

**MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, SEPTEMBER 18, 2017 AT 9:00AM  
BOARDROOM - NEW WESTMINSTER CAMPUS**

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**1. ROLL CALL:**

A roundtable of introductions was held. The Chair welcomed new members to their first Education Council meeting.

<b>Members Present:</b>	<b>Regrets:</b>
Thor Borgford	Maria Iaquinta
Ivanna Cikes	
Manuela Costantino	
Kathy Denton ( <i>Ex-Officio</i> )	<b>Guests:</b>
Meredith Graham	Michelle Ayles
Karla Gronsdahl	Rhyon Caldwell
Prabh Hundal	Laurel Donaldson
Olga Kalachinskaya	Arsineh Garabedian
Christine Kerr	Tracy Ho
Edith Kirkpatrick	Simon Li
Cecil Klassen	Anne MacMillan
Weissy Lee	Rachael Newton
Rod Midgley	Susan Oesterle
Rella Ng	Sandra Polushin
Jasmine Nicholsfigueiredo ( <i>Chair</i> )	Kyle Vuorinen
Juan Paolo	Andria Wrench ( <i>for Maria Iaquinta</i> )
Jenny Shin	
Wesley Snider	
George Stroppa	
Marni Westerman	
Marsha Wilson	

Bette Cavanagh (Recorder)

Sandra Bird (Outgoing Ed Co Secretary)

**2. APPROVAL OF THE AGENDA**

The Chair asked members to approve a fluid Agenda; Council agreed and the Agenda was re-ordered and approved with the following additions:

- Item 5.19, Name Change - Engineering Diploma (W. Lee)
- Item 5.20, Name Change - Advanced Certificate in Disability and Applied Behavioural Analysis (S. Polushin)

- Item 4.4 Side table item Revised Academic Dates and Deadlines 2018/19 (K. Vuorinen)

Approved by consent.

### **3. APPROVAL OF MINUTES**

Agenda Item 5.1 Business Law PDD brought forward at the June 19, 2017 meeting was amended to indicate that it was submitted as a concept paper and will be resubmitted to Education Council as a Program Proposal at a future meeting.

The June 19, 2017 Education Council minutes were approved as amended.

### **4. BUSINESS ARISING FROM THE MINUTES**

#### **4.1 Ratification of 2017 – 2018 Education Council Chair and Vice-Chair Elections**

Council Secretary directed members to the minutes of May 16, 2017 Education Council Election Minutes.

The Secretary advised that Jasmine Nicholsfigueiredo had been elected Chair by acclamation. Following three further calls for additional nominations, and hearing none, the Secretary declared Jasmine Nicholsfigueiredo elected by acclamation to the position of Chair for the 2017-2018 term.

The Secretary advised that Weissy Lee had been elected by Vice-Chair by acclamation. Following three further calls for additional nominations, and hearing none, the Secretary declared Weissy Lee elected by acclamation to the position of Vice-Chair for the 2017-2018 term.

#### **4.2 Ratification of 2017 – 2018 Education Council Meeting Schedule**

Council Secretary asked members to confirm that the draft meeting schedule for 2017-2018 circulated at the June 2017 meeting was agreeable to all. Hearing no comments, the schedule was ratified.

**MOVED by M. Wilson; SECONDED by E. Kirkpatrick that Education Council ratify the 2017-2018 Education Council Meeting Schedule.**

**The Motion was CARRIED.**

#### **4.3 Curriculum Items**

Weissy Lee spoke to the Curriculum Committee Recommendations. The Education Curriculum Committee reviewed 3 new curriculum guidelines, and 29 revised curriculum guidelines.

K. Denton made a suggestion that it would be helpful if the table noting the “x’s” included an explanation (e.g. a department has submitted a high volume of revisions to better align with SFU for transfer). The Committee Chair will work on a revision of the form for consideration.

There being no further discussion,

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

**MOVED by M. Westerman; SECONDED by E. Kirkpatrick, THAT Education Council approve the submitted guidelines for: ECON 3360; 3400; MODL 2273; SOWK 2100, 2333, 2360, 2422; ACCT 1235; CSIS 1190, 3190, 3860; FINC 2340; MARK 1120, 3215, 3235, 3280, 3300, 3340, 3500, 4270, 4360, 4410, 4440, 4441, 4470, 4483; ELLA 0110, 0130, 0140; ENG 1190, 2100, 2200.**

**The Motion was CARRIED.**

#### **4.4 Academic Dates and Deadlines 2018/19**

Kyle Vuorinen was welcomed to speak to the item, addressed in two parts.

4.4 a) The 2019 Summer Graduation will take place June 11-13, 2019. The dates will not conflict with National Aboriginal Day, celebrated by the Douglas College community at both the NWC Campus and Coq Campus on June 21 and 22, 2019.

There being no further discussion,

**MOVED by M. Graham; SECONDED by C. Klassen, THAT Education Council approve the Academic Dates and Deadlines 2018/19.**

**The Motion was CARRIED.**

4.4 b) The 2019 Winter Semester length has been shortened by three (3) days to create a buffer between the time winter grades are due and the commencement of the summer semester.

**MOVED by P. Hundal; SECONDED by M. Graham, THAT Education Council approve the Academic Dates and Deadlines 2018/19.**

**The Motion was CARRIED.**

#### **4.5 Revision to Priority Registration Start Date for Fall 2018**

Anne MacMillan was welcomed to speak to the item.

A. MacMillan advised that the priority registration date is being moved from June 21, 2018 to June 26, 2018, to avoid the conflict with Summer Graduation Ceremonies and to maintain required staffing levels in the Registrar's Office during that very busy time.

There being no further discussion,

**MOVED by C. Kerr; SECONDED by M. Westerman, THAT Education Council approve the Priority Registration Start Date of June 26, 2018, for Fall 2018.**

**The Motion was CARRIED.**

#### **4.6 Curriculum Committee Terms of Reference**

This agenda item was withdrawn.

#### **4.7 Policy Items**

Christine Kerr spoke to the items.

##### **a) Credentials Awarded at Douglas College Policy**

C. Kerr noted the changes which include a definition for Specializations as they apply to Diplomas; a note that addresses the date that some Specializations were changed to Concentrations, and a typographical error was corrected from minimum to *maximum*.

##### **b) Accessibility to College Programs, Courses and Services for Persons with Disabilities Policy**

C. Kerr indicated that changes were made to the Appendix section to reflect current procedural practices and to clarify what is meant by ancillary or interim services.

There being no further discussion,

**MOVED by M. Costantino; SECONDED by O. Kalachinskaya, THAT Education Council approve the recommended revisions to the Credentials Awarded Policy; and Accessibility to College Programs, Courses and Services for Persons with Disabilities Policy.**

**The Motion was CARRIED.**

### **5. NEW BUSINESS**

#### **5.1 Draft Budget Guidelines**

Kathy Denton spoke to the item.

K. Denton advised that the draft budget guidelines are circulated every year and that this year a line has been added that references OTO (one time only) requests. This captures current practice. Where we are aware of a surplus and an emergent need arises, we can then bring it to the Board for consideration.

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

#### **5.2 Policy Revision Request: Program Advisory Committee Policy**

Susan Oesterle was welcomed to speak to the item.

S. Oesterle provided that the Program Advisory Committee(s) Policy was last updated in the year 2000 and recommended a high priority review to ensure that the College's Program Advisory Committees are in compliance.

**MOVED by M. Wilson; SECONDED by E. Kirkpatrick, THAT Education Council approve the request that the Policy Committee review of the Program Advisory Committee(s) Policy.**

**The Motion was CARRIED.**

### **5.3 Program Revision: Computing Studies and Information Systems (Diploma)**

Simon Li was welcomed to speak to the item.

S. Li provided that the proposed revision would add two electives to allow students to choose their focus of either database development or mobile application development.

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

### **5.4 Program Proposal: Minor in Accounting**

Arsineh Garabedian was welcomed to speak to the item.

A. Garabedian provided that the Minor in Accounting program is designed to be a secondary area of focus in a degree program and is comprised of 7 courses (21 credits).

K. Denton commented that 21 credits are more credits than are typically required and suggested that the proposal provide solid rationale as to why the extra courses are needed.

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

### **5.5 Program Requirement Confirmation: Associate of Science Requirement**

Susan Oesterle was welcomed to speak to the item.

S. Oesterle explained that the published information describing the program requirements for an Associate of Science Degree must be in line with the Ministry and what is posted on our website. This is reaffirmation of what is currently endorsed in Curriculum Navigator (CN).

There being no further discussion,

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

**MOVED by C. Kerr; SECONDED by G. Stroppa, THAT Education Council approve the Program Requirement Confirmation: Associate of Science Requirement.**

**The Motion was CARRIED.**

### **5.6 Program Name Change: Business Management Diploma – Business Administration Option**

Rachel Newton was welcomed to speak to the item.

The new name being proposed is **Management Diploma**. The new name reflects proposed changes to the 2-year diploma which will help ensure pathways to the BBA Degree, good exit points for students and job ready market skills.

C. Kerr emphasized that an exact date for the start date of the new credential is required as well as an exact withdrawal date. It was also noted that the Registrar's Office will need to check how many students are currently in the program.

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

**5.7 Program Name Change: Business Management Diploma – General Business Option**

Rachel Newton was welcomed to speak to the item.

The new name being proposed is **General Business Diploma**.

C. Kerr advised that we are looking into the archives for a record of the Diploma in General Business. If this exists already, it may not need to be withdrawn, and would only need a program revision.

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

**5.8 Program Revision: Business Management Diploma – Business Administration Option**

Laurel Donaldson was welcomed to speak to the item.

L. Donaldson provided a summary of proposed revisions.

K. Denton recommended that a note be added to the electives to better define University Transfer and pathways.

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

**5.9 Program Revision: Business Management Diploma– General Business Option**

Laurel Donaldson spoke to the item.

L. Donaldson provided a summary of proposed revisions

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

**5.10 Program Revision: Employment Supports Specialty (ESS) Advanced Certificate Program**

Sandra Polushin was welcomed to speak to the item. She briefly touched on the need for this program review and the significant need to change to one year (over three semesters) as opposed to two semesters.

Members expressed concern that PLAR was being removed and inquired about the screening process. The President suggested that the document needed to be returned to the department for a more comprehensive revision.

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

**5.11 Program Revision: Disability & Applied Behaviour Analysis (DABA) Program Change**

Sandra Polushin spoke to the item to advise Education Council that there is outdated information that needs to be changed.

Clarification was sought by members on a number of points and it was determined that this item needed a much more rigorous review.

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

**5.12 Request for Variance: Employment Supports Specialty (ESS) Advanced Certificate Program**  
Sandra Polushin spoke to the item.

S. Polushin requested a variance to the residency requirement in the Credentials Awarded at Douglas College Policy from 50% to 33% for students seeking transfer credit.

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

**5.13 Request for Variance: Disability & Applied Behaviour Analysis (DABA) Program Change**  
Sandra Polushin spoke to the item.

S. Polushin requested a variance to the residency requirement in the Credentials Awarded at Douglas College Policy from 50% to 33% for students seeking transfer credit.

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

**5.14 Curriculum Navigator – Proposed Changes to Forms (For Information)**  
Rhyon Caldwell spoke to the item.

R. Caldwell outlined the key changes being made to CN which were identified through consultation and feedback received from FEC and other groups. The updated version will be more intuitive to the user and will be rolled out in November 2017.

**ACTION:** Please refer this item to your constituency groups and send your feedback directly to Rhyon Caldwell at [CN@douglascollege.ca](mailto:CN@douglascollege.ca) or [ATCC@douglascollege.ca](mailto:ATCC@douglascollege.ca)

**5.15 Program Revision: Engineering Essentials Diploma**

Weissy Lee spoke to the item.

W. Lee referenced the updated language and indicated that the change offers flexibility to choose the appropriate electives and transfer to the appropriate institutions.

It was noted by C. Kerr that the code in CN needs to reflect the change. When the name changes the code changes.

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

**5.16 MyPath Update (For Information)**

Rella Ng spoke to the item.

R. Ng provided a quick update on MyPath, the web based degree audit system, which will go live tomorrow. It is a great way for students to plan and ensure they are meeting their program and course requirements.

It was noted that the MyPath sign-on lives in the '[myAccount](#)' link for students.

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

#### **5.17 Program Revision: Information and Communication Technology (Post-Degree Diploma)**

Simon Li spoke to the item.

S. Li advised that COBA3200 (Project Management) is being retired and replaced with BUSN3600 Business Management Essentials. A change to the electives offered is requested so that they align with BUSN3600.

C. Kerr noted that September 2017 is incorrect as classes are already in progress and that January 2018 is achievable.

S. Li will make the correction in Curriculum Navigator to Jan. 2018.

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

#### **5.18 Election of Faculty Rep. to Appeals Tribunal Committee**

Council Secretary B. Cavanagh called upon the members present for nominations for the position.

Council Secretary called a further two times for nominations. No further nominations were put forward.

Marsha Wilson consented to the nomination and was elected as the third member of the Appeals Tribunal Committee.

#### **5.19 Name Change: Engineering Diploma**

W. Lee spoke to the item and advised that the proposed new name is Diploma in Engineering and Fabrication Technologies.

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

#### **5.20 Name Change: Disability and Applied Behavioural Analysis Advanced Certificate**

S. Polushin advised that the proposed new name is Disability and Applied Behaviour Analysis Advanced Certificate.

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

## 6. REPORTS

### 6.1 Report from the Chair

J. Nicholsfigueiredo provided her report submitted to the College Board at the June 22, 2017 meeting.

### 6.2 Report from the President

K. Denton reported that over the summer the Ministry adopted a new title, Advanced Education Skills and Training (AEST). Melanie Mark, the new Minister was a former Douglas student and has already visited the college and made her way to all institutions. The new Deputy Minister is Shannon Baskerville also a very experienced deputy.

K. Denton also noted that Shelley Williams' term as Board Chair ended in July. The new Board Chair is John Evans and we see a smooth transition into his role.

### 6.3 Report from the Vice President, Academic & Provost

T. Borgford noted his recent travel to Harbin, China where he attended a celebration of over 10,000 attendees where President Denton gave an outstanding and well-received presentation. It is worth noting that the College continues to strengthen relationships with HIST even though we are no longer offering the program in Harbin.

T. Borgford also noted an upcoming Curriculum workshop being offered on September 29, 2017, to all Chairs and Coordinators and open to members of Education Council. It will be a great opportunity to network with other Chairs and Coordinators.

### 6.4 Report from the Board Liaison

Wesley advised that the first meeting of the Board is Thursday, September 21, 2017. Nothing to report.

### 6.5 Report from the Secretary

The next deadline for Agenda submissions for the October 16th meeting is Wednesday, October 4, 2017 at 3:00 pm

### 6.6 Report from the Curriculum Committee

The next deadline for curriculum guidelines to be submitted to the committee is Wednesday, October 4<sup>th</sup> at 9:00 a.m. Please remind your FECs of this date.

### 6.7 Report from the Educational Excellence Committee

Nothing to report

### 6.8 Report from the Committee on Admissions & Language Competency Standards

Nothing to report.

### 6.9 Report from the Committee on Educational Policies

It was reported that a few policies still need to be transferred to the new template. The committee will then be reviewing the policies.

**6.10 Report from the Committee on International Education**

Nothing to report. Leda Reaume will be calling the first meeting to discuss the terms of reference.

**7. OTHER BUSINESS**

No other business.

**8. NEXT MEETING**

Monday, October 16, 2017 at 9:00 am in Boardroom (4920), New Westminster Campus.

**9. ADJOURNMENT**

**MOVED** by M. Graham; **SECONDED** by M. Wilson, that the meeting be adjourned.

**The Motion was CARRIED.**

The meeting adjourned at approximately 10:58 a.m.

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**Chair**

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**Secretary**