



**MINUTES OF MEETING OF EDUCATION COUNCIL
HELD MONDAY, SEPTEMBER 16, 2019 AT 9:00 AM
ROOM S4920, NW CAMPUS AND B2100 COQ CAMPUS**

Members Present:	Regrets:
Andrews, Rachelle	N/A
Ataiza, Ariel	
Bansal, Harshit	
Barker, Jennifer	Guests:
Bowbrick, Graeme	Elizabeth Athens
Borgford, Thor	Sherise Devine
Cavanagh, Bette	Laura Dane
Cikes, Ivana (Chair)	
Costantino, Manuela	
Crisp, Joan	Observers:
Dench, Sarah	Bill Archibald
Denton, Kathy (<i>Ex-officio</i>)	Ruth Fraser
Fong, Dorritta	
Gronsdahl, Karla	
Kinsley, John	
Lal, Nikiel (<i>Ex-officio</i>)	
Newton, Rachael	
Ng, Rella (<i>Ex-officio</i>)	
Pacheva, Daniela	
Parry, Wendy	
Shin, Jenny	
Smith, Trevor	
Tang, Sherlyn	
Westerman, Marni	

1. TRADITIONAL TERRITORIAL ACKNOWLEDGEMENT

The Chair acknowledged the QayQayt First Nation and the Kwikwetlem First Nation, as well as the Coast Salish Peoples, on whose traditional and unceded territories we live, we learn, we play, and we do our work.

2. ROLL CALL

There were no regrets to the meeting.

3. APPROVAL OF THE AGENDA

The Chair advised of the following revisions to the agenda:

- 1) Side Table Item 6.2 Program Revision – Disability and Applied Behaviour Analysis (DABA)
- 2) Side Table Item 7.2 a) Curriculum Committee Recommendations

The Chair asked members to approve a fluid Agenda; Council agreed, and the Agenda was re-ordered, amended and approved by consensus.

4. APPROVAL OF MINUTES

The minutes of June 17, 2019 were approved as amended.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Ratification of the 2019-2020 Education Council Elections: Chair and Vice Chair

B. Cavanagh (Council Secretary) directed members to the minutes of the May 13, 2019 election results. As some of the new members were not in office at the time of the election, the election results for the position of Chair and Vice Chair are subject to ratification.

B. Cavanagh noted that Ivanna Cikes was elected as Chair for 2019-2020 by acclamation. Following three further calls for nominations and hearing none, Ivanna Cikes was duly elected. She accepted and congratulations were extended.

Rachael Newton was elected as Vice Chair of Education Council for 2019-2020 by acclamation. Following three further calls for nominations and hearing none, Rachael Newton was duly elected. She accepted and congratulations were extended.

Council members approved and ratified the elections results for Chair, Ivanna Cikes and Vice Chair, Rachael Newton for 2019-2020.

5.2 Ratification of the 2019-2020 Education Council Meeting Schedule

B. Cavanagh spoke to the item.

There being no further discussion,

MOVED by J. Kinsley; SECONDED by M. Westerman, THAT Education Council ratify the 2019-2020 Education Council Meeting Schedule.

The Motion was CARRIED.

5.3

Academic Dates 2020-2021

R. Ng spoke to the item and specified that any deadline dates which were noted to fall on a weekend have been revised to fall on the next working day (Monday).

There being no further discussion,

MOVED by S. Dench; SECONDED by W. Parry, THAT Education Council approve the Academic Dates for 2020-2021.

The Motion was CARRIED.

5.4 **Educational Affiliations – Notice of Intent – Busan University of Foreign Studies and Woosong University**

I. Cikes spoke to the item.

This item was inadvertently omitted from the agenda. At their May 23, 2019 meeting, the International Education Committee approved the recommendation to engage in discussions with Busan and Woosong Universities.

There being no further discussion,

MOVED by M. Costantino; SECONDED by M. Westerman, THAT Education Council approve the International Education Standing Committee’s recommendation to approve the Education Affiliations: Notice of Intent with Busan University of Foreign Studies and Woosong University.

The Motion was CARRIED.

5.5 **Education Council Bylaw Review: Process Update**

I. Cikes spoke to the item.

Council members considered the proposed composition of the ad hoc committee and agreed to add a student representative on the committee.

Discussion ensued regarding the need to establish a clear process for selecting ad hoc committee members. It was decided that constituency group members talk amongst themselves to identify who was interested in putting their name forward. Volunteers from this discussion would be put on the list of members, and the names would be ratified at the next meeting.

ACTION: The Chair and Vice Chair will develop a draft selection process document for discussion and feedback at the October 21, 2019 meeting.

6. NEW BUSINESS

6.1 Draft 2020-2021 Budget Guidelines

K. Denton spoke to the item.

The 2020-21 Draft Budget Guidelines for discussion and feedback have not changed from the prior year. Written feedback on the budget is to be submitted for inclusion in the February 24, 2020 Education Council meeting when we will have a budget discussion and identify the advice going forward. To simplify the process of obtaining feedback, and to meet the tight timelines of our budget process, a budget feedback template will be developed for submission to Education Council.

ACTION: Please refer this item to your constituency groups for consideration and bring feedback to the October 21, 2019 meeting or provide feedback in writing directly to the edco@douglascollege.ca email.

6.2 Program Revision: Disability and Applied Behaviour Analysis (DABA)

S. Devine spoke to the item.

In order to meet the 5th Edition, coursework criteria for the Association for Behavior Analysis International (ABAI) the recommended program revision involves an increase from 15 credits to 18 credits.

Students need to complete 1000 fieldwork supervision hours before they are able to sit for the certification exam to become a Board Certified Assistant Behaviour Analyst. The students who take this program are mostly post-graduates with families or full-time jobs. They take evening courses and have 5 years to complete all the requirements to sit for the exam. The sooner we can post the coursework online, the sooner we can allow students to start the program.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by K. Gronsдах; SECONDED by S. Dench, THAT Education Council approve the program revision Disability and Applied Behaviour Analysis.

The Motion was CARRIED.

6.3 Program Revision: BA Applied Psychology (and BA Applied Psychology Honours) DABA Concentration Changes

L. Dane spoke to the item.

The DABA program is proposing changes to its courses and program structure to meet certification standards. The DABA concentration within the Applied Psychology degrees also needs to reflect those changes. Since one of the proposed changes to the DABA program is to move from 15 to 18 credits, students completing these courses within the BA Applied Psychology degrees will need to complete one extra elective or one extra DABA course.

T. Borgford reminded Council Members that changes to degrees can require notification to the Ministry. All significant revisions require Ministry approval. Kathy Denton noted that the office of the Vice President, Academic and Provost determines whether or not a change is significant enough to require Ministry review/approval.

R. Newton will connect L. Dane with two of her colleagues in to collaborate on other course options.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 21, 2019 meeting.

7. STANDING COMMITTEE ITEMS

7.1 Admission and Language Competency Committee Recommendations

R. Ng spoke to the items and suggested that the items be dealt with separately. 7.1 a) was presented for short-cycling and 7.1 b) was presented as a Notice of Motion.

a) Change to the Admission Requirements for BA Child and Youth Care (Change to Volunteer Hours)

The recommendation to lower the volunteer hours from 75 hours to 60 volunteer work/hours will ensure consistency across the three pathways into the CYC Degree Program at first and second year. The effective date is September 2020.

There being no further discussion,

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

MOVED by J. Crisp; SECONDED by T. Smith, THAT Education Council approve the change in admission requirements for the Bachelor of Arts Child and Youth Care.

The Motion was CARRIED.

b) Addition to the Douglas College English Proficiency Requirement

A working group from Language Literature and Performing Arts was convened in May 2019 to review the K-12 English curriculum changes and the potential impact those changes will have on the College's English Language Proficiency Requirement. The recommendations from the working group identified two key changes in entrance standards: (1) Increase the English Studies grade requirement from a C to a C+; and (2) Include a minimum GLA (Graduation Literacy Assessment) score of 2, which is the equivalent of a C.

Council members engaged in a lengthy discussion about the recommendations and the process. Some members support the increase from a C to a C+. Some members expressed concerns about the GLA because the assessment tool was new, had not been validated, and was not being adopted as an admission criterion by any other post-secondary institution to date.

It was recommended that a much broader cross-college consultation process and implementation plan is needed before the recommendations can be considered and voted on at Education Council. It was also noted that a one-year notice period is required for an increase in admission standards. The College has already missed the one-year window to implement the recommended grade of C+ in time for Fall 2020, when the first cohort of the new K-12 curriculum will be entering post-secondary.

ACTION: M. Costantino will create a short form information document for Council member representatives to provide to constituency groups for information, discussion and feedback.

7.2 Curriculum Items

a) **Curriculum Committee Recommendations**

I. Cikes spoke to the Curriculum Committee's submission and review 41 curriculum guidelines: 12 new curriculum guidelines, 24 revised curriculum guidelines and 1 withdrawn curriculum guideline. (Side Table Item 7.2 a)

There being no further discussion,

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

MOVED by J. Crisp; SECONDED by J. Kinsley, THAT Education Council approve the submitted new guidelines for: ECED 1155, 1241, 2361, 2471, 1125, 1285, 2305, 2315, 2385, INTR 1101, 1102, 1103, the revised guidelines for BUSN 3388, OADM 1214, 1326, 1328, 1329, 1114, 1327, 1325, 1410, ECED 1121, 1200, 1211, 1220, 1231, 2320, 2331, 2401, 2412, 2420, 2421, 2450, 2482, 2483, GSWS 1100 and the withdrawal of BUSN 4305.

The Motion was CARRIED.

8. REPORTS

8.1 Report from the Chair

I. Cikes referred to her written report included in the agenda package. She noted that her office hours for Education Council, Room N2306 will be on Tuesdays from 10:00 am - 1:00 pm.

The Chair distributed two documents setting out Council Members Standing Committee preferences and placements. Discussion ensued.

ACTION: The Chair will circulate the final list via email with some amendments to the placements.

8.2 Report from the President

K. Denton encouraged everyone to take part in the upcoming town halls on the College's strategic planning process. A process for involving students will be planned at a later date. The President advised that she has been reappointed to the Degree Quality Assessment Board (DQAB) and the BC Council on Admissions & Transfer (BCCAT). She is also the co-chair of Education Planner. Over the last five years, Education Planner has been working on the implementation of common online application system for all public post-secondary institutions.

8.3 Report from the Vice President, Academic & Provost

T. Borgford shared positive news regarding our Bachelor of Social Work program, advising that the Canadian Association for Social Work Education (CASWE) has notified the College that they will now consider an application for CASWE accreditation from Douglas College. T. Borgford acknowledged the strong support of both the Ministry of Children and Family Development and the Ministry for Advanced Education, Skills & Training.

T. Borgford further noted that the BSW curriculum, created by faculty in CFCS, was designed to meet the accreditation standards of CASWE.

8.4 Report from the Board Liaison

No report.

8.5 Report from the Secretary

B. Cavanagh reminded members to please refrain from wearing scented products or fragrance(s) to the meeting as there are individuals with severe fragrance sensitivities, asthma, allergies and other medical conditions in the vicinity.

B. Cavanagh reminded council members to send all Education Council agenda submissions to the edco@douglascollege.ca email.



The next deadline for Agenda submissions for the **October 21, 2019** meeting is Wednesday, October 9, 2019 at 3:00 p.m.

8.6 Report from the Curriculum Committee

The next deadline for curriculum guidelines to be submitted to the committee is Wednesday, October 9, 2019 at 9:00 a.m. Please remind your FECs of this date and time.

8.7 Report from the Educational Excellence Committee

No report.

8.8 Report from the Committee on Admissions & Language Competency Standards

No report.

8.9 Report from the Committee on Educational Policies

The committee met to review a recently posted policy where further revisions to the flowchart are needed.

8.10 Report from the Committee on International Education

No report

9. OTHER BUSINESS

10. NEXT MEETING

Monday, October 21, 2019 at 9:00 am, New Westminster Campus, Room S4920.

11. ADJOURNMENT

MOVED by M. Westerman; **SECONDED** J. Barker, that the meeting be adjourned.

The Motion was **CARRIED**.

The meeting adjourned at approximately 11:02 a.m.

Chair

Secretary