

**MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, SEPTEMBER 19, 2016 AT 9:00AM  
BOARDROOM - NEW WESTMINSTER CAMPUS**

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**1. ROLL CALL:****Members Present:**

Sheilagh Badanic  
Thor Borgford  
Manuela Costantino  
Kathy Denton (*Ex-Officio*)  
John Fleming  
Meredith Graham  
Mary Hodder  
Olga Kalachinskaya  
Christine Kerr  
Edith Kirkpatrick  
Cecil Klassen  
Weissy Lee (Vice Chair)  
Rod Midgley  
Jasmine Nicholfigueiredo (Chair)  
Monique Paulino  
Jenny Shin  
George Stroppa  
Marsha Wilson  
Andria Wrench

Sandra Bird (Recorder)

**Regrets:**

Robin Kaul  
Brent Stant

**Guests:**

Steven Beasley  
Shannon Cox  
Sarah Dench  
Ralph Ferens  
Arsineh Garabedian  
Rachael Morris  
Lorne Patterson  
Kevin Richter  
Rosilyn Teng

**2. APPROVAL OF THE AGENDA**

The Chair advised of the following amendments to the Agenda:

- Add: Item 5.11 Academic Dates and Deadlines (Notice of Motion)
- Remove: Item 5.5 Music Technology Certificate
- Revisions:
  - Item 5.3 And 5.4 will disregard the request to consider the Admission Requirement changes as these must go to SCALC. EdCo will only consider the course options that were updated in the Applied Theory and Research Specialization.
  - Item 5.10 change to Full Program Proposal.

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 June 2016 Education Council minutes were approved, with a minor edit.

#### **4. BUSINESS ARISING FROM THE MINUTES**

##### **4.1 Ratification of 2016-2017 Education Council Chair and Vice Chair Elections**

Council Secretary directed members to the minutes of May 16, 2016 Education Council Election Minutes.

The Secretary noted that Jasmine Nicholsfigueiredo had been elected by acclamation. Following three further calls for additional nominations, and hearing none, the Secretary declared Jasmine Nicholsfigueiredo elected by acclamation to the position of Chair for the 2016 – 2017 term.

The Secretary noted that Weissy Lee had been elected as Vice-Chair by acclamation. Again, hearing no further nominations following three calls, Weissy Lee was elected by acclamation to the position of Vice-Chair for the 2016 – 2017 term.

##### **4.2 Ratification of 2016 – 2017 Education Council Meeting Schedule**

Council Secretary reminded members about the 2016 – 2017 Education Council Meeting Schedule which had been previously circulated.

With the implementation of Degree Works the Registrar's Office indicated a need to change the March deadline for Notice of Motion for Program Proposals and Revisions to November 29<sup>th</sup>. This earlier deadline will allow a 2 month process at EdCo; 1<sup>st</sup> month - December (Notice of Motion), 2<sup>nd</sup> month - January 16<sup>th</sup> (Approval). Items will then be ready to go to the Board for their January 26<sup>th</sup> meeting.

There being no further discussion,

**MOVED by Monique Paulino; SECONDED by Rod Midgley that Education Council ratify the 2016- 2017 Education Council Meeting Schedule with the revision.**

**The Motion was CARRIED.**

##### **4.3 Curriculum Committee Recommendations**

Weissy Lee spoke to the Curriculum Committee Recommendations. The Education Council Curriculum Committee reviewed 3 new curriculum guidelines and 3 revised curriculum guidelines

There being no further discussion,

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

**MOVED by Rod Midgley; SECONDED by Jeff Schutts, THAT Education Council approve the submitted guidelines for CHEM 1108; CMNS 1276; GSWS 2101; HUMS 1400; MATU 0310; YJWD 2460.**

**The Motion was CARRIED.**

#### **4.4 Admissions and Language Competency Committee Recommendations**

Mary Hodder spoke to the following items.

**a) VGC International College - English Pathway Agreement (ELLA)**

Recommendation that the language competency requirement for general college admission be met with the successful completion of VGC International College Advanced University Preparation Course level 7 with a grade of 75%.

**b) Kaplan International Centres - English Pathway Agreement (ELLA)**

Recommendation that the language competency requirement for general college admission be met with the successful completion of Kaplan International Centres level C1.

**c) Academic Foundations in Nursing: Substitution/Acceptance of BIOL 2400**

This allows more flexibility for students in Academic Foundations in Nursing and also transfer students.

**d) Psychiatric Nursing: Acceptance of BIOL 2400**

Many applicants to the restructured BSPN program already have BIOL 2400. PNUR department feels that students who have taken BIOL 2400 have met the requirements for Microbiology theory and lab practice.

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

**MOVED by Sheilagh Badanic; SECONDED by Meredith Graham, THAT Education Council approve the Admissions and Language Competency Committee Recommendations.**

**The Motion was CARRIED.**

#### **4.5 Program Revision: Criminology**

Jeff Schutts spoke to the item.

A member requested that CSIS 1110 and IDST 1110 be removed as course options as these courses no longer exist. The request was noted and accepted.

There was no further discussion,

**MOVED by John Fleming; SECONDED by George Stroppa, THAT Education Council approve the Program Revision: Criminology.**

**The Motion was CARRIED.**

#### **4.6 Program Proposal: Continuing Education – Certificate in Medication Administration for Health Care Assistants**

Edith Kirkpatrick spoke to the item.

There being no further discussion,

**MOVED by George Stroppa; SECONDED by Monique Paulino, THAT Education Council approve the Program Proposal: Continuing Education – Certificate in Medication Administration for Health Care Assistants.**

**The Motion was CARRIED.**

And,

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

**MOVED by John Fleming; SECONDED by Christine Kerr, THAT Education Council recommend that the College Board establish the credential Certificate in Medication Administration for Health Care Assistants.**

**The Motion was CARRIED.**

**4.7 Program Revision: Bachelor of Business Administration - Accounting**

Arsineh Garabedian was welcomed to speak to the item.

Two new recently developed Accounting electives (ACCT 3850 Detecting Accounting Fraud and ACCT 3880 Data Analytics for Managers) will be included in the Bachelor of Business Administration (Accounting).

There being no discussion,

**MOVED by Rod Midgley; SECONDED by Christine Kerr, THAT Education Council approve the Program Revision: Bachelor of Business Administration- Accounting.**

**The Motion was CARRIED.**

**5. NEW BUSINESS**

**5.1 Election of Faculty Member to Appeals Tribunal Committee**

Jasmine Nicholsfigueiredo spoke to the item.

Sheilagh Badanic was nominated for the position on the Appeals Tribunal by acclamation.

**5.2 Draft Budget Guidelines (for Information/Feedback)**

Kathy Denton spoke to the item.

Kathy brought attention to the highlighted changes. The one change that requires most awareness is the term *One Time Only* (OTO). Although past OTO requests have sometimes led to permanent positions, that isn't always the case and SMT felt it was important to clarify why we have OTO positions. The guidelines now make it clear that OTO is for time-limited projects, pilot projects or a need to fill a temporary gap in service.

Other additions commented on were Self-Funded activities and Ed Tech. These were added to gain perspective.

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

**5.3 Program Revision: Psychology, Applied (Bachelor of Arts)**

It was reiterated that the admission requirement request would not be dealt with at this meeting.

Kristin Wagner spoke to the item.

Course options were updated in the Applied Theory and Research specialization. Feedback from students indicated an interest in a specialization that provides opportunity to study a broad base of psychological theories and learn how they are applied across a variety of fields.

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

**5.4 Program Revision: Psychology, Applied (Bachelor of Arts, Honors)**

It was reiterated that the admission requirement request would not be dealt with at this meeting.

Kristin Wagner spoke to the item.

Feedback from students indicated an interest to add PSYC 3301 (Applied Organizational Research Methods) as a required course.

To prevent any confusion to students interested in the Honors Degree there was suggestion to remove the reference to an overall GPA of 2.0 to the Bachelor of Arts in Applied Psychology Program and just reference the admission requirement for the Honors Degree of 3.33 GPA. Kristin will take the feedback on the GPA to her department for consideration and feedback.

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

**5.5 Item withdrawn.**

**5.6 Concept Paper: Economics Minor**

Kevin Richter and Rosilyn Teng spoke to the item.

The Economics Minor is intended to represent another dimension and to broaden opportunity for our students. The Economics Minor will enhance the reason for students to stay at the college.

Ralph Ferens advised of a consultation session set for Friday Sept. 23, 1 pm – 5:30 pm.

**ACTION: Please refer this item to your constituency groups and direct feedback to Ralph Ferens.**

**5.7 Concept Paper: Marketing Major**

Ralph Ferens spoke to the item

This major would be looking at digital marketing and sales and would consist of existing and new courses. The major will draw on communication and technical writing courses. The Marketing Major would be unique to British Columbia, Douglas would be the only PSI offering a Marketing Major with a sales stream.

**ACTION:** Please refer this item to your constituency groups and direct feedback to Ralph Ferens.

#### **5.8 Concept Paper: Management Major**

Ralph Ferens spoke to the item.

It was noted that all 3 programs (Economics, Marketing and Management) are complementary to each other and all 3 programs offer technical skills.

It was mentioned that this will be helpful for students who are not sure what they want to do. The team was thanked for all their work put into 3 very well presented concept papers.

**ACTION:** Please refer this item to your constituency groups and direct feedback to Ralph Ferens.

#### **5.9 Specialization in Data Analytics in Accounting**

Arsineh Garabedian spoke to the item

Arsineh advised of a big demand in the accounting profession for accountants to have IT and analytical skills. Consultation with CPA Canada recognized a need for this type of specialization.

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

#### **5.10 Concept Paper: Post Baccalaureate Diploma in Accounting and Finance**

Arsineh Garabedian spoke to the item

Arsineh noted a correction to the number of transferable courses. Page 4 and page 5 reads 16 out of 20 courses and should read 14 out of 20 courses offered in this program are transferrable to PCAS ACAF programs.

The Chair requested an effective date be added within the development timelines.

**ACTION:** Please refer this item to your constituency groups and direct feedback to Arsineh Garabedian.

#### **5.11 Academic Calendar**

Mary Hodder spoke to the item.

Mary asked members to please review the dates and deadlines and in particular pay attention to exam time frames and end of term dates.

K. Denton indicated a need to change the date of summer graduation. The date of summer graduation in Shanghai has been changed to accommodate major renovations happening at the institute. Therefore there is a request to switch the summer graduation date to happen a

week later than usual.

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

## 6. REPORTS

### 6.1 Report from the Chair

- a) June 2016 Report to the College Board
- b) Withdrawal of Credential Recommendation (Assoc. of Arts in Forensics)
- c) Withdrawal of Credential Recommendation (Cert. in Academic Studies)

The Chair advised of the new template for Requests for Revision to Education Policies, located on DC Connect.

### 6.2 Report from the President

- The President reported that the College recently hosted a number of student orientations. Orientations were offered for different groups of students (e.g., international ESL, international university transfer/business, domestic), with content to meet the needs of each group (e.g., lessons on settling into college and academic dishonesty). Orientations involve an army of student ambassadors and employees and they were recognized for doing a great job.
- Overall enrolment was up this fall. The increase is compensating for low enrolment in some programs. For example, Nursing is down due to the change in instruction from 4 to 3 years.
- President's page on DC Connect has replaced the emailed President's Report. Please encourage your colleagues to use DC Connect.
- The College has completed its College Master Plan. The Master Plan is a visionary document that goes 25 years in the future. The Plan will be posted on DC connect when it is completed. The City of New Westminster and Coquitlam were engaged in the process of envisioning the future of the college and were supportive of future growth and development of our facilities.
- There was a call for proposals to access government grant money for strategic infrastructure. Douglas put forward an application but we were not successful. The nature of the proposal was to improve student amenity spaces.
- There is currently no directional signage on the freeway that tells you where Douglas College is. Public Affairs is currently working on this and we expect that signs will be coming soon.

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

- The VP, Academic and Provost introduced Sarah Dench the new AVP, Academic and Student Affairs.
- The VP also welcomed two new Deans; John Fleming and Karla GronsdaHL.
- It was reported that the renovations to the classroom/labs have been completed on time and on budget. He thanked Facilities and all those inconvenienced by the construction.
- A Curriculum Workshop was held last Friday. It was well attended. Feedback has been positive.

### 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**

Nothing to report.

**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**

No other business.

**8. NEXT MEETING**

Monday, October 17th, 2016 at 9:00 am in Boardroom (4920), New Westminster Campus.

**9. ADJOURNMENT**

**MOVED** by Meredith Graham; **SECONDED** by Monique Paulino, that the meeting be adjourned.

**The Motion was CARRIED.**

The meeting adjourned at approximately 10:30 am.

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Chair

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Secretary