies

J. van Deursen spoke to the item.

The Foundation of Music Therapy Studies Diploma prepares students for 3rd year entry into Capilano University's Bachelor of Music Therapy Program (BMT). Since the launch of our program in Fall 2017, Capilano University has made changes to their pre-requisites. The revision incorporates those changes, as well as minor housekeeping edits to the course listings.

A member asked if the basic musicianship courses were university transferable.

The presenter will respond with this information at February's meeting.

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

5.4 Policy Revision Request: Course and Status Change Policy (For Referral)

The Chair spoke to the item and asked permission to refer the request to the Policy Committee. Members provided their consent to the referral request.

ACTION: The Course and Status Change Policy will be submitted to the Policy Committee for review.

5.5 Change in Graduation Requirements: General Studies Diploma

T. Borgford spoke to the item.

T. Borgford advised that the Ministry has informed us that they will not reimburse the College for MATU, ENGU and ELLA courses/credits used towards Academic credentials. Currently we allow students to apply 15 credits of upgrading towards the 60 credit General Studies Diploma credential.

Given that this is a College-wide credential, T. Borgford proposed that the graduation requirements be changed for the General Studies Diploma credential so that the 15 upgrading credits are no longer used. This change will actually affect a very small number of students.

T. Borgford stated that the MATHU/ENGU/ELLA departments need to be informed of this direction from the Ministry.

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

6. STANDING COMMITTEE ITEMS

6.1 Curriculum Items

a) Curriculum Committee Recommendations

Ivanna Cikes spoke to the Curriculum Committee's review of 13 curriculum guidelines: 3 new curriculum guidelines and 10 revised curriculum guidelines. There was one submission inadvertently omitted, the CE-PEAK, Capstone course. The report will be updated to reflect this omission.

There being no further discussion,

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

MOVED by M. Westerman; SECONDED by O. Kalachinskaya, THAT Education Council approve the submitted new guidelines for: HEAR 2101, BUSN 4520, and the revised guidelines for: SOWK 4160, CSIS 3475, CSIS 3540, CSIS 2260, CSIS 2270, CSIS 1280, CSIS 4495, CSIS 1210, CSIS 1275, CSIS 3380, PEAK-BLDG (CE).

The Motion was CARRIED.

7. REPORTS

7.1 Report from the Chair

J. Nicholsfigueiredo spoke to her written report of December, 2017.

The Chair noted that the elections for various Education Council positions will commence in February 2018.

7.2 Report from the President

K. Denton advised that Keith Ellis, AVP, Institutional Effectiveness is building new tools that will improve processes with respect to the rise, fall and demand of student enrollments as well as the tracking of attrition rates. The College will be in a better position to respond to any shifts that happen with the scheduling of classes, booking classrooms, and minimizing wait lists.

K. Denton noted that a committee of administrators, architects and a project manager have commenced work for the new Anvil Centre campus. We will be experimenting with new ways of structuring classes in the Fall when the groups move in, prior to investing in any large-scale rollout at the New West campus.

7.3 Report from the Vice President, Academic & Provost

T. Borgford advised that the expedited workflow upgrade to Curriculum Navigator is now live and encouraged members to have a look.

7.4 Report from the Board Liaison

No report.

7.5 Report from the Secretary

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

7.7 Report from the Educational Excellence Committee

E. Kirkpatrick reported that January 26th is the deadline for nomination submissions.

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 advised that the committee is meeting today.

8. OTHER BUSINESS

N/A

9. NEXT MEETING

Monday, February 19, 2018 at 9:00 am in Room 4920, New Westminster Boardroom and Room B2100 Coquitlam Campus.

10. ADJOURNMENT

MOVED by C. Klassen; **SECONDED** by M. Westerman, that the meeting be adjourned.

The Motion was **CARRIED**.

The meeting adjourned at approximately 10:55 a.m.

Chair

Secretary