



MINUTES OF MEETING OF EDUCATION COUNCIL  
HELD MONDAY, MARCH 14, 2022 AT 9:00 AM  
VIRTUAL MEETING VIA ZOOM

|                                     |                    |
|-------------------------------------|--------------------|
| <b>Members Present:</b>             | <b>Regrets:</b>    |
| Bartel Sawatzky, Melissa            | Domasig, Danna     |
| Borgford, Thor                      | Williams, Justin   |
| Bowbrick, Graeme (Chair)            |                    |
| Cavanagh, Bette (Recorder)          |                    |
| Cragg, Carys                        |                    |
| Dench, Sarah                        |                    |
| Denton, Kathy ( <i>Ex-officio</i> ) |                    |
| Dobre, Alexandra                    | <b>Guests:</b>     |
| Fraser, Morna                       | Crisp, Joan        |
| Gronsdahl, Karla                    | El Sonbaty, Yossra |
| Hall, Nathan                        | Freeman, Lora      |
| Kaur, Arveen ( <i>Ex-officio</i> )  | Newton, Rachael    |
| Kinsley, John                       |                    |
| Mennill, Sally (Vice Chair)         |                    |
| Millis, Len                         |                    |
| Ng, Rella ( <i>Ex-officio</i> )     |                    |
| Nguyen, Regina                      |                    |
| Ramkumar, Amrita                    | <b>Observers:</b>  |
| Rana, Ruhina                        | N/A                |
| Rodriguez, Miguel                   |                    |
| Schechter, Sam                      |                    |
| Sullivan, Tyler                     |                    |

**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**

The Chair conveyed meeting regrets from Danna Domasig and Justin Williams.

### 3. AGENDA

The Chair confirmed that Council members had reviewed the agenda as distributed on March 4, 2022.

### 4. APPROVAL OF THE MINUTES

4.1 The Minutes of February 14, 2022 were approved.

### 5. NEW BUSINESS (Notice of Motion) Items for Council Approval

5.1 No items.

### 6. NEW BUSINESS (Notice of Motion) – Items for Council Advice to the Board

#### 6.1 Program Revision: Bachelor of Science Degree Completion Psychiatric Nursing

J. Crisp spoke to the item and provided a brief overview of the degree completion program and the proposed changes in Categories One and Two:

- Category One: removal of PNUR 4573 Psychiatric Nursing of Children and Adolescents
- Category Two: addition of PNUR 4585 Addictions and Mental Health

R. Ng, Registrar advised that the date of first offering would be January 2023. She confirmed that the Programs Committee will make that change in Curriculum Navigator on behalf of the initiator. It was also recommended that the Curriculum Framework specify either a cumulative or program GPA. The initiator will follow up on this recommendation for the April meeting.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the April 11, 2022 meeting.

#### 6.2 Program Revision: Business Law (Concentration)

L. Freeman spoke to the item.

The proposed revisions add BLAW 3780 Negotiation Skills as an elective option and the name change of BLAW 3750 from Human Resources Law to Employment Law, effective January 2023.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the April 11, 2022 meeting.

#### 6.3 Program Revision: Post-Degree Diploma in Business Law

L. Freeman spoke to the item.

The proposed revision adds a new course, BLAW 3780 Negotiation Skills.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the April 11, 2022 meeting.

**6.4 Program Revision: Bachelor of Business Administration Management**

The Chair welcomed R. Newton to speak to agenda items 6.4 – 6.11.

The proposed revisions include the requirement of a minimum C average in all core management courses; the removal of the reference to a BUSN Communications course that does not exist (and one is not under development), an update to the course name CMNS 1115, and information for students regarding internship and co-operative education opportunities.

A member inquired whether there was an appetite to expand the elective section by opening up a block of applied course electives. The initiator responded that there has been discussion on this topic and will take this suggestion to the department for feedback.

Council members were reminded that changes to degrees can require notification to the Ministry and the Degree Quality Assessment Board. The VP Academic & Provost will follow up as required.

In response to a question as to why the advising points are noted, the initiator advised that students who are in open enrolment programs do not have clear points of communication and there is a great deal of outreach, email communications and other events that take place to inform students.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the April 11, 2022 meeting.

**6.5 Program Revision: Financial Services Management (Concentration)**

R. Newton spoke to the item.

The changes update the program to include a minimum of 2.0 average on core concentration courses; the addition of BLAW to the list of CBA electives and minor editorial housekeeping revisions.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the April 11, 2022 meeting.

**6.6 Program Revision: Hospitality Management (Concentration)**

See proposed changes noted in item 6.5 above.



**ACTION:** Please refer this item to your constituency groups for consideration of approval at the April 11, 2022 meeting.

**6.7 Program Revision: Human Resource Management (Concentration)**

See proposed changes noted in item 6.5 above.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the April 11, 2022 meeting.

**6.8 Program Revision: International Business Management (Concentration)**

See proposed changes noted in item 6.5 above.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the April 11, 2022 meeting.

**6.9 Program Revision: Project Management (Concentration)**

See proposed changes noted in item 6.5 above.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the April 11, 2022 meeting.

**6.10 Program Revision: Supply Chain Management (Concentration)**

See proposed changes noted in item 6.5 above.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the April 11, 2022 meeting.

**6.11 Program Revision: Trades Management (Concentration)**

See proposed changes in item 6.5 above.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the April 11, 2022 meeting.

**7. FINAL DECISION (Motion to Approve) – Items for Council Approval**

**7.1 Curriculum Items**

**a) Curriculum Committee Recommendations**

L. Millis spoke to the Curriculum Committee’s submission and review of 17 curriculum guidelines, 16 were approved: 8 new curriculum guidelines and 8 revised curriculum guidelines.



Council members were asked to remind their constituency groups and Faculty Education Committees (FECs) to please respect the Curriculum Committee's 9:00 am submission deadline. The Committee has a very short timeframe to complete its report for inclusion in the agenda package.

L. Millis noted that the Curriculum Committee is working on the amalgamation of several guidelines to develop a user guide with greater uniformity.

There being no further discussion,

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

**MOVED by S. Schechter; SECONDED by A. Ramkumar, THAT Education Council approve the submitted new guidelines for HIMP 2120, HIMP 2250, HIMP 3310, HIMP 4410, HIMP 4440, HIMP 4502, HIMP 4510; NURS 4618 and the revised guidelines: CSIS 4270, HIMP 3340; HOSP 2415, HOSP 3100, HOSP 3110, HOSP 3120; PNUR 4585; SPSC 4231.**

**The Motion was CARRIED.**

## **8. DECISION (Motion to Approve) Items for Council Advice to the Board**

### **8.1 Program Revision: Post-Baccalaureate Diploma in Advanced Supply Chain Management**

R. Newton spoke to the item on behalf of the program developer and the Programs Committee.

Due to an error in the submission process, the proposed change is a correction to what was short-cycled and approved at the December 2021 Education Council meeting. The change removes BUSN 1200 Fundamentals of Business as an "either or" and provides BUSN 1210 Management Essentials as the only option.

There being no further discussion,

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

**MOVED by S. Schechter; SECONDED by S. Mennill, THAT Education Council approve the Program Revision: Post-Baccalaureate Diploma in Advanced Supply Chain Management effective September 2022.**

**The Motion was CARRIED.**

## **9. INFORMATION ITEMS**

### **9.1 Programs Committee**

The Chair referred to the report in the agenda package. R. Newton was welcomed to provide a brief overview of the report. No questions or comments arose.

The Chair took the opportunity to thank the members of the Programs Committee for their time and effort in getting the committee off the ground. In the next few months the Committee will be developing a helpful guide to be piloted within Commerce and Business Administration before bringing it to Education Council for feedback.

## **10. REPORTS**

### **10.1 Report from the Chair**

No report.

### **10.2 Report from the President**

The President noted that, with the lifting of the mask mandate, the College has shifted to messaging that mask wearing is now 'optional'.

The President advised that the Senior Management Team is working very closely with Douglas International to monitor and support the needs of all students from the region who are affected by the Russian invasion of Ukraine. The College is sharing information amongst peer institutions to coordinate efforts on how best to support students in our environment.

On Friday, April 1, 2022, the College will host its 24<sup>th</sup> annual Employee Long Service, Emeritus and Recognition Event. An invitation has been issued and posted to DCCConnect. The President encouraged those who are comfortable and ready to begin mingling, to join colleagues and friends at this social event. She is looking forward to celebrating with people in person.

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

T. Borgford announced plans for upcoming training being offered by the Facilitating Faculty Online (FFO) group, scheduled for May 3-6, 2022. Please advise your faculty areas.

### **10.4 Report from the Board Liaison**

No report.

### **10.5 Report from the Secretary**

The Secretary reminded council members to notify her via email with meeting regrets so that attendance is reflected correctly in the minutes.



**11. DECISION IN-CAMERA (Motion to Approve) - Items for Council Approval**

**11.1 Recommendation: Award for Educational Excellence 2021-22**

All guests and observers departed the meeting and members met in camera. The Chair welcomed Yossra El Sonbaty, member of the Educational Excellence Committee, to provide a brief overview of the recommended candidate.

There being no further discussion,

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

**MOVED by S. Mennill; SECONDED by S. Dench, THAT Education Council approve the recommendation of the Educational Excellence Committee as presented, and submit the recommendation to Senior Management Team (SMT) for approval.**

**The Motion was CARRIED.**

**12. NEXT MEETING**

Monday, April 11, 2022 at 9:00 a.m. Via Zoom.

**13. ADJOURNMENT**

The meeting adjourned at approximately 9:37 a.m.

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Chair

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Secretary