



**MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, MARCH 16, 2015 AT 9:00AM  
BOARDROOM - NEW WESTMINSTER CAMPUS**

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**1. ROLL CALL:**

**Members Present:**

Sheilagh Badanic  
Aaron Bayes  
Thor Borgford (alternate for President)  
John Fleming  
Brenna Gray  
Todd Harper (Chair)  
Anna Helewka  
Sandra Hochstein  
Mary Hodder (*Ex-officio*)  
Barbara Leighs  
Rod Midgley  
Jasmine Nicholsfigueiredo (Vice Chair)  
Catherine Sales  
Jenny Shin  
Doug Simak  
Brent Stant  
George Stroppa  
Richard Tardif  
Brian Thomas-Peter  
Hailea Williams  
Andria Wrench  
Meg Stainsby (alternate for Interim VP Academic)  
  
Manjit Mandher (Secretary)

**Regrets:**

Kathy Denton (*Ex-officio*)  
Katryna Koenig

**Guests:**

Les Marshall  
Brian Storey  
Heather Tobe

**2. APPROVAL OF THE AGENDA**

The Chair added the following items to the agenda:

- Item 5.6 Educational Excellence Award (**Motion to Short-Cycle; Motion to Ratify**)  
*In Camera.*
- Item 7.1 Education Council Election Results (**For Information**).

Also, the Chair advised members of the following presented as side table items:

- Item 5.1 PDD in Global Banking & Economics - revised proposal.
- Item 4.4 Academic Integrity Policy - revised document.
- Item 7.1 Education Council Election results.

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 February 16, 2015 Minutes were approved as amended below.

The following revisions to the minutes will be completed by the Secretary:

- For Item 5.5, add details of what recommendations were presented and approved for the Admissions and Language Competency Standards Committee.

Relative to Education Council's advice on the 2015/2016 Budget, the Chair will provide the following revised recommendations to the Senior Management Team (SMT) and the College Board:

- Item 5.4 add that no ESL funding available for **any domestic students.**
- Item 5.4 add "Additional staffing support for Centre for Students with Disabilities and **prioritizing CSD testing centres**".
- Item 5.4 correct Aboriginal **office** needed at the Coquitlam campus to Aboriginal **Student Centre** needed at Coquitlam campus.

### 4. BUSINESS ARISING FROM THE MINUTES

#### 4.1 Curriculum Items

##### a) Curriculum Committee Recommendations

The Chair received feedback concerning the calendar descriptions for OADM 1410 and OADM 1411, and will contact the originators to inquire about the differences between the word usage of **collective bargaining and non-collective bargaining versus unionized and non-unionized** and request that the language used be consistent.

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

**MOVED by B. Thomas-Peter; SECONDED by H. Williams; THAT Education Council approve the submitted guidelines for: BUSN 1198, BUSN 1200; CSIS 3175; ENGR 1100, ENGU 0156, 0256, 0355, 0455; GEOG 1130; HIST 1102; OADM 1151, 1218, 1230, 1240, 1241, 1244, 1326, 1327, 1328, 1329, 1344, 1350, 1410, 1411; PHIL 3310, 3320, 3350 and STGE 1112, 2302, 2311.**

**The Motion was CARRIED.**

#### 4.2 Program Proposal: Physical Education and Coaching Minor (Motion to Approve)

The Chair welcomed Brian Storey to speak to this item.

There being no discussion,

**MOVED by B. Stant; SECONDED by A. Helewka, THAT Education Council approve the program proposal for the Physical Education and Coaching Minor.**

**The Motion was CARRIED.**

**4.3 Program Revision: Women’s Studies and Gender Relations (Motion to Approve)**

The Chair welcomed Heather Tobe to speak to this item.

Heather presented the updated proposal with revisions adapted after feedback from the February, 2015 meeting.

Discussion centered on the frequency of courses offerings for the “Relevant Courses” with the consensus that the listed courses should be current course offerings. It was suggested that the term “Relevant Courses” should be replaced with “Recommended Courses” and rephrased to include that these courses contain WSGR-relevant content.

Heather Tobe and Meg Stainsby agreed to work together to make the above changes.

**MOVED by S. Badanic; SECONDED by J. Fleming, THAT Education Council approve the program revision to Women’s Studies and Gender Relations, as amended.**

**The Motion was CARRIED.**

**4.4 Policy Items (Notice of Motion)**

**a) Revised Academic Integrity Policy**

Meg Stainsby spoke to this item.

She mentioned that the original supporting document concerning the “FD” grade that was distributed was a draft version and the revised document was available as a side table item. She has noted that the current policy was transferred to the new template but the content is the same. She also pointed out clarification has been added regarding the relative rarity with which the most serious penalties should apply and language has been added to acknowledge that instructors are responsible for addressing all suspected violations of this policy with the student and for reporting violations to their Responsible Administrators (RA). In addition, a flowchart has been included outlining the procedures that are to be followed when a violation is being reported and a proposal has been submitted for the creation of a new “FD” grade.

Questions were brought up regarding the timeline of when the “FD” grade would disappear from the student’s record. It was noted that SFU and UVic, both have a version of an “FD” grade where the notation is kept on file for two years following graduation. Because of the many students who transfer, rather than graduate from Douglas College, the Education Policy Committee recommended a longer period might be necessary and require the student to apply for the removal of the designation.

- Option 1 - **two** years following the student’s graduation or last semester attended, at which time it will be converted automatically to an “F” (fail)

- Option 2 - **three** years following the student's graduation or last semester attended, at which time it will be converted automatically to an "F" (fail)
- Option 3 - **two** years following the student's graduation or last semester attended, at which time the student will become eligible to apply to have the grade converted to an "F" (fail)
- Option 4 - **three** years following the student's graduation or last semester attended, at which time the student will become eligible to apply to have the grade converted to an "F" (fail)
- Option 5 (suggested by VPAC) – The grade of "FD" will remain on a student's transcript for a period of **two** years after graduation or **three** years since last course taken (whichever comes first), at which time the student will be eligible to request to have the grade converted to an "F" (fail)
- Option 6 (suggested by some EdCo members – The grade of "FD" will remain on a student's transcript for a period of **two** years after graduation or **three** years since last course taken, at which time the student will have the grade converted to an "F" (fail) automatically.

It was also noted that the use of the "FD" grade will be reserved for the most serious and blatant breaches of academic integrity and /or for repeat violations.

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

## 5. **New Business**

### 5.1 **Program Proposal: Post Degree Diploma in Global Banking and Economics**

Les Marshall was invited to speak to this item.

He mentioned that this post-degree diploma will prepare domestic and international students for a career in the banking industry and understand the forces leading to the globalization of the world economy.

A member inquired about students requiring an undergraduate degree. Les clarified that graduates of the program will be able to find employment in corporations that are involved in international trade and investment. The educational focus on international banking, trade and investment will provide a skill set and knowledge that will appeal to these corporations.

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

## **5.2 Centre for Students with Disabilities and Educational Policies**

D. Simak spoke to this item.

Concerns were raised about issues related to the operation of the Centre for Students with Disabilities (CSD) and its impact on faculty members. The matter concerns what policies need to be established regarding the responsibilities and rights of faculty in situations involving students who are presented to them as requiring special accommodation by CSD. The only educational policy at the College is the "[Accessibility to College Programs, Courses and Services for Persons with Disabilities Policy](#)". The policy is focused primarily on the needs and rights of the students and little direction of the needs and rights of the faculty involved with these students.

While this issue involves both educational and operational policy, it was agreed the primary focus should be on operational matters and that perhaps legal counsel should be consulted. It was also suggested that a SOP be created with clear guidelines and good case studies.

**ACTION: Please refer this item to your constituency groups and feedback can be sent directly to the Chair.**

## **5.3 2015-2020 Strategic Plan Discussion Paper**

The Chair advised that Education Council is legislated to provide advice on the Strategic Plan.

The 2015-2020 Strategic Plan Discussion Paper was circulated to the College on February 25, 2015. Through an electronic survey, College employees have until March 6<sup>th</sup>, 2015 to provide their feedback. Feedback is also being sought from Education Council.

**ACTION: Please refer this item to your constituency groups and written feedback can be sent directly to the Chair or brought to the April meeting.**

## **5.4 Terms of Reference Revision: International Education Committee**

The Chair, Vice Chair and Doug Simak had meetings to review the Terms of Reference for the Standing Committee on International Education. As part of this process, the Senior Management Team (SMT) was consulted and recommendations were presented for revising the Committee's TOR. The following revisions were highlighted:

- The Committee will report to Education Council with recommendations that include context and opinions;
- The Committee will provide written or verbal monthly reports;
- Committee meetings will be scheduled as business dictates; and
- The Committee will be part of the review process for proposed International Educational Affiliations.

A member addressed a concern about the phrasing of the quorum requirement of at least one half of the voting members needing to be present, as recommendations from this Committee could come to Education Council with less than a majority of voting members present.

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

#### **5.5 Educational Affiliations Policy Revision**

The Chair spoke to the revisions completed to the Educational Affiliations Policy.

He noted the following additions/revisions to the Educational Affiliations Policy:

- Under the heading Limitations:
  - Added new bullet - Agreements to engage in affiliations that have no educational programming.
- Under the heading Affiliations:
  - Added new bullet - Assess the overall risks to students.
  - Revised- All **active** affiliations will be subject to periodic review.

A Council member requested that all risks (students, staff and College) be clarified. Also mentioned by other members, was that the language used needs to be more descriptive.

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

#### **5.6 Educational Excellence Award**

This item was conducted "*in camera*".

The Chair welcomed A. Helewka, Co-Chair of the Educational Excellence Committee, to speak this item.

There was unanimous consent to Short-cycle the Motion.

**MOVED by B. Stant; SECONDED by B. Gray, THAT Education Council ratify the recommendation of the Educational Excellence Committee, and recommend that Senior Management Team approve the recommendation.**

**The Motion was CARRIED.**

## **6. REPORTS**

### **6.1 Report from the Chair**

- a) February 2015 Report to the College Board
- b) Advice to the College Board

The revised 2015-2016 Budget advice will be emailed to members.

c) **Student Engagement Awards**

The Education Council secretary has emailed out the 2015 Student Engagement Awards invitations. The Chair encouraged members to come and support the nominated students at the April 9<sup>th</sup> event.

d) **Chair for the June meeting**

Sandra Hochstein has volunteered to sit in as the Chair at the June 15<sup>th</sup>, 2015 meeting of Education Council.

e) **Notice: Election of Chair and Vice Chair**

The Chair announced that nominations for, and elections for the positions of Education Council Chair and Vice Chair will take place at the May meeting. The Chair encouraged any Council members interested in either of these positions to contact him with any questions.

**6.2 Report from the President**

The President sent her regrets.

**6.3 Report from the Interim Vice President, Academic & Provost**

T. Borgford congratulated Laura Byrne, Associate Dean of Commerce & Business Administration (C&BA) on the well-executed visit by the Accreditation Council for Business Schools & Programs (ACBSP). During these meetings it was noted that the CBA faculty has undergone a significant positive transformation in the past few years and the statistics are favourable for Douglas College.

**6.4 Report from the Registrar**

M. Hodder addressed a problem with the calendar deadline for final grade submissions for courses with a final exam falling on Tuesday April 21<sup>st</sup> and Wednesday April 22<sup>nd</sup> - giving less than 72 hours for some faculty to submit their grades. As a one-time solution, the Registrar has extended the deadlines for affected faculty such that their grades will be due on the weekend.

Council members were under the impression that weekend hours were not counted in the 72-hour deadline. Clarification was sought on this issue.

**6.5 Report from the Board Representative**

Nothing to report.

**6.6 Report from the Secretary**

Nothing to report.

**6.7 Report from the Curriculum Committee**

Nothing to report.

**6.8 Report from the Educational Excellence Committee**

Nothing to report.

**6.9 Report from the Committee on Admissions & Language Competency Standards**

Nothing to report.

**6.10 Report from the Committee on Educational Policies**

Nothing to report.

**6.11 Report from the Committee on International Education**

Nothing to report.

**7. OTHER BUSINESS**

**7.1 Education Council Election Results**

The Chair shared the Education Council election results. There is still a vacant student position for Coquitlam Campus. Before the end of this month, the Office of the Registrar will send out a second call for nominations for this vacant position.

**7.2 Student with Disabilities - Science & Technology Issue**

A Council member shared a situation that a Science & Technology student with disabilities is facing. After a lengthy discussion it was decided that this situation has been brought to the VPAP attention and was considered settled. If further action is required, this item should be addressed with the affected Department and Dean of Science & Technology.

**8. NEXT MEETING**

Monday, April 20, 2015 at 9:00 am in the Boardroom (4920), New Westminster Campus.

**9. ADJOURNMENT**

As quorum was not present for the end of the meeting, the Chair asked members to approve the adjournment of the March 16, 2015 meeting of Education Council.

The meeting adjourned at approximately 12:15 pm.

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**Chair**

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**Secretary**