



**MINUTES OF MEETING OF EDUCATION COUNCIL
HELD MONDAY, JUNE 15, 2020 AT 9:00 AM
VIRTUAL MEETING VIA MS TEAMS**

Members Present:	Regrets:
Andrews, Rachelle	N/A
Ataiza, Ariel	
Barker, Jennifer	
Bowbrick, Graeme	Guests:
Cavanagh, Bette (Recorder)	Bhardwaj, Nikhil
Chapell, Brian	Bishop, Maria
Cikes, Ivana (Chair)	Cragg, Carys
Costantino, Manuela	Elliott, Mark
Crisp, Joan	Fraser, Morna
Davies, Jonathon	Freeman, Lora
Dench, Sarah	Hotel, Carla
Denton, Kathy (<i>Ex-officio</i>)	Patterson, Lorne
Fong, Dorritta	Rachfall, Patricia
Heer, Manvir	van Deursen, John
Gronsdahl, Karla	Wakeling, Jennifer
Kinsley, John	
Lal, Nikiel (<i>Ex-officio</i>)	Observers:
Newton, Rachael	Curson, Peter
Ng, Rella (<i>Ex-officio</i>)	Ho, Tracy
Pacheva, Daniela	
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 asked members to approve a fluid Agenda; Council agreed and the Agenda was amended and approved by consensus, as follows:

- 1) Removal of item 6.10 Stage I Proposal-Bachelor of Health Information Management (P. Viscosky); and
- 2) Addition of Item 6.15 Curriculum Guidelines Language to Reflect Research Ethics Sign Off, Faculty of Commerce and Business Administration (R. Newton)

4. APPROVAL OF MINUTES

The May 11, 2020 minutes were approved by consensus.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Program Revision: Data Analytics Post-Degree Diploma

N. Bhardwaj spoke to the item.

There being no further discussion,

MOVED by R. Newton, SECONDED by J. Davies, THAT Education Council approve the Program Revision: Data Analytics Post-Degree Diploma effective May 2021.

The Motion was CARRIED.

5.2 Program Revision: Child and Youth Care Diploma

C. Cragg spoke to the item.

There being no further discussion,

MOVED by J. Crisp, SECONDED by J. Kinsley, THAT Education Council approve the Program Revision: Child and Youth Care Diploma effective September 2021.

The Motion was CARRIED.

5.3 Program Revision: Child and Youth Care (Bachelor of Arts)

C. Cragg spoke to the item

There being no further discussion,

MOVED by J. Kinsley, SECONDED by M. Costantino, THAT Education Council approve the Program Revision: Child and Youth Care (Bachelor of Arts) effective September 2021.

The Motion was CARRIED.

5.4 Program Revision: Marketing Diploma

L. Patterson spoke to the item.

There being no further discussion,

MOVED by R. Newton, SECONDED by M. Westerman, THAT Education Council approve the Program Revision: Marketing Diploma effective May 2021.

The Motion was CARRIED.

5.5 Program Revision: Marketing Post-Degree Diploma

L. Patterson spoke to the item.

There being no further discussion,

MOVED by R. Newton, SECONDED by D. Pacheva, THAT Education Council approve the Program Revision: Marketing Post-Degree Diploma effective May 2021.

The Motion was CARRIED.

5.6 Educational Affiliations: Notice of Intent, VSB-Technical University of Ostrava (Czech Republic), University of Alcalá (Spain), Lingnan University (Hong Kong, China)

I. Cikes spoke to the item.

There being no further discussion,

MOVED by M. Westerman; SECONDED by J. Crisp, THAT Education Council approve the International Education Standing Committee's recommendation to approve the Educational Affiliations, Notice of Intent with VSB-Technical University of Ostrava (Czech Republic), University of Alcalá (Spain), Lingnan University (Hong Kong, China).

The Motion was CARRIED.

5.7 Program Revision: Financial Analysis Post-Degree Diploma

M. Fraser spoke to the item.

There being no further discussion,



MOVED R. Newton, SECONDED by T. Smith, THAT Education Council approve the Program Revision: Financial Analysis Post-Degree Diploma effective May 2021.

The Motion was CARRIED.

5.8 Program Revision: Financial Planning Post-Degree Diploma

M. Fraser spoke to the item.

There being no further discussion,

MOVED by R. Newton, SECONDED by M. Westerman, THAT Education Council approve the Program Revision: Financial Planning Post-Degree Diploma effective May 2021.

The Motion was CARRIED.

5.9 Program Revision: Finance Post-Baccalaureate Diploma

M. Fraser spoke to the item.

There being no further discussion,

MOVED R. Newton, SECONDED by T. Smith, THAT Education Council approve the Program Revision: Finance Post-Baccalaureate Diploma effective May 2021.

The Motion was CARRIED.

5.10 Program Revision: Financial Services (Bachelor of Business Administration)

M. Fraser spoke to the item.

There being no further discussion,

MOVED M. Westerman, SECONDED by R. Newton, THAT Education Council approve the Program Revision: Financial Services (Bachelor of Business Administration) effective May 2021.

The Motion was CARRIED.

5.11 Program Revision: Financial Services Diploma

M. Fraser spoke to the item.

The Chair will relegate the previous workflow stage back to M. Fraser to complete minor revisions.



There being no further discussion,

MOVED by M. Westerman, SECONDED by T. Smith, THAT Education Council approve the Program Revision: Financial Services Diploma effective May 2021.

The Motion was CARRIED.

5.12 Program Revision: Financial Services (Minor)

M. Fraser spoke to the item

There being no further discussion,

MOVED by J. Crisp, SECONDED by M. Westerman, THAT Education Council approve the Program Revision: Financial Services (Minor) effective May 2021.

The Motion was CARRIED.

5.13 Program Requirements: Department of Psychiatric Nursing

J. Crisp spoke to the item.

As requested, the BSPN Program has been updated in Curriculum Navigator. Information was added under Graduation Requirements to match the Program Requirements document which addresses academic performance (including course progression, number of course registrations, exit and re-entry), program completion for both the BSPN and the BSPN Degree effective May 2021.

The Chair will relegate the previous workflow stage back to J. Crisp to complete minor revisions.

There being no further discussion,

MOVED R. Newton, SECONDED by S. Dench, THAT Education Council approve the Program Requirements: Psychiatric Nursing Program effective May 2021.

The Motion was CARRIED.

5.14 English Language Proficiency Entrance Standards

I. Cikes spoke to the item and advised that the College Board has requested additional information regarding the language proficiency requirement increase from C to C+. Additional information will be presented to the Board at their June 25, 2020 meeting.

ACTION: Please refer this item to your constituency groups for information.

6. NEW BUSINESS

6.1 Program Revision: Concentration in Financial Services Management

R. Newton spoke to the item.

The proposed revisions align with the other Finance program changes including the list of courses needed to write the CFP exam.

There being no further discussion,

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

MOVED by J. Crisp, SECONDED by M. Westerman, THAT Education Council approve the Program Revision: Concentration in Financial Services Management effective May 2021.

The Motion was CARRIED.

6.2 Program Revision: Bachelor of Arts in Applied Criminology

C. Hotel spoke to the item.

The revisions include minor language updates and the addition of new course elective options for each of the three degree concentrations.

ACTION: Please refer this item to your constituency groups for consideration of approval at the September 14, 2020 meeting.

6.3 Program Revision: Bachelor of Arts in Applied Criminology (Honours)

C. Hotel spoke to the item.

The proposed revisions include minor language updates and the addition of new course electives consistent with the BBA Criminology Degree. The request for admission requirement changes will be addressed by SCALC later in the agenda.

ACTION: Please refer this item to your constituency groups for consideration of approval at the September 14, 2020 meeting.

6.4 Program Revision: Legal Studies Diploma

C. Hotel spoke to the item.

The changes include minor updates and revisions to language and courses.

A suggestion was made that the initiator contact the LLPA representative on Education Council (D.Fong) or the Chair of the English Department (D. Wright) to discuss options for additional UT English courses comparable to Academic Writing.

There being no further discussion,

ACTION: Please refer this item to your constituency groups for consideration of approval at the September 14, 2020 meeting.

6.5 Request for Variance for Exit Requirements: Hospitality Management Diploma and Post-Baccalaureate Diploma Hospitality Services Management

M. Elliott spoke to the item.

The Hospitality program is seeking a variance to the 500 hour work experience requirement. Due to the COVID-19 restrictions and its effect on the hospitality industry this variance would allow students to obtain paid, unpaid or volunteer experience in hospitality or any other sector of the economy.

There being no further discussion,

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

MOVED by S. Dench, SECONDED by J. Kinsley, THAT Education Council approve the Variance for Exit Requirements: Hospitality Management Diploma and Post-Baccalaureate Diploma Hospitality Services Management.

The Motion was CARRIED.

6.6 Program Revision: Update to Prefixes – Business Law (BLAW)

R. Newton spoke to the item.

All CBA programs and course name changes have been updated to reflect the new BLAW prefix designation.

It was noted that this item was for information only and therefore did not require short-cycling.

6.7 Program Revision: Therapeutic Recreation Diploma

T. Rachfall spoke to the item.

Based on feedback received from internal and external stakeholders, the proposed changes to the admission requirements will reduce barriers to enter the program. Most Therapeutic Recreations programs across North America do not have any specific requirements for program entry other than general institutional

requirements. Proposed changes include removal of the 45 compulsory volunteer hours, the removal of the Preferential Point System and the discontinued use of the Informed Medical Suitability Form due to student confidentiality.

ACTION: Please refer this item to your constituency groups for consideration of approval at the September 14, 2020 meeting.

6.8 Program Revision: Therapeutic Recreation Degree

T. Rachfall spoke to the item.

The proposed changes will reduce barriers to admission by removing some requirements and renaming or simplifying other requirements.

The Registrar advised that the updates will need to be reflected in the actual Curriculum Guideline before submitting to SCALC.

ACTION: Please refer this item to your constituency groups for consideration of approval at the September 14, 2020 meeting.

6.9 Concept Paper; Veterinary Technology Continuing Education Certificate

J. Wakeling presented the concept paper for the development of the Veterinary Anesthesia Refresher and the Anesthesia Specialty Continuing Education Certificate program. This flexible program will enable practising registered and unregistered Veterinary Technologists and Veterinarians to improve their anesthesia skills.

B. Chapell advised that from a strategic lens, VTEC is not utilized over the summer months and is looking for ways to contribute and support the industry. He spoke about the ongoing shortage of Registered Veterinary Technologists in BC and that the CE program will improve relationships with Veterinary Industry partners, showing that we are doing our part to address the problem.

ACTION: Please refer this item to your constituency groups and direct all feedback to Jennifer Wakeling at wakelingj@douglascollege.ca.

6.10 Stage I Proposal: Bachelor of Health Information Management

This item was removed at the request of the Vice-President, Academic and Provost.

ACTION: No action required.

6.11 Request for Evaluation Policy Variance: Music Diploma and Basic Musicianship

J. van Deursen spoke to the item.

The request is for an ongoing variance to the Evaluation Policy to allow testing worth more than 10% during the final 14 days of classes. Historically, applied skills classes (aural skills and class piano) have had their final assessments during the last week of classes so that students can focus on their more demanding academic courses and jury preparation (instrument or voice final exam) in the final exam period.

ACTION: Please refer this item to your constituency groups for consideration of approval at the September 14, 2020 meeting.

6.12 Program Revision: Gender, Sexualities and Women's Studies

M. Westerman spoke to the item.

The revision adds a new course HIST 1160 (History of Sexuality) to provide more options for students in Sexualities Studies. It was noted that May 2021 would be the effective date.

ACTION: Please refer this item to your constituency groups for consideration of approval at the September 14, 2020 meeting.

6.13 Name Change: Faculty of Child, Family and Community Studies

K. Gronsdahl spoke to the item.

An extensive consultation process was undertaken by faculty, staff and administrators to review the current Faculty name. Dave Taylor, AVP Public Affairs assisted the process by providing factual, data-driven information on branding and naming. The proposed name change has received positive responses including responses from the student groups surveyed. The Faculty will be renamed the "Faculty of Applied Community Studies".

After review by the College Board at their June meeting, the name will come into effect for Fall 2020.

ACTION: Please refer this item to your constituency groups for information.

6.14 Draft Academic Dates 2021-2022

R. Ng asked that members review and provide any feedback on the exam period, semester length and grade due dates.

It was noted that the last day of classes was missing for the Fall semester. R. Ng will provide a revised version to B. Cavanagh for circulation.

ACTION: Please refer this item to your constituency groups for feedback by **August 21st** for consideration of approval at the September 14, 2020 meeting. Provide all feedback directly to Rella Ng.

6.15 Curriculum Guidelines Language to Reflect Research Ethics Sign Off, Faculty of Commerce and Business Administration

R. Newton spoke to the item.

For all courses where students interact with individuals outside the College (i.e. interview or conduct research), the Research Ethics Board requires students to sign the CBA-FEC approved Informed Consent Form.

The Registrar's office has agreed to update the language in the background settings of Curriculum Navigator to reflect the sign-off requirements.

ACTION: Please refer this item to your constituency groups for consideration of approval at the September 14, 2020 meeting.

7. STANDING COMMITTEE ITEMS

7.1 Admission and Language Competency Committee Recommendations

a) Bachelor of Arts in Child and Youth Care

- Proposed changes will reduce barriers to admissions and will better align with requirements from the Child and Youth Care sector. Changes include the elimination of the age restriction of 19 years of age, the elimination of the compulsory 60 volunteer hours, and the elimination of the mandatory selection. The effective date is September 2021.

b) Bachelor of Arts in Applied Criminology

- The English requirements have been updated to reflect the English 11 changes in the BC K-12 curriculum. GEOG 2251 has been added as an alternative to PSYC 2300, and the overall credits have been increased to 15.75. The effective date is January 2021.

c) Bachelor of Arts in Applied Criminology (Honours)

- The changes include increasing the minimum grade requirement for the upper level research methods course from "C" to a "B" and the addition of GEOG 2251 as an alternative to PSYC 2300. The effective date is September 2021.

MOVED by J. Kinsley; SECONDED by T. Smith, THAT Education Council approve the Admissions & Language Competency Standards Committee Recommendations for the Bachelor of Arts in Child and Youth Care (effective September 2021), Bachelor of Arts in Criminology (effective January 2021), and Bachelor of Arts in Applied Criminology (Honours) (effective September 2021).

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

The Motion was CARRIED.

7.2 Curriculum Items

a) Curriculum Committee Recommendations

M. Westerman spoke to the Curriculum Committee's submission and review of 13 revised curriculum guidelines and approval of 13: 2 new, 10 revised and 1 withdrawn curriculum guideline.

There being no further discussion,

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

MOVED by J. Crisp; SECONDED by R. Newton, THAT Education Council approve the submitted new guidelines for: HIST 1170, HIST 4490; the revised guidelines for CRIM 4440; GEOG 1190; CSIS 1175; GSWS 1101; MUSC 1110, 1115, 1121, 1210; ENGR 1180; SPSC 2231; and the withdrawn guideline: ENGR 1160.

The Motion was CARRIED.

7.3 Policy Items

a) Course and Status Change Policy – SOP Reassigning Seats of Students Who Do Not Attend Class

D. Pacheva spoke to the item. This SOP is being shared to provide clear steps for faculty members seeking direction on dealing with students who do not attend class.

ACTION: Please refer this item to your constituency groups for information.

8. INFORMATION ITEMS

8.1 Report from Ad Hoc Committee for Revision of EdCo Bylaws

The Chair spoke to the status report provided in the agenda package

ACTION: Please refer this item to your constituency groups for information.

9. REPORTS

9.1 Report from the Chair

I. Cikes referenced her reports to the College Board included in the agenda package.

She extended thanks to all members and to those who have served on Standing

Committees this year. She has enjoyed the experience as Chair and that it was a pleasure working with everyone.

A date for the August 2020 orientation has not been finalized. Notification of the date will be shared once confirmed.

9.2 Report from the President

K. Denton expressed thanks to the outgoing Chair, Ivana Cikes and Vice Chair, Rachael Newton for their service to the College, their work on the By-law Ad Hoc Committee and the information sessions. She extended thanks to all members of Education Council for their hard work this year.

She advised that the 2020-2021 Budget approved by the Board in March will be reviewed quarterly. We are required to provide the Ministry with any predictions that may be of a significant concern or a significant loss of revenue. We are doing all we can to preserve jobs and keep things going for students.

9.3 Report from the Vice President, Academic & Provost

S. Dench spoke on behalf of the VP, Academic & Provost

She reminded members that the majority of instruction will be delivered online for the Fall term. Faculty members will be working diligently over the summer with Learning Resources and Tim Paul, Manager, Academic Technology Services, to develop courses in the Learning Centre. The Deans have also had discussions during VPAC to develop ways to support faculty with successful online delivery.

Emphasizing that the health and safety of everyone is paramount, she advised that Safety, Security and Risk Management is working closely with Facilities on developing standard protocols within WorkSafeBC guidelines (ie. installation of Plexiglass, hand sanitizers, floor stickers for social distancing, etc.) which will be standardized across both campuses.

9.4 Report from the Board Liaison

No report.

9.5 Report from the Secretary

The next deadline for agenda submissions for the September 14, 2020 meeting is Wednesday, **September 2, 2020** at 3:00 p.m.

9.6 Report from the Curriculum Committee

The Committee's annual report was included in the agenda package.



The next deadline for curriculum guidelines to be submitted to the committee is Wednesday, **September 2, 2020** at 9:00 a.m. Please remind your FECs of this date and time.

9.7 Report from the Educational Excellence Committee

The Committee’s annual report was included in the agenda package.

9.8 Report from the Committee on Admissions & Language Competency Standards

The Committee’s annual report was included in the agenda package.

9.9 Report from the Committee on International Education

The Committee’s annual report was included in the agenda package.

10. OTHER BUSINESS

N/A

11. NEXT MEETING

Monday, September 14, 2020 at 9:00 am (Virtual Meeting).

12. ADJOURNMENT

MOVED by M. Heer; SECONDED by R. Newton, that the meeting be adjourned.

The Motion was CARRIED.

The meeting adjourned at approximately 11:28 a.m.

Chair

Secretary