

**MINUTES OF MEETING OF EDUCATION COUNCIL
HELD MONDAY, SEPTEMBER 14, 2020 AT 9:00 AM
VIRTUAL MEETING VIA MS TEAMS**

Members Present:	Regrets:
Ataiza, Ariel	N/A
Barker, Jennifer	
Bowbrick, Graeme (Chair)	Guests:
Cavanagh, Bette (Recorder)	Barbeau, Elizabeth
Chapell, Brian	Chiong, Stephen
Cikes, Ivana	Dudas, Brandy
Costantino, Manuela	Hotel, Carla
Crisp, Joan (Vice Chair)	Majdanac, Allan
Davies, Jonathon	Mauger, Shirley
Dench, Sarah	Mykle-Hotzon, Barbara
Denton, Kathy (<i>Ex-officio</i>)	Newton, Rachael
Dobre, Alexandra	Palmer, Jim
Ellingham, Amrita	Rachfall, Tricia
Fong, Dorritta	Smith, Trevor
Fraser, Morna	van Deursen, John
Gronsdahl, Karla	Vitus, Gabriel
Kinsley, John	Zhao, Jennifer
Lal, Nikiel (<i>Ex-officio</i>)	
Mand, Jinia	Observers
Ng, Rella (<i>Ex-officio</i>)	Bird, Sandra
Pacheva, Daniela	Ho, Tracy
Ramwani, Hemnesh	Horsley, Emma
Westerman, Marni	Tilley, Janette
	Tyakoff, Shaun

1. TRADITIONAL TERRITORIAL ACKNOWLEDGEMENT

The Chair acknowledged the QayQayt First Nation and the Kwikwetlem First Nation, as well as the Coast Salish Peoples, on whose traditional and unceded territories we live, we learn, we play, and we do our work.

2. ROLL CALL

The Chair welcomed all guests, newly elected and returning council members to the meeting. He asked members to raise their hand (virtually) to signal that they wish to comment or ask a question. He proposed that motions being presented for approval will be moved and seconded and then he will ask if there are any objections to the approval. Council members were in agreement with the meeting protocols put forward.

There were no regrets to the meeting.

3. APPROVAL OF THE AGENDA

The Chair asked members to approve the Agenda.

Council member M. Fraser introduced a motion from the floor, seconded by D. Fong, that item 8.1 Academic Performance Policy: First Term Academic Probation Students, be removed from the agenda. M. Fraser stated that the item is recommending a change in policy and therefore should be presented to Education Council as a Notice of Motion, with a referral to the Standing Committee on Education Policy, not as an information item. Discussion followed with regard to the procedural concern raised.

The Chair asked council members to proceed to a virtual vote on the motion to remove the item from the agenda.

The motion was defeated.

The Chair then proceeded to obtain approval of the agenda as originally presented, asking if there was consensus.

The agenda was approved by consensus.

4. APPROVAL OF MINUTES

The June 15, 2020 minutes were approved with minor edits by consensus.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Ratification of 2020-2021 Education Council Chair and Vice Chair Elections

B. Cavanagh spoke to the item.

Council members ratified the election results for Chair, Graeme Bowbrick and Vice Chair, Joan Crisp for 2020-2021.

5.2 Program Revision: Bachelor of Arts in Applied Criminology

C. Hotel spoke to the item.

There being no further discussion,

MOVED by M. Costantino; SECONDED by A. Ataiza THAT Education Council approve the Program Revision: Bachelor of Arts in Applied Criminology effective January 2021.

The Motion was CARRIED.

5.3 Program Revision: Bachelor of Arts in Applied Criminology (Honours)

C. Hotel spoke to the item.

There being no further discussion,

MOVED by M. Costantino; SECONDED by J. Kinsley THAT Education Council approve the Program Revision: Bachelor of Arts in Applied Criminology (Honours) effective September 2021.

5.4 Program Revision: Legal Studies Diploma

C. Hotel spoke to the item.

There being no further discussion,

MOVED by M. Westerman; SECONDED by K. Gronsdahl, THAT Education Council approve the Program Revision: Legal Studies Diploma effective September 2021.

The Motion was CARRIED.

5.5 Program Revision: Therapeutic Recreation Diploma

T. Rachfall spoke to the item and confirmed that the feedback received regarding language consistency has been incorporated.

R. Ng advised that the admission changes, recommended for approval later in this agenda, are to reduce barriers to students and are less stringent and do not require the twelve month notice period.

There being no further discussion,

MOVED by J. Crisp; SECONDED by J. Davies, THAT Education Council approve the Program Revision: Therapeutic Recreation Diploma effective May 2021.

The Motion was CARRIED.

5.6 Program Revision: Bachelor in Therapeutic Recreation

T. Rachfall spoke to the item.



There being no further discussion,

MOVED by J. Kinsley; SECONDED by I. Cikes, THAT Education Council approve the Program Revision: Bachelor in Therapeutic Recreation effective May 2021.

The Motion was CARRIED.

5.7 Request for Evaluation Policy Variance: Music Diploma and Basic Musicianship

J. Palmer spoke to the item.

This variance request will allow testing worth more than 10% in the final 14 days of classes so that students can focus on their more demanding academic courses and jury preparation (instrument or voice final exam) in the final exam period. The final exams in skills classes are weighted between 10-25%, depending on the course.

There being no further discussion,

MOVED by M. Costantino, SECONDED by M. Westerman, THAT Education Council approve the variance request to the Evaluation Policy for Music Diploma and Basic Musicianship.

The Motion was CARRIED.

5.8 Program Revision: Gender Sexualities and Women's Studies

M. Westerman spoke to the item.

There being no further discussion,

MOVED by M. Costantino, SECONDED by M. Fraser, THAT Education Council approve the Program Revision: Gender, Sexualities and Women's Studies effective May 2021.

The Motion was CARRIED.

5.9 Curriculum Guidelines Language to Reflect Research Ethics Sign-Off, Faculty of Commerce and Business Administration

R. Newton spoke to the item.

The CBA FEC has requested that in the Means of Assessment the following statement be added to all CBA courses: "Students may conduct research as part of their coursework in this class. Instructors for the course are responsible for ensuring that student research projects comply with College policies on ethical conduct for research involving humans, which can require obtaining Informed Consent from

participants and getting the approval of the Douglas College Research Ethics Board prior to conducting the research.

R. Newton commented that the Registrar's Office (now *Enrolment Services*) will provide assistance but will not conduct the omnibus change in the background.

There being no further discussion,

MOVED by M. Westerman, SECONDED by M. Costantino, THAT Education Council approve the Curriculum Guidelines Language to reflect Research Ethics Sign-Off, Faculty of Commerce and Business and Business Administration.

The Motion was **CARRIED**.

5.10 Draft Academic Dates 2021-2022

R. Ng spoke to the item. No additional feedback was received.

There being no further discussion,

MOVED by M. Costantino, SECONDED by I. Cikes, THAT Education Council approve the Academic Dates 2021-2022.

The Motion was **CARRIED**.

5.11 Ratification of 2020-2021 Education Council Meeting Schedule

B. Cavanagh spoke to the item noting one change that EdCo meetings will continue to be conducted virtually via MS Teams.

Hearing no objections, the schedule was ratified by consent.

6. NEW BUSINESS

6.1 Program Revision: Computing Studies and Information Systems, Post-Baccalaureate Diploma – Addition of New Focus Area - Cybersecurity

S. Chiong and G. Vitus spoke to the item.

The current Computing Studies and Information Systems (CSIS) Post- Baccalaureate Program has two options: Emerging Technology and Data Analytics. The proposed revision introduces a third option, Cybersecurity. The presenters are confident that the courses can be developed for implementation for Fall 2021.

The Chair recommended that the initiators consult with the Criminology Department as they will be supportive of this common cause and are well-informed on this topic.

ACTION:

Please refer this item to your constituency groups for consideration of approval at the October 19, 2020 meeting.

6.2 Educational Affiliations: Notice of Intent: University of Trento (Italy)

J. Zhao spoke to the item.

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

MOVED by M. Westerman; SECONDED by I. Cikes, THAT Education Council refer the Educational Affiliation, Notice of Intent with the University of Trento (Italy) to the Standing Committee on International Education for review.

The Motion was CARRIED

6.3 Program Revision: Engineering Foundations Certificate

A. Majdanac spoke to the item.

The proposed revisions include updating course requirements (CMPT 1110 is discontinued and replaced with CMPT 1109) and minor housekeeping language changes.

It was noted that the effective date should be revised to May 2021.

ACTION:

Please refer this item to your constituency groups for consideration of approval at the October 19, 2020 meeting.

6.4 Program Revision: Diploma in Engineering and Fabrication Technologies

A. Majdanac spoke to the item.

The proposed revisions include updating course requirements and minor language changes.

It was noted that the effective date should be revised to May 2021.

ACTION:

Please refer this item to your constituency groups for consideration of approval at the October 19, 2020 meeting.

6.5 Program Revision: Diploma in Sign Language Interpretation

B. Mykle-Hotzon spoke to the item.

This program revision provides the new curriculum framework for roll out in Fall 2021. Under the old program, students were required to complete an ASL and Deaf

Studies program, or equivalent, prior to admission to our Diploma. The new pre-admission courses created provide an alternate pathway to the current ASL and Deaf Studies program requirement.

It was recommended that the reference to a specific semester (Summer, Fall, Winter) be removed.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 19, 2020 meeting.

6.6 Program Revision: Accounting Diploma

B. Dudas spoke to the item.

The revision adds the updated BLAW 1320 which complies with the CPA's entrance requirement (Chartered Professional Accountants) Professional Education Program.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 19, 2020 meeting.

6.7 Program Revision: Accounting Post-Baccalaureate Diploma

S. Mauger spoke to the item.

The revision adds ACCT 3880 (Data Analytics for Managers) and BLAW 1320 to meet the CPA's pre-requisite requirements for their Data Analytics and Information Systems (DAIS) initiative.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 19, 2020 meeting.

6.8 Program Revision: Accounting Post-Degree Diploma

S. Mauger spoke to the item.

The revision adds ACCT 3880 (Data Analytics for Managers) to meet the CPA's pre-requisite requirements.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 19, 2020 meeting.

6.9 Program Revision: Accounting Studies Post-Degree Diploma

S. Mauger spoke to the item.

The revision adds ACCT 3880 (Data Analytics for Managers) to meet the CPA's pre-requisite requirements.



ACTION: Please refer this item to your constituency groups for consideration of approval at the October 19, 2020 meeting.

6.10 Program Revision: Accounting Bachelor of Business Administration

B. Dudas spoke to the item.

The revisions will satisfy the CPA's pre-requisite requirements.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 19, 2020 meeting.

6.11 Program Proposal: Certificate in Academic Foundations

E. Barbeau spoke to the item.

The Certificate in Academic Foundations (CAF) is an existing 30 credit certificate aimed at students who are new to Douglas College. The proposed set of courses within the Certificate in Academic Foundations provides an emphasis on Indigenous Studies. The list of recommended courses identified in the proposal will be entered into Curriculum Navigator and displayed as a program in Humanities and Social Sciences.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 19, 2020 meeting.

7. STANDING COMMITTEE ITEMS

7.1 Admission and Language Competency Committee Recommendations

a) Diploma in Therapeutic Recreation

b) Bachelor in Therapeutic Recreation

R. Ng summarized the admission changes which will reduce barriers to students. The changes include removal of the 45 compulsory volunteer hours, language clean-up, and updating operational procedures.

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

MOVED by M. Costantino SECONDED by K. Gronsdahl, THAT Education Council approve the Admissions & Language Competency Standards Committee Recommendations for the Diploma in Therapeutic Recreation and Bachelor in Therapeutic Recreation effective May 2021.

The Motion was CARRIED.

7.2 Curriculum Items

a) Curriculum Committee Recommendations

M. Westerman spoke to the Curriculum Committee's submission and review of 23 revised curriculum guidelines and approval of 23: 13 new, 9 revised and 1 withdrawn curriculum guideline.

There being no further discussion,

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

MOVED by J. Kinsley; SECONDED by I. Cikes, THAT Education Council approve the submitted new guidelines for: INTR 2110, 2130, 2142, 2155, 2201, 2210, 2230, 2242, 2255, 2355; HIST 3306, 4480; ACCT 4280; the revised guidelines for ECED 1200; HIST 3300, 3305, 3315, 3320, 3321, 3325, 3391; BLAW 1320; and the withdrawn guideline: ENGR 1160.

The Motion was CARRIED.

8. INFORMATION ITEMS

8.1 Draft Revision of Education Council Bylaws

The Chair spoke to the item.

In October 2019 the council established an ad hoc committee to undertake the review of the council's bylaws, which have not been comprehensively reviewed since 2004. The committee members are Ivana Cikes, Rachael Newton, Trevor Smith, Ariel Ataiza, John Kinsley, Manuela Costantino, Sarah Dench and Graeme Bowbrick.

G. Bowbrick advised that one initial point of agreement between all committee members in this process was that the current bylaws are often confusing to read and difficult to follow. With the attached draft bylaws the committee has worked very hard to produce a simpler, more user-friendly, set of council bylaws for council's consideration.

Some Council members felt that more time was needed for consultation. It was suggested that the timeline for the revised bylaws be extended by one month to allow for more consideration and consultation. Council agreed that the revised bylaws should come back again as an information item in October with a view to a notice of motion being presented in November and a motion to approve in December.

The Chair agreed to develop a comparison document (which would first be presented to the ad hoc committee for review) to identify the important differences between the current and revised bylaws.

K. Denton recognized the good work of the ad hoc committee adding that the previous bylaws are very outdated and reference incorrect, past versions of the Act.

G. Bowbrick then pointed out that the issue of Term Limits were presented to Council in a separate document because it is currently the subject of litigation. When the litigation is resolved we will have clarity on how to proceed and can make any necessary amendments to the bylaws.

ACTION: Please refer this item to your constituency groups for information. A Notice of Motion to review the draft revised bylaws will come to the November 16, 2020 meeting. The Chair will develop a comparison document of the bylaws for review by Council.

8.2 Education Council Standing Committee Appointments

The Chair referred to his report in the agenda package highlighting that one of the key goals of the ad hoc bylaw review committee was to try to clarify the process for recruitment and appointment of standing committee members. In summary, the new bylaws make it clear that all standing committee appointments are to be made by the full education council.

In view of council's consideration of the draft bylaws over the next few months the proposal for committee appointments at the moment is to maintain the status quo. Ivana Cikes, as immediate past chair, and G. Bowbrick as current Chair have asked current committee members if they can continue serving on their respective committees until council has had the opportunity to fully consider the draft bylaws.

It is anticipated that should the Council approve new bylaws this fall, the issue of appointments to all committees will come back before Council for consideration and approval at that time.

ACTION: Please refer this item to your constituency groups for information.

8.3 Draft Budget Guidelines 2021-2022

K. Denton spoke to the 2021-22 Draft Budget Guidelines which are unchanged from the previous year, but that an additional statement about our unique context caused by the pandemic has been incorporated into the guidelines under Item A. It was noted that written feedback on the budget is to be submitted for inclusion in the February 22, 2021 Education Council meeting when we will have a budget discussion and identify the advice going forward to the Board. The budget is submitted to the Board for approval in March 2021.

ACTION: Please refer this item to your constituency groups for information and bring feedback to the October 19, 2020 meeting or provide feedback in writing directly to the edco@douglascollege.ca email.

8.4 Academic Performance Policy – First Term Academic Probation Students

S. Dench advised that late in the summer semester we were informed of a counselling restriction whereby our Counsellors are only able to counsel students located in British Columbia. We were in a bind and with many of our services going virtual we made an immediate adjustment to the process for first term academic probation students (international students and those not in BC) to meet with Advisors in Enrolment Services to ensure they are appropriately supported and have satisfied the conditions for Fall registration. Further, since this occurred in August when the Education Council does not meet, there was not a clear process by which any necessary variance to the relevant education policy could be made.

Some Council members conveyed their disagreement over process and expressed the opinion that in the future, there must be a process for the council to consider urgent education policy variance even during the summer months when the Council does not normally meet. Some Council members went further and expressed their disagreement with the substance of the decision that had been made.

The Chair summarized the discussion and noted that it was now understood that in the future a variance to policy should be sought before any change in practice occurs, and that it would be useful to have this general issue brought to the educational policy committee for further substantive consideration.

ACTION: Please refer this item to your constituency groups for information.

9. REPORTS

9.1 Report from the Chair

G. Bowbrick advised that he had recently met with the Board Chair, Eileen Stewart and will be attending the Board meeting later this month. He thanked B. Cavanagh for embedding the hyperlinks in the agenda package for much easier navigation.

9.2 Report from the President

K. Denton thanked everyone for their efforts over the last few months and extended her appreciation to the entire College community for adapting to the challenges we have been faced with. We are all doing our very best to keep the interests of students in the foreground as well as to ensure that health and safety protocols are implemented for all those returning to campus. She noted that the College is faced with significant budget challenges and that we are doing everything we can to keep jobs and keep things going for students.

9.3 Report from the Vice President, Academic & Provost

S. Dench spoke on behalf of the VP, Academic & Provost and welcomed everyone back. She advised that an information alert will be circulated today by email that we will be continuing the online modes of delivery for the Winter 2021 semester.

9.4 Report from the Board Liaison

No report.

9.5 Report from the Secretary

The next deadline for agenda submissions for the October 19, 2020 meeting is Wednesday, **October 7, 2020** at 3:00 p.m. Please ensure that items are being submitted to the edco@douglascollege.ca email address.

9.6 Report from the Curriculum Committee

The next deadline for curriculum guidelines to be submitted to the committee is Wednesday, **October 7, 2020** at 9:00 a.m. Please remind your FECs of this date and time.

9.7 Report from the Educational Excellence Committee

No Report.

9.8 Report from the Committee on Admissions & Language Competency Standards

R. Ng advised that the next SCALC meeting is Friday, September 25, 2020 from 3:30 p.m. - 5:00 p.m.

9.9 Report from the Committee on Educational Policies

D. Pacheva advised that the policy committee will meet on September 18, 2020 to review the procedures in the Associate Studies Policy and transfer them to an SOP.

9.10 Report from the Committee on International Education

I. Cikes advised that a meeting will be scheduled to review the Education Affiliation request received at today's meeting. All members of the Standing Committee have agreed to continue their participation on this committee.

10. OTHER BUSINESS

N/A

11. NEXT MEETING

Monday, October 19, 2020 at 9:00 am (Virtual Meeting. MS Teams).

12. ADJOURNMENT

MOVED by I. Cikes; **SECONDED** by J. Kinsley, that the meeting be adjourned.



The Motion was CARRIED.

The meeting adjourned at approximately 11:20 a.m.

Chair

Secretary