



MINUTES OF MEETING OF EDUCATION COUNCIL
HELD MONDAY, JUNE 20, 2022 AT 9:00 AM
VIRTUAL MEETING VIA ZOOM

Members Present:	Regrets:
Bartel Sawatzky, Melissa	Kaur, Arveen
Borgford, Thor	Kinsley, John
Bowbrick, Graeme (Chair)	Sullivan, Tyler
Cavanagh, Bette (Recorder)	
Cragg, Carys	Guests:
Dench, Sarah	Hamm, Karine
Denton, Kathy (<i>Ex-officio</i>)	Kirkpatrick, Edith
Dobre, Alexandra	Oesterle, Susan
Domasig, Danna	Storey, Brian
Fraser, Morna	Vittoz, Nicole
Gronsdahl, Karla	Westerman, Marni
Hall, Nathan	Zhao, Jennifer
Mennill, Sally (Vice Chair)	
Millis, Len	Observers:
Ng, Rella (<i>Ex-officio</i>)	Cawley, Pam
Nguyen, Regina	Wagner, Luna
Ramkumar, Amrita	
Rana, Ruhina	
Rodriguez, Miguel	
Schechter, Sam	
Williams, Justin	

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 A. Kaur, J. Kinsley and T. Sullivan.

3. AGENDA

The Chair confirmed that Council members had reviewed the agenda as distributed on June 10, 2022.

4. APPROVAL OF THE MINUTES

4.1 The Minutes of May 16, 2022 were approved.

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

5.1 Proposal for Change in Review Procedure for Curriculum Guidelines

The Chair introduced the item and welcomed Nicole Vittoz, Chair of the Curriculum Committee, to speak to the item.

The Curriculum Committee is proposing to improve the workflow and quality of review for course curriculum guidelines by extending the review process. Currently, the Committee has a two-day review and consultation process which is extremely rushed. The additional time should improve the process and lead to better decisions.

Discussion ensued with respect to adding one month to the Committee's review process. The Chair clarified that the Committee will continue to summarize the curriculum proposals reviewed monthly, and bring recommendations to Education Council for short-cycle approval.

A member expressed appreciation for the additional time proposed and that having access to the committee will benefit newer faculty from a learning perspective.

ACTION: Please refer this item to your constituency groups for consideration of approval at the September 19, 2022 meeting.

a) Draft Education Council Guide to Best Practices for Curriculum Guidelines

The Chair advised that the Curriculum Committee has developed a very helpful resource to guide faculty through the process.

N. Vittoz advised that the Curriculum Committee is open to receiving feedback.

ACTION: Please refer this item to your constituency groups and provide feedback to **Nicole Vittoz**, Chair, Curriculum Committee for consideration at the September 19, 2022 meeting.

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

6.1 Educational Affiliations: University of Hawaii at Manoa (UHM), United States of America;

B. Storey provided an overview of the information provided in the agenda package and highlighted some of the unique features of the institution.

The University of Hawaii Manoa is being recommended for a faculty-led program as well as a student exchange affiliation with an intended focus on providing study abroad programs for Indigenous students at Douglas College.

ACTION: Please refer this item to your constituency groups for consideration of approval at the September 19, 2022 meeting.

6.2 Educational Affiliations: Higher Colleges of Technology (HCT) The United Arab Emirates

B. Storey provided an overview of the information provided in the agenda package and highlighted some of the unique features of the institution.

The Higher Colleges of Technology is being recommended for a student exchange affiliation with one of the focuses being on international internship and practicum opportunities. Other possibilities include faculty-led programs such as field school, guest lecturing and joint research projects.

ACTION: Please refer this item to your constituency groups for consideration of approval at the September 19, 2022 meeting.

6.3 Program Name Change: Associate of Science – Geology to Associate of Science Earth and Environmental Sciences

S. Oesterle spoke to the item and provided the rationale for short-cycling.

There being no further discussion,

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

MOVED by A. Dobre SECONDED by S. Schechter, THAT Education Council approve the Program Name Change from Associate of Science - Geology to Associate of Earth and Environmental Sciences effective September 2022.

The Motion was CARRIED.

6.3.1 Recommendation to the College Board to approve the Program Name Change, Associate of Science – Earth and Environmental Sciences

The Chair spoke to the item.

There was unanimous consent to Short-cycle the Motion.

MOVED by R. Rana **SECONDED** by S. Mennill, **THAT** Education Council recommends that the College Board approve the Program Name Change from Associate of Science - Geology to Associate of Earth and Environmental Sciences effective September 2022.

The Motion was CARRIED.

6.4 Program Withdrawal: Associate of Science – Geology

S. Oesterle spoke to the item and provided the rationale for short-cycling.

There being no further discussion,

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

MOVED by D. Domasig; **SECONDED** by N. Hall, **THAT** Education Council approve the Program Withdrawal Associate of Science - Geology effective September 2022.

The Motion was CARRIED.

6.4.1 Recommendation to the College Board to Withdraw the Credential Associate of Science – Geology

The Chair spoke to the item.

There was unanimous consent to Short-cycle the Motion.

MOVED by S. Mennill; **SECONDED** by L. Millis, **THAT** Education Council recommends that the Board Withdraw the Credential Associate of Science - Geology effective September 2022.

The Motion was CARRIED.

6.5 Program Proposal: Associate of Science – Computing Science

S. Oesterle spoke to the item.

This Associate of Science proposes a specialization in Computing Science as there is sufficient 2000 level courses to satisfy the Ministry's requirements for a specialization in Computing Science.

ACTION: Please refer this item to your constituency groups for consideration of approval at the September 19, 2022 meeting.

6.6 Policy Items

- a) Policy-Linked SOP and Flowchart Revision: Appeal of Final Grades Policy
S. Dench spoke to the item.

The Educational Policies Committee is recommending changes to the Appeal of Final Grades SOP and Flowchart. There are no changes to the policy. The proposed changes include:

- Clarification about informal resolution as Step 1,
- Clarification about circumstances under which a student may not be able to continue with a subsequent course while an appeal is underway,
- Clarification about the decision-making process in the absence of the instructor, and
- Time lines for the various steps in the process
- Language updated to be gender-neutral, and to include current nomenclature.

ACTION: Please refer this item to your constituency groups for consideration of approval at the September 19, 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 39 curriculum guidelines, 37 were approved: 8 new curriculum guidelines, 29 revised curriculum guidelines and 0 withdrawn curriculum guidelines.

There being no further discussion,

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

MOVED by N. Hall; SECONDED by A. Dobre, THAT Education Council approve the submitted new guidelines for FRST 0100; FRST 0010, FRST 0120, FRST 0130; AIST 3030; AIST 3040; AIST 4500; HIST 1195 and the revised guidelines: MUSC 1106, MUSC 1116, MUSC 1206, MUSC 1216, MUSC 2316, MUSC 2416; SPSC 2101, SPSC 4101, SPSC 3201, SPSC 3101; GEOG 1110, GEOG 1120, GEOG 1130, GEOG 1150, GEOG 2210, GEOG 2212, GEOG 2251, GEOG 2270, GEOG 2281, GEOG 3311; PHIL 3125; COOP 1200, COOP 1100, COOP 2300, COOP 2310, COOP 2400, COOP 3500, COOP 3510, COOP 4500.

The Motion was CARRIED.

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

8.1 Program Revision: Associate of Arts – Intercultural and International Studies

The Chair welcomed guest M. Westerman. No comments or questions arose.

There being no further discussion,

MOVED by S. Mennill; SECONDED by S. Dench, THAT Education Council approve the Program Revision: Associate of Arts – Intercultural and International Studies effective May 2023.

The Motion was CARRIED.

8.2 Program Revision: Bachelor of Arts in Applied Psychology

The Chair welcomed guest N. Vittoz. No comments or questions arose.

There being no further discussion,

MOVED by N. Hall; SECONDED by S. Mennill, THAT Education Council approve the Program Revision: Bachelor of Arts in Applied Psychology effective May 2023.

The Motion was CARRIED.

8.3 Program Revision: Bachelor of Arts in Applied Psychology (Honours)

The Chair welcomed guest N. Vittoz. No comments or questions arose.

There being no further discussion,

MOVED by S. Schechter; SECONDED by C. Cragg, THAT Education Council approve the Program Revision: Bachelor of Arts in Applied Psychology (Honours) effective May 2023.

The Motion was CARRIED.

8.4 Program Withdrawal: Certificate in Health Care Support Work

The Chair welcomed guest E. Kirkpatrick. No comments or questions arose.

There being no further discussion,

MOVED by C. Cragg; SECONDED by N. Hall THAT Education Council approve the Program Withdrawal: Certificate in Health Care Support Work effective immediately.

The Motion was CARRIED.

8.4.1 Recommendation to the College Board to Withdraw the Credential Certificate in Health Care Support Work

The Chair spoke to the item.

There was unanimous consent to Short-cycle the Motion.

MOVED by S. Mennill; SECONDED by A. Dobre, THAT Education Council recommends that the College Board Withdraw the Credential Certificate in Health Care Support Work effective immediately.

The Motion was CARRIED.

8.5 Admission Items

R. Ng referred to the submitted report. No comments or questions arose.

- Associate of Science – Earth and Environmental Sciences
Program name change from Associate of Science – Geology to Associate of Science – Earth and Environmental Sciences and general College admission requirements effective September 2022
- Associate of Science – Computing Science
New Program, general College admission requirements
- TOEFL Essentials
Recommendation to add the new TOEFL Essentials test standard to fulfill the College English Language Proficiency Requirement
- Extend Temporary Admission Variance to Certificate in Health Care Assisting and Certificate in Community Mental Health for Fall 2022, Winter 2023, Summer 2023 and Fall 2023 intake to reduce English 11 with a minimum grade of C or equivalent to: English 10 or equivalent

There being no further discussion,

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

MOVED by N. Hall; SECONDED by S. Dench, THAT Education Council approve the Admission Advisory Committee recommendations Associate of Science – Earth and Environmental Sciences effective September 2022; Associate of Science – Computing Science effective January 2023, the English-language proficiency test TOEFL Essentials, effective immediately and the extension of the Temporary Admission Variance to Certificate in Health Care Assisting and Certificate in Community Mental Health for Fall 2022, Winter 2023, Summer 2023 and Fall 2023 intake.

The Motion was CARRIED.

9. INFORMATION ITEMS

9.1 Concept Paper: Bachelor of Applied Kinesiology

K. Hamm spoke to the item.

In response to the changing requirements to qualify as a practicing Kinesiologist in British Columbia, this proposed new degree program will prepare students for a career as Kinesiologist and for graduate programs in rehabilitation (e.g. physical therapy, occupational therapy). This degree will address the gaps in our current Bachelor of Physical Education and Coaching degree in preparing our students for a career in rehabilitation.

ACTION: Please refer this item to your constituency groups and direct all feedback to **Karine Hamm** at duvalk@douglascollege.ca.

9.2 Draft Education Council Meeting Schedule 2022/23

The Chair referred to the draft meeting schedule. No questions or comments arose.

ACTION: Please direct all feedback to Bette Cavanagh at cavanaghb@douglascollege.ca

9.3 Programs Committee

The Chair referred to the May report in the agenda package. No questions or comments arose.

10. REPORTS

10.1 Report from the Chair

The Chair referred to his written reports included in the agenda package.

The Chair thanked all Council members for their service and contributions throughout the year. He wished all outgoing members well and welcomed the new incoming representatives.

10.2 Report from the President

The President extended her appreciation to everyone who participated in the College's eight graduation ceremonies, which were all held in person. She spoke about the successful 'Alumni Do-Over Celebration' that welcomed over 2000 attendees. This event provided past graduates who were unable to attend graduation in-person due to the COVID-19 pandemic with the opportunity to celebrate their educational accomplishments with their peers, instructors and families. She commended all those involved in organizing this memorable event.

The President congratulated Rella Ng, Registrar, who has been honoured with a prestigious award from the Association of Registrars at the Universities and Colleges of Canada, “2022 ARUCC Next Best Practice and Innovation Award”. The award recognizes individuals or teams that have moved a project or initiative beyond traditional best practices to create innovative new practices.

The President shared her appreciation to all members of Education Council for the productive work this year and commented that the new By-Laws are serving us very well. She advised that, from her perspective, the virtual meeting format has been working well for Education Council and that meeting attendance has been great.

10.3 Report from the Vice President, Academic & Provost

T. Borgford commented that the week of graduation was remarkable and exceeded all expectations. He thanked faculty for attending the ceremonies and noted that students really appreciate seeing their instructors. Students who missed out on an in-person graduation were extremely grateful for the opportunity to celebrate.

T. Borgford informed Education Council that the College is discontinuing the acceptance of the Duolingo English language proficiency test. Duolingo was accepted as a temporary measure due to COVID-19 and available to outside Canada applicants only.

T. Borgford extended thanks to all Council members for their diligence and significant investment of time on the standing committees and Education Council.

10.4 Report from the Board Liaison

No report.

10.5 Report from the Secretary

The Secretary referenced the draft meeting schedule for 2022-2023 and confirmed that no additional feedback had been received. The calendar invitations will be sent prior to the schedule’s ratification at the September 2022 meeting.

The Secretary confirmed for Council that the September meeting will be held virtually via Zoom.

11. NEXT MEETING

Monday, September 19, 2022 at 9:00 a.m. Via Zoom.

12. ADJOURNMENT

The meeting adjourned at approximately 9:54 a.m.

Chair

Secretary