DOUGLASCOLLEGE

MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, SEPTEMBER 17, 2018 AT 9:00AM
Room 4920 NW Campus / Room B2100 COQ Campus

Members Present:	**Regrets:**
Borgford, Thor	N/A
Cavanagh, Bette (*Recorder)*	
Cikes, Ivanna (Chair)	
Denton, Kathy *(Ex-Officio)*	**Guests**
Grice, Martin	Tara Chang
Gronsdahl, Karla	Kyle Vuorinen
Hutchison, McKenzie	Melanie Young
Keen, Carrie	Jennifer Zhao
Kirkpatrick, Edith	
Lee, Weissy	
Newton, Rachael	**Observers**:
Ng, Rella *(Ex-Officio)*	Tracy Ho
Nicholsfigueiredo, Jasmine	
Parker, Brian (Vice Chair)	
Parry, Wendy	
Sabio, Jerson	
Shin, Jenny	
Smith, Trevor	
Snider, Wesley *(Ex-Officio)*	
Stroppa, George	
Westerman, Marni	
Wotherspoon, Alicia	

We recognize and acknowledge 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.

1. **ROLL CALL:**

2. **APPROVAL OF THE AGENDA**
   The Chair asked members to approve a fluid Agenda; Council agreed and the Agenda was approved by consensus.

3. **APPROVAL OF MINUTES**

   The minutes of June 18, 2018 were approved by consensus.

4. BUSINESS ARISING FROM THE MINUTES

4.1. Ratification of 2018-2019 Education Council Elections – Chair and Vice Chair

B. Cavanagh (Council Secretary) called for a ratification of the vote at the May 28, 2018 meeting to elect Ivana Cikes as Chair. There being no further discussion, I. Cikes was duly elected. She accepted and congratulations were extended.

B. Cavanagh called for a ratification of the vote at the May 28, 2018 meeting to elect Brian Parker as Vice Chair. There being no further discussion, B. Parker was duly elected. He accepted and congratulations were extended.

The Secretary advised that the typos in the headings of the Election Minutes will be corrected to reflect the accurate term of 2018-2019.

4.2. Ratification of the 2018-2019 Education Council Meeting Schedule

B. Cavanagh spoke to the item.

There being no further discussion,

MOVED by M. Costantino SECONDED by E. Kirkpatrick, THAT Education Council ratify the 2018-2019 Education Council Meeting Schedule.

The Motion was CARRIED.

4.3. Academic Calendar 2019-2020

K. Vuorinen spoke to the item.

Concerns were raised with respect to the length of the Winter 2020 semester and the disadvantage that would be put on our students transferring to other institutions as their marks would be received after the transfer deadlines. The Registrar's Office is agreeable to the proposed version submitted by the Faculty of Science & Technology. A survey of other institutions was conducted and the results revealed that most institutions are starting the Summer 2020 Semester on the May 11th and that a handful are starting on May 4th.

There being no further discussion,

MOVED by J. Nicholsfigueiredo; SECONDED by W. Lee, THAT Education Council approve the Academic Calendar 2019-2020 with the proposed revision to the Winter 2020 semester.

The Motion was CARRIED.

5. NEW BUSINESS

5.1 Draft 2019-2020 Budget Guidelines and Timelines (Discussion/Feedback)

K. Denton spoke to the item.

K. Denton pointed to the minor tracked changes in the document. She emphasized that focused time with the Faculty Education Committees (FECs) is needed because planning and organizing is required to meet the tight timelines of our budget process. Information about the budget will be provided to the College Community via the Budget Newsletter in January. This is the important part of the timeline that needs help from EdCo Council members to draw attention to the Budget Newsletter and begin the process of gathering feedback in time for the EdCo meeting on February 25, 2019.

The Chair added that the final report from EdCo is presented at the March 14, 2019 Board Meeting, which will allow EdCo to have a discussion at the February 25th meeting as long as the FECs are meeting before that date.

Remind the Chairs of FEC to ensure that the FEC Chairs are sending the Budget Newsletter to their Department once it is posted.

ACTION: Please refer this item to your constituency groups for consideration and bring feedback to the October 2018 meeting or provide feedback in writing directly to the Chair.

5.2 Program Revision: Associate of Arts – Intercultural and International Studies

M. Young spoke to the item.

M. Young advised that many of the changes to standardize information and formats for all Associate of Arts Degrees were approved at the June 18, 2018 meeting. The program revisions include two additional courses and reorganization of the course lists to make it clearer for students.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 2018 meeting.

5.3 Program Revision: Youth Justice

T. Chang spoke to the item.

The Youth Justice curricular framework and curriculum require updating to maximize pathways for students to employment and to further undergraduate education at Douglas College. The revision involves maximizing university transfer credits, indigenization of content, deleting outdated content, ensuring equal representation from both of the Child and Youth Care and Criminology departments and adding pre-requisite requirements to practicum courses.

A question was raised concerning the equivalency of YJWD 1100 and CRIM 2140 and it was clarified that both courses are equivalent for the Youth Justice Program.

Tara also confirmed that students entering into the practicum must meet the C+ grade requirement.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 2018 meeting.

5.4 Educational Affiliations: Notice of Intent

J. Zhao spoke to the item.

J. Zhao provided an overview of the two institutions NCU and SXPI and the intent to develop Memorandums of Understanding (MOUs) to facilitate opportunities for faculty in joint research projects, faculty development and student and faculty exchanges.

There being no further discussion,

MOVED by M. Westerman; SECONDED by M. Costantino, THAT Education Council refer the Educational Affiliations, Notice of Intent, with the Shaanxi Polytechnic Institute (SXPI) (China) and National Central University (NCU) (Taiwan) to the Standing Committee on International Education for review.

The Motion was CARRIED.

5.5 Curriculum Committee – Terms of Reference Update

W. Lee spoke to the item.

Changes to the TOR include the transfer to the template, updating the procedure in which Curriculum Guidelines are received and revision to the composition of the Curriculum Committee. The addition of a non-voting representative from the Registrar's Office is of critical assistance to the Committee's workload.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 2018 meeting.

6. STANDING COMMITTEE ITEMS

6.1 Curriculum Items

a) Curriculum Committee Recommendations

W. Lee spoke to the Curriculum Committee's review of 36 curriculum guidelines: 1 new curriculum guideline, and 35 revised curriculum guidelines.

There being no further discussion,

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

MOVED by M. Hutchison; SECONDED by R. Newton, THAT Education Council approve the submitted new guideline for: GEOG 2290; **and the revised guidelines for:** ACCT 1220; CSIS 1190, 2300, 3475, 3860; PSYC 3333; CMNS 1099, 1110, 1111, 1115, 1135; CRWR 1101, 1102, 1103, 1104, 1202, 1234; ENGL 1099, 1102, 1106, 1109, 1114, 1115, 1130; BIOL 2300, 2400, 2401, 2421, 3305, 3500; CHEM 1110; HEAR 1100, 1200, 1211, 1212.

The Motion was CARRIED.

7. STANDING COMMITTEE ITEMS

7.1 Report from the Chair

I. Cikes pointed out that there were a few glitches occurring in Curriculum Navigator over the Summer. She has received requests from both FEC Chairs and Department Chairs that small group training orientations be conducted on CN. Being new to the role of Chair, she encouraged members to email her with any questions, feedback or ideas for improvement.

7.2 Report from the President

K. Denton welcomed everyone to the new academic year. She was pleased to announce that the classrooms at the Anvil Centre Tower were now fully operational and that students and faculty are enjoying the incredible instructional space. The Ministry of Advanced Education Skills and Training and other guests will be attending the official opening on Monday, September 24, 2018. She emphasized the importance of the expansion as it will allow for the sequence of renovation projects to commence in other areas of the College. As there are developments with the construction of the new building, she will pass those on as well as communicating the updates on DC Connect.

7.3 Report from the Vice President, Academic & Provost

T. Borgford spoke about the Anvil Centre and recognized the efforts of Brian Mackay and the CEIT team for helping get the 18 classrooms up and running without any significant issues. He also commended Chris Gardner, Louie Girotto, Dave Taylor, Tracey Szirth, George Stroppa and the CBA team, who have all done an extraordinary job in accomplishing the September opening.

T. Borgford advised that on September 21, 2018, commencing at 4:00 pm, there is a Chairs and Coordinators event with a presentation and discussion on ways to support students. It is also a social event and a great opportunity to network with other Chairs and Coordinators.

7.4 Report from the Board Liaison

W. Snider spoke about his role as the Board Liaison to Education Council and announced that government appointed five (5) new members to the College Board over the Summer. He is looking forward to the new academic year.

7.5 Report from the Secretary

The next deadline for Agenda submissions for the October 15, 2018 meeting is Wednesday, October 3, 2018 at 3:00 p.m. The Membership Roster will be updated, posted on the website and circulated by email for reference.

7.6 Report from the Curriculum Committee

The next deadline for curriculum guidelines to be submitted to the committee is Wednesday, October 3, 2018 at 9:00 a.m. Please remind your FECs of this date and time.

W. Lee advised that to streamline the process, to please communicate to their departments the following:

1) Ensure that the course code and number are included in the CN workflow process or they will be relegated back.

2) It is important that individuals who are placing submissions on CN make themselves available by phone and/or email the day of or following the submission deadline should any clarification be needed prior to approval.

7.7 Report from the Educational Excellence Committee

Nothing to report. The initial meeting with the Committee Chair will be set up by the EdCo Secretary.

7.8 Report from the Committee on Admissions & Language Competency Standards

Nothing to report.

7.9 Report from the Committee on Educational Policies

Nothing to Report.

7.10 Report from the Committee on International Education

Nothing to report. The Committee will be electing the Chair of the committee this week.

8. OTHER BUSINESS

N/A

9. NEXT MEETING

Monday, October 15, 2018 at 9:00 am in Room 4920, New Westminster Boardroom and Room B2100 Coquitlam Campus (if required).

10. ADJOURNMENT

MOVED by A. Wotherspoon; SECONDED M. Costantino, that the meeting be adjourned.

The Motion was CARRIED.

The meeting adjourned at approximately 9:52 a.m.

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Chair **Secretary**