



**MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, JANUARY 18, 2016 AT 9:00AM  
BOARDROOM - NEW WESTMINSTER CAMPUS**

---

**1. ROLL CALL:**

**Members Present:**

Sheilagh Badanic  
Thor Borgford  
Manuela Costantino  
Kathy Denton  
John Fleming  
Christine Kerr  
Edith Kirkpatrick  
Todd Harper (Vice Chair)  
Mary Hodder  
Olga Kalachinskaya  
Weissy Lee  
Jasmine Nicholsfigueiredo (Chair)  
Monique Paulino (Board Liaison)  
Catherine Sales  
Jeff Schutts  
Jenny Shin  
Brent Stant  
George Stroppa  
Ruab Waraich  
Andria Wrench

**Regrets:**

Meg Stainsby

**Absent:**

Rod Midgley

**Guests:**

Anish Bania  
Mark Elliott  
Nelson Eng  
Simon Li  
Sarah Stephens  
Kyle Vuorinen  
Kristin Wagner

Sandra Bird (Recorder)

**2. APPROVAL OF THE AGENDA**

The Chair advised members of the following presented as side table items:

- Item 4.1 Curriculum Committee revised memo.
- Item 5.2 PDD-ICT revised memo.

The Chair advised members of the following corrections to the Agenda:

- Item 4.3 c) Admissions Policy Revision should be a Notice of Motion. The Chair noted that policy is not usually Short-cycled it goes out for college-wide feedback.
- Item 5.4 Program Revision: Bachelor of Arts in Applied Psychology is a housekeeping item and should be Short-cycled.

The Chair asked members to approve a fluid Agenda; Council agreed and the Agenda was re-ordered and approved as amended.

### 3. APPROVAL OF MINUTES

The December 14, 2015 Education Council minutes were approved as distributed.

### 4. BUSINESS ARISING FROM THE MINUTES

#### 4.1 Curriculum Items

##### a) Curriculum Committee Recommendations

T. Harper noted an error on a course number; CMNS 1305 should instead be listed as CMNS 1135. It was also noted that SPSC 3991 Directed Studies in Sport Sciences was accidentally left out from the list of new courses approved by the Curriculum Committee at its January meeting.

Discussion was had on why there was a need for a separate communications course specifically for engineering students. It was explained that the creation of CMNS 1135 will ensure students coming out of this program have as many opportunities to transfer as possible. It was further explained that for students in the program wanting to transfer to Simon Fraser University (SFU) the program needs CMNS 1135 to fulfill SFU's requirement. It was noted that in conversation with engineering faculty it became clear that not all students entering the program would be going into a pathway that would include the communication course. Currently students can take the ENGL 1130 for transfer to UBC and CMNS 1135 will allow transfer to SFU. It was noted that the college should make sure students are advised of this upon admission.

There being no further discussion,

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

**MOVED by Jeff Schutts; SECONDED by Todd Harper, THAT Education Council approve the guidelines for: ACCT 1222, 3008; CMNS 1135; GEOG 1150, 2210, 2212, 2220, 2230, 2251, 2270; HIST 1125; OADM 1325; SPSC 3991; and WGSR 1100 and approve the withdrawal request for: CMPT 1101, 1102.**

**The Motion was CARRIED, with one abstention.**

#### 4.2 Admissions & Language Competency Committee Recommendations

The Chair advised that 4.2 a) and 4.2 b) will be dealt with together as they are both Motions to Short-cycle; Motion to Approve, followed by 4.2 c) separately as a Notice of Motion. Kyle Vuorinen was welcomed to speak to these items.

##### a) Admission Requirements - Proposed changes to the admission requirements for the Dispensing Opticians Program.

As a result of the changes made to first-year ENGL/CMNS/CRWR course prerequisites, the DOPT program is removing the admission requirement of English 12 with a minimum grade of B. Applicants to DOPT who meet the College's general English-proficiency requirement will be deemed to have met the program's English requirement.

##### b) Admission Requirements - Proposed changes to the admission requirements for the Veterinary Technology Program.

As a result of the changes made to first-year ENGL/CMNS/CRWR course prerequisites, the VTEC program is removing the admission requirement of English 12 with a minimum grade of B. Applicants to VTEC who meet the College's general English-proficiency requirement will be deemed to have met the program's English requirement.

There being no further discussion,

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

**MOVED by Brent Stant; SECONDED by Jenny Shin, THAT Education Council approve the proposed changes to the admission requirements for the Dispensing Opticians Program and the proposed changes to the admission requirements for the Veterinary Technology Program.**

**The Motion was CARRIED.**

**c) Revised Proposal to Change the College's General English Proficiency Requirements**

A small revision to the proposal has gone to the Admission and Language Competency Committee. The document distributed is meant to supplant the submission forwarded to Education Council in October 2015 by the Standing Committee on Admission and Language Competency Policy.

Discussion ensued about the 63% grade. Inquiries were made as to why the move from "C" grade to 63%. Questions were raised regarding the possibility of losing students taking the assessment test, for a lower cost, at other institutions. It was noted that Douglas only accepts test results from VCC and there should be no concern about loss of students to VCC in this regard.

Feedback received will be taken back to the Standing Committee on Admission and Language Competency.

**ACTION: Please refer this item to your constituency groups and direct feedback to Kyle Vuorinen. This item will come to the February meeting for consideration of approval.**

**4.3 Policy Items:**

Christine Kerr was welcomed to speak to the policy items.

**a) Change Name of FD Grade to NMD for Mastery Course: Grading Systems Policy and Academic Integrity Policy**

This item was submitted for information. In September 2015, Education Council approved the inclusion of the new FD grade in the Grading Systems Policy. The creation of this grade was approved by EdCo as part of the Academic Integrity Policy. It has since been brought to the attention of the Standing Committee on Education Policy that the FD grade cannot be used in Mastery courses as it is coded in Banner as a 0.00, to be calculated in the student's GPA, and Mastery course results are not calculated in the student's GPA.

Therefore, an equivalent grade of NMD (Non-mastery due to academic dishonesty) has been created to serve the same purpose as the FD grade without the calculation into GPA. This new grade will be included in the Grading Systems Policy and a sentence will be added to the Academic Integrity Policy, identifying its use in Mastery based courses.

**b) Credentials Awarded Policy**

EdCo was asked in December 2015 to approve a new credential, the Post Baccalaureate Diploma (PBD). This would be a two-year diploma.

The Standing Committee on Educational Policy was asked to revise some of the language in order to address concerns regarding how many credentials could be awarded if a given PBD were created by combining the requirements of other credentials. In order to make these revisions the committee is asking for direction on development of a general policy statement that applies across credentials.

K. Denton and T. Borgford responded to some of the questions from the Educational Policy Committee in a memo, dated January 7, 2016 and sent to EdCo.

It was noted that it is important that we have a policy that we can look at by the next EdCo meeting. There is some urgency to having this policy in place in order for the College to approve new PBDs; this is in response to international student's needs.

**ACTION: Please refer this item to your constituency groups and direct feedback to Christine Kerr. This item will come to the February meeting for approval.**

**c) Admissions Policy Revision**

Changes made to the Admissions Policy include transferring it to the new template; removing references to 'courses' and referring only to 'programs'; introducing new language for 'special needs' students; making the language clearer; removing redundancies and unnecessary language; and adding references to other relevant policies. The Educational Policies Committee asked EdCo to look specifically at the 'Selection Criteria' and 'Ranking Criteria' sections as they are not sure of the relevance or meaning of each of the criteria.

Some suggestions made:

- This Policy has to align with the other Policy item 4.2 c) brought forward by the Language Proficiency Committee.
- This document is much too detailed and needs to be pared down.
- Also noted that you typically wouldn't see a section within a policy referencing procedures. Suggestion was to link to an SOP.
- The language should be open and limited; policy needs to be accessible to those outside the college.

The Chair asked that in the future the Policy Committee craft suggestions/examples to EdCo.

**ACTION: Please refer this item to your constituency groups and direct feedback to Christine Kerr. This item will come to a future EdCo meeting.**

**4.4 Program Revision: Post Degree Diploma Hospitality Management**

Mark Elliot was welcomed to speak to this item.

This is a housekeeping item; the changes outlined were approved in January 2013 and not yet published to Curriculum Navigator nor the Catalogue. ACCT 3008 will be the accounting course offered for the PDHOSP.

There being no further discussion,

**MOVED by Ruab Waraich; SECONDED by Todd Harper, THAT Education Council approve the revision to the Post Degree Diploma Hospitality Management.**

**The Motion was CARRIED.**

#### **4.5 Revised New Program Proposal: Post Degree Diploma in Emerging Technology**

Nelson Eng was welcomed to speak to this item.

Nelson advised that the changes requested by EdCo have been made; the revised document was distributed for information.

There was a question centered around the description for the PDD where it indicates that students entering the program must have a Bachelor's Degree and have taken at least one programming course and one other technology related course. However, under the Admission Requirements nothing is mentioned of the programming /technology course requirement. It was suggested that this be added to the Admission Requirements section and advise Admission Officers as to what course(s) they should be looking for.

### **5. NEW BUSINESS**

#### **5.1 Program Revision: Diploma in Computing Studies and Information Systems**

Simon Li was welcomed to speak to this item.

The current curriculum framework allows students to choose between CSIS1275 and CMPT1110 which generated a problem. These two courses (CSIS1275 and CMPT1110) focus on two completely different computer languages (CSIS1275 teaches Java programming and CMPT1110 teaches C++ programming.) All other upper level programming courses in CSIS (such as 3175, 3275, and 3475) require the knowledge of Java. If a student chooses CMPT1110 instead of CSIS1275, they lack the Java foundation to take these upper level courses.

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

#### **5.2 Program Revision: Post Degree Diploma in Information and Communication Technology.**

Nelson Eng and Simon Li were welcomed to speak to this item.

CSIS is revising the PDD-ICT to allow easier transition for students from the PDD-ICT to the new PDD-ET. The revisions include: dropping core course CSIS3275 and replacing with CSIS1275; removal of five CSIS electives; and shifting some courses to the new PDD-ET.

There were no questions or concerns.

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

#### **5.3 Program Revision: Post Degree Diploma in International Business Management**

Anish Bania was welcomed to speak to this item.

This PDD in International Business Management was launched in Fall 2015 and is designed for students with an undergraduate degree in business or non-business disciplines. Current students in the program are mostly international students. Proposed modifications are needed

to provide more clear directions to help academic advisors and students with varied backgrounds to take the right courses to be successful.

Proposed changes are made to clarify requirements so that students with different backgrounds know what they need to take as pre-requisites and requirements. The International Education Office has indicated that there is no uniform standard for 'business' degrees across countries. Therefore, all students with 'business' degrees may not have sufficient business math or marketing needed to be successful in courses that have FINC 1231 and MARK 1120 as prerequisites. Therefore, students with business degrees are still encouraged to take FINC 1231 and MARK 1120. Only students who majored with Finance or Marketing in their undergraduate can substitute FINC 1231 or Marketing respectively with 1000-4000 level electives.

A member suggested removal of the comment on Curriculum Navigator regarding requesting pre-requisite waivers.

There being no further discussion,

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

**MOVED by George Stroppa; SECONDED by Jeff Shutts, THAT Education Council approve the; Program Revision to Post Degree Diploma in International Business Management.**

**The Motion was CARRIED.**

#### **5.4 Program Revision: Bachelor of Arts in Applied Psychology**

Kristin Wagner was welcomed to speak to this item.

Program revision includes adding two courses to a list of courses under the Pre-Counselling specialization for the Bachelor of Arts in Applied Psychology. The courses are: PSYC 3333 Cultural Competency and Counselling with Canada's Aboriginal Peoples, and PSYC 4371 Group Counselling.

There being no questions,

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

**MOVED by Jeff Schutts; SECONDED by John Fleming, THAT Education Council approve the Program Revision to Bachelor of Arts in Applied Psychology.**

## **6 REPORTS**

### **6.1 Report from the Chair**

- December 2015 Report to the College Board
- Credential Recommendation to the Board

### **6.2 Report from the President**

The President reported that there will be a change in the way the President's Report is managed. With DC Connect becoming fully integrated into the College, the stories once featured only in the President's Report are now also being published on a regular basis on DC Connect. As planned, DC Connect is becoming the main news source for Departments and Faculties, and information is reported to the College community on an ongoing basis. In this context, it makes sense for the President's Report to transition from a monthly publication distributed via email notifications to an end-of-semester publication on DC Connect.

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

T. Borgford announced that the Strategic Plan Implementation Committee will hold a session this Friday. The red spice group, which is centered on the 1<sup>st</sup> year experience, will be holding several sessions over the next week. The sessions will include faculty, staff and a student's contingent. There will be discussion about retention of students after the 1st year.

**6.4 Report from the Board Representative**

No report.

**6.5 Report from the Secretary**

No report.

**6.6 Report from the Curriculum Committee**

The next deadline for curriculum guidelines to be submitted to the committee is 9 am on Wednesday February 3<sup>rd</sup>. Please remind your FECs of this date.

**6.7 Report from the Educational Excellence Committee**

Information has been sent out in regards to the call for Educational Excellence Award nominations. Please get the word out to your areas.

**6.8 Report from the Committee on Admissions & Language Competency Standards**

No report.

**6.9 Report from the Committee on Educational Policies**

No report.

**6.10 Report from the Committee on International Education**

Next meeting is scheduled for January 19<sup>th</sup>, 2016. The Committee will be bringing forward a recommendation on the Uganda Martyrs University MOU.

**7. OTHER BUSINESS**

The Chair thanked Todd Harper, Olga Kalachinskaya, Rod Midgley and Catherine Sales for volunteering to end their term on Education Council as of August 31, 2016. The Chair invited any others wishing to step down to please advise her after the meeting.

**8. NEXT MEETING**

Monday, February 15, 2016 at 9:00 am in Boardroom (4920), New Westminster Campus.

The Chair reminded members to have any EdCo Agenda Items for the February meeting submitted by Tuesday, February 2<sup>nd</sup>, 4pm.

**9. ADJOURNMENT**

**MOVED by Ruab Waraich; SECONDED by Brent Stant, that the meeting be adjourned.**

**The Motion was CARRIED.**

The meeting adjourned at approximately 10:25 am.

---

**Chair**

---

**Secretary**