



**MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, SEPTEMBER 15, 2014 AT 9:00AM
BOARDROOM - NEW WESTMINSTER CAMPUS**

1. ROLL CALL:

Members Present:

Sheilagh Badanic
Aaron Bayes
Thor Borgford
Kathy Denton (*Ex-Officio*)
John Fleming
Brenna Gray
Mary Hodder (*Ex-Officio*)
Todd Harper (Chair)
Anna Helewka
Sandra Hochstein
Katryna Koenig (*Ex-Officio*)
Barbara Leighs
Jasmine Nicholsfigueiredo (Vice Chair)
Lorne Patterson
Catherine Sales
Jenny Shin
Doug Simak
Brent Stant
George Stroppa
Richard Tardif
Brian Thomas-Peter
Hailea Williams
Andria Wrench

Regrets:

Guests:

Barbara Allen
Anish Bahia
Ron De Villa
Eugene Dy
George Fisher
Morna Fraser
Tracy Ho (DCSU)
Anne MacMillan
Elizabeth McCausland
Brian Sugg
Brian Parker
Kyle Vuorinen
Drew Young

Manjit Mandher (Recorder)

The Chair welcomed guests and introduced the new registrar Mary Hodder, new interim Vice President Thor Borgford, and newly elected student representatives Aaron Bayes and Brent Stant.

2. APPROVAL OF THE AGENDA

The Chair proposed the following additions/amendments to the Agenda:

- Item 4.5: Brian Parker and Brian Suggs will be speaking to this item.
- Items 5.1 and 5.2: Mary Hodder will be joining Anne MacMillan to speak to these items.
- Item 5.3: Barbara Allen will be speaking to this item.
- Item 5.6: Council will be asked to short-cycle this item.

- Item 5.7 is a recommendation from the Admissions and Language Competency Standards Committee. Kyle Vuorinen will be speaking to this item.
- Addition of Item 5.8: 2015/2016 Budget Guideline (For Discussion and Advice).

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 June 16th, 2014 Minutes were approved as presented.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Ratification of 2014 – 2015 Education Council Chair and Vice Chair Elections

Council Secretary M. Mandher directed members to the Minutes of the May 12, 2014 Education Council Elections.

The Secretary noted that Todd Harper had been elected by acclamation. Following three further calls for additional nominations, and hearing none, the Secretary declared Todd Harper elected by acclamation to the position of Chair for the 2014 – 2015 term.

The Secretary noted that Jasmine Nicholsfigueiredo had been elected as Vice-Chair by acclamation. Again, hearing no further nominations following three calls, Jasmine Nicholsfigueiredo was elected by acclamation to the position of Vice-Chair for the 2014 – 2015 term.

4.2 Ratification of 2014 – 2015 Education Council Meeting Schedule

Council Secretary M. Mandher reminded members about the 2014 – 2015 Education Council Meeting Schedule that was circulated April 14, 2014.

There being no further discussion,

MOVED by J. Fleming; SECONDED by R. Tardiff, THAT Education Council ratify the 2014 – 2015 Education Council Meeting Schedule.

The Motion was CARRIED.

4.3 Curriculum Items

a) Curriculum Committee Recommendations

B. Gray noted an error on the number of guidelines reviewed; it should read 26 and not 27. It was also noted that SCIE 1106 was accidentally left out from the Action Requested section of the memo.

There being no further discussion,

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

MOVED by A. Helewka; SECONDED by S. Badanic, THAT Education Council approve the submitted guidelines for: ACCT 3310; BUSN 3380, 3401,; CMNS 1125, 1215, 1316; COBA 4885; CSIS 2300, 3300; ELLA 0701, 0702; ENGR 1160; GEOG 2213; MATH 3316; MUSC 1201, 1202, 1203; OADM 1303; PNUR 2330, 4572, 4573, 4575, 4724; SCIE 1106; and approve the withdrawal requests for: ACCT 2420, 3350.

The Motion was CARRIED.

4.4 Program Proposal: International Business Management

Brian Sugg and representatives from the International Business Management Team (Anish Bania, Eugene Dy, Brian Sugg, and Ron de Villa) were welcomed to speak to this item.

Given the emphasis on theory-based course work, a Council member asked if a co-op program format would be possible. Brian noted that the proposed PDD will help position Douglas College as an accredited educational partner with FITT, influence our strengths in our current international programs, and give Douglas College students the practical skills recognized by industry as required to comprehend the intricacies of the global economy. Brian pointed out interested individuals who are currently working in the field of international trade would be most interested in obtaining this professional designation. Although the current program does not have a process in place to assist students obtain work experience, the team recognize this need and will liaison with industry experts and organizations for potential practicums.

A brief discussion was held on the potential of having this program expanded into a degree.

MOVED by G. Stroppa; SECONDED by S. Badanic, THAT Education Council approve the proposed Post Degree Diploma in International Business Management.

The Motion was CARRIED with one abstention.

And,

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

MOVED by L. Patterson; SECONDED by A. Helewka, THAT Education Council recommend that the College Board establish the credential Post Degree Diploma in International Business Management

The Motion was CARRIED.

4.5 Program Proposal: Specialization in Business Law

Brian Parker and Brian Sugg were present to answer any questions.

No further comments.

MOVED by H. Williams; SECONDED by R. Tardif, THAT Education Council approve the proposed Specialization in Business Law.

The Motion was CARRIED.

4.6 Policy Item

Elizabeth McCausland was invited to speak to the item.

Liz mentioned that considerable feedback was received from all policy stakeholders, including students, faculty, the Vice President's Academic Council and the Office of the Registrar. As the current policy was viewed as too confusing and time-consuming, the revision focused on speaking to these concerns. Some of the key changes that Liz highlighted:

1. Students Appeal Policy will be split in two: an *Appeal of Final Grades Policy* and a proposed *Appeal of Academic Standing Policy*.
2. Shorter and more elucidated timelines to reduce any delays in the student's academic process.
3. Reduction in the number of procedural steps and simpler language.
4. Clarity on the grounds for a grade appeal.
5. Changes in the structure of a Grade Appeal Committee.

The members had an extended conversation about the edits and proposed revisions, so the Chair suggested that feedback be provided in writing in advance to the next scheduled Education Council meeting.

Significant discussion was had around these points:

- The policy must be student friendly with clear instructions for administrators.
- The new policy is much improved and the efforts of the committee are appreciated.
- A new template for policies will be introduced with a new format which will be more user-friendly and include the definitions at the beginning of the document.
- It was also suggested that students get assistance from counsellors when preparing for the grounds for the appeal as many of the students might not be aware of the grounds appeal process.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October meeting. Please provide edits and feedback in writing to the Chair in advance of the October meeting.

5. New Business

5.1 Calendar of Events 2015 - 2016 (For Discussion and Advice)

Anne MacMillan and Mary Hodder were welcomed to speak to this item.

The Registrar's office has provided the final draft of the 2015 – 2016 Calendar of Events and is requesting feedback.

A lengthy discussion was had with D. Simak sharing his dismay at the lack of the changes that were not incorporated from last year's advice. It was also noted that if advice is not going to be incorporated then some type of communication to Education Council should have been received.

The following comments were provided for the 2015-2016 Calendar of Events:

- Minor punctuation edits are required to ensure consistency
- The last day to add courses/refunds falls on a Sunday but students do not realize there is grace day. Suggestion was made to revise the document to add wording to advise students that they can add courses "electronically on Sunday" and "paper on the next weekday".
- An inquiry was made as to if College Wide Professional Developments dates could be included.

Anne MacMillan added that if anyone had addition questions, to please email her directly.

Also discussed was the opportunity to include to the monthly Education Council report schedule a report from the Registrar's Office. This report could help to keep the lines of communication more open between the Registrar's Office and Education Council.

MOVED by A. Bayes; SECONDED by S. Hochstein, THAT Education Council approve the addition of the monthly report from the Registrar to the Education Council agenda.

The Motion was CARRIED.

5.2 Grading Systems Policy Revision: CE Grades and Challenge Credit (Motion to Refer to Sub-Committee)

The Chair welcomed Anne MacMillan to speak to this item.

Anne mentioned that there is a notation under the grading structure for credit courses that states that an asterisk denotes a grade achieved through a challenge examination but no such note exists under the non-credit grading scheme in the *Grading Systems Policy*. This needs to be included under the non-credit grading structure.

MOVED by L. Patterson; SECONDED by B. Thomas-Peter, THAT Education Council refer the revision to the *Grading Systems Policy* to the Educational Policies Committee.

The Motion was CARRIED.

5.3 Program Revision: CBA Housekeeping Changes – CSIS 1110 and 1190

Barbara Allen was invited to speak to this item. She commented that this is a straight forward housekeeping request and opened the floor for questions.

No further comments.

There was unanimous consent to Short-cycle the Motion.

MOVED by B. Stant; SECONDED by H. Williams, THAT Education Council approve the program revisions for the noted Commerce and Business Administration programs.

The Motion was CARRIED.

5.4 Program Revision: Stagecraft and Event Technology (Notice of Motion)

Drew Young was welcomed to join the meeting to answer any questions on the proposed minor changes in program requirements for the Diploma in Performing Arts Stagecraft. STGE 2302 (Set Painting) is proposed to serve as an alternate course to STGE 2430 (Stagecraft for Film/TV) and STGE 1222 (Introduction to Costume) is replacing STGE 1120 (Industry Awareness).

No further comments.

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

5.5 Program Revision: Co-Op Program Partnership with Post Degree Diploma in Accounting (Notice of Motion)

George Fisher was invited to speak to this item.

George mentioned this is a straight forward motion that meets the requirements to partner with the Co-op program. He noted that 1st year students do not qualify for co-op.

No further comments.

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

5.6 Program Revision: BBA Implementation (Notice of Motion)

The Chair invited Morna Fraser and George Fisher to speak to this item.

The Chair reminded Council that there is a request to short-cycle the motion to approve this item.

Morna reviewed the meetings held in 2013 with the proposed changes to the BBA. These changes were approved by the Ministry in August 2014. The details about the courses need to be communicated to the students for implementation in January 2015; therefore the request for short-cycling has been made. Extensive consultation was had with all the departments that are effective by these changes and with the Chartered Professional Accountants (CPA) and the Financial Planning Standards Council (FPSC).

Morna noted that these changes were made to ensure there was clarity of the requirements and to assist students to move into the stream to achieve credits.

No further comments.

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

MOVED by G. Stroppa; SECONDED by D. Simak, THAT Education Council approve the program revisions to the Bachelor of Business Administration.

5.7 Program Revision: Admissions – Academic Foundations - Nursing (Motion to Short-cycle; Motion to Approve)

Kyle Vuorinen was welcomed to speak to this item as it is a recommendation from the Admissions and Language Competency Standards Committee.

Kyle noted these revisions hopefully provide a clearer language of admissions requirements to the BSN program.

A member noted an editing error, paragraph 3 mentions “As of May 2015”, this should read “As of May **2014**”.

No further comments.

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

MOVED by A. Helewka; SECONDED by B. Stant, THAT Education Council approve the recommendation from the Admissions and Language Competency Standards Committee.

5.8 2014 – 2015 Budget Guidelines

The Chair spoke to this item.

He noted these guidelines are being circulated to Constituency Group Leaders and Education Council for feedback. He reminded members that they have a month to review the budget guidelines and that extensive feedback should be provided in writing to him.

No further Comments.

ACTION: Please refer this item to your constituency groups and bring feedback to the October meeting or provide more extensive feedback in writing directly to the Chair.

6. REPORTS

6.1 Report from the Chair

a) June Report to the College Board

The Chair noted that all members of Council were contacted in August with regards to serving on Standing Committees. He also mentioned that L. Patterson will be stepping down from EdCo and elections to find a replacement will be held shortly. L. Patterson has agreed to stay on until a replacement has been found. The Chair thanked him for his service and contributions to Education Council.

6.2 Report from the President

The President advised the members about the upcoming Strategic Planning Community Forums. The details will be sent out shortly via e-mail. This time around the planning committee will ask participants to RSVP for the information forums to ensure there is adequate seating. Only those that RSVP will be granted access to the forums.

New Westminster:

Friday, Sept. 26, 1pm-3pm, NWC Boardroom

Coquitlam:

Wednesday Oct. 1, 4pm-6pm, DLC Boardroom

6.3 Report from the Vice President, Academic & Provost

Nothing to report.

6.4 Report from the Board Representative

Nothing to report.

6.5 Report from the Secretary

Amendment to the May 2014 minutes with the addition of the reference to the Jay Treaty in Item 4.2.

M. Mandher advised Council members that the agenda packages for past and future meetings will be posted online. Council members are able to access the password protected page to print them off. At this time she will canvas Council members as to their preference for print or electronic packages.

6.6 Report from the Curriculum Committee

B. Gray reminded members about the Curriculum Guidelines due dates that are included on the 2014 – 2015 Education Council Meeting Schedule.

6.7 Report from the Educational Excellence Committee

The co-chairs of this committee have arranged a meeting with the Education Council Chair to discuss logistics.

6.8 Report from the Committee on Admissions & Language Competency Standards

Nothing to report.

6.9 Report from the Committee on Educational Policies

Nothing to report.

6.10 Report from the Committee on International Education

Nothing to report.

7. OTHER BUSINESS

No other business.

8. NEXT MEETING

Monday, October 20th, 2014 at 9:00 am in the Boardroom (4920), New Westminster Campus.

9. ADJOURNMENT

MOVED BY B. Gray; SECONDED by B. Thomas-Peter, that the September 15, 2014 meeting of Education Council be adjourned.

The Motion was CARRIED.

The meeting adjourned at approximately 11:00 am.

Chair

Secretary