DOUGLASCOLLEGE

MINUTES OF A MEETING OF EDUCATION COUNCIL

HELD MONDAY, OCTOBER 15, 2012 AT 9:00AM
BOARDROOM - NEW WESTMINSTER CAMPUS

1. **ROLL CALL:**

   Members Present: **Regrets:**
   Deb Anderson (Vice Chair)   Wesley Snider
   Bruce Clarke (Ex-Officio)
   Brian Chapell
   Kathy Denton
   Iloradanon Efimoff
   Karen Gill
   Gretchen Goertz
   Todd Harper
   Ted James (Ex-Officio)
   Maria Iaquinta   **Guests:**
   Marina Kolar   Laura Dane
   Scott McAlpine (Ex-Officio)   Nelson Eng
   Elizabeth McCausland (Chair)   Morna Fraser
   Debbie McCloy   Gail Tibbo
   Lorne Patterson   Heather Tobe
   Sanjin Ramovic
   Brian Thomas-Peter
   Cathy Tremblay
   Silvia Wilson
   Kate Yoshitomi
   Jo-Anne Bilquist (Recorder)

   The Chair welcomed Lorne Patterson as CBA representative. She also noted that
   elections are currently underway for HSS and Staff representative positions, and by next
   meeting Council should be at full capacity.

2. **APPROVAL OF THE AGENDA**
   The Chair asked members to approve a fluid Agenda; Council agreed and the Agenda
   was re-ordered.

3. **APPROVAL OF MINUTES**

   The September 17, 2012 Minutes were approved as presented.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Curriculum Items

a) Curriculum Committee Recommendations
The Chair responded to a question about the number of courses being withdrawn, indicating that those courses were replaced by courses with similar content and the old numbers are being withdrawn.

There being no further discussion,

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

MOVED by C. Tremblay; SECONDED by B. Chapell, THAT Education Council approve the submitted guidelines for: CFCS 3810; CHEM 2330 and 2360; COBA 3300; CSIS 3110; CRIM 4460; EASL 0150, 0160, 0250, 0260, 0350, and 0450; ENGL 1106, 1114, and 1115; GEOG 1160, 1180, and 3361; HIST 1140; LGST 3310; THRT 1100;
and to approve withdrawal requests for: EASL 492; CRIM 2220, 2256, 2262, 2275, and 2340.

The Motion was CARRIED.

b) Report on Decision Academic Software Implementation
The Chair gave a brief update on the new curriculum management software. She noted that the Steering Committee is comprised of representatives from areas who will be users of the program. The Committee is working on defining the "ideal state" of the approval process, so that the software can be set up effectively. The software will diminish workload for a number of people through the system, remove confusion and error from the approval process, and create better, more accessible information for students. The goal is to have the new software up and running by the end of May, with training opportunities to follow.

The Chair advised that she, along with the external Project Manager, is open to visiting any FEC or area that would like more information about the software implementation.

4.2 Budget Guidelines
The Chair explained Council's responsibility to give advice on items relating to budget.

Hearing no feedback, Council agreed that the Chair will inform the Board and SMT that Council has no further advice regarding the Guidelines.

4.3 Calendar of Events

One Council member noted that there have been some scheduling difficulties with practicum areas due to differing schedules between the College and the School Districts.

Council agreed that the Chair will send this comment forward.

5. NEW BUSINESS

5.1 Full Program Proposal: Post Degree Diploma in Information and Communication Technology

Nelson Eng was welcomed to speak to this item.

Nelson noted that the main objective of this PDD is to allow people with a non-IT Bachelor's degree to transition into the work force.

Responding to queries from Council members, Nelson went on to explain that the COBA course is a general course for Commerce and Business, not specific to a particular department. He also advised that the internship piece of the program has the option of a project course in one semester, or students can continue for another semester for a practicum placement, administered through CBA.

A student representative asked about the phrase "first-qualified, first-admitted" in the admission requirements section. Ted James responded that this is a term used to indicate that registration is granted to people who meet the threshold of qualifications, in the order they arrive with all their documentation.

Asked whether this credential will be recognized in industry, Nelson noted that market research indicated industry is looking for education, job experience and certification; this credential will prepare students to take industry certification tests. Demand in industry is for people who can bridge the gap between technical knowledge and soft skills such as communication.

Nelson also noted that the program will initially be offered during regular daytime hours, but if there is enough interest, they could transition to evening or weekend classes to accommodate people working full time.

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

5.2 Full Program Proposal: Associate of Arts for Future Professional Pilots

Laura Dane was welcomed to speak to this item.

Laura indicated this program is similar to other associate of arts programs, taking courses that already exist and suggesting compilations that fit with the aviation industry's requirements for pilots to have some college or university training in

areas such as communication and critical thinking. The course suggestions are arranged so that students wanting to go further into their bachelor degrees would have the laddering credits to do so. Also built in is the opportunity for electives outside the Faculty, such as accounting or commerce courses.

Following discussion around admission requirements, and not wanting to make entrance to the program more restrictive than any other AA program, Laura advised that they will post an advisory that additional prerequisites may be required to meet the math or statistics course requirement for the degree.

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

5.3 Revision: Marketing Department Credentials
   a) Post Degree Diploma in Marketing
   b) Marketing Management Certificate
   c) Marketing Management Diploma
   d) Marketing Management Citation

Gail Tibbo was welcomed to speak to this item.

Gail gave a brief overview of the revisions, noting that many of the proposed changes have been made as a result of industry demand; to incorporate core courses to better reflect what students will need. Other changes are the result of housekeeping considerations, based on changes in credential definitions. Gail also noted that course selection in all the programs respects the pathways so that students have as much flexibility as possible.

Gail agreed with a suggestion to tweak wording for the electives area to read "any other suitable course developed by the marketing division" to allow increased flexibility here as well.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by S. Wilson; SECONDED by L. Patterson, THAT Education Council approve the proposed revisions.

The Motion was <u>CARRIED.</u>

And,

MOVED by K. Gill; SECONDED by C. Tremblay, THAT Education Council recommend that the College Board withdraw the credentials Marketing Management Certificate and Marketing Management Diploma and establish

the credentials Certificate in Marketing , Diploma in Marketing, and Certificate in Sales and Marketing.

The Motion was <u>CARRIED.</u>

5.4 Program Revision: Business Management Diploma
The Chair welcomed Morna Fraser to speak to this item.

Morna advised that these revisions are mostly housekeeping, and clarified course substitutions and pathways that the department was allowing already.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by D. McCloy; SECONDED by C. Tremblay, THAT Education Council approve the proposed revisions.

The Motion was <u>CARRIED.</u>

5.5 Full Program Proposal: Post Degree Diploma in Financial Planning
Morna Fraser was welcomed to speak to this item.

Morna advised that this PDD is targeted at getting students into the industry of financial planning. It will appeal to people already working who wish to update their credentials, and to international students wanting to move successfully into industry in Canada.

Responding to a query about time limits on pre-requisites, Morna noted that some pre-requisites are being waived. These will be dealt with on an individual basis.

<u>ACTION</u>: **Please refer this item to your constituency groups for consideration of approval at the November meeting.**

5.6 Program Revision: Associate of Arts in Intercultural and International Studies
The Chair spoke to this item, on behalf of her Faculty.

She noted that the selection of courses that are acceptable for this program has been expanded.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by I. Efimoff; SECONDED by T. Harper, THAT Education Council approve the proposed revisions.

The Motion was <u>CARRIED.</u>

6. <u>REPORTS</u>

6.1 <u>Report from the Chair</u>
The Chair had nothing further to report, other than the attached Board Report.
a) September 2012 Report to the Board

6.2 <u>Report from the President</u>
S. McAlpine thanked Council for their confirmation of the budget guidelines. He noted record enrolments at the College again this year, in both international and domestic programs, and thanked everyone for their hard work and dedication in facilitating this growth.

Scott reminded Council of the three planned Engagement Forums this fall. He noted that 48 people had attended the Community Engagement Forum held at David Lam Campus last Friday, indicating that a summary can be found in his blog. He encouraged participation in the upcoming forums on Employee and Student Engagement.

6.3 <u>Report from the Vice President, Academic</u>
K. Denton advised that there is nothing new to report with respect to programs. She advised that the Registrar's Office, Deans, Special Projects Officer and her office are looking at the College's admission processes and criteria, and will be making some recommendations for changes to improve efficiencies.

6.4 <u>Report from the Board Representative</u>
There was no report.

6.4 <u>Report from the Secretary</u>
J. Bilquist noted that while there was an error on the EdCo Meeting Schedule with regard to the <u>Deadlines</u> section at the bottom of the page, all the meeting dates are accurate.

6.5 <u>Report from the Curriculum Committee</u>
The Curriculum Committee has added a new member, Jennifer Croft from Student Records.

6.6 <u>Report from the Educational Excellence Committee</u>
There was no report.

6.7 **Report from the Standing Committee on Admissions and Language Competency Standards**
EdCo Chair reported that she has asked this committee to discuss their role and function in order to assess whether the process is working as it is, or if greater efficiency can be achieved.

6.8 **Report from the Standing Committee on Educational Policies**
The Chair advised that this committee is in need of membership. She will be asking Deans to advise faculty of this need, and also will suggest that someone from the Registrar's Office would be an asset. Once membership is in place, they will select a new Chair.

7. OTHER BUSINESS

8. NEXT MEETING

Monday, November 19, 2012 at 9:00am in the Boardroom (4920), New Westminster Campus.

9. ADJOURNMENT

MOVED by C. Tremblay; SECONDED by M. Kolar that the meeting be adjourned.

The meeting adjourned at approximately 10:15 am.

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                Chair   **Secretary**