

**MINUTES OF MEETING OF EDUCATION COUNCIL  
HELD MONDAY, JANUARY 17, 2022 AT 9:00 AM**

|                                     |                                    |
|-------------------------------------|------------------------------------|
| <b>Members Present:</b>             | <b>Regrets:</b>                    |
| Bartel Sawatzky, Melissa            | Kaur, Arveen ( <i>Ex-officio</i> ) |
| Borgford, Thor                      | Rodriguez, Miguel                  |
| Bowbrick, Graeme (Chair)            | Sullivan, Tyler                    |
| Cavanagh, Bette (Recorder)          |                                    |
| Cragg, Carys                        | <b>Guests:</b>                     |
| Dench, Sarah                        | Bourget, Jason                     |
| Denton, Kathy ( <i>Ex-officio</i> ) | Chiong, Stephen                    |
| Dobre, Alexandra                    | Cox, Shannon                       |
| Domasig, Danna                      | Elliott, Mark                      |
| Fraser, Morna                       | Polushin, Sandra                   |
| Gronsdahl, Karla                    | Viani, Tony                        |
| Hall, Nathan                        | Visosky, Patricia                  |
| Kinsley, John                       |                                    |
| Mennill, Sally (Vice Chair)         | <b>Observers:</b>                  |
| Millis, Len                         | N/A                                |
| Ng, Rella ( <i>Ex-officio</i> )     |                                    |
| Nguyen, Regina                      |                                    |
| Ramkumar, Amrita                    |                                    |
| Rana, Ruhina                        |                                    |
| Schechter, Sam                      |                                    |
| Williams, Justin                    |                                    |

**VIRTUAL MEETING VIA ZOOM**

**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, M. Rodriguez and T. Sullivan.

### 3. AGENDA

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

### 4. APPROVAL OF THE MINUTES

4.1 The Minutes of December 20, 2021 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 Computing Studies and Information Systems

S. Chiong spoke to the item.

The changes recommend revising the length of the program requirement to reflect two (2) years instead of four (4) semesters. The Co-operative Education option has been added as well as updating the course selection to provide better flexibility to students.

Discussion ensued regarding the appropriate language to indicate for the length of the program. Council members were reminded that the *Program Approval Policy for New and Revised Programs* has been referred to the Policies Committee for discussion with the Programs Committee, which will also involve college-wide consultation to recommend best practice moving forward.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the February 14, 2022 meeting.

#### 6.2 Program Revision: Bachelor of Business Administration in Financial Services

M. Fraser spoke to the item and provided the rationale for short-cycling.

In 2020 when the updated Finance programs were approved through Education Council, three of the programs were missed in this update. Incorrect pre-requisite wording in the Graduation Requirements is causing students hardship as well the Student Success Advisors in Enrolment Services having to make special allowances.

There being no further discussion,

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



**MOVED by A. Dobre; SECONDED by A. Ramkumar, THAT Education Council approve the Program Revision: Bachelor of Business Administration in Financial Services effective immediately.**

**The Motion was CARRIED.**

**6.3 Program Revision: Diploma in Financial Services**

M. Fraser spoke to the item.

There being no further discussion,

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

**MOVED by J. Williams; SECONDED by S. Dench, THAT Education Council approve the Program Revision: Diploma in Financial Services effective immediately.**

**The Motion was CARRIED.**

**6.4 Program Revision: Finance Post-Baccalaureate Diploma**

M. Fraser spoke to the item.

There being no further discussion,

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

**MOVED by M. Bartel Sawatzky; SECONDED by N. Hall, THAT Education Council approve the Program Revision: Finance Post-Baccalaureate Diploma effective immediately.**

**The Motion was CARRIED.**

**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 and approval of five (5) revised curriculum guidelines.

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 revised guidelines for: CMNS 2316, CMNS 3800, CMNS 3900, CMNS 3901, CMNS 4000.**

**The Motion was CARRIED.**

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

**8.1 Program Name Change: Diploma in Dispensing Optician to Diploma in Opticianry**

The Chair welcomed guest T. Viani. No comments or questions arose.

There being no further discussion,

**MOVED by R. Rana; SECONDED by C. Cragg, THAT Education Council approve the Program Name Change: Diploma in Opticianry effective September 2022.**

**The Motion was CARRIED.**

**8.1.1 Recommendation to the College Board to approve the Program Name Change from Diploma in Dispensing Option to Diploma in Opticianry**

The Chair spoke to the item.

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

**MOVED by A. Dobre; SECONDED by S. Dench, THAT Education Council recommends that the College Board approve the Program Name Change from Diploma in Dispensing Optician to Diploma in Opticianry, effective September 2022.**

**The Motion was CARRIED.**

**8.2 Program Revision: Post-Degree Diploma Information and Communication Technology**

The Chair welcomed guest S. Chiong. No comments or questions arose.

There being no further discussion,

**MOVED by R. Rana; SECONDED by S. Mennill, THAT Education Council approve the Program Revision: Post- Degree Diploma Information and Communication Technology effective September 2022.**

**The Motion was CARRIED.**

**8.3 Program Withdrawal: Diploma in Health Information Management**

The Chair welcomed guest P. Visosky. No comments or questions arose.

There being no further discussion,

**MOVED by C. Cragg; SECONDED by R. Rana, THAT Education Council approve the Program Withdrawal: Diploma in Health Information Management effective immediately.**

**The Motion was CARRIED.**

**8.3.1 Recommendation to the College Board to Withdraw the Credential Diploma in Health Information Management**

The Chair spoke to the item.

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

**MOVED by C. Cragg; SECONDED by S. Mennill, THAT Education Council recommends that the College Board Withdraw the Credential Diploma in Health Information Management effective immediately.**

**The Motion was CARRIED.**

**8.4 Program Revision: Disability and Community Studies**

The Chair welcomed guest S. Polushin.

A member pointed out that the former faculty name of Child Family and Community Studies is indicated in the program guideline and should be reviewed for those errors. The Registrar advised that Curriculum Navigator requires a new course creation in order to fix these housekeeping edits and that Enrolment Services will correct these occurrences.

There being no further discussion,

**MOVED by A. Dobre; SECONDED by C. Cragg, THAT Education Council approve the Program Revision: Disability and Community Studies effective September 2022.**

**The Motion was CARRIED.**

**8.5 Program Revision: Addition of Co-Operative Education Partnership with Bachelor of Business Administration Major in Marketing**

The Chair welcomed guest S. Cox. No comments or questions arose.



There being no further discussion,

**MOVED by J. Williams; SECONDED by M. Bartel Sawatzky, THAT Education Council approve the Program Revision: Addition of Co-Operative Education Partnership with Bachelor of Business Administration Major in Marketing, effective September 2022.**

**The Motion was CARRIED.**

**8.6 Program Revision: Certificate in Global Competency**

The Chair welcomed guest J. Bourget. No comments or questions arose.

There being no further discussion,

**MOVED by J. Kinsley; SECONDED by S. Mennill, THAT Education Council approve the Program Revision: Certificate in Global Competency, effective September 2022.**

**The Motion was CARRIED.**

**8.7 Program Revision: Hospitality Management Diploma and Post-Baccalaureate Diploma Hospitality Services Management – Exit Requirement Variance Language Update**

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

There being no further discussion,

**MOVED by N. Hall; SECONDED by J. Williams, THAT Education Council approve the Program Revision: Hospitality Management Diploma and Post-Baccalaureate Diploma Hospitality Services Management – Exit Requirement Variance Language Update, effective immediately.**

**The Motion was CARRIED.**

**8.8 Policy Items**

**a) Admissions Policy**

No feedback was received on the Admissions Policy.

There being no further discussion,

**MOVED by J. Kinsley; SECONDED by N. Hall, THAT Education Council approve the revisions to the Admissions Policy.**

**The Motion was CARRIED.**

**b) Recognition of Transfer Credit**

No feedback was received on the Recognition of Transfer Credit Policy.

There being no further discussion,

**MOVED by L. Millis; SECONDED by C. Cragg, THAT Education Council approve the revisions to the Recognition of Transfer Credit Policy.**

**The Motion was CARRIED.**

**9. INFORMATION ITEMS**

9.1 No items

**10. REPORTS****10.1 Report from the Chair**

No report.

**10.2 Report from the President**

The President welcomed Council members to the New Year. She had previously mentioned that plans were underway to hold the Winter 2022 graduation ceremonies in-person. Based on the directives from the Provincial Health Officer and the evolution of the pandemic restrictions, a timely decision had to be made to transition the Winter 2022 graduation ceremonies from in-person to virtual celebrations. She extended thanks to Rella Ng, Registrar and the Enrolment Services team for their flexibility and patience with the transition to the virtual ceremonies.

The President spoke about the Ministry's direction to delay the start of in-person classes until January 10<sup>th</sup>. She thanked everyone for their support and responsiveness as we navigate through all of the adjustments and shifting demands.

The President shared that she will serve as the Vice-Chair of the Degree Quality Assessment Board (DQAB) and is pleased to accept the appointment. DQAB is an important Board for quality assurance processes in the BC post-secondary sector.

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

T. Borgford encouraged all faculties and FECs to speak to their Dean's offices if they are experiencing any difficulties or if there are significant illnesses in classes.

A member commented that he was pleased with his classes and that students were very compliant with mask-wearing.



**10.4 Report from the Board Liaison**

No report. A. Kaur sent regrets to the meeting.

A question was raised about what is historically reported back from the College Board to Education Council. Noting that the reporting is up to the Board Liaison, it typically includes activities that the Board is doing, updates in the budget process, strategic planning or monthly goings-on.

**10.5 Report from the Secretary**

No report.

**11. NEXT MEETING**

Monday, February 14, 2022 at 9:00 a.m. Via Zoom.

**12. ADJOURNMENT**

The Chair commented on the efficiency of the meeting and noted it was a testament to the excellent work coming to Education Council in good shape. He commended the program developers for their great work.

The meeting adjourned at approximately 9:37 a.m.

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**Chair**

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**Secretary**