

**MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, OCTOBER 17, 2016 AT 9:00AM
BOARDROOM - NEW WESTMINSTER CAMPUS**

1. ROLL CALL:**Members Present:**

Sheilagh Badanic
Thor Borgford
Manuela Costantino
Kathy Denton (*Ex-Officio*)
John Fleming
Meredith Graham
Mary Hodder
Olga Kalachinskaya
Christine Kerr
Edith Kirkpatrick
Cecil Klassen
Weissy Lee (Vice Chair)
Jasmine Nicholsfigueiredo (Chair)
Monique Paulino
Jenny Shin
George Stroppa
Marsha Wilson
Andria Wrench

Absent:

Rod Midgley

Guests:

Joan Crisp
Arsineh Garabedian
Karla Gronsdahl
Heather Harty Scott
Anna Helewka
Tracy Ho
Sandra Polushin
Seanna Quressette
Lori Townsend
Patricia Visosky
Kyle Vuorinen
Kristen Wagner

Sandra Bird (Recorder)

2. APPROVAL OF THE AGENDA

The Chair advised of the following amendments to the Agenda:

Revisions to items:

- 5.1 Post Baccalaureate Diploma in Accounting and Finance. This item is coming as a Motion to Approve
- 5.3 Policy Items. Christine Kerr will speak to the 3 Policy items.

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 September 2016 Education Council minutes were approved with minor typographical edits.

4. BUSINESS ARISING FROM THE MINUTES**4.1 Curriculum Committee Recommendations**

Weissy Lee spoke to the Curriculum Committee Recommendations. The Education Council Curriculum Committee reviewed 5 new curriculum guidelines, 11 revised curriculum guidelines and 23 withdrawn curriculum guidelines.

There being no further discussion,

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

MOVED by Monique Paulino; SECONDED by Olga Kalachinskaya, THAT Education Council approve the submitted guidelines for: CSIS 3360, 4260; CYCC 2460; HIST 3300, 2245, 2252; SOCI 1125, 1155, 2235, 2255; PSYC 3301, 1100, 1200, 5005; EAES 2537; ENGR 1100; ACDP 100, 200, 300, 400 AND 500, and approve the withdrawal requests for: BUSN 2420; MARK 3360, 3441, 3470; CHEM 2310, 2410; PRFU 1100, 1102, 1190, 1230, 1290, 1310, 1350, 2201, 2330, 2340, 2370, 2390, 2400, 2401, 2450, 2470, and 2490.

The Motion was CARRIED.

4.2 Admissions and Language Competency Committee Recommendations

Kyle Vuorinen spoke to the following item.

- a) Admission Requirement for the Post Baccalaureate Diploma (PBD) Health Information Management.

Students will be accepted to the PBD – HIM program on a first qualified, first admitted basis. Applicants must have attained an undergraduate degree from a recognized post-secondary institute in Canada, or an equivalent credential from an approved institution of a different country.

Completion of a number of foundation courses in Statistics and Anatomy are required if they were not part of the applicant's degree. An exam in medical terminology with a minimum of 75% and a mandatory orientation session are required.

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

MOVED by Jeff Schutts; SECONDED by George Stroppa, THAT Education Council approve the Admissions Requirement for the Post Baccalaureate Diploma Health Information Management.

The Motion was CARRIED.

4.3 Policy Recommendations

Christine Kerr spoke to the items.

- a) **Revision: Credentials Awarded at Douglas College Policy**

There was discussion about how the college will deal with situations where a student takes all requirements for a credential but does not apply to graduate and then comes back at a later time to apply for graduation but the program requirements have changed.

Recommendation for implementation is September 2017.

b) Revision: Grading Policy

c) Revision: Program Approval Policy for New and Revised Credit Programs

The Chair stated that the Program Approval Policy for New and Revised Credit Programs will be transferred into the new template and will therefore come back to Education Council at a future meeting.

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

MOVED by Olga Kalachinskaya; SECONDED by Edith Kirkpatrick, THAT Education Council approve the submitted revisions to the Credentials Awarded at Douglas College Policy; Grading Policy and Program Approval Policy for New and Revised Credit Programs.

The Motion was CARRIED.

4.4 Specialization in Data Analytics in Accounting

Arsineh Garabedian spoke to the item.

There being no further discussion,

MOVED by Edith Kirkpatrick; SECONDED by Brent Stant, THAT Education Council approve the Specialization in Data Analytics in Accounting.

The Motion was CARRIED.

4.5 Program Revision: Psychology, Applied (Bachelor of Arts)

Kristen Wagner was welcomed to speak to the item.

Feedback received to add under Curriculum Framework *In addition to the 60 credits of first and second year coursework in the Associate of Arts **or equivalent**, students must complete an additional 60 credits (120 total) of University Transfer coursework.*

There being no further discussion,

MOVED by John Fleming; SECONDED by Edith Kirkpatrick, THAT Education Council approve the Program Revision: Psychology, Applied (Bachelor of Arts) with the added wording.

The Motion was CARRIED.

4.6 Program Revision: Psychology, Applied (Bachelor of Arts, Honors)

Kristen Wagner was welcomed to speak to the item.

Feedback received to add under Curriculum Framework *In addition to the 60 credits of first and second year coursework in the Associate of Arts **or equivalent**, students must complete an additional 60 credits (120 total) of University Transfer coursework.*

There being no discussion,

MOVED by Christine Kerr; SECONDED by Monique Paulino, THAT Education Council approve the Program Revision: Psychology, Applied (Bachelor of Arts, Honors) with the added wording.

The Motion was CARRIED.

4.7 Academic Dates and Deadlines

Kyle Vuorinen spoke to the item.

Kyle advised of feedback received. Feedback will be incorporated into a revised document and sent to all Education Council members.

There was discussion around the Easter holiday. The college will be closed on Good Friday and Easter Monday and is open on the Saturday in between. It was stated that because the College is officially open on the Saturday that it will be up to the instructor whether they hold classes on that day or not.

There being no further discussion,

MOVED by Brent Stant; SECONDED by George Stroppa, THAT Education Council approve the Academic Dates and Deadlines with the changes as discussed.

The Motion was CARRIED.

4.8 Draft Budget Guidelines

The Chair asked for feedback on the 2017-2018 budget guidelines and opened the floor for questions.

Feedback was received from students regarding the self-funded activities for Continuing Education, there was concern around whether this off-loads costs from the institution and onto the students. Response was that there is no change in current practice with this item.

MOVED by Christine Kerr; SECONDED by Marsha Wilson, THAT Education Council approve the 2017/2018 Draft Budget Guidelines.

The Motion was CARRIED.

ACTION: The Chair will summarize the feedback and forward to Senior Management and the College Board.

5. NEW BUSINESS

5.1 Post Baccalaureate Diploma (PBD) in Accounting & Finance

Arsineh Garabedian spoke to the item.

There being no further discussion,

MOVED by George Stroppa; SECONDED by Christine Kerr, THAT Education Council approve the Post Baccalaureate Diploma in Accounting & Finance.

The Motion was CARRIED.

And,

There was unanimous consent to short-cycle the Motion.

MOVED by Monique Paulino; SECONDED by Meredith Graham, THAT Education Council recommend that the College Board establish the credential Post Baccalaureate Diploma in Accounting and Finance.

The Motion was CARRIED.

5.2 Program Revision: CFCS Continuing Education Career Development Practice Advanced Certificate Program

Seanna Quressette spoke to the item.

There is much industry interest for a specialised course in aboriginal topics. The program revision includes adding an elective course, *Aboriginal Topics in Employment* to the program. The course is designed with Reconciliation Canada Frameworks in mind. The Advanced Certificate is geared toward those already working in the field and wanting to move into managerial roles.

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

MOVED by Edith Kirkpatrick; SECONDED by Sheilagh Badanic, THAT Education Council approve the CFCS Continuing Education Career Development Practice Advanced Certificate Program Revisions.

The Motion was CARRIED.

5.3 Program Revision: Classroom and Community Support Certificate

Sandra Polushin spoke to the item.

Sandra explained that the CCSD Certificate, CCSD Diploma-BI Speciality and the CCSD Diploma submissions are all into the same program. There is 1 intake but 3 exits.

The increase to the number of credits for graduation requires the program to remove one course. CFCS 1110 will be removed in the CCSD Diploma to allow for the English exit to be included in the required number of credits.

A member indicated that the old language for the description of requirements to take CMNS 1110 or ENGL 1130 was still showing in all 3 documents and should be removed.

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

5.4 Program Revision: Classroom and Community Support Diploma BI

Sandra Polushin spoke to the item.

Sandra explained that the Classroom and Community Support Diploma BI links up with the Classroom and Community Support Diploma. The only difference is the speciality has designated courses other than electives.

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

5.5 Program Revision: Classroom and Community Support Diploma

Sandra Polushin spoke to the item.

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

5.6 Psychiatric Nursing Program Requirements and Protocols for Students

Anna Heleweka spoke to the item.

Anna stated that the Psychiatric Nursing Program Requirements were approved at the June Education Council meeting. The next step is approval of the program protocols and expectations required of our students. PNUR FEC identified an item that would affect student progression and would like to add the section relating to a failed graded written assignment as a Program Requirement.

There were no questions.

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

MOVED by Andria Wrench; SECONDED by Meredith Graham, THAT Education Council approve the Psychiatric Nursing Program Requirements and Protocols for Students.

The Motion was CARRIED.

5.7 Program Proposal: Post Baccalaureate Diploma (PBD) Health Information Management

Lori Townsend and Patricia Visosky spoke to the item.

Patricia explained that the proposal for a Post Baccalaureate Diploma (PBD) in Health Information Management is primarily for value added. The new PBD will provide students with more opportunities and employers with more candidates with qualifications. The HIM profession is currently undergoing major changes and is always evolving because of information technology. It was brought to the Faculty of Health Science's attention by the Canadian Health Information Management Associate (CHIMA) that there are some gaps in the skills sets. This PBD aligns with the gaps.

Patricia stated that the current program is up for accreditation in 2018. This would not stop us from getting the new PBD going. We just would not be able to advertise as accredited.

There was concern that in saying there is a gap in the current program it suggests that the current students who are taking the program will lack the needed training. Patricia stated that the current students are meeting industry standards but as we look at the BC Skills for Jobs Blueprint we see that they are asking for value added pieces that are not part of the current program; we are trying to be in front of the trend.

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

5.8 Concept Paper: Music Therapy Foundations Diploma

Heather Hardy Scott spoke to the item.

Heather indicated that this program proposal arises from the Department's program review. The Diploma will allow students in their 2nd year Music Therapy Foundations a pathway straight into 3rd year at Capilano University's Bachelor of Music Therapy (MBT) Program.

ACTION: Please refer this item to your constituency groups and direct feedback to Heather Hardy Scott.

6. REPORTS

6.1 Report from the Chair

- a) September 2016 Report to the College Board
- b) Recommendation of new Credential (Certificate in Medication Administration for Health Care Assistants)

The Chair advised awareness of the tight deadline for FEC's to submit guidelines to the Curriculum Committee. The Chair indicated that the deadline for curriculum committee submission will be revisited and that any changes that are considered will be sent to members.

6.2 Report from the President

The President reported that this past September she and Liz McCausland were appointed to the BC Council of Admissions and Transfer (BCCAT). She also announced that on October 18th David Lam Campus will turn 20 years old. All are invited for a celebration and cake.

Finally, the President reported that Keith Ellis recently completed a business process review of Financial Aid. SMT will review the recommendations. The goal is to make processes smoother and more efficient for staff and students.

6.3 Report from the Vice President, Academic & Provost

Thor reported that the space use and balance at both campuses has resulted in the need to move programming over to Coquitlam. OADM will move to the Coquitlam campus and will begin operation in Fall 2017. The move will free up 5 classrooms at the New Westminster Campus.

6.4 Report from the Board Representative

Nothing to report.

6.5 Report from the Secretary

Nothing to report.

6.6 Report from the Curriculum Committee

The next deadline for curriculum guidelines to be submitted to the committee is November 9th at 4 pm. Please remind your FECs of this date.

6.7 Report from the Educational Excellence Committee

The Committee had their first meeting 10 days ago and tentatively approved the Terms of Reference.

The call out for nominations for the Award of Distinction will go out at the end of October. If you know a student that meets the criteria please consider nominating them.

6.8 Report from the Committee on Admissions & Language Competency Standards

Nothing to report.

6.9 Report from the Committee on Educational Policies

Christine stated that the Education Policy Committee are seeking some clarification on language. Software language used in the US is slightly different than what is used in Canada. So when using US based software “catalogue” is the known term, whereas we use “calendar”. There was a request for some discussion on what makes sense. This will come forward to the November Ed Co meeting.

The Chair asked the Educational Policies Committee to indicate what the issues are and make a recommendation to Ed Co.

6.10 Report from the Committee on International Education

Nothing to report.

7. OTHER BUSINESS

No other business.

8. NEXT MEETING

Monday, November 21, 2016 at 9:00 am in Boardroom (4920), New Westminster Campus.

9. ADJOURNMENT

MOVED by Meredith Graham; SECONDED by Brent Stant, that the meeting be adjourned.

The Motion was CARRIED.

The meeting adjourned at approximately 10:20 am.

Chair

Secretary