



**MINUTES OF MEETING OF EDUCATION COUNCIL
HELD MONDAY, DECEMBER 19, 2022 AT 10:00 AM
IN-PERSON -- ROOM S4920, NW BOARDROOM**

Members Present:	Regrets:
Bowbrick, Graeme (Chair)	Borgford, Thor
Cavanagh, Bette (Recorder)	Hall, Nathan
Cawley, Pam	Kinsley, John
Chapell, Brian (for Thor Borgford)	Williams, Justin
Cove, Bailey	
Cragg, Carys	
Dench, Sarah	Guests:
Denton, Kathy (<i>Ex-officio</i>)	Bachra, Davi
Ferenc, Ava	Bains, Aman
Horsley, Emma (<i>Ex-officio</i>)	Bourget, Jason
Keighron, David	Crisp, Joan
Lupton, Rowan	Fraser, Morna
Mennill, Sally (Vice Chair)	Oesterle, Susan
Millis, Len	Polushin Sandra
Nguyen, Regina	Tzoneva, Irina
Rana, Ruhina	Zhao, Jennifer
Schechter, Sam	
Squair, Nancy	Observers: N/A
Thomson, Rachael	
Wagner, Luna	

1. TRADITIONAL TERRITORIAL ACKNOWLEDGEMENT

The Chair acknowledged that the campuses of Douglas College are located on the unceded traditional and ancestral lands of the Coast Salish Peoples, including the territories of the q̓íćə́y̓ (Katzie), q'w̓a:ḥ̓'əḥ̓ (Kwantlen), k'w̓ík'w̓ə́ł̓əm (Kwikwetlem), x'w̓məθk'w̓ə́y̓əm (Musqueam), and qiqéyt (Qayqayt) First Nations.

2. ROLL CALL

T. Borgford, S. Dench, J. Kinsley, J. Williams N. Hall and two initiators sent regrets to the meeting.

3. AGENDA

The Chair confirmed that Council members had reviewed the agenda as distributed on December 9, 2022. The Chair advised Council members of two revisions to the agenda.

Item 5.1 Student Appeal is added under New Business. Item 8.4 was placed under the wrong heading and will be addressed under Information Items as 9.4.

4. APPROVAL OF THE MINUTES

4.1 The Minutes of November 21, 2022 were approved.

5. NEW BUSINESS (Notice of Motion) Items for Council Approval

5.1 Student Appeal Educational Appeals Policy – Academic Appeals Committee

The Chair advised Council Members that he received an email regarding a student appeal. The composition of the Academic Appeals Committee consists of the Chair, Vice Chair and one other member of Council. The Chair suggested that S. Schechter, Chair of the Policies Committee, be the third person appointed.

There being no further discussion,

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

MOVED by S. Mennill; SECONDED by D. Keighron, THAT Education Council approve the appointment of Sam Schechter to the Academic Appeals Committee.

The Motion was CARRIED.

6. NEW BUSINESS (Notice of Motion) – Items for Council Advice to the Board

6.1 Program Revision: Bachelor of Social Work

L. Becker spoke to the item.

The residency requirement has been increased from 25% to 40% to align with the changes approved in the Credentials Awarded at Douglas College Policy.

The substitution of AIST (Applied Interdisciplinary Studies) courses AIST 3030 and 3040 will allow SOWK students to receive credits for international field schools and practicum experiences.

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 23, 2023 meeting.

6.2

Program Revision: Bachelor of Science in Psychiatric Nursing

J. Crisp spoke to the item.

The program updates relate to the non-academic admission requirements. There are no changes to the curriculum. Changes include the removal of the admissions interview, an edit to the cumulative GPA (to reflect C+ in all courses) and the addition of more robust Learning Outcomes for students.

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 23, 2023 meeting.

6.3

Program Revision: Certificate in Education Assistance and Inclusion

S. Polushin spoke to the item.

The proposed changes better align with the K-12 curriculum and remain competitive with similar public post-secondary programs. The change to the Residency Requirement from 25% to 50% will bring it in line with current policy.

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 23, 2023 meeting.

6.4

Program Revision: Global Competency Certificate

J. Bourget spoke to the item.

J. Bourget advised that the proposed revisions to the Curriculum Framework are mostly stylistic and have been updated for clarity and consistency for students. Changes have been made to the lists of GCC-eligible courses and experiences; Learning Outcomes, Program Outcomes and the Global Competencies section.

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 23, 2023 meeting.

6.5

Program Revision: Diploma in Veterinary Technology

S. Oesterle spoke to the item.

The proposed changes are minor and have no significant changes to the program. The department would like some flexibility as to when courses are offered to the 2nd year VTEC students. These course sequencing changes will benefit students with a more balanced course load.

There being no further discussion,

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



MOVED by S. Schechter, SECONDED by R. Rana, THAT Education Council approve the Program Revision: Diploma in Veterinary Technology effective September 2023.

The Motion was CARRIED.

6.6 Program Name Change: Basic Occupational Education (BOE) to Local Industry Skills Training (LIST)

I. Tzoneva/D. Bachra spoke to the item.

Recommendations were received from the VEST (Vocational Education and Skills Training) comprehensive program review that the name of the Basic Occupational Education program does not reflect the complexity of the available curriculum options. The VEST Department endorsed the name Local Industry Skills Training (LIST) to replace the outdated name, Basic Occupational Education.

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 23, 2023 meeting.

6.7 Program Revision (Name Change): Basic Occupational Education – Electronics and General Assembly

I. Tzoneva/D. Bachra spoke to the item.

The proposed program name change is Local Industry Skills and Training – Electronics and General Assembly.

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 23, 2023 meeting.

6.8 Program Revision (Name Change): Basic Occupational Education – Food Services

I. Tzoneva/D. Bachra spoke to the item.

The proposed program name change is Local Industry Skills and Training – Food Services.

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 23, 2023 meeting.

6.9 Program Revision (Name Change): Basic Occupational Education – Retail and Business Services

I. Tzoneva/D. Bachra spoke to the item.

The proposed program name change is Local Industry Skills and Training – Retail and Business Services.

ACTION:

Please refer this item to your constituency groups for consideration of approval at the January 23, 2023 meeting.

6.10 Program Revision: Post-Baccalaureate Diploma in Accounting and Finance

M. Fraser spoke to the item.

The PBD Accounting and Finance has been revised to replace CPA-ACAF courses with those more relevant to students seeking employment in positions requiring knowledge in both Accounting and Finance.

It was recommended that the initiator refer the identified edits back to the Programs Committee before it comes back as a Motion to Approve.

ACTION:

Please refer this item to your constituency groups for consideration of approval at the January 23, 2023 meeting.

6.11 Program Revision: Post-Baccalaureate Diploma Computer and Information Systems

The Chair referred to the item.

The proposed change removes course CSIS 3190 (Business Support Systems with Excel) from the program requirements.

ACTION:

Please refer this item to your constituency groups for consideration of approval at the January 23, 2023 meeting.

6.12 Program Revision: Post-Degree Diploma in Data Analytics

The Chair referred to the item.

The proposed change removes course CSIS 3190 (Business Support Systems with Excel) from the program requirements.

ACTION:

Please refer this item to your constituency groups for consideration of approval at the January 23, 2023 meeting.

6.13 Educational Affiliation: Duale Hochschule Baden Württemberg Cooperative State University (DHBW), Germany

J. Zhao spoke to the item.

Zhao provided an overview of the information and highlighted some of the unique features of the institution. In addition to traditional exchange and short-term programs, DHBW is open to supporting Douglas students completing internships or practicums in Germany. Developing international work-integrated learning (WIL) opportunities for students supports our goal of strategically expanding study abroad



partners geographically and by type in order to support global citizenship development at Douglas College.

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 23, 2023 meeting.

6.14 Educational Affiliation: Universidad de Guadalajara, Mexico

J. Zhao spoke to the item.

Zhao provided an overview of the information and highlighted some of the unique features of the institution. Possible collaborative projects include student exchange, faculty-led programs such as field school, guest lecturing, collaborative online international learning (COIL) and joint research projects.

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 23, 2023 meeting.

7. FINAL DECISION (Motion to Approve) – Items for Council Approval

7.1 Curriculum Items

a) Curriculum Committee Recommendations

L. Millis spoke to the Curriculum Committee’s submission and review of 66 curriculum guidelines, 51 were approved: 13 new curriculum guideline, 38 revised curriculum guidelines and 15 were relegated.

L. Millis referred to the Committee’s report which has been updated to include the justification of new courses. Notes have been added to the Revised Guidelines section to reflect additional noteworthy changes.

C. Cragg inquired whether the title of the new course could also be included in the Committee’s report. L. Millis responded yes, that he is happy to accommodate that request.

The President thanked L. Millis for adding the detailed information. She noted that it is very valuable in terms of letting people know what might be right as a recommended elective for other programs.

There being no further discussion,

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

MOVED by S. Schechter, SECONDED by D. Keighron, THAT Education Council approve the submitted new guidelines for DACS 4131, DACS 1152, DACS 1244, DACS 1245, DACS 1257, DACS 1258, DACS 4132, DACS 4133, PEFA 2139, INDG



1100, **SOCI 3330, CMNS 3502, ACCT 3000**; and revised guidelines: **BUSN 3500, BUSN 3410, BUSN 3200, BUSN 3100; NURS 4611, NURS 4613, NURS 4618; PEFA 1239; MUSC 1150, MUSC 1152, MUSC 1153, MUSC 1250, MUSC 1252, MUSC 1253, MUSC 2350, MUSC 2352, MUSC 2353, MUSC 2450, MUSC 2452, MUSC 2453, MUSC 3152, MUSC 3153, MUSC 3252, MUSC 3253, MUSC 4152, MUSC 4153, MUSC 4252, MUSC 4253; MATH 1130, MATH 2230; OPTI 1100, OPTI 1112, OPTI 1200, OPTI 1210; OPTI 1310; VTEC 2311; PHYS 1110, PHYS 1210.**

The Motion was CARRIED.

7.2 Policy Items

a) Grading Policy

S. Schechter spoke to the item. Council representatives shared feedback from their respective areas. Lengthy discussion ensued.

There was unanimous consent to refer the Grading Policy back to the Educational Policy Committee for further consideration and recommendation.

8. DECISION (Motion to Approve) Items for Council Advice to the Board

8.1 Educational Affiliation: Universidad Tecnológica El Retoño – BIS, Mexico

J. Zhao spoke to the item. No comments or questions arose.

There being no further discussion,

MOVED by D. Keighron; SECONDED by S. Schechter, THAT Education Council approve the Educational Affiliation: Universidad Tecnológica El Retoño – BIS, Mexico.

The Motion was CARRIED.

8.2 Program Revision: Diploma in Youth Justice

The Chair spoke to the item. No comments or questions arose.

There being no further discussion,

MOVED by R. Rana; SECONDED by C. Cragg, THAT Education Council approve the Program Revision: Diploma in Youth Justice effective September 2023.

The Motion was CARRIED.

8.3 Program Withdrawal: Advanced Certificate – Data and Analytics

The Chair spoke to the item. No comments or questions arose.

There being no further discussion,

MOVED by D. Keighron; SECONDED by L. Millis, THAT Education Council approve the Program Withdrawal: Advanced Certificate – Data Analytics effective immediately.

The Motion was CARRIED.

8.3.1 Recommendation to the College Board to Withdraw the Credential Advanced Certificate – Data Analytics

The Chair spoke to the item.

There was unanimous consent to Short-Cycle the Motion.

MOVED by S. Schechter, SECONDED by R. Rana, THAT Education Council recommends that the College Board Withdraw the Credential Advanced Certificate – Data Analytics effective immediately.

The Motion was CARRIED.

9. INFORMATION ITEMS**9.1 Vocational Education and Skills Training: Transitions Program Course Code Updates**

I. Tzoneva spoke to the item.

The course codes for the Transitions program have been updated from Career and Employment Preparation (CAEP) to Fit and Ready for Skills Training (FRST). In answer to a question, the updates do not extend beyond our institution.

9.2 Update to Education Council Guide to Best Practices for Curriculum Guidelines

The Chair referred to the updated Guide. No questions or comments arose.

- a) **Guide to Best Practices for Curriculum Guidelines December 2022**
(Curriculum Committee)

9.3 Programs Committee

The Chair referred to the November 2022 report in the agenda package. No questions or comments arose.

9.4 Admission Advisory Committee

E. Horsley referred to the November 2022 report in the agenda package. No questions or comments arose.

10. REPORTS**10.1 Report from the Chair**

No report.

10.2 Report from the President

The President spoke about the Premier's recent announcement and appointment of Selina Robinson as the new Minister for Post-Secondary Education and Future Skills and Deputy Minister, Bobbi Plecas.

10.3 Report from the Vice President, Academic & Provost

No report.

10.4 Report from the Board Liaison

B. Cove gave a brief report on the November 2022 Board meeting. She advised that the government has appointed three (3) new Board members to the College. She also mentioned the achievement of a Silver rating received by the College for its environmental sustainability performance.

10.5 Report from the Secretary

The Secretary reminded Council members that the callout for faculty nominations for the Student Award for Educational Excellence has been circulated with the deadline to identify nominees by January 13, 2023. C. Cragg provided additional comments about the Committee's work and that the volunteer contributions for the award criteria can include traditional volunteering, practicum or paid volunteering.

11. NEXT MEETING

Monday, January 23, 2022 at 9:00 a.m. Via Zoom

12. ADJOURNMENT

The meeting adjourned at approximately 11:19 a.m.

Chair

Secretary