



**MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, MARCH 21, 2016 AT 9:00AM
BOARDROOM - NEW WESTMINSTER CAMPUS**

1. ROLL CALL:

Members Present:

Sheilagh Badanic
Thor Borgford
Manuela Costantino
Kathy Denton
John Fleming
Todd Harper
Mary Hodder
Pavan Johal
Olga Kalachinskaya
Christine Kerr
Edith Kirkpatrick
Weissy Lee
Rod Midgley
Jasmine Nicholsfigueiredo (Chair)
Monique Paulino (Board Liaison)
Telka Pesklevits
Catherine Sales
Jeff Schutts
Jenny Shin
Brent Stant
George Stroppa
Ruab Waraich
Andria Wrench

Regrets:

Guests:

Barbara Allen
Bill Archibald
Nikhil Bhardwaj
Brenna Clarke Gray
Mark Elliott
Nelson Eng
Ralph Ferens
Simon Li
Susan Smythe
Meg Stainsby
Sarah Stephens
Brian Storey
Adrienne Watt
Stephen Xue

Sandra Bird (Recorder)

2. APPROVAL OF THE AGENDA

The Chair noted the following revisions/corrections to the agenda:

- Item 4.9 Bill Archibald will be speaking for Morna Fraser.
- Item 4.10 Ralph Ferens will be speaking for Kelly Frankson.
- Item 4.11 should say Program Proposal Post Baccalaureate Diploma (PBD) in Hospitality Services Management.
- Item 5.2, 5.3, and 5.4 Catherine Sales will speak for Sandra Polushin.

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 2016 Education Council minutes were approved with minor edits.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Curriculum Items

a) Curriculum Committee Recommendations

Todd Harper spoke to the Curriculum Committee Recommendations. The Education Council Curriculum Committee reviewed 37 curriculum guidelines; 19 new curriculum guidelines and 17 revised curriculum guidelines and 1 withdrawn course.

There being no questions,

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

MOVED by Jeff Schutts; SECONDED by Edith Kirkpatrick, THAT Education Council approve the submitted guidelines for: BIOL 1103, 1109, 1110, 1203, 1209, 1210, 1310; CMNS 3316; CSIS 3155, 3375; EAES 1201, 1240, 2320; ECON 3408; ELLA 0460; ENGU 0399; MODL 2201, 2202, 3301, 3302, 3351, 4401, 4402; MUSC 1136, 1172, 1176, 1236, 1276, 2336; OADM 1265, 1218, 1327, 1328; PHIL 3300; PHYS 2211; PNUR 4576; and approve the withdrawal request for HOSP 2450.

The Motion was CARRIED.

4.2 Policy Items:

a) Policies Transferred to New Template

Christine Kerr spoke to the item.

The Committee on Educational Policies informed Education Council of the following policies that have been transferred to the new template format:

- Admissions Policy
- College/School District Relationship Policy
- Evaluations Policy

There being no discussion,

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

MOVED by Rod Midgley; SECONDED by Olga Kalachinskaya, THAT Education Council approve the transfer of the Admissions Policy, College/School District Relationship Policy, and the Evaluations Policy to the new template.

The Motion was CARRIED.

b) Revisions to Grading Policy

Christine Kerr spoke to the item.

The Policy Committee collaborated with the Registrar's Office to revise the Grading Policy. Consultation was done with other institutions to achieve standard practices.

There was a question on the time change for change of grades from 4 months to 8 weeks and if this would allow time for appeals. Members were assured that this change would not impact appeals; appeals would have exception.

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

4.3 Admissions & Language Competency Committee Recommendations

a) Standardized Wording for Admission Requirements for all CBA, PPD's and PBD's

Meg Stainsby spoke to the item.

The Committee on Educational Policies is recommending the following standardization of admission requirements for CBA PDDs and PBDs.

It is recommended that the following language be used:

Applicants must have an undergraduate degree from a recognized post-secondary institution in Canada, or an equivalent credential from an approved institution of a different country. Any applicant who earned their undergraduate credential in a language other than English must meet Douglas College English Language Proficiency Requirement.

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

MOVED by Andrea Wrench; SECONDED by Rod Midgley, THAT Education Council approve the Admissions & Language Competency Committee Recommendations; Standardized Wording for Admission Requirements for all CBA PPDs and PBDs.

The Motion was CARRIED.

b) English Proficiency Requirements for the College

Meg Stainsby spoke to the item

The most recent version of English Proficiency Requirements for the College was reviewed. Meg was thankful for all the extensive engagement with the proposal to date, and for the detailed feedback provided. She underscored that the proposed new requirements would be removing barriers more than creating them.

A reminder was made that what Education Council may be approving today represents formal advice to the College Board.

The following comments were made:

- The President clarified that the College did not initiate or push for changes to the English Proficiency Requirements. Rather, the work followed from a Strategic Development Fund project initiated by the English Department. She encouraged Council members to vote based on what they thought was in the best interest of the College.
- College grading rubric letter grade represents a standing and is represented by a range of grades. This seems more limiting and may actually reduce the number of students that come to the College.

- Data indicates 4% of the students who apply to the College would fall into the 60-62% region, so this would represent the maximum impact to the College.
Response:
 - Not saying that 4% can't come to the College, but that that percentage must demonstrate their proficiency in some other way.
- Feel this change represents an unnecessary barrier and may discourage students who are applying to come to the College.
- Feel if there was an in-house option for testing then there would be more support for the change.
- No upgrading options available to domestic students.

MOVED by Jeff Schutts; SECONDED by Manuela Costantino, THAT Education Council approve Admissions & Language Competency Committee's Recommendation of the English Proficiency Requirements for the College.

There was a request for a ballot vote and consensus approval.

The Motion was defeated. Votes opposed 11 votes for 9

4.4 Change to Variance Request: GEOG 1110 and 1120 Lab Tests

Susan Smythe was available to answer any questions.

There were no questions.

MOVED by Jeff Schutts; SECONDED by John Fleming, THAT Education Council approve the Change to Variance Request: GEOG 1110 and 1120 Lab Tests.

The Motion was CARRIED.

4.5 Program Proposal: Post Degree Diploma in Financial Analysis

Stephen Xue spoke to the item.

It was reported that all the wording on admissions and graduation requirements for the program have been standardized and submitted on the new template.

No further discussion,

MOVED by Rod Midgley; SECONDED by George Stroppa, THAT Education Council approve the Program Proposal: Post Degree Diploma in Financial Analysis.

The Motion was CARRIED.

4.6 Program Proposal: Post Degree Diploma in Project Management

Adrienne Watt and Sarah Stephens spoke the item.

There being no discussion,

MOVED by George Stroppa; SECONDED by Rod Midgley, THAT Education Council approve the Program Proposal: Post Degree Diploma in Project Management.

The Motion was CARRIED.

4.7 Program Proposal: Post Degree Diploma in Supply Chain Management

Ralph Ferens and Bill Archibald spoke to the item.

Bill indicated that Commerce and Business Administration have 3 PDDs and 2 PBDs coming through this year. It was noted that a lot of work went into standardizing the admissions and graduation requirements for the program.

No further discussion,

MOVED by George Stroppa; SECONDED by Telka Pesklevits, THAT Education Council approve the Program Proposal: Post Degree Diploma in Supply Chain Management.

The Motion was CARRIED.

4.8 Program Proposal: Specialization in Health Promotions

Brian Storey spoke to the item.

The following feedback was received:

- Correction on course name/number. Change SOCI 2140 to SOSC 2140.
- Health Sciences FEC would be interested in looking at interfaculty collaboration.

There being no further discussion,

MOVED by Ruab Waraich; SECONDED by Manuela Costantino, THAT Education Council approve the Program Proposal: Specialization in Health Promotions.

The Motion was CARRIED.

4.9 Program Proposal: Post Baccalaureate Diploma (PBD) in Finance

Stephen Xue and Bill Archibald spoke to the item.

It was announced that this program will be the first PBD the College will approve. The document now reflects the standardized language; admission; and graduation requirement wording.

There being no further discussion,

MOVED by George Stroppa; SECONDED by Sheilagh Badanic, THAT Education Council approve the Program Proposal: Post Baccalaureate Diploma in Finance

The Motion was CARRIED.

4.10 Program Proposal: Post Baccalaureate Diploma in International Supply Chain Management

Ralph Ferens spoke to the item.

It was reported that the admission and capstone requirements have been standardized and are reflected in the proposal.

There was comment around some courses having a pre-requirement of a C, but the graduation requirements are for a C- in every course. Suggestion was to standardize.

There being no further discussion,

MOVED by Brent Stant; SECONDED by Christine Kerr, THAT Education Council approve the Program Proposal: Post Baccalaureate Diploma in International Supply Chain Management.

The Motion was CARRIED.

4.11 Program Proposal: Post Baccalaureate Diploma in Hospitality Services Management

Mark Elliott spoke to the item.

Mark reported that confirmation was received from Financial Aid that there are no roadblocks to students enrolled in the program in requesting financial aid.

There being no further discussion,

MOVED by George Stroppa; SECONDED by Telka Pesklevits, THAT Education Council approve the Program Proposal: Post Baccalaureate Diploma in International Supply Chain Management.

The Motion was CARRIED.

4.12 Affiliation with Uganda Martyrs University

Jeff Schutts spoke to the item.

Jeff provided a bit of history to the request for the Education Council International Committee (ECIC) to evaluate an affiliation with Uganda Martyrs University. It was reported that in the process the committee voted to recommend, by a 5-3 vote, that the College proceed with an affiliation with the Uganda Martyrs University.

In the process a matrix was developed that will standardize information presented for all future evaluations, therefore making the process for Education Council easier.

The President noted that this proposal did not come from international; it was initiated by CFCS and was then given to Douglas International to take through the approval process. It was further noted that approval of affiliation at EDCO means that discussions can occur to explore collaborations, it does not mean that the College will enter into an agreement. Finally, the International Subcommittee was commended for preparing a matrix to evaluate proposals. The Subcommittee was also advised that their work should be completed by them and not subject to feedback from the broader College community until after they have made a recommendation to EdCo.

Jeff stated that the longer report developed by ECIC is available to anyone who would like to read it.

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

4.13 Proposed Revision to Credentials Policy – Residency Requirements

Thor Borgford spoke to the item.

There was a request to refer the Credentials Policy to the Education Council Policy Committee for amendment with respect to residency requirement. It was suggested that the language change so that any specific residency requirement would be connected to a program and not the policy. Students should be referred to the College's Program Catalogue to find their relevant residency requirement.

There was consensus approval to refer the Credentials Policy to the Education Council Policy Committee for revision.

4.14 Budget 2016/2017

Jasmine Nicholfigueiredo spoke to the item.

Chair will be sending advice to the College Board from Education Council regarding the 2016/17 budget.

Feedback was received regarding the lack of support for the ESL domestic students.

5. NEW BUSINESS

5.1 Department Name Change: Women's Studies and Gender Relations

Brenna Gray spoke to the item.

The Women's Studies and Gender Relations Advisory Committee has voted to pursue a name change that reflects updates to the discipline/curriculum and brings our program more clearly in line with SFU. The proposed new name is Gender, Sexualities and Women's Studies.

There was comment that CN will need to be changed to reflect the new 4 digit code

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

5.2 Program Revision: Disability and Community Studies (DACS) – Disability and Applied Behavior Analysis (DABA) and Employment Supports Specialty (ESS)

Catherine Sales spoke to the item.

This is a housekeeping issue to correct the language as requested by the Registrar's Office. They were originally approved as course equivalents.

5.3 Program Revision: DACS - Classroom and Community Support Diploma Course Substitution

Catherine Sales spoke to the item.

There was a request for CFCS 2410 to be used as a substitution for CCSD 2431 for students who have taken CFCS 2410 prior to Fall 2015. This is a correction to

language as clarified by the Registrar Office. It was originally submitted as a course equivalent.

Comment made regarding graduation purposes, it was requested that instead of substitutions, these types of items should come as an either/or situation.

Consensus received to approve 5.2 and 5.3 together as both are housekeeping changes around wording.

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

MOVED by Christine Kerr; SECONDED by Todd Harper, THAT Education Council approve the Program Revision: Disability and Community Studies (DACS) – Disability and Applied Behavior Analysis (DABA) and Employment Supports Specialty (ESS), and the Program Revision: DACS -Classroom and Community Support Diploma - Course Substitutions.

The Motion was CARRIED.

5.4 Program Revision – Practicum Attempts

Catherine Sales spoke to the item.

Child Family and Community Studies (CFCS) are requesting a reduction in the amount of practicum attempts from 3 to 2 to reflect industry standards for the following program/credentials:

- CNBHVI - BHIN 1240 and BHIN 1340- up to a maximum of 2 times
- CTCCS - CCSD 1240 and CCSD 2340- up to a maximum of 2 times
- DPCCS - CCSD 1240, CCSD 2340 and CCSD 2440- up to a maximum of 2 times
- DPCCS Behavior Intervention Specialty - BHIN 1240- up to a maximum to 2 times (BHIN 1240 is taken in place of CCSD 2440 for the specialty certificate)

There was a query about students already in the program who have had 2 attempts and whether they would be grandfathered. There was comment back that because of the yearlong advertisement of the revision that grandfathering would not be an issue.

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

5.5 SPSC Credential Course Time Limitation

Brian Storey spoke to the item.

Brian reported that this issue came to Sports Science's attention when a student returned, after 15 years, wanting to take two courses and graduate. After review it was discovered that there is no policy at the College on how long course work can be used to receive a degree.

After review of data from Institutional Research, Sports Science are proposing 10 years as a stale date for a Degree, 7 years for a Diploma, and 5 years for a Graduate Diploma.

It was noted that this matter is being discussed at VPAC with intent on having a college-wide policy regarding this issue.

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

5.6 New Program Proposal: Post Degree Diploma (PDD) – Data Analytics

Nikhil Bhardwaj spoke to the item.

The PDD Data Analytics will facilitate the career advancement of individuals looking to reposition their careers or to find employment in the growing field of data analytics. Following feedback received the admission requirements have been standardized and students with an undergraduate degree other than Science, Technology, Business or Math/Stats will need to show proficiency in the business/technology field by way of extra course work/work experience and will be evaluated on a case to case basis.

There was suggestion to increase the C- to C because some of the courses as pre-requisites have a C as the minimum.

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

5.7 New Program Proposal: Post Baccalaureate Diploma (PBD) – Computing and Information Systems:

Nelson Eng/Nikhil Bhardwaj spoke to this item.

The PBD Computing and Information Systems is designed to prepare graduates for a career in computer and information systems. This credential prepared student for jobs in a variety of high demand technology fields. The PBD has 2 streams – Emerging Technology and Data Analytics. Students choose their stream after taking 10 common CSIS courses in the first year.

There were no questions.

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

5.8 Program Revision: Post Degree Diploma – Emerging Technology

Nelson Eng spoke to the item.

The PDD Emerging Technology was approved by the College Board on January 28/16. Program revision indicates standardized wording for admissions for PDD programs. A minor change was provided in the displaying of the curriculum framework.

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

6. REPORTS

6.1 Report from the Chair

- February 2016 Report to the College Board
- A policy change and new policy development SOP is being developed. Until the SOP has been approved the current process that individuals should follow was outlined.

6.2 Report from the President

K. Denton was pleased to announce that the Ministry has approved our new Criminology BA program. An announcement will go up on the website today.

6.3 Report from the Vice President, Academic & Provost

T. Borgford announced that a Director of Business Development has been hired and a College announcement will go out this week. The new hire will work on developing relationships with employers and students.

6.4 Report from the Board Representative

No report.

6.5 Report from the Secretary

The next deadline for Agenda items for the April 18 meeting is Tuesday, April 5.

6.6 Report from the Curriculum Committee

The next deadline for curriculum guidelines to be submitted to the committee is 12 noon on April 6th anything after that will not be considered. Please remind your FECs of this date and that the April meeting is that last meeting for courses that you want to offer in September.

6.7 Report from the Educational Excellence Committee

Meeting today to choose a recipient for the Education Excellence Award.

6.8 Report from the Committee on Admissions & Language Competency Standards

No report.

6.9 Report from the Committee on Educational Policies

No report.

6.10 Report from the Committee on International Education

No report.

7. OTHER BUSINESS

7.1 Education Council Meeting Schedule

Chair asked members to please share the proposed EdCo meeting schedule for 2016/2017 with their Faculty and highlight the odd Mondays in December and April.

7.2 Curriculum Navigator – Workflow Request Form Changes

Barb Allen spoke to the item.

The document in the agenda package was developed after consultation with FECs. The document is still a work in progress and wording can still be modified. The changes made in CN will allow the initiator to make a decision on who is consulted when revising or submitting a new program/CG. This will not replace consultation with external stakeholders. The Admissions and Language Competency Standards Committee (ALCSC) will now automatically be notified of all program changes and new programs that enter into the workflow. This process is not retroactive; this will be for new initiatives.

7.3 Program and Curriculum Development – DC Connect; SOPs; Templates

Barb Allen spoke to the item.

An information page will be put on the DC Connect “Tools & Resources” to show all the resources for program or course curriculum development.

8. NEXT MEETING

Monday, April 18, 2016 at 9:00 am in Boardroom (4920), New Westminster Campus.

9. ADJOURNMENT

MOVED by Rod Midgley; **SECONDED** by John Fleming, that the meeting be adjourned.

The Motion was CARRIED.

The meeting adjourned at approximately 11:00 am.

Chair

Secretary