



MINUTES OF MEETING OF EDUCATION COUNCIL
HELD MONDAY, OCTOBER 17, 2022 AT 9:00 AM
VIRTUAL MEETING VIA ZOOM

Members Present:	Regrets:
Borgford, Thor	N/A
Bowbrick, Graeme (Chair)	
Cavanagh, Bette (Recorder)	
Cawley, Pam	
Cragg, Carys	Guests:
Dench, Sarah	Garabedian, Arsineh
Denton, Kathy (<i>Ex-officio</i>)	Semeniuk, Monica
Ferenc, Ava	Visosky, Pat
Hall, Nathan	Vittoz, Nicole
Keighron, David	Zhao, Jennifer
Kinsley, John	
Lupton, Rowan	
Mennill, Sally (Vice Chair)	Observers:
Millis, Len	Horsley, Emma
Ng, Rella (<i>Ex-officio</i>)	Reimer, Don
Nguyen, Regina	Smith, Teryl
Rana, Ruhina	
Schechter, Sam	
Squair, Nancy	
Thompson, Rachael	
Wagner, Luna	
Williams, Justin	

1. TRADITIONAL TERRITORIAL ACKNOWLEDGEMENT

The Chair acknowledged that the campuses of Douglas College are located on the unceded traditional and ancestral lands of the Coast Salish Peoples, including the territories of the q̓íćəy̓ (Katzie), q̓ʷa:ńł'əń (Kwantlen), k̓ʷik̓ʷəłəm (Kwikwetlem), x̓məθk̓əy̓əm (Musqueam), and qiqéy̓t (Qayqayt) First Nations.

2. ROLL CALL

The Chair welcomed all guests, newly elected and returning council members to the meeting. He asked members to raise their hand (virtually) to signal that they wish to comment or ask a question. He proposed that motions being presented for approval will be moved and

seconded and then he will ask if there are any objections to the approval. Council members were in agreement with the meeting protocols put forward.

There were no regrets to the meeting.

3. AGENDA

The Chair confirmed that Council members had reviewed the agenda as distributed on October 7, 2022.

4. APPROVAL OF THE MINUTES

4.1 The Minutes of June 20, 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 Educational Affiliation: Atlantic Technology University (ATU), Ireland

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

If approved by Education Council, this will be our first partner in Ireland, with opportunities such as semester exchange, degree completion, short-term summer program, field school for Douglas students; and opportunities for faculty members such as Collaborative Online International Learning (COIL) projects and joint applied research projects.

ACTION: Please refer this item to your constituency groups for consideration of approval at the November 21, 2022 meeting.

6.2 Program Revision: Bachelor of Arts in Applied Criminology

The Chair advised that this item is withdrawn at the initiator's request.

6.3 Program Revision: Bachelor of Therapeutic Recreation

The Chair spoke to the item in J. Spencer's absence. No comments or questions arose.

ACTION: Please refer this item to your constituency groups for consideration of approval at the November 21, 2022 meeting.

6.4

Program Revision: Bachelor of Business Administration in Accounting

A. Garabedian spoke to the item.

The revision adds a course option to the ethics elective.

A question was raised about consultation regarding the ethics course and whether the initiator undertook discussions with other faculty areas to provide course options for students. The initiator responded that the ethics course was chosen as it is taught by accountants.

ACTION: Please refer this item to your constituency groups for consideration of approval at the November 21, 2022 meeting.

6.5

Program Revision: Certificate in Accounting

A. Garabedian spoke to the item.

The revision removes two required third year accounting courses and replaces them with two electives.

ACTION: Please refer this item to your constituency groups for consideration of approval at the November 21, 2022 meeting.

6.6

Program Revision: Post-Degree Diploma in Accounting Studies

A. Garabedian spoke to the item.

This change removes the minimum grade requirement noted for graduation.

ACTION: Please refer this item to your constituency groups for consideration of approval at the November 21, 2022 meeting.

6.7

Program Revision: Post-Baccalaureate Diploma in Accounting

A. Garabedian spoke to the item.

The revision removes the language "C+" overall average and a minimum grade of "C" for each individual core course.

ACTION: Please refer this item to your constituency groups for consideration of approval at the November 21, 2022 meeting.

6.8

Program Revision: Post-Degree Diploma in Supply Chain Management

M. Semeniuk spoke to the item.

These revisions update the information on internship opportunities and the replacement of overlapping courses. The changes provide consistency in graduation requirements to align with other Commerce and Business Administration Post-Degree Diploma and Post-Baccalaureate Diploma programs.

ACTION: Please refer this item to your constituency groups for consideration of approval at the November 21, 2022 meeting.

6.9 Program Revision: Post-Baccalaureate Diploma in Advanced Supply Management
M. Semeniuk spoke to the item.

These revisions update the information on internship opportunities, the replacement of overlapping courses and language consistency for graduation requirements to align with other Commerce and Business Administration Post-Degree Diploma and Post-Baccalaureate Diploma programs.

A question was raised about the consultation process and how other areas impacted by these changes would be consulted or notified. The initiator advised that she had consulted throughout Commerce and Business Administration and with Communications and English.

It was recommended that M. Semeniuk consult with C. Cragg to review courses from the Faculty of Applied Community Studies (ACS) that may be beneficial to the student's experience.

ACTION: Please refer this item to your constituency groups for consideration of approval at the November 21, 2022 meeting

6.10 Program Revision: Post-Baccalaureate Diploma in International Supply Chain Management
M. Semeniuk spoke to the item.

These revisions update the information on internship opportunities, the replacement of overlapping courses and language consistency for graduation requirements to align with other Commerce and Business Administration Post-Degree Diploma and Post-Baccalaureate Diploma programs.

ACTION: Please refer this item to your constituency groups for consideration of approval at the November 21, 2022 meeting

6.11 Program Revision: Post-Degree Diploma in Human Resource Management
M. Semeniuk spoke to the item.

These revisions update the information on internship opportunities and replace overlapping courses.

ACTION: Please refer this item to your constituency groups for consideration of approval at the November 21, 2022 meeting

6.12 Program Revision: Post-Baccalaureate Diploma in Advanced Human Resource Management

M. Semeniuk spoke to the item.

These revisions update the information on co-op, internship opportunities and replace overlapping courses.

ACTION: Please refer this item to your constituency groups for consideration of approval at the November 21, 2022 meeting

6.13 Program Revision: Post-Degree Diploma in Project Management

M. Semeniuk spoke to the item.

These revisions update the information on internship opportunities, the replacement of overlapping courses and graduation requirements.

ACTION: Please refer this item to your constituency groups for consideration of approval at the November 21, 2022 meeting

6.14 Program Revision: Post-Degree Diploma in International Business Management

M. Semeniuk spoke to the item.

These revisions update information on internship opportunities, replacement of overlapping courses.

ACTION: Please refer this item to your constituency groups for consideration of approval at the November 21, 2022 meeting

6.15 Draft 2023-2024 Budget Guidelines

K. Denton spoke to the 2023-2024 Draft Budget Guidelines, which are unchanged from the previous year. No comments or questions arose.

The budget is submitted to the Board for approval in March 2023.

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 31 curriculum guidelines, 31 were approved: 6 new curriculum guidelines, 24 revised curriculum guidelines and 1 withdrawn curriculum guideline.

In response to a query about the class size changes in the report, L. Millis confirmed that no changes were made to the classroom size; the revision clarifies the instructor/student ratio. For any classroom size changes, the Curriculum Committee consults with the administrator to ensure that the proposed changes are approved operationally.

There being no further discussion,

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

MOVED by S. Mennill; SECONDED by N. Hall, THAT Education Council approve the submitted new guidelines for BUSN 3640; TESL 1101, TESL 1102, TESL 1103, TESL 1104, TESL 1105; the revised guidelines: ACCT 3370, ACCT 3470, ACCT 4280, ACCT 4510, ACCT 4520, ACCT 4570, ACCT 4580, ACCT 4670, ACCT 4750, ACCT 4850, ACCT 4880; COBA 4885; CYCC 1240, CYCC 2440; EAES 200, EAES 2910; HIST 1125; MATH 1121, MATH 1221, MATH 2421; THRT 2306, THRT 2406, THRT 2407, THRT 2408 and the withdrawn guideline MATH 1115.

The Motion was CARRIED.

7.2 Proposal for Change in Review Procedure for Curriculum Guidelines

The Chair welcomed L. Millis to provide a brief overview of the item.

The Curriculum Committee proposes to improve the workflow and quality of review for course curriculum guidelines (CGs) by extending the review process for one month. The extension of one month will provide additional time for consultation with CG initiators and provide greater consistency and standardization of CGs.

Council members shared feedback that they were supportive of this important change in the Committee's review process.

There being no further discussion,

MOVED by C. Cragg; SECONDED by S. Mennill, THAT Education Council approve the proposed Change in Review Procedures for Curriculum Guidelines effective immediately.

The Motion was CARRIED.

7.3 Ratification of Education Council Meeting Schedule 2022/23

The Chair referred to the meeting schedule. Hearing no objections, the schedule was ratified.

There being no further discussion,

MOVED by J. Kinsley; SECONDED by R. Rana, THAT Education Council ratify the Education Council Meeting Schedule 2022/23.

The Motion was CARRIED.

7.4 Establishment of Committee Membership 2022-2023

The Chair spoke to the recommendations for the Education Council committee appointments.

7.4.1 Admissions Advisory Committee**7.4.2 Curriculum Committee****7.4.3 Educational Excellence Committee****7.4.4 Policies Committee****7.4.5 Programs Committee**

There being no further discussion,

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

MOVED by S. Mennill; SECONDED by N. Hall, THAT Education Council approve the Establishment of Committee Membership 2022-2023.

The Motion was CARRIED.

8. DECISION (Motion to Approve) Items for Council Advice to the Board**8.1 Educational Affiliations: University of Hawaii at Manoa (UHM), United States of America**

The Chair spoke to item 8.1. No comments or questions arose.

There being no further discussion,

MOVED by J. Kinsley; SECONDED by R. Rana, THAT Education Council approve the Educational Affiliation: University of Hawaii at Manoa (UHM), United States of America.

The Motion was CARRIED.

8.2 Educational Affiliation: Higher Colleges of Technology (HTC) The United Arab Emirates

The Chair spoke to item 8.2. No comments or questions arose.

There being no further discussion,



MOVED by R. Rana; SECONDED by S. Schechter, THAT Education Council approve the Educational Affiliation: Higher Colleges of Technology (HCT) The United Arab Emirates.

The Motion was CARRIED.

8.3 Program Proposal: Associate of Science – Computing Science

The Chair welcomed L. Millis to speak to the item. No comments or questions arose.

There being no further discussion,

MOVED by J. Kinsley; SECONDED by S. Mennill, THAT Education Council approve the Program Proposal: Associate of Science – Computing Science effective January 2023.

The Motion was CARRIED.

8.4 Policy Items

- a) Policy-Linked SOP and Flowchart Revision: Appeal of Final Grades Policy
S. Dench spoke to the item. No comments or questions arose.

There being no further discussion,

MOVED by N. Hall; SECONDED by S. Mennill, THAT Education Council approve the Policy-Linked SOP and Flowchart Revision: Appeal of Final Grades Policy.

The Motion was CARRIED.

9. INFORMATION ITEMS

9.1 Programs Committee

- a) The Chair referred to the September 2022 report in the agenda package. No questions or comments arose
- b) The Chair referred to the Program Curriculum Guidelines Style Guide. No questions or comments arose.

9.2 Education Council Meeting Mode

The Chair sought feedback from Council Members regarding the virtual meeting mode and whether there were any strong views that we should be changing the meeting format.

Some Council members shared feedback that an occasional in-person meeting would be appreciated.

The Chair advised that the meetings will continue via Zoom and that he would look into the possibility of a December 2022 in-person meeting.

9.3 Bachelor of Science in Health Information Management

P. Visosky spoke to the item.

Bachelor of Science in Health Information Management is a degree presented and approved at the September 20, 2021 Education Council meeting and at the November 25, 2021 College Board meeting. On September 1, 2022, the Degree Quality Assessment Board (DQAB) approved Douglas College to offer the Bachelor of Science in Health Information Management effective January, 2023.

9.4 Certificate in Academic Foundations HIM

P. Visosky spoke to the item.

Priority admission to the Bachelor of Science in Health Information Management program will be given to students who complete the 30-credit Certificate in Academic Foundations for Potential Health Information Management Applicants. Effective January 2023.

The President commended all those involved with the DQAB proposal for a well-presented piece of work. This degree meets a very strong need for students and employers in the health care sector.

10. REPORTS

10.1 Report from the Chair

No report.

10.2 Report from the President

The President expressed her appreciation to Rella Ng, Registrar, and acknowledged all of the wonderful work and improvements she has accomplished at Douglas College. Rella has been a pleasure to work with and we all wish her well in her future endeavours.

With the approval of our new building at 808 Royal the President advised that we are working in a different way with Government to ensure we are meeting all of the timelines. Updates will be provided as information emerges.



The President thanked Council Members for the approval of the 2023/24 Budget Guidelines that are unchanged from previous years. The budget consultation process will be rolled out in early Spring.

10.3 Report from the Vice President, Academic & Provost

T. Borgford conveyed his best wishes to Rella Ng and thanked her for her outstanding contributions to College.

T. Borgford commended all those involved in the degree proposals for the Bachelor of Science in Health Information Management. He added that the proposals were of excellent quality and have provided a great model for us going forward.

T. Borgford advised of plans underway for a session on governance processes for Chairs and Coordinators, educational Administrative Officers, Deans and Associate Deans. The session will be held in January 2023.

10.4 Report from the Board Liaison

No report.

10.5 Report from the Secretary

The Secretary will be sending Zoom meeting invitations to replace the Education Council meetings currently in the calendar.

It was noted that the November 21, 2022 EdCo package will be circulated on Monday, November 14, 2022.

11. NEXT MEETING

Monday, November 21, 2022 at 9:00 a.m. Via Zoom.

12. ADJOURNMENT

The meeting adjourned at approximately 10:00 a.m.

Chair

Secretary