



MINUTES OF MEETING OF EDUCATION COUNCIL
HELD MONDAY, SEPTEMBER 20, 2021 AT 9:00 AM
VIRTUAL MEETING VIA ZOOM

Members Present:	Regrets:
Bartel Sawatzky, Melissa	Cavanagh, Bette
Bird, Sandra (Recorder)	Kaur, Arveen (<i>Ex-officio</i>)
Borgford, Thor	
Bowbrick, Graeme (Chair)	Guests:
Cragg, Carys	Garabedian, Arsineh
Dench, Sarah	Jang, Kimberly
Denton, Kathy (<i>Ex-officio</i>)	Patterson, Lorne
Dobre, Alexandra	Sosnowski, Tiffany
Fraser, Morna	Visosky, Patricia
Gronsdahl, Karla	Wakeling, Jenny
Hall, Nathan	Westerman, Marni
Kinsley, John	Zhang, Roy
Mennill, Sally (Vice-Chair)	Zhao, Jennifer
Millis, Len	
Ng, Rella (<i>Ex-officio</i>)	Observers:
Nguyen, Regina	Castro, Jan
Ramkumar, Amrita	Horsley, Emma
Rana, Ruhina	
Rodriguez, Miguel	
Schechter, Sam	
Sullivan, Tyler	
Williams, Justin	

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

All guests were welcomed to the meeting. G. Bowbrick reminded everyone of the meeting protocols.



3. AGENDA

The Chair confirmed that Council members had reviewed the agenda as distributed on September 10, 2021.

4. APPROVAL OF THE MINUTES

There were no corrections to the Minutes of June 21, 2021.

There being no discussion,

MOVED by Sam Schechter; SECONDED by Morna Fraser, THAT Education Council approve the June 21, 2021 minutes as circulated.

The Motion was CARRIED.

5. NEW BUSINESS

5.1 Educational Affiliations: Latin University of Costa Rica (ULatina), Costa Rica and Far Eastern University (FEU), Philippines

J. Zhao spoke to the item.

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

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 18, 2021 meeting.

5.2 Educational Affiliations: Northern Arizona University

J. Zhao spoke to the item.

Global Engagement Office has just been awarded multi-year funding from the federal government to provide study abroad programs for Indigenous students with the first-year funding ending in March 2022. NAU has been identified as our first partner to start the Indigenous student field school program as well as an exchange program. This proposed program with NAU has been consulted with Indigenous Student Office/Student Life as well as Deans and Faculty in HSS who will be leading the field school. Because the planned activity will need to start in January 2022 to utilize the first fiscal year's funding by March 31, time is very critical for our office to be able to enter a formal relationship with NAU as early as possible in order to finalize the study abroad programs.

There being no further discussion,



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

MOVED by Sally Mennill; **SECONDED** by John Kinsley, **THAT** Education Council approve the Educational Affiliation: Northern Arizona University.

The Motion was **CARRIED**.

5.3 Program Revision: Applied Criminology Bachelor of Arts

M. Westerman spoke to the item.

The proposed changes to the Applied Criminology BA are for the addition of new course elective options for each of the three degree concentrations. This will give degree students more selection of electives.

The Registrar noted that the effective date should be May 2022. The initiator will make that change.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 18, 2021 meeting.

5.4 Draft 2022-2023 Budget Guidelines

K. Denton spoke to the item.

K. Denton spoke to the 2022-2023 Draft Budget Guidelines, which are unchanged from the previous year.

The budget is submitted to the Board for approval in March 2022.

ACTION: Please refer this item to your constituency groups for information and bring feedback to the October 18, 2021 meeting or provide feedback in writing directly to the edco@douglascollege.ca email.

6. ITEMS FOR APPROVAL

6.1 Program Revision: Gender, Sexualities and Women's Studies

M. Westerman spoke to the item.

There being no further discussion,

MOVED by Sally Mennill; **SECONDED** by Amrita Ramkumar, **THAT** Education Council approve the Program Revision: Gender, Sexualities and Women's Studies effective May 2022.



The Motion was CARRIED.

6.2 Program Revision: Accounting Post-Baccalaureate Diploma

A. Garabedian spoke to the item.

There being no further discussion,

MOVED by Carys Cragg; SECONDED by Sam Schechter, THAT Education Council approve the Program Revision: Accounting Post-Baccalaureate Diploma.

The Motion was CARRIED.

6.3 Program Revision: Child and Youth Care (Bachelor of Arts)

T. Sosnowski spoke to the item.

There being no further discussion,

MOVED by Sam Schechter; SECONDED by John Kinsley, THAT Education Council approve the Program Revision: Child and Youth Care (Bachelor of Arts).

The Motion was CARRIED.

6.4 Program Revision: Child and Youth Care Diploma

T. Sosnowski spoke to the item.

There being no further discussion,

MOVED by Sarah Dench; SECONDED by Alexandra Dobre, THAT Education Council approve the Program Revision: Child and Youth Care Diploma.

The Motion was CARRIED.

6.5 Program Revision: Veterinary Technology Diploma

J. Wakeling spoke to the item.

There being no further discussion,

MOVED by Amrita Ramkumar; SECONDED by Sally Mennill, THAT Education Council approve the Program Revision: Veterinary Technology Diploma.

The Motion was CARRIED.

6.6 Program Proposal: Bachelor of Science in Health Information Management

P. Visosky spoke to the item.

The Bachelor of Science in Health Information Management program proposal went to DQAB at the end of June. The DQAB secretariat staff inquired about student and employment demand. A student survey showed good interest. Partners in the industry were asked for letters of support. Overwhelming support from that area was received as well.

In answer to a request to add CMNS 1115: Business Communication, which is equivalent to the ENGL 1130 course, the initiator feels this course would align with the very structure of the program. The accreditors are keen on giving students more options. The Dean and Faculty are also in support of the addition of CMNS 1115.

There was support to go ahead with the approval process for the program as it is presented and then in a subsequent meeting, EdCo can make an amendment to the program and add CMNS 1115: Business Communication.

There being no further discussion,

MOVED by John Kinsley; SECONDED by Tyler Sullivan, THAT Education Council approve the Program Proposal: Bachelor of Science in Health Information Management effective May 2022.

The Motion was CARRIED.

6.6.1 Recommendation to the College Board to Establish the Credential: Bachelor of Science in Health Information Management

The Chair spoke to the item.

There was unanimous consent to Short-cycle the Motion.

MOVED by Sam Schechter; SECONDED by John Kinsley, THAT Education Council recommend the College Board establish the credential Bachelor of Science in Health Information Management May 2022.

The Motion was CARRIED.

6.7 Program Proposal: Post-Baccalaureate Diploma in Digital Marketing

K. Jang spoke to the item.

There being no further discussion,



MOVED by Miguel Rodriguez; SECONDED by Nathan Hall, THAT Education Council approve the Program Proposal: Post Baccalaureate Diploma in Digital Marketing effective May 2022.

The Motion was **CARRIED**.

6.7.1 Recommendation to the College Board to Establish the Credential: Post-Baccalaureate Diploma in Digital Marketing

The Chair spoke to the item.

There was unanimous consent to Short-cycle the Motion.

MOVED by Sam Schechter; SECONDED by Ruhina Rana, THAT Education Council recommend the College Board establish the credential Post-Baccalaureate Diploma in Digital Marketing effective May 2022.

The Motion was **CARRIED**.

6.8 Program Proposal: Post-Baccalaureate Diploma in Advanced Supply Chain Management

R. Zhang spoke to the item.

There being no further discussion,

MOVED by Sam Schechter; SECONDED by Justin Williams, THAT Education Council approve the Program Proposal: Post-Baccalaureate Diploma in Advanced Supply Chain Management effective May 2022.

The Motion was **CARRIED**.

6.8.1 Recommendation to the College Board to Establish the Credential: Post-Baccalaureate Diploma in Advanced Supply Chain Management

The Chair spoke to the item.

There was unanimous consent to Short-cycle the Motion.

MOVED by Sally Mennill; SECONDED by Sarah Dench, THAT Education Council recommend the College Board establish the credential Post-Baccalaureate Diploma in Advanced Supply Chain Management.

The Motion was **CARRIED**.

6.9 Academic Dates 2022-2023

R. Ng referred to the academic dates schedule and indicated that there was no additional feedback received.

The Registrar reiterated that pending the Province's recognition of the National Day for Truth and Reconciliation (September 30th), the schedule will be updated to reflect that change once that decision is made.

The Registrar explained the guidelines/process used for the development of the academic schedule in response to a suggestion that the process be documented in an SOP.

There being no further discussion,

MOVED by Sally Mennill, SECONDED by Carys Cragg, THAT Education Council approve the Academic Dates 2022-2023.

The Motion was CARRIED.

6.10 Ratification of 2021-2022 Education Council Meeting Schedule

The Chair acknowledged that the January 2022 meeting date could be difficult for people to meet with their FECS. The Chair and Secretary are aware of this issue and will have flexibility around the deadline.

Hearing no objections, the schedule was ratified by consent.

7. STANDING COMMITTEE ITEMS**7.1 Admission and Language Competency Committee Recommendations Meet at the end of June****a) Post-Baccalaureate Diploma in Advanced Supply Chain Management**

- General College Admissions requirement
- Applicants must have an undergraduate degree from a recognized post-secondary institution in Canada or an equivalent credential from an approved institution of a different country. Any applicant who earned their credential in a language other than English must meet the Douglas College English language proficiency requirement.
- Recommendation: Completion of Pre-Calculus or Foundations of Math 12 (or equivalent) with a minimum grade of C+ is highly recommended.

There being no further discussion,

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

MOVED by Sam Schechter; **SECONDED** by John Kinsley; **THAT** Education Council approve the Admissions and Language Competency Standards Committee recommendations for the Post-Baccalaureate Diploma in Advanced Supply Chain Management.

The Motion was **CARRIED**.

7.2 Curriculum Items

a) Curriculum Committee Recommendations

M. Westerman spoke to the Curriculum Committee's submission and review of 31 curriculum guidelines: 8 new, 9 revised, and 14 withdrawn curriculum guidelines.

There being no further discussion,

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

MOVED by Tyler Sullivan; **SECONDED** by Sally Mennill, **THAT** Education Council approve the submitted new guidelines for: INTR 3110, 3120, 3155, 3161, 3242, 3280, 3290; **BLAW** 3780; revised guidelines for: THRT 1204; **CSIS** 2270, 4470; **FINC** 3300; **ANTH** 2210; **CMNS** 3501, 3600, 3700; **BIOL** 1104; and the withdrawn guidelines for: **CMNS** 1425; **SPSC** 1180, 1311, 1312, 1313, 1314, 1315, 1320, 1321, 2281, 2322, 2323, 2324, 2325.

The Motion was **CARRIED**.

7.3 Establishment of Standing Committee Membership 2021-2022

The Chair spoke to the recommendations for EdCo Standing Committee appointments. The Terms of Reference of the various committees have been taken into consideration for the selections.

All committees must have memberships that reflect the representation of the four constituents groups represented on Council (students, staff, faculty, and administrators).

Feedback from a June survey sent to the membership asking for their preference of which council committee they wish to sit on was also taken into consideration.

7.3.1 Admissions Advisory Committee

Noted edit: Melissa Bartel Sawatsky's name is spelled incorrectly on the Committee list.

7.3.2 Curriculum Committee

Noted edit: staff rep. (Kristine Kirk) should be a **voting** member. The **non-voting** member should be Emma Horsley (Assoc. Registrar).

7.3.3 Educational Excellence Committee**7.3.4 Policies Committee****7.3.5 Programs Committee**

There being no further discussion,

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

MOVED by Len Millis; SECONDED by Amrita Ramkumar, THAT Education Council approve the Establishment of Standing Committee Membership 2021-2022.

The Motion was CARRIED.

8. REPORTS**8.1 Report from the Chair**

No report.

8.2 Report from the President

The President welcomed everyone back to attending campus this fall. She recognized that the transition back may have evoked some level of anxiety, but noted that she and her colleagues have also received positive comments about being back on campus and connecting with others in person.

She noted that the 2nd floor renovation is now complete and provides a welcoming area for students to seek support.

Finally, she noted that later today employees and students can expect an email inviting them to participate in an anonymous survey to assess people's vaccination status. She noted that Douglas is different from institutions with residences and we have to collect our own data to better understand our vaccination profile and assess our risk to justify implementing any additional safety measures, including self-declarations.

8.3 Report from the Vice President, Academic & Provost

The VP Academic and Provost provided EdCo with an update, and historical perspective, regarding the modes of course delivery for Fall 2021 and Winter 2022. In the Fall of 2019, prior to the Covid-19 pandemic, roughly 4% of all course offerings



were in an online or hybrid mode, and 96% were delivered in person. In March of 2020, in response to COVID and government directives, the college pivoted such that roughly 95% of all course offerings were offered online. The College considers the Fall of 2021 as a period of transition from pandemic teaching to post-pandemic teaching. To accommodate college students who are unable to attend classes in-person due to travel restrictions, 28% of all offerings are online. The College expects to return to pre-pandemic levels of online and hybrid instruction in Winter 2022. The Chairs and Coordinators in Faculty areas that plan to offer proportions of online and hybrid instruction that exceed pre-pandemic levels are strongly encouraged to initiate discussion with their Deans as soon as possible.

8.4 Report from the Board Liaison

No report

8.5 Report from the Secretary

No report

9. STANDING COMMITTEE REPORTS

There were no standing committee reports.

10. NEXT MEETING

Monday, October 18, 2021, at 9:00 a.m. NW Campus, Room S4920

11. ADJOURNMENT

The meeting adjourned at approximately 10:20 a.m.

Chair

Secretary