



MINUTES OF MEETING OF EDUCATION COUNCIL  
HELD MONDAY, OCTOBER 18, 2021 AT 9:00 AM  
VIRTUAL MEETING VIA ZOOM

<b>Members Present:</b>	<b>Regrets:</b>
Bartel Sawatzky, Melissa	N/A
Borgford, Thor	
Bowbrick, Graeme (Chair)	
Cavanagh, Bette (Recorder)	
Cragg, Carys	<b>Guests:</b>
Dench, Sarah	Wakeling, Jennifer
Denton, Kathy ( <i>Ex-officio</i> )	Westerman, Marni
Dobre, Alexandra*	Zhao, Jennifer
Fraser, Morna	
Gronsdahl, Karla	
Hall, Nathan	
Kaur, Arveen ( <i>Ex-officio</i> )	
Kinsley, John	
Mennill, Sally (Vice Chair)	<b>Observers:</b>
Millis, Len	N/A
Ng, Rella ( <i>Ex-officio</i> )	
Nguyen, Regina	
Ramkumar, Amrita	
Rana, Ruhina	
Rodriguez, Miguel	
Schechter, Sam	
Sullivan, Tyler	
Williams, Justin	

\*Denotes Late Arrival

**1. TRADITIONAL TERRITORIAL ACKNOWLEDGEMENT**

The Chair acknowledged that the campuses of Douglas College are located on the traditional and unceded territories of the QayQayt First Nation and the Kwikwetlem First Nation, as well as other Coast Salish Peoples.

**2. ROLL CALL**

All guests were welcomed to the meeting. G. Bowbrick reminded everyone of the meeting protocols.

### 3. AGENDA

The Chair confirmed that Council members had reviewed the agenda as distributed on October 8, 2021.

### 4. APPROVAL OF THE MINUTES

4.1 There were minor corrections to the Minutes of September 20, 2021.

### 5. NEW BUSINESS

#### 5.1 Program Withdrawal: Diploma in Science

L. Millis spoke to the item.

The Faculty of Science and Technology would like to withdraw the Diploma in Science Program. Students seeking a general two-year Science program are better served by the Associate of Science program. There are no students currently enrolled in the Diploma in Science.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the November 15, 2021 meeting.

#### 5.2 Program Proposal: Veterinary Technology Anesthesia Refresher Continuing Education Certificate

J. Wakeling spoke to the item.

This Continuing Education program is a series of 4 courses that targets Veterinary Technologists/Veterinary Technicians/Veterinary Nurses (National and International) working in small animal veterinary practice. This certificate will help to refresh their skills in anesthetic and analgesic plans prescribed by the Veterinarian for their patients, as well as the treatment of anesthetic complications and emergencies. Doctors of Veterinary Medicine (DVMs) may also enroll in the program.

A council member commented on the powerful letters of support contained in the proposal and recognized the need for this type of program.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the November 15, 2021 meeting.

#### 5.3 Program Proposal: Veterinary Technology Anesthesia Advanced Techniques Continuing Education Certificate

J. Wakeling spoke to the item.



The participants of the Veterinary Anesthesia Advanced Techniques Certificate must complete the Refresher Certificate first; however they will be permitted to challenge the final exam for the first 3 online courses.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the November 15, 2021 meeting.

## 6. ITEMS FOR APPROVAL

### 6.1 Educational Affiliations: Latin University of Costa Rica (ULatina), Costa Rica and Far Eastern University (FEU), Philippines

J. Zhao spoke to the item.

There being no further discussion,

**MOVED by N. Hall; SECONDED by M. Bartel-Sawatsky, THAT Education Council approve the Educational Affiliation: Latin University of Costa Rica (ULatina), Costa Rica and Far Eastern University (FEU), Philippines.**

**The Motion was CARRIED.**

### 6.2 Program Revision: Applied Criminology Bachelor of Arts

M. Westerman spoke to the item.

The Chair will relegate the previous workflow back to M. Westerman to update the effective date, May 2022.

There being no further discussion,

**MOVED by S. Mennill; SECONDED by J. Kinsley, THAT Education Council approve the Program Revision: Applied Criminology Bachelor of Arts effective May 2022.**

**The Motion was CARRIED.**

### 6.3 Draft 2022-2023 Budget Guidelines

K. Denton spoke to the item.

There was no feedback or follow-up questions received from Education Council on the draft Budget Guidelines for 2022-2023.

## 7. INFORMATION ITEMS

### 7.1 Changes to Education Council Approval Process

G. Bowbrick spoke to the item.

The Chair referred to the Education Council Bylaw revisions, which came into effect on July 1, 2021. The Terms of Reference for all council committees established under the revised Bylaws were also approved.

In his overview of the approval process for items coming to Education Council, the Chair reiterated that almost all items must first be submitted to the relevant council committee before they will be placed on the agenda. He explained the slight change in process for the newly established Programs Committee, advising that all new programs, program revisions, program withdrawals or cancellations, will now be submitted to the Programs Committee. He noted that any items that do not fall within the mandates of the council committees can be submitted to the Education Council Chair for consideration and placement on the agenda.

In answer to a question regarding submission deadlines for the Programs Committee and whether there are direct email addresses for each council committee, the Chair noted that Nathan Hall will provide a progress update on the Programs Committee later on in the agenda.

The Chair encouraged Council Members to spend some time familiarizing themselves with the [Education Council Bylaws](#) and [Committee Terms of Reference](#).

## **8. STANDING COMMITTEE ITEMS**

### **8.1 Curriculum Items**

#### **a) Curriculum Committee Recommendations**

Nicole Vittoz has been elected to Chair the Curriculum Committee. L. Millis spoke to the Curriculum Committee's submission and review of 23 curriculum guidelines, 13 were approved: 1 new and 12 revised curriculum guidelines.

There being no further discussion,

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

**MOVED by M. Fraser; SECONDED by S. Mennill, THAT Education Council approve the submitted new guidelines for: DACS 2344; and the revised guidelines for: DACS 4111, MUSC 1215, 2315, 2415; ENGU 0100; 0115; 0125, 0146, 0156, 0256; CMNS 1111; and SPSC 3203.**

**The Motion was CARRIED.**

L. Millis noted that a number of curriculum guidelines were not approved by the Committee. He asked members to please remind their constituency groups of

submission deadlines and the short turnaround time the Committee has to complete its work. If the Committee members are unable to contact the initiator to answer questions, the guidelines will be delayed. He also emphasized that batching courses causes problems because if there is an issue with one course in the list, the entire list will be relegated. Please submit individual course changes.

## 8.2 Admissions Advisory Committee Membership

### a) Recommendation for Staff Representative

The Chair referenced the standing committee membership which were populated and approved at the September 20, 2021 council meeting. Regina Nguyen has come forward and expressed an interest to serve on the Admissions Advisory Committee. John Kinsley has agreed to step aside from that committee, as he is already serving on the Programs Committee.

There being no further discussion,

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

**MOVED by J. Kinsley; SECONDED by T. Sullivan, THAT Education Council approve the appointment of Regina Nguyen as the staff representative on the Admissions Advisory Committee, 2021-2022.**

The Motion was CARRIED.

## 9. REPORTS

### 9.1 Report from the Chair

The Chair thanked those members who have offered to Chair the committees as set out below:

- Admissions Advisory Committee – Rella Ng, Chair
- Curriculum Committee – Nicole Vittoz, Chair
- Policies Committee – Sam Schechter, Chair
- Programs Committee – Rachael Newton, Chair
- Educational Excellence Committee - TBA

### 9.2 Report from the President

The President provided an update on the College's strategic initiatives under the theme of Social Responsibility, noting work that has been done to review and revise College policies to support equity, diversity, and inclusion. She also commented on Indigenization initiatives, including professional development sessions and the official unveiling ceremony of the welcoming pole carving, "Salmon Woman Welcomes Salmon Home". She encouraged everyone to visit the beautiful piece of work which is nicely placed on the pathway to the Coquitlam campus.

The President advised that the College continues to follow the advice from the Provincial Health Officer, the Ministry of Advanced Education and Skills Training and Fraser Health to understand the conditions and compliance with respect to keeping our campuses safe. The President noted that she would continue to update the College Community with any substantive information. She extended thanks to everyone for completing the vaccination survey, which had an impressive response rate and encouraging results. She thanked the DSU for their assistance in communicating with students for a safe and successful return to campus.

The President encouraged council members to communicate with their constituency groups in advance regarding the 2022/23 budget, to be mindful of what budget items are being brought forward for consideration. She explained that the College has met its Fall enrolment targets but has not exceeded them. Some of the budget requests that were not fulfilled last year will be rolled onto this year's budget for consideration.

### **9.3 Report from the Vice President, Academic & Provost**

T. Borgford shared news that the College has received notice from the Degree Quality Assessment Board (DQAB), that the Bachelor of Science in Health Information Management has been approved at Stage 1 of the two-stage process. Stage 1 addresses the critical issues of labour market demand and student demand. Stage 2 examines the full program proposal including academic merit. We anticipate a site visit by DQAB in the coming months and will be in a position to mount the new degree in 2022.

### **9.4 Report from the Board Liaison**

No report.

### **9.5 Report from the Secretary**

B. Cavanagh confirmed that the College Board approved the Post-Baccalaureate Diploma in Advanced Supply Chain Management and the Post-Baccalaureate Diploma in Digital Marketing, effective May 2022.

Council members were advised that the deadline for notifying the Secretary to attend Education Council as an observer is 12:00 pm, Noon, on the Friday before the Monday Education Council meeting.

## **10. STANDING COMMITTEE REPORTS**

### **10.1 Programs Committee (N. Hall)**

N. Hall provided an overview of the Programs Committee and the changes being implemented for submitting new or revised programs to Education Council. He noted that the Committee members have a great deal of depth and experience and their



goal is to support those bringing programs through but not make more work or add more time to the process. He explained that the newly-constituted Programs and Admissions Advisory Committees are currently working together on a process that would allow a program designer to submit a program proposal or revision to both committees at the same time.

Effective immediately, please email the Programs Committee at:  
[edcoprogram@douglascollege.ca](mailto:edcoprogram@douglascollege.ca)

**11. NEXT MEETING**

Monday, November 15, 2021 at 9:00 a.m. Via Zoom.

The Chair mentioned that the decision to hold meetings virtually is not about the pandemic. A survey of council members was conducted regarding the meeting mode and the overwhelmingly response was to continue with virtual meetings at this time. He commented that it would be nice to hold the meetings in person (or host a social event) and will see how things unfold going forward.

**12. ADJOURNMENT**

The meeting adjourned at approximately 9: 45 a.m.

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Chair

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Secretary