DOUGLASCOLLEGE

MINUTES OF MEETING OF EDUCATION COUNCIL

October 20, 2025

9:00 am – 11:00 am (Via Zoom)

Members Present:	**Regrets:**
Bernoe, Axel	Nicholson, Maureen
Borgford, Thor	Pourmohseni, Sephr (Sky)
Cawley, Pam	
Curiel, Cathy	
Dench, Sarah	
Denton, Kathy (*ex-officio)*	
Ebiyomare, Winston	
Frolick, Daniel	
Genio, Mira	**Guests:**
Gibson, Greg	Fellows, Jill
Hunt, Michelle	Gill, Tanvir
Jassal, Amandeep	Kirkpatrick, Edith
Keighron, David	Wakeling, Jenny
Mennill, Sally (Chair**)**	
Mills, Cathy (Vice Chair)	
Pourmohseni, Sephr (Sky)	
Sawhney, Avika	**Observers:**
Thakur, Vijayta (*ex-officio*)	Lakowski, Emerson
Tilley, Janette	Yan, Genessa
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 q̓íc̓əy̓ (Katzie), q'ʷa:n̓ƛ'ən̓ (Kwantlen), kʷikʷəƛ̓əm (Kwikwetlem), xʷməθkʷəy̓əm (Musqueam), qiqéyt (Qayqayt), Skwxwú7mesh (Squamish), scəw̓aθən (Tsawwassen) and səlilwətaɬ (Tsleil-Waututh) Peoples.

2. ROLL CALL

M. Nicholson and S. Pourmohseni sent regrets.

3. AGENDA

The Chair confirmed that Council members had reviewed the agenda package as distributed on October 10, 2025.

4. APPROVAL OF THE MINUTES

4.1 The Minutes of September 15, 2025 were approved with one amendment to Item 6.4 Program Revision: Post-Baccalaureate Diploma in Advanced Human Resource Management.

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: Certificate in Health Care Assisting

T. Gill and E. Kirkpatrick spoke to the item.

The BC Care Aide & Community Health Worker Registry has released an updated Health Care Assistant Curriculum and Program Recognition Guide. Noting that most of the program updates are minor, a key revision has been made regarding student progression. The revised Guide now states under the Safe Practice Policy, that students must not have a gap longer than three months between completing their lab skills practice and beginning their practice education experience.

A discussion took place regarding what potential exceptions students might have under this Policy. B. Younan, Registrar, advised that he will provide the initiators with suggested language to address circumstances where students may need to be re-tested or have extenuating circumstances. The Registrar also pointed out that the sentence “Information session strongly recommended” should be moved to the Information section of the curriculum guideline.

It was confirmed by the Registrar that this program operates under a temporary variance to the English Proficiency Requirements as the College delivers this program through the Ministry funded Health Career Access Program (HCAP). Students with English 10, or equivalency, meet the English admission requirement for the program.

ACTION: Please refer this item to your constituency groups for consideration of approval at the November 17, 2025 meeting.

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

7.1 Curriculum Committee

a) Curriculum Committee Recommendations

D. Keighron spoke to the Curriculum Committee's review of 6 curriculum guidelines (CGs). There are 5 revised, 1 new

The Chair thanked D. Keighron for taking on the Chair role of the Curriculum Committee.

There being no further discussion,

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

MOVED by M. Hunt; SECONDED by A. Bernoe, THAT Education Council approve the submitted *revised* curriculum guidelines: SOWK 4260**; SOCI** 2240; **CRIM** 3320**; MATH** 1120**, MATH** 1220 **and the new curriculum guideline: PEFA** 3400**.**

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 an updated version of the "Guide to Writing or Revising Curriculum Guidelines" and to initiate the incorporation of default language in CG categories in Curriculum Navigator.

D. Keighron confirmed that the Committee will be meeting to discuss the feedback received on the Guide. He advised that feedback is welcome until early December, allowing time and consideration for revision.

The Chair expressed appreciation to the Curriculum Committee for the helpful revisions to the Guide.

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

8.1 Program Revision: Diploma in Veterinary Technology

J. Wakeling spoke to the item and provided a brief overview of the revision.

The Chair commended the initiator and thanked everyone who contributed their time and work on this program.

There being no further discussion,

MOVED by D. Keighron; SECONDED by P. Cawley, THAT Education Council approve the Program Revision: Diploma in Veterinary Technology, effective September 2026.

The Motion was CARRIED.

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

J. Fellows spoke to the item.

There being no further discussion,

MOVED by D. Keighron, SECONDED by P. Cawley, THAT Education Council approve the Program Revision: Associate of Arts Degree in Asian Studies, effective September 2026.

The Motion was CARRIED.

8.3 **Program Revision: Associate of Arts Degree in Environmental Studies**

J. Fellows spoke to the item.

The Chair confirmed that Council Members had received the updated Program Curriculum Guideline, which was updated to correct some errors.

Following discussion, Council agreed that the revisions have been appropriately addressed and are now accurately reflected in the Program Guideline.

The initiator thanked Sally Mennill and Rachael Newton for their guidance with this challenging program revision.

There being no further discussion,

MOVED by S. Dench; SECONDED by D. Frolick, THAT Education Council approve the Program Revision: Associate of Arts Degree in Environmental Studies, effective September 2026.

The Motion was CARRIED.

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

Medha Satish Kumar was unable to attend the meeting. The Chair advised that this agenda item will be deferred to a future Education Council meeting for consideration of approval.

8.5 <u>Draft 2026-2027 Budget Guidelines (Discussion/Feedback) (Kathy Denton</u>

No feedback was received on the 2026-2027 Draft Budget Guidelines.

9. INFORMATION ITEMS

9.1 Admissions Advisory Committee

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

9.2 Programs Committee

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

10. REPORTS

10.1 Report from the Chair.

The Chair spoke about her attendance at the recently held College Board Strategy Retreat. She commented that topics discussed were related to Risk Management and Artificial Intelligence.

The Chair advised that all but one EdCo sub-committees have met, elected a chair and are functioning well. The Educational Excellence Committee is holding its first meeting tomorrow. She expressed her appreciation to all members for their work and thanked those who have stepped up to the Chair role.

The Chair also mentioned her participation in the Continuing Education (CE) governance discussions with T. Borgford and a few others tasked with revising the CE policy processes. Suggested revisions will be provided to the Educational Policies Committee for consideration.

Lastly, the Chair reminded Council Members of the importance of reading the agenda package in its entirety before each meeting.

10.2 Report from the President

The President spoke about the exciting new collaboration with the Sarah McLachlan School of Music, a non-profit organization dedicated to music education for school-aged students. Through this collaboration, students will have access to College facilities for rehearsals and performances. This initiative strengthens our community outreach and partnership with another non-profit organization. As an Honorary Fellow, Ms. McLachlan’s involvement emphasizes opportunities for ongoing student engagement within the College’s music program and may open doors for future collaboration.

The President noted that the 808 Royal Building Project is progressing well and getting taller, with one floor being added every two to three weeks.

The President advised that, to support potential and current international students who are changing programs, the College is implementing BorderPass. This tool is designed to assist students with their Immigration, Refugees and Citizenship Canada (IRCC) applications, which can be complex forms to complete. The initiative reflects the College's commitment to supporting international students during challenging transitions, helping to reduce frustration and ensure they receive the guidance they need.

10.3 <u>Report from the Vice President, Academic & Provost</u>

T. Borgford announced that on Friday, November 7, 2025 a mini symposium and networking event will be hosted in the Douglas Room. Noting that this is not a how-to session, the event will feature several faculty members presenting big picture education and current challenges and opportunities related to Artificial Intelligence. He shared that council members Caitlin Turner and Dave Keighron will be among the presenters at the event. The invitation will be circulated in the coming days and will be extended to Education Council members.

10.4 <u>Board Liaison</u>

V. Thakur provided a brief report on her participation at the College Board's recently held Strategic Retreat.

10.5 <u>Report from the Secretary</u>

No report.

11. <u>NEXT MEETING</u>

November 17, 2025 at 9:00 a.m. (Via Zoom)

12. <u>ADJOURNMENT</u>

The meeting adjourned at approximately 9:36 a.m.

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Chair **Secretary**