

MINUTES OF MEETING OF EDUCATION COUNCIL

September 15, 2025

9:00 am – 11:00 am (In-Person) S4920 NW Campus

Members Present:	Regrets:
Bernoe, Axel	Frolick, Daniel
Borgford, Thor	Curiel, Cathy
Cawley, Pam	
Dench, Sarah	
Denton, Kathy (ex-officio)	
Ebiyomare, Winston	
Genio, Mira	Guests:
Gibson, Greg	De Santis, Ashley
Hunt, Michelle	Fellows, Jill
Jassal, Amandeep	Kumar, Medha
Keighron, David	Semeniuk, Monica
Mennill, Sally (Chair)	
Mills, Cathy (Vice Chair)	
Pourmohseni, Sephr (Sky)	Observers:
Nicholson, Maureen	Yan, Genessa
Sawhney, Avika	
Thakur, Vijayta	
Tilley, Janette	
Turner, Caitlin	
Villavicencio, George	
Younan, Bacel (ex-officio)	

1. TRADITIONAL TERRITORIAL ACKNOWLEDGEMENT

The Chair acknowledged that Douglas College respectfully acknowledges that our campuses are located on the unceded traditional and ancestral lands of the Coast Salish Peoples, including the territories of the q'ícəy (Katzie), q'w'a:ńł'əń (Kwantlen), k'w'ik'wəłəm (Kwikwetlem), x'w'məθk'wəyəm (Musqueam), qiqéyt (Qayqayt), Skwxwú7mesh (Squamish), scəwəθən (Tsawwassen) and səlilwətał (Tseil-Waututh) Peoples.

2. ROLL CALL

C. Curiel and D. Frolick sent regrets.

3. **AGENDA**

The Chair confirmed that Council members had reviewed the agenda package as distributed on September 5, 2025.

4. **APPROVAL OF THE MINUTES**

4.1 The Minutes of June 9, 2025 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: Diploma in Veterinary Technology**

A. De Santis spoke to the item.

These program revisions specify that the Rabies vaccination series is a mandatory admission requirement for courses that include working with live animals. As stipulated by the accrediting organization, the Canadian Veterinary Medical Association (CVMA), students must complete the series prior to admission into the VTEC program effective September 2026. The removal of the chemistry requirement lowers a previous barrier to entry and aligns the program with other VTEC programs available in British Columbia.

Discussion ensued. B. Younan, Registrar, provided the initiators with recommended revisions. The Registrar will send a follow-up email detailing these changes.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 20, 2025 meeting.

6.2 **Program Revision: Associate of Arts Degree in Asian Studies**

J. Fellows spoke to the item.

This program revision aims to create a better balance between Language and Culture/History classes. The previous version focused more heavily on Culture and History courses, making it difficult for students to complete the two-year program. The revised structure aligns more closely with similar programs at other institutions and has been supported by the Associate of Arts - Asian Studies Advisory Committee.

Discussion ensued. Clarifying questions were asked about the program's alignment with the Associate of Arts framework and curriculum. B. Younan, Registrar, provided

the initiators with recommended revisions. The Registrar will send a follow-up email detailing these changes.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 20, 2025 meeting.

6.3 Program Revision: Associate of Arts Degree Environmental Studies

J. Fellows spoke to the item.

This revision updates List A to include GEOG 2333 Climate Action. This change is supported by the Associate of Arts - Environmental Studies Advisory Committee.

Discussion ensued. B. Younan, Registrar, commended the initiator for all of the work completed thus far and acknowledged that a significant amount of work still remains to be completed on the AA framework. The Registrar recommended additional edits and will summarize and communicate this information to the initiators via email.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 20, 2025 meeting.

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

M. Satish Kumar spoke to the item.

This program revision requests a curriculum change for the Post-Baccalaureate Diploma in Advanced Human Resource Management. Due to the unavailability of CMNS 2316 (*Managing Interpersonal Conflict*) sections during the summer term, this recommendation substitutes CMNS 1216 (*Interpersonal Skills for the Workplace*) as an appropriate alternative to satisfy the conflict resolution course requirement.

Discussion ensued regarding CMNS 1216 and CMNS 2316. It was recommended that instead of adding CMNS 1216 as an equivalent course (the course content is different), that a note be added to CMNS 2316 (Managing Interpersonal Conflict) advising students that this course is rarely offered in the Summer.

In answer to a question regarding the rationale behind the advanced diploma, it was conveyed that the one-year program (Post-Degree Diploma in Human Resource Management) is identical in its first year to the Post-Baccalaureate Diploma in Advanced Human Resource Management. The two-year program provides general business courses for students to get a broader business background.

B. Younan, Registrar, provided the initiators with recommended revisions. The Registrar will send a follow-up email detailing these changes.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 20, 2025 meeting.

6.5 Draft 2026-2027 Budget Guidelines

K. Denton advised that the Draft Budget Guidelines are circulated annually and typically remain consistent year to year. This begins the process where we seek budget advice to provide to the College Board. She continued that this year there is a need to flag the changes in federal government priorities which are now reflected in the Guidelines language.

ACTION: Please refer this item to your constituency groups for information and bring feedback to the October 20, 2025 meeting or provide feedback in writing directly to the edco@douglascollege.ca email.

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

7.1 Curriculum Committee

a) Curriculum Committee Recommendations

M. Nicholson spoke to the Curriculum Committee's review and approval of 22 curriculum guidelines (CGs). There are 18 revised, and 4 new CGs.

The Chair acknowledged Manuela Costantino, the outgoing Chair, and thanked her for all her hard work and contributions to the Curriculum Committee.

There being no further discussion,

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

MOVED by A. Bernoe; SECONDED by P. Cawley, THAT Education Council approve the submitted *revised* curriculum guidelines: CSIS 3360, CSIS 4440, CSIS 4460, CSIS 4470, CSIS 4480, CSIS 4490; PNUR 3171, PNUR 3700, PNUR 4575, PNUR 4576, PNUR 4585; and the new curriculum guidelines: MARK 3250, MARK 3260; MARK 3890, MARK 4250.

The Motion was CARRIED.

b) Update to Education Council Guide to Writing or Revising Course Curriculum

The Curriculum Committee seeks Education Council's feedback to publish the September 2025 version of the "Guide to Writing or Revising Curriculum Guidelines" and to initiate the incorporation of default language in CG categories in Curriculum Navigator.

M. Nicholson identified the areas updated in the Guide and spoke about the use of proposed default language, intended to help with consistency and ease of entry into Curriculum Navigator.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 20, 2025 meeting.

7.2 Establishment of Committee Membership 2025-2026

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

7.2.1 Admissions Advisory Committee

7.2.2 Curriculum Committee

7.2.3 Educational Excellence Committee

7.2.4 Policies Committee

7.2.5 Programs Committee

7.2.6 Academic Appeals Tribunal

7.2.7 Ad Hoc Committee – Bylaw Review

7.2.1 Admissions Advisory Committee

Noted edits:

- o **Cathy Mills**, Faculty Member, Science & Technology is a member of the Admissions Advisory Committee
- o **Lulu Lian**, Faculty Member, SAS Accessibility Services, is a member of the Admissions advisory committee

7.2.4 Policies Committee

Noted edit:

- o **Cathy Curiel**, Faculty Member, Applied Community Studies is a member of the Policies Committee

There being no further discussion,

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

MOVED by D. Keighron; SECONDED by A. Sawhney, THAT Education Council approve the Establishment of Committee Membership 2025-2026.

The Motion was CARRIED.

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

8.1 No items.

9. INFORMATION ITEMS

9.1 Concept Paper: Post-Baccalaureate Diploma: Information Technology Project Management

M. Semeniuk spoke to the item.

This Concept Paper proposes a two-year Post-Baccalaureate Diploma in Information Technology Project Management. M. Semeniuk shared that approximately 70% of the curriculum is identical to the PBD in Project Management which came into effective in May 2025. The key distinction lies in the program's focus on Information Technology. This focus aligns with industry demand and students would be eligible for work permits.

Council members provided their feedback for consideration and inclusion in the Full Program Proposal.

ACTION: Please refer this item to your constituency groups. Please direct all feedback on this item directly to **Monica Semeniuk**.

9.2 Programs Committee

The Chair referred to the June 2025 report in the agenda package. No questions or comments arose.

10. REPORTS

10.1 Report from the Chair.

The Chair welcomed all incoming and returning Council members. She spoke about her focus on staffing the Education Council Committees and thanked everyone for their engagement and support throughout the process.

The Chair noted that as mandated by our Education Council Bylaws, a review of the Bylaws is scheduled for this academic year. An Ad Hoc Bylaw Committee will lead this review process.

The Chair added that there were no educational appeals submitted over the Summer term.

10.2 Report from the President

The President shared that she and her colleagues from the post-secondary sector recently met with the Honourable Jessie Sunner, the new Minister of Post-Secondary and Future Skills (Surrey-Newton). The meeting served as an opportunity for introductions, to discuss current challenges, and to share future plans.



On a positive note, the President reported that progress on our new building is going well. Virtually all trade packages have been awarded, and costs remain contained due to the efforts of the Building Committee.

10.3 Report from the Vice President, Academic & Provost

No report.

10.4 Board Liaison

No report.

10.5 Report from the Secretary

No report.

11. NEXT MEETING

October 20, 2025, at 9:00 a.m. (Via Zoom)

12. ADJOURNMENT

The meeting adjourned at approximately 11:30 a.m.

Chair

Secretary