MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, JUNE 20, 2016 AT 9:00AM
BOARDROOM - NEW WESTMINSTER CAMPUS

1. **ROLL CALL:**

Members Present:

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

Sandra Bird (Recorder)

Regrets:

Pawan Johal
Mary Hodder

Guests

Barbara Allen
Bill Archibald
Steven Beasley
Nina Blanes
Nelson Eng
Arsineh Garabedian
Carla Hotel
Kathie Leroux
Simon Li
Kathy Liebelt
Donna Lowndes
Brian Parker
Marsha Wilson

Absent:

Telka Pesklevits

2. **APPROVAL OF THE AGENDA**
   The Chair advised of the following amendment to the agenda:
   - Item 5.4 - Grading Policy: to be considered as a Motion to Refer.

   The Chair also advised members of the following side table items:
   - Item 6.7 - Ed Excellence Committee Annual Report.
   - Item 7.2 - Curriculum Navigator Status

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

3. **APPROVAL OF MINUTES**
   The May 16, 2016 Education Council minutes were approved by consensus, as distributed.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Curriculum Items

a) Curriculum Committee Recommendations

Todd Harper spoke to the Curriculum Committee recommendations. The Education Council Curriculum Committee reviewed 7 new curriculum guidelines and 10 revised curriculum guidelines.

There being no further discussion,

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

MOVED by Brent Stant; SECONDED by Jeff Schutts, THAT Education Council approve the submitted guidelines for: BUSN 3600, 3610, 3620, 3630, 4640; CMNS 1221; CRIM 1100, 1150, 1170; CSIS 1175, 3190, 3860; CYCC 1141; ENGL 0445, 0490; MATH 2321; and MUSC 2275.

The Motion was CARRIED.

4.2 Policy Items (Motion to Approve)

Christine Kerr spoke to the policy items.

a) New Policy: Visiting and Exchange Students

The new policy was developed on request from the Registrar's Office, Douglas International, and the Faculty of Language, Literature and Performing Arts.

b) Revised Credentials Awarded at Douglas College Policy

In April 2016 Education Council requested a change in residency requirement language in the policy. The new language clarifies default college residency requirements and ensures that any changes to program residency requirements will require Education Council approval, but will not entail a policy change to accommodate them.

c) Revised Curriculum Development and Approval Policy

Christine informed that the revisions are basically housekeeping and the policy has been transferred to the new template.

There being no further discussion,

MOVED by Brent Stant; SECONDED by Sheilagh Badanic, THAT Education Council approve the *Visiting and Exchange Students Policy,* and the submitted revisions to the *Credentials Awarded at Douglas College Policy*, and *Curriculum Development and Approval Policy*.

The Motion was CARRIED.

4. 3 New Program: Post Baccalaureate Diploma in Accounting

Arsineh Garabedian was welcomed to speak to the item.

There being no discussion,

MOVED by Christine Kerr; SECONDED by Rod Midgely, THAT Education Council approve the new program for the Post Baccalaureate Diploma in Accounting.

The Motion was CARRIED.

And,

There was unanimous consent to Short-cycle the Motion.

MOVED by Brent Stant; SECONDED by Rod Midgely, THAT Education Council recommend that the College Board establish the credential Post Baccalaureate Diploma in Accounting, effective September 6, 2016.

The Motion was CARRIED.

4.4   **Program Revision: Post Degree Diploma in Accounting Studies**
Arsineh Garabedian was welcomed to speak to the item.

There being no discussion,

MOVED by Sheilagh Badanic; SECONDED by Andria Wrench, THAT Education Council approve the program revision to the Post Degree Diploma in Accounting Studies.

The Motion was CARRIED.

4.5   **Program Revision: Post Degree Diploma in Accounting**
Arsineh Garabedian spoke to the item.

Arsineh reiterated the proposed changes to the PDD in Accounting, that include, reducing the two open electives to one open elective and ACCT 4580 Accounting Theory. The minimum grade requirement for specific courses would change to reflect the current minimum course requirement by CPA and the program requires 50% residency (reduced from 70%) and completion of 50% of their upper level courses at Douglas College.

There being no further discussion,

MOVED by Rod Midgley; SECONDED by Edith Kirkpatrick, THAT Education Council approve the program revision to the Post Degree Diploma in Accounting.

The Motion was CARRIED.

4.6   **Program Revision: Sign Language Interpretation**
The Chair spoke to the item in Colleen Murphy's absence.

Sign Language Interpretation Program wish to make a change to the admissions requirement in the INTR catalogue. The company that provided the testing in past can no longer accommodate. Testing will now be done in-house.

New wording would read: *demonstrate proficiency in American Sign Language during Screening and Selection Weekend activities*.

There being no discussion,

MOVED by Jeff Schutts; SECONDED by Todd Harper, THAT Education Council approve the program revision to Sign Language Interpretation.

The Motion was CARRIED.

4.7   **Program Revision: Advanced Certificate: Web and Mobile Computing**
Simon Li was welcomed to speak to the item.

There being no discussion,

MOVED by Rod Midgley; SECONDED by Jeff Schutts, THAT Education Council approve the program revision to the Advanced Certificate: Web and Mobile Computing.

The Motion was CARRIED.

4.8   **Department Name Change: Adult Special Education**
Donna Lowndes spoke to the item.

There being no discussion,

MOVED by Catherine Sales; SECONDED by Edith Kirkpatrick, THAT Education Council approve the Department name change from Adult Special Education to Vocational Education and Skills Training (VEST).

The Motion was CARRIED.

4.9   **Program Revision: Specialization in Business Law**
Brian Parker was welcomed to speak to the item.

Brian reiterated that two new courses, BUSN 3760 Labour Relations, and BUSN 3770 Real Estate Law, have recently been approved by the Business and Finance Departments.

The proposed revision will amend the Specialization in Business Law to add these two new courses to the list of courses student may take in order to obtain the Specialization. The courses will be offered in Winter, 2017.

There being no further discussion,

MOVED by Brent Stant; SECONDED by Rod Midgley, THAT Education Council approve the program revision to the Specialization in Business Law.

The Motion was CARRIED.

4.10 Program Revision: Post Degree Diploma in Information and Communications Technology
Nelson Eng was welcomed to speak to the item.

There being no discussion,

MOVED by George Stroppa; SECONDED by Jeff Schutts, THAT Education Council approve the program revision to the Post Degree Diploma in Information and Communications Technology.

The Motion was CARRIED.

4.11 Program Requirements: Psychiatric Nursing Program
Kathy Liebelt was welcomed to speak to the item.

There being no discussion,

MOVED by Christine Kerr; SECONDED by Ruab Waraich, THAT Education Council approve the program requirements for the Psychiatric Nursing Program.

The Motion was CARRIED.

4.12 New Program Proposal: Hearing Instrument Practitioner Diploma Program
Brian Chapell was welcomed to speak to the item.

There being no discussion,

MOVED by Shelagh Badanic; SECONDED by Rod Midgley, THAT Education Council approve the New Program Hearing Instrument Practitioner Diploma Program.

The Motion was CARRIED.

And,

There was unanimous consent to Short-cycle the Motion.

MOVED by George Stroppa; SECONDED by John Fleming, THAT Education Council recommend that the College Board establish the credential Hearing Instrument Practitioner Diploma Program, effective September 6, 2017.

The Motion was CARRIED.

5. NEW BUSINESS

5.1 Douglas College Guideline Regarding Turnitin
Nina Blanes and Bill Archibald were welcomed to speak to the item.

Nina stated that the document included in the Agenda package was for information and feedback.

Nina further stated that The Learning Technology Steering Committee (LTSC) has asked a working committee to develop some guidelines for Faculty and Students regarding the use of the application of externally hosted and cloud based technologies that support teaching and learning at the college.

The working group found there were no consistent guidelines regarding the use of third party resources. Guidelines would encourage instructors to insert content in their course outlines that provide clarity around the student agreement to submit their work to an externally hosted site for review of text similarity. Students must be provided the opportunity to opt out and make alternative arrangement to verify the authenticity of their work.

There was further discussion around the opt-out option for students. Nina stated that there would be provisions in place for those instances.

ACTION: **Please refer this item to your constituency groups for information. Feedback is to be sent to Nina Blanes.**

5.2 **Withdrawal of Credential - Certificate in Academic Studies**
Thor Borgford spoke to the item.

Thor explained that this was a housekeeping item identified during the Degree Works implementation. The Certificate in Academic Foundations replaced the Certificate in Academic Studies in 2011 but was never removed.

There being no further discussion,

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

MOVED by Rod Midgley; SECONDED by Edith Kirkpatrick THAT Education Council approve the withdrawal of the credential Certificate in Academic Studies.

The Motion was CARRIED.

And,

There was unanimous consent to Short-cycle the Motion.

MOVED by John Fleming; SECONDED by Ruab Waraich, THAT Education Council recommend that the College Board withdraw the Certificate in Academic Studies credential effective September 6, 2016.

The Motion was CARRIED.

5.3 **Academic Policy Academic Alerts Variance for English Upgrading**
Kathie Leroux was welcomed to speak to the item.

English Upgrading is requesting a variance to the procedure of sending students in Mastery-graded courses an academic alert letter. Kathie went on to explain that these students are more vulnerable and receiving a letter like this would not help their confidence. Kathie also noted that instructors already advise English Upgrading students, in writing and verbally, about their progression on a regular basis.

Discussion ensued and further comments were made around:
- Wording the letter so that it is encouraging.
- Should not treat different students populations any different; all students should be treated the same.
- Letter seems pointless if they do not have any supports to help them.
- Students going from 200 to 400 level need more encouragement.
- A written document could be tailored for instructors to use, make the information personable and given to everyone in the program so that no one feels singled out.

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

5.4 Grading Policy - Request to Refer to Policy Committee
Thor Borgford spoke to the item.

The request from VPAC is revise the policy to reflect that only a Dean or Associate Dean can sign iGrade forms. Currently the language indicates the department Chair/program Coordinator must sign.

There being no further discussion,

MOVED by George Stroppa; SECONDED by Rod Midgley, THAT Education Council approve the Motion to refer the *Grading Policy* to the Policy Committee

The Motion was CARRIED.

5.5 Discontinuation of Associate of Arts in Forensics
Carla Hotel was welcomed to speak to the item.

Carla advised that this is confusing as Douglas College does not offer an Associate of Arts in Forensics; we transfer students to BCIT for the forensics program. Students can now transfer to BCIT with a Diploma in CRIM or an Associate degree.

There being no further discussion,

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

MOVED by Christine Kerr; SECONDED by Jeff Schutts, THAT Education Council approve the Discontinuation of Associate of Arts in Forensics, effective August 2017.

The Motion was CARRIED.

And,

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

MOVED by Brent Stant; SECONDED by John Fleming, THAT Education Council recommend that the Board withdraw the credential Associate of Arts in Forensics, effective August 31, 2017.

The Motion was CARRIED.

5.6   Program Revision: Criminology
Carla Hotel was welcomed to speak to the item.

The Criminology Department would like to clean up the language for the Criminology Diploma by removing English courses that do not exist. Listing 1130 as recommended or any UT ENGL. Removing the upper level English courses for the Diploma will keep it flexible for students.

The elective list was also extended to include Legal Studies courses, not just Criminology ones.

An Education Council member also pointed out that there were three other courses listed that are either no longer offered or haven't been offered in a long time and that these should be removed.

ACTION: Please refer this item to your constituency groups for consideration of approval at the September meeting.

5.7   Program Revision: Youth Justice Program
Jasmine Nicholsfigueiredo spoke to the item

This is a housekeeping item. A course was incorrectly keyed into Curriculum Navigator. CRIM 2460 should be corrected to YJWD 2460.

There being no further discussion,

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

MOVED by Christine Kerr; SECONDED by Brent Stant, THAT Education Council approve the program revision to the Youth Justice Program.

The Motion was CARRIED.

5.8   Request to Refer to Policy Committee
Barbara Allen was welcomed to speak to the item.

1) **Program Approval Policy**

Barbara stated that Degree Works was the catalyst to move this forward.

If curriculum changes within a time frame that will affect program graduation requirements, students need a set transition plan to follow. It is recommend that a student transition plan is included for program revisions where graduation requirements are affected.

2) **Credential Policy**

Requesting that time limits for program graduation requirements be added to the Credentials Awarded at Douglas College Policy. Barbara provided some suggested terminology for Catalogue Term and Time Limit.

There being no further discussion,

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

MOVED by Brent Stant; SECONDED by Edith Kirkpatrick, THAT Education Council refer the revisions to the Program Approval Policy and the Credentials Awarded at Douglas College Policy to the Educational Policies Committee for consideration.

The Motion was CARRIED.

5.9 **Program Proposal: Continuing Education – Certificate in Medication Administration for Health Care Assistants**
Edith Kirkpatrick spoke to the item.

Edith reported of feedback received from a variety of groups on the item. Medication Administration is a post-basic skill required of health care assistants. This is a competency demanded by employers. There is only one other institute (VCC) that offers a course of this nature. This is a two-course certificate providing the student with theoretical and applied opportunities.

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

5.10 **Program Name Change: Post Baccalaureate Diploma (PBD) in Computing and Information Systems.**
Simon Li was welcomed to speak to the item

The name change will align the National Occupation Code for those who wish to apply through the Federal Skilled workers program for immigration.

There being no discussion,

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

MOVED by Rod Midgley; SECONDED by Brent Stant, THAT Education Council approve the withdrawal of the old credential name and approve the new program name, Post Baccalaureate Diploma in Computing and Information Systems, effective September 6, 2016.

The Motion was CARRIED.

And,

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

MOVED by George Stroppa; SECONDED by Todd Harper, THAT Education Council recommend the College Board approve the withdrawal of the old credential name and approve the new program name, Post Baccalaureate Diploma in Computing and Information Systems, effective September 6, 2016.

The Motion was CARRIED.

5.11   **Program Revision: PDD in Supply Chain Management Systems**
Bill Archibald was welcomed to speak to the item.

There being no discussion,

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

MOVED by Jeff Schutts; SECONDED by Ruab Wariach, THAT Education Council approve the program revision in the Post Degree Diploma in Supply chain Management Systems.

The Motion was CARRIED.

5.12   **Program Revision: Accounting (Bachelor of Business Administration)**
Arsineh Garabedian was welcomed to speak to the item.

Arsineh advised of two new Accounting Courses, ACCT 3850 - Detecting Accounting Fraud and ACCT 3880 - Data Analytics for Managers. Both courses will be added as accounting electives in the BBA program.

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

6.   **REPORTS**

6.1   **Report from the Chair**
The Chair reminded members of the September 6th deadline for Agenda items.
Members were asked to please advise the Chair if there is a particular committee they wish to serve on next term.
The Chair thanked Todd Harper, Ruab Waraich and other departing members for all their hard work with Education Council.

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a) May 2016 Report to the College Board.
b) Board Credential Recommendations.

6.2 Report from the President
- Kathy thanked the Registrar's Office for a great job with graduation.
- Kathy advised that the Harbin program will be discontinued after one more program.
- Currently looking as to what would be the most valuable way to promote the President's Message. Expecting the first edition this summer.
- Policy Committee members were thanked for all the work they have done over the last year. It is expected the auditors will be in to do a spot check in summer/early fall.

6.3 Report from the Vice President, Academic & Provost
- Thor reported on the vast amount of work that has gone through Education Council this past year and thanked all members.
- Thor reported that there were 141 graduates from the Shanghai program. He also mentioned an article in the *People's Daily Newspaper* identifying students in the accounting /finance program as having the most successful student employment. Out of the 141 students graduated many are going on to top-notch graduate school or have secured employment.

6.4 Report from the Board Representative
Nothing to report.

6.5 Report from the Secretary
Nothing to report.

6.6 Report from the Curriculum Committee
The next deadline for curriculum guidelines to be at the Curriculum Committee's workflow step in Curriculum Navigator is Wednesday, September 7th at 9 am.

6.7 Report from the Educational Excellence Committee
Nothing to report.

6.8 Report from the Committee on Admissions & Language Competency Standards
Nothing to report.

6.9 Report from the Committee on Educational Policies
Nothing to report.

6.10 Report from the Committee on International Education
Nothing to report.

7. OTHER BUSINESS
7.1 Education Council Regular Meeting Schedule 2016-2017

The Chair explained the difference between the two EdCo Agenda deadlines. The earlier deadline is to inform the Chair and Secretary of an agenda item coming forward and the latter is the deadline to have the documentation for the agenda item into the Chair and Secretary.

7.2   Curriculum Navigator (CN) and SharePoint Team site for EdCo Update
Barbara Allen provided an update on Curriculum Navigator and the changes to CN that are planned over the summer months.

Education Council is one of the SharePoint pilot groups that will be working over the summer to identify what the requirements are and suggested design for Council and Sub-committee sites. Members were advised that they will receive an email over the summer asking for feedback to the site.

8.   NEXT MEETING

Monday, September 19, 2016 at 9:00 am in Boardroom (4920), New Westminster Campus.

9.   ADJOURNMENT

MOVED by Ruab Wariach; SECONDED by Rod Midgley, that the meeting be adjourned.

The Motion was CARRIED.

The meeting adjourned at approximately 10:30 am.

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                    Chair   **Secretary**