



**DRAFT - MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, JUNE 15, 2015 AT 9:00AM
BOARDROOM - NEW WESTMINSTER CAMPUS**

1. ROLL CALL:

Members Present:

Sheilagh Badanic
Aaron Bayes
Thor Borgford
Darcy Cutler (alternate for Doug Simak)
Kathy Denton (*Ex-officio*)
John Fleming
Brenna Gray
Anna Helewka
Sandra Hochstein (alternate for Chair)
Mary Hodder (*Ex-officio*)
Barbara Leighs
Rod Midgley
Colleen Murphy (alternate for Catherine Sales)
Jenny Shin
Brent Stant
Hailea Williams
Andria Wrench

Manjit Mandher (Secretary)

Regrets:

Todd Harper (Chair)
Katryna Koenig
Jasmine Nicholsfigueiredo (Vice Chair)
George Stroppa
Richard Tardif
Brian Thomas-Peter

Guests:

Barbara Allen
Bill Archibald
Rosilyn Coulson
Mark Elliot
Ralph Ferens
Morna Fraser
George Fisher
Weissy Lee
Rob McGregor
Betty Mitchell
Kevin Richter
Heather Tobe
Ruab Waraich

2. APPROVAL OF THE AGENDA

The Chair advised members of the following side table items:

- Item 6.8 Educational Excellence Committee Annual Report
- Item 6.9 Admissions and Language Competency Standards Committee Annual Report

The Chair added items 7.1 and 7.2 to New Business.

The Chair asked members to approve a fluid Agenda; Council agreed and the Agenda was re-ordered and approved as amended.

3. APPROVAL OF MINUTES

The May 15th, 2015 Minutes were approved as presented.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Curriculum Items

a) Curriculum Committee Recommendations

K. Denton noted for level one ELLA courses that are mainly intended for international students, the comments followed by asterisks (*) should not be included in Curriculum Navigator (CN). The Chair will bounce these submissions back to the originating department.

A conversation was had in regards to the PSYC 3333: Cultural Competency and Counselling with Canada's Aboriginal Peoples. CFCS felt that not enough consultation was had in regards to this new course and wanted it removed from the short-cycle and introduce it as a notice of motion. It was mentioned that there is ample opportunities for the College community to comment on items that are posted in CN.

The Chair suggested the introduction of the following motion:

MOVED by C. Murphy; SECONDED by R. Midgley, THAT Education Council remove PSYC 3333 from the submitted Short-cycle Curriculum Committee Recommendations and introduce it as a Notice of Motion.

The Motion was DEFEATED with two abstentions.

And,

There was unanimous consent to Short-cycle the Motion.

MOVED by B. Stant; SECONDED by H. Williams; THAT Education Council approve the submitted guidelines for: CMNS 1104, 1210, 1215, 1216, 1217, CMPT 2200; ELLA 0101, 0102, 0103, 0104, 0105, 0106, 0136, 0145, 0155, 0165, 0175, 0235, 0245, 0255, 0265, 0270, 0275, 0285, 0335, 0345, 0355, 0365, 0370, 0375, 0376, 0385, 0435, 0455, 0465, 0475, 0680, 0810, 0820, 0835, 0865, 0875, 0885, 0895; ENGU 0380, 0390, 0480, 0490; GEOL 1900; MUSC 1151, 1155, 1156, 1160, 1251, 1255, 1256, 1260, 2351, 2451; NURS 4611; PSYC 3333; STGE 1212; TESL 4206 and approve the withdrawal request for FINC 4300.

The Motion was CARRIED.

4.2 Policy Items:

a) Credentials Awarded at Douglas College Policy

Bill Archibald spoke to this item.

He mentioned the purpose of this revision was to ensure that the information regarding the 70% residency requirements for Post Degree Diplomas offered by the faculty of Commerce and Business Administration was captured in the Credentials Awarded Policy. To avoid possible misunderstanding, C&BA felt it astute to also expand the wording of the credential policy to specify that certain programs may have

higher residency requirements. The following is the suggested wording for the Committee on Educational Policies to consider:

RESIDENCY REQUIREMENT

“To be eligible to receive a credential, students must normally complete a minimum of 25% of coursework taught by Douglas College faculty although some programs may have more stringent residency requirements that supersede this minimum.”

There was unanimous consent to Short-cycle the Motion.

MOVED by B. Grey; SECONDED by S. Badanic, THAT Education Council refer the Credentials Awarded at Douglas College Policy to the Standing Committee on Educational Policies.

The Motion was **CARRIED**.

4.3 Program Revision: Post Degree Diploma, International Business Management

Bill Archibald was invited to speak to this item.

Bill noted this PDD in International Business Management proposal was presented and approved at the September 2014 Educational Council meeting. The new program revision will require non-business degree students to take certain prerequisite courses and open up electives in this program to broader College wide choices.

Students with a non-business major in their undergraduate are required to take FINC 1231 and MARK 1120 as prerequisites.

MOVED by A. Bayes; SECONDED by B. Stant, THAT Education Council approve the program revision to the Post Degree Diploma, International Business Management.

The Motion was **CARRIED**.

And,

MOVED by A. Bayes; SECONDED by H. Williams, THAT Education Council approve the program revision to the Post Degree Diploma, International Business Management where non-business degree applicants would be required to take FINC 1231 and MARK 1120 as prerequisites if they have not already taken these courses in a business degree.

4.4 Educational Affiliations: Notice of Intent (Betty Mitchell)

a) Xijing University (Motion to Approve)

Betty Mitchell was available to answer any questions.

No further discussion,

MOVED by B. Stent; SECONDED by H. Williams, THAT Education Council approve the request to pursue educational affiliations with Xijing University.

The Motion was CARRIED.

b) Shanghai University of Political Science and Law (SHUPL) (Notice of Motion)

Betty Mitchell was available to answer any questions.

In April 2015 a delegation from SHUPL visited Douglas College that included the Vice President and Director of the Institute of Justice Studies. Items acknowledged for partnership include: customized professional development for SHUPL faculty, visiting students, joint research and Douglas College faculty attending an annual symposium at SHUPL. The intent is to develop a Memorandum of Understanding (MOU) between Douglas College and SHUPL to enable the development of these activities.

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

c) YU DA University, Taiwan (Notice of Motion)

Betty Mitchell remained at the table to answer any questions.

This private university is approved by the Ministry of Education in Taiwan. With over 42 affiliations mostly with universities in Asia, Douglas College would be the first affiliation in Canada.

The Chair at this time, reminded Education Council about the updated Terms of Reference where all new affiliation requests would need to be discussed with the Standing Committee on International Education before coming to Education Council. The Chair put forward the following motion:

MOVED by B. Stant; SECONDED by S. Badanic, THAT Education Council refer the Notice of Intent to pursue educational affiliations with YU DA University, Taiwan to the Standing Committee on International Education.

The Motion was CARRIED.

4.5 Engineering Credentials Exit Requirements

Barbara Allen was invited to speak to item.

Barbara noted that this item is being brought back to Education Council this month as it was recommended at the May 2015 meeting that the addition of exit requirements are necessary. It is anticipated these changes would go in effect by June 22, 2015.

The following was added to the Diploma Engineering Essentials program: Exit Requirements:

“An overall GPA of 2.33 (C+) is required for graduation along with a minimum grade of C in each individual course of the program.”

An inquiry was made about students in the Engineering Foundation (Certificate) program that might not meet these new exit requirements. Barbara added that these students would still graduate but would be limited to what other programs they could transfer to within Douglas College or to external colleges and universities.

There was unanimous consent to Short-cycle the Motion.

MOVED by B. Grey; SECONDED by R. Midgley, THAT Education Council approve the Engineering Credentials Exit Requirements GPA of 2.33 (C+) or better along with a minimum grade of C in each individual course of the program.

The Motion was CARRIED.

5. New Business

5.1 Program Proposal: Development of Specialization in Economics

Kevin Richter was invited to the table to speak to this item.

This four course proposal has the following specializations:

- 1) Policy Analysis and Management
- 2) Global Banking and International Trade
- 3) Theory and Quantitative Methods

The specialization will give students the chance to enhance their degree with a focussed study in a specific field within economics. The graduates will be at an advantage as they will be able to demonstrate to employers that they have gained a level of knowledge and skills as an appropriate complement to their major area of study.

No further comments,

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

5.2 Program Revision: Bachelor of Business Administration Financial Planning

Morna Fraser spoke to this item.

To better align the Bachelor of Business Administration Financial Services with the Financial Planning Standards Council's (FPSC) core competencies for the Certified Financial Planner exam (CFP) requirement, the proposal to allow FINC 4340 or FINC 4360 as required Bachelor of Business Administration courses is being submitted for approval. This will allow students more flexibility in scheduling courses as it will give them at least one option for them in each semester.

No further comments.

There was unanimous consent to Short-cycle the Motion.

MOVED by H. Williams; SECONDED by B. Stant, THAT Education Council approve the program revisions to the Bachelor of Business Administration Financial Planning.

The Motion was CARRIED.

5.3 Concept Paper: Bachelor of Science in Applied Biology

Rob McGregor was invited to the table to speak to the item.

This concept paper has been submitted for information and comment to Science & Technology FEC and to VPAC. VPAC has approved sectional time release for Fall 2015 to develop the full degree proposal.

K. Denton noted that should this program get through the process, it will face high scrutiny from the Board and Ministry as there does not seem to be a high demand for jobs in this field.

This credential will be unique in BC by feature of its importance on education in technical skills relevant to strategic areas of applied biological science. The degree will have the common core curriculum followed by the option of specialization in two critical areas of applied biology: Biomedical Science or Ecosystem Science.

ACTION: Please refer this item to your constituency groups and forward feedback directly to Rob McGregor.

5.4 Concept Paper: Post Degree Diploma in Logistics & Supply Chain Management

Bill Archibald and Ralph Ferens were invited to speak to this item.

The intent of this post-degree diploma (PDD) program is to prepare and equip the students with the technical knowledge and skills to successfully perform their roles in supply chain management and apply course content directly towards a certification such as the "Supply Chain Management Professional" (SCMP).

Ralph added that according to the Industry Canada report, there has been an increase in international trade activity over the past decade that has necessitated Canada's requirement to improve supply chain ability in sectors such as manufacturing. This program will help domestic and international students find employment opportunities in all sizes and multi-national organizations.

No further comments.

ACTION: Please refer this item to your constituency groups and forward feedback directly to Bill Archibald and Ralph Ferens.

5.5 Concept Paper: Post Degree Diploma in Financial Analysis

Bill Archibald stayed at the table to speak to this item.

Bill mentioned that both domestic and international students will get an opportunity to establish career enhancing financial knowledge/expertise and a stronger foundation of real world investment analysis and portfolio management skills. No other institution helps students prepare for the CFA Level 1 exam and the program will make Douglas College the only college in Western Canada that offers a PDD program in finance that's tailored for the CFA program.

The development of two new courses will complement the existing post degree.

Some of the key benefits to students:

- a solid grounding in current financial knowledge and expertise;
- preparation for rewarding career roles in investment industry such as Research Analyst (buy or sell side), Portfolio Manager, Investment Banker, Risk Manager;
- comprehensive preparation to sit for the CFA Level I exam;
- program structure and design that accommodates adult learners with or without business degree or finance work experience and flexible delivery with options to enroll on a full-time or part-time basis;
- opportunities to network with finance and investment professionals in local CFA society.

It was noted that the admission requirements of applicants having a minimum overall grade of B- and a minimum grade of C for each individual course seems stringent but it ensures a better success rate for students writing the CFA Level 1 exam.

ACTION: Please refer this item to your constituency groups and forward feedback directly to Bill Archibald.

5.6 Program Revision: HOSP ACCESS – Transfer Credits

Mark Elliot spoke to this item.

For the students who successfully completed the eight week ACCESS ACBDPP (Aboriginal Community-Based Delivery Partnerships Program) and meet the College and program entrance requirements could transfer credits into the HOSP diploma program. HOSP would like to grant six identified transfer credits (HOSP 1115

Hospitality Business Structure and HOSP 1235 Food and Beverage Service Operations).

The program will have Essentials Skills training, industry specific training and certification, as well as job search and employment skills.

No further discussion.

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

5.7 2016- 2017 Educational Dates and Deadlines

M. Hodder provided the list of the 2016 – 2017 Educational Dates and Deadlines.

These will be coming back in September 2015 for Education Council discussion and feedback.

No further discussion.

ACTION: Please refer this item to your constituency groups and bring feedback to the September meeting.

5.8 Program Revision: Future Professional Pilots Associate Arts Degree

Heather Tobe was invited to speak to this item.

This new Associate of Arts Degree for Future Professional Pilots is jointly offered with Professional Flight Centre at the Boundary Bay Airport in Delta. Douglas College provides the academic instruction leading to the Associate of Arts Degree and Professional Flight Centre provides the ground and flying instruction with enough flight experience to obtain a Commercial Pilot License and Multi-Engine Instrument Rating. When applying to this program, students need to apply to both Douglas College and the Professional Flight Centre.

She also noted that airlines prefer to hire pilots with post-secondary education as they want candidates that have the study habits and the ability to comprehend the concepts that arise from flying a complex aircraft.

It was pointed out that the title is misleading as it could have the student believe they are obtaining a credential and a license to become a commercial pilot. It was suggested the “Future Pilots” be removed. It should be made clearer that this is an Associate of Arts degree only.

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

5.9 Concept Paper and Program Proposal: Specialization in Business and Specialization in Commerce and Business Administration

Bill Archibald and Rosilyn Coulson were available to speak to this item.

Rosilyn mentioned that this program is designed to add value for students who need and want exposure to general business concepts and gives students recognition for course work in business related studies.

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

6. REPORTS

6.1 Report from the Chair

- a) May 2015 Report to the College Board
- b) Annual Report

In the Chair's absence, S. Hochstein reminded members that T. Harper has forwarded the annual report for review. Any questions or comments can be forwarded directly to him.

6.2 Report from the President

K. Denton provided a brief overview of all but two of the services areas she visited over the last six months. Her plan is to continue to meet up with the service areas starting up in August. She thoroughly enjoyed the conversations around the future of Douglas College and left each meeting with more knowledge and appreciation for their contributions to the College.

She also noted that implementing the Strategic Plan has been challenging. At the June 2015 College Board meeting, the hope is to have the Strategic Plan approved so that the next steps of the Strategic Plan can be put into place.

6.3 Report from the Vice President, Academic & Provost

T. Borgford congratulated the Registrar's office for putting together another set of successful graduation ceremonies. He added that a delegation from Douglas College will be partaking in the graduation ceremonies in Shanghai China the week of June 22nd.

6.4 Report from the Registrar

M. Hodder spoke briefly about the graduation ceremonies where this time around Chairs and Coordinators were on stage as part of the graduation body. This was a positive experience for both the Chairs and Coordinators and the graduating students.

6.5 Report from the Board Representative

Regrets from the Board Representative.

6.6 Report from the Secretary

Nothing to report.

6.7 Report from the Curriculum Committee

Annual report was included in the agenda package.

6.8 Report from the Educational Excellence Committee

The Committee's annual report was included in the agenda package. A. Helewka added that Co-Chair Janice Penner will not be returning to the Committee as she is taking a leave of absence to teach abroad. Also, the goal for next year's Committee is to find a way to increase the number of nominations received for this award. She also thanked Manjit Mandher for her hard work and support of the Educational Excellence Committee and Education Council.

6.9 Report from the Committee on Admissions & Language Competency Standards

The Committee's annual report was included in the agenda package; there were no additional comments.

6.10 Report from the Committee on Educational Policies

The Committee's annual report was included in the agenda package; there were no additional comments.

6.11 Report from the Committee on International Education

The Committee's annual report was included in the agenda package; there was no additional report.

7. OTHER BUSINESS

7.1 Standing Committees

S. Hochstein thanked all the Standing Committees for their work and advised them that T. Harper will be in contact over the summer months to confirm committee participation.

7.2 Thank You's

S. Hochstein thanked all Council members, especially those outgoing, for their service and contributions through the year. Also a special welcome to the new student representatives.

8. **NEXT MEETING**

Monday, September 21, 2015 at 9:00 am in the Boardroom (4920), New Westminster Campus.

9. **ADJOURNMENT**

MOVED BY A. Bayes; SECONDED by B. Stant, that the June 15th, 2015 meeting of Education Council be adjourned.

The Motion was CARRIED.

The meeting adjourned at approximately 10:40 am.

Chair

Secretary