

**MINUTES OF MEETING OF EDUCATION COUNCIL  
HELD MONDAY, MAY 15, 2023  
9:00 A.M. – 11:00 A.M. – VIA ZOOM**

<b>Members Present:</b>	<b>Regrets:</b>
Borgford, Thor	Cove, Bailey
Bowbrick, Graeme (Chair)	Cragg, Carys
Cavanagh, Bette (Recorder)	Kinsley, John
Cawley, Pam	Schechter, Sam
Curiel, Cathy (for Carys Cragg)	
Dench, Sarah	<b>Guests:</b>
Denton, Kathy ( <i>Ex-officio</i> )	Fairbairn, Hazel
Domasig, Danna	Gibson, Greg
Ferenc, Ava	Majdanac, Allan
Hall, Nathan	Polushin, Sandra
Keighron, David	Westerman, Marni
Lennox, Caedyn	
Mennill, Sally	<b>Observers:</b>
Millis, Len	Horsley, Emma
Rana, Ruhina	Smith, Devon
Shouhdy, Dina (for John Kinsley)	
Squair, Nancy	
Thompson, Rachael	
Wagner, Luna	
Williams, Justin	
Younan, Bacel ( <i>Ex-officio</i> )	

**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 q̓íçəy̓ (Katzie), qʷa:ńł'əń (Kwantlen), kʷikʷəłəm (Kwkwetlem), xʷməθkʷəy̓əm (Musqueam), and qiqéyt (Qayqayt) First Nations.

**2. ROLL CALL**

B. Cove, C. Cragg, J. Kinsley and S. Schechter sent regrets to the meeting.

### 3. AGENDA

The Chair confirmed that Council members had reviewed the agenda as distributed on May 5, 2023.

### 4. APPROVAL OF THE MINUTES

4.1 The Minutes of April 17, 2023 were approved.

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

#### 5.1 Policy Items

a) Appeal of Educational Decisions Policy

On behalf of the Policies Committee, S. Dench provided an overview of the recommended revisions. She indicating that the changes are housekeeping in nature and provide greater role clarity in the appeal process. The revisions clarify the following:

- Reducing appeal timelines from four months to 10 business days following the end of the semester in which the original educational decision was made
- Clarifying the role of an Appeal Support Person and the responsibility of the student to present on their own behalf
- Specifying that requests for tuition or fee refunds cannot be pursued through this policy
- Clarifying restrictions in the event of a student safety issue
- Removing outdated/redundant content
- Addressing minor housekeeping edits

Discussion ensued. In answer to a question about how students would be notified of these policy changes, S. Dench responded that there will be a communication plan to ensure students understand the grounds for the appeal and the specific time limits they must adhere to.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 19, 2023 meeting.

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

#### 6.1 Program Revision: Certificate in Disability and Applied Behaviour Analysis

S. Polushin spoke to the matter.

The Disability and Applied Behaviour Analysis Advanced Certificate is not in compliance with the Credentials Awarded at Douglas College Policy. Given the advanced program is only 18 credits, the recommendation is to change the credential to a 'Certificate' which is defined as over 15 credits but less than 30 credits.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 19, 2023 meeting.

**6.2 Program Revision: Certificate in Behaviour Intervention**

S. Polushin spoke to the item.

The rationale for the recommended changes address the removal of entrance and graduation requirements:

- Removal of 60 hours volunteer/work experience as an entrance criteria
- Removal of First Aid/CPR requirements as a partial condition for graduation
- Removal of DACS 1341 as a practicum option

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 19, 2023 meeting.

**6.3 Program Withdrawal: Diploma in Classroom and Community Support, Behaviour Intervention Specialization**

S. Polushin spoke to the item.

The Behaviour Intervention Specialization within the Diploma in Classroom and Community Support program does not comply with the number of credits required to be a specialization. The department is requesting to remove this from the Classroom and Community Support Diploma program.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 19, 2023 meeting.

**6.4 Program Revision: Associate of Arts Asian Studies**

M. Westerman spoke to the item.

This recommended revision has been made in direct consultation with the English Department. The mention of a designated section of an English literature course has been removed because there are currently no courses with this designation being run and it was therefore problematic and confusing for students. This does not preclude the English Department from creating such a section of a literature course in future, at which time students can be encouraged to take those sections.

Students in all Associate of Arts programs are required to take 2 courses that transfer as ENGL to the research universities. Removing the aforementioned section from the program requirements here does not affect this general requirement for the completion of this Associate of Arts program.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the June 19, 2023 meeting.

#### **6.5 Full Program Proposal: Advanced Certificate in Applied Audio**

H. Fairbairn spoke to the item.

The proposed Advanced Certificate in Applied Audio Technology (30-credit program) builds on the success of the Music Technology Diploma which consistently sees more applications than there are seats (26 seats per year). This program responds to the need identified by members of the Program Advisory Committee (PAC) for the Music Technology Diploma who flagged the necessity for experienced audio professionals to expand their knowledge in immersive and game audio technologies.

**ACTION:** Please refer this item to your constituency groups for consideration and direct all feedback to Hazel Fairbairn at [fairbairnh@douglascollege.ca](mailto:fairbairnh@douglascollege.ca) for approval at the June 19, 2023 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 34 curriculum guidelines, 34 were approved: 23 revised curriculum guidelines and 11 new curriculum guidelines.

K. Denton commented that she appreciates the set up of the Committee's report. She asked what the nature of the prerequisite changes were as noted in the report.

L. Millis subsequently confirmed that the changes were to align prerequisites across program options.

There being no further discussion,

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

**MOVED by D. Keighron; SECONDED by N. Hall, THAT Education Council approve the submitted revised guidelines for BUSN 4500; CSIS 1190, CSIS 2260, CSIS 3290, CSIS 4440, CSIS 4470, CSIS 4480; PSYC 3300, PSYC 3301, PSYC 3309, PSYC 4360; MODL 1101, MODL 1102, MODL 2201, MODL 2202, MODL 3301, MODL 3302, MODL 4401, MODL 4402; MUSC 1282; CMPT 1109, CMPT 1209, CMPT 1267; and the new guidelines: CSIS 1180,**



**CSIS 3600, CSIS 4300; MUSC 3172, MUSC 3173, MUSC 3272, MUSC 3273, MUSC 4172, MUSC 4270, MUSC 4271, MUSC 4272.**

**The Motion was CARRIED.**

**7.2 Policy Items**

**a) Evaluation Policy**

G. Gibson spoke to the item on behalf of the Policies Committee.

The result of these recommended changes act to ensure that curriculum guidelines are the primary vehicle for defining course content and evaluation, specifically stating that an instructor's course outline cannot contravene the applicable curriculum guidelines for the given course that are approved through Education Council.

The most significant proposed change is requiring that, in order to assess students using participation and/or attendance in the evaluation, that must be allowed for in curriculum guidelines for the given course. Because departments will need time to update those curriculum guidelines where they do not currently show this method of assessment, but instructors are commonly using that assessment method, the Committee recommends that these policy changes come into effect in September of 2024. This would allow approximately 18 months for DDPs to update their curriculum guidelines, as may be needed.

The Chair commented that this will create a large number of changes coming through the Curriculum Committee. It was suggested that if there is a way to batch the curriculum guidelines, it may ease the volume of changes coming through Curriculum Navigator.

The Chair explained that for any future amendments to the policy the request would come before Council and be referred to the Policies Committee for consideration.

There being no further discussion,

**MOVED by N. Hall; SECONDED by P. Cawley, THAT Education Council approve the Evaluation Policy.**

**The Motion was CARRIED.**

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

**8.1 Program Withdrawal: Certificate in Fabrication Technologies**

A. Majdanac spoke to the item. No comments or questions arose.



There being no further discussion,

**MOVED by S. Mennill; SECONDED by D. Keighron, THAT Education Council approve the Program Withdrawal: Certificate in Fabrication Technologies effective immediately.**

**The Motion was CARRIED.**

**8.1.1 Recommendation to the College Board to Withdraw the Credential Certificate in Fabrication Technologies.**

The Chair spoke to the item.

There being no further discussion,

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

**MOVED by S. Mennill; SECONDED by N. Hall, THAT Education Council recommends that the College Board withdraw the credential: Certificate in Fabrication Technologies effective immediately.**

**The Motion was CARRIED.**

**8.2 Academic Dates 2023-2024 (Revised) and 2024-2025 Academic Dates**

B. Younan spoke to the item.

B. Younan noted the additional change that the College will be closed both Saturday September 30th and Monday October 2<sup>nd</sup> to observe the National Day for Truth and Reconciliation. He noted that timelines are tight towards the end of the Winter 2025 term and when the Summer 2025 term begins.

N. Hall pointed to the provision in the Grading Policy which indicates that the 'due date for faculty to submit grades will be at least seven (7) full calendar days following the last day of classes in a given semester'. It was discussed and agreed by Council that the proposed dates for submission of final grades be amended to reflect the (7) full calendar day provision.

There being no further discussion,

**MOVED by R. Rana; SECONDED by N. Hall, THAT Education Council approve the 2023-2024 (Revised) Academic Dates and the 2024-2025 Academic Dates.**

**The Motion was CARRIED.**

## **9. INFORMATION ITEMS**

### **9.1 Programs Committee**

The Chair referred to the April 2023 report in the agenda package. No questions or comments arose.

### **9.2 Admissions Advisory Committee**

The Chair referred to the April 2023 report in the agenda package. No questions or comments arose.

### **9.3 Draft 2023-2024 Education Council Meeting Schedule**

The Chair referenced the draft 2022-2023 meeting schedule dates. No issues were raised.

**ACTION:** Please refer this item to your constituency groups. Please direct all feedback on this item to [Bette Cavanagh](#).

## **10. REPORTS**

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

No report.

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

The President spoke about her attendance at the Student Leadership Awards, an event celebrating our student leaders and their contributions to engagement at the College. Congratulations were extended to Bailey Cove and Ava Ferenc in recognition of the awards they received.

The President took the opportunity to thank Graeme Bowbrick for all his work as Chair. She commended him for creating a very clear structure to our processes and bylaws. It has really helped with workflow and communication across all levels of governance.

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

T. Borgford reported that the Sign Language Interpretation transfer to Vancouver Community College is in progress. He advised that it is anticipated that the transfer will go smoothly for September 2023 and that the program will be able to continue uninterrupted.

### **10.4 Board Liaison**

No report.



**10.5 Report from the Secretary**

The Secretary conveyed the results for the Election of Chair and Vice Chair 2023-2024 Academic Year:

- Chair, Sally Mennill, elected and declared by acclamation
- Vice Chair Nathan Hall, elected and declared by acclamation

Congratulations were extended.

**ACTION:** The Secretary reminded all Chairs of Education Council Committee to please submit their annual report to [edco@douglascollege.ca](mailto:edco@douglascollege.ca) by 3:00 pm, June 7, 2023.

**11. NEXT MEETING**

Monday, June 19, 2023 at 9:00 a.m. Via Zoom

**12. ADJOURNMENT**

The meeting adjourned at approximately 9:56 a.m.

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**Chair**

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**Secretary**