

**MINUTES OF MEETING OF EDUCATION COUNCIL**  
**MONDAY, October 16, 2023**  
**9:00 am – 11:00 am (VIA ZOOM)**

<b>Members Present:</b>	<b>Regrets:</b>
Borgford, Thor	Mistry, Zarine
Bowbrick, Graeme	
Cavanagh, Bette (Recorder)	
Cawley, Pam	
Curiel, Cathy	<b>Guests:</b>
Dench, Sarah	Cater, John
Denton, Kathy ( <i>Ex Officio</i> )	McDonald, Alison
Ferenc, Ava ( <i>Ex Officio</i> )	Polushin, Sandra
Hall, Nathan (Vice Chair)	Semeniuk, Monica
Keighron, David	Storey, Brian
Lennox, Caedyn	Wakeling, Jennifer
Lira Herrera, Debanhi	
Lupton, Rowan	
Mennill, Sally (Chair)	
Mills, Cathy	<b>Observers:</b>
Nicholson, Maureen	Horsley, Emma
Rajendran, Srinithin	Maitland, Jessica
Rana, Ruhina	Yan, Genessa
Squair, Nancy	
Valdés, Josefa	
Williams, Justin	
Younan, Bacel ( <i>Ex Officio</i> )	
Yun, Myungsan	

**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 ḱíćəḱ (Katzie), qʷa:ḱəḱəḱ (Kwantlen), kʷikʷəḱəm (Kwikwetlem), xʷməθkʷəḱəm (Musqueam), and qiqəyt (Qayqayt) First Nations.



**2. ROLL CALL**

Z. Mistry sent regrets to the meeting.

**3. AGENDA**

The Chair confirmed that Council members had reviewed the agenda as distributed on October 6, 2023.

**4. APPROVAL OF THE MINUTES**

4.1 The Minutes of September 18, 2023 were approved

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

**5.1 Committee Membership:**

The Chair referenced the Committee Membership which were populated and approved at the September 18, 2023 council meeting.

- a) **Maya Moalla** has expressed an interest to serve on the Curriculum Committee.
- b) **Debanhi Herrera Lira** has expressed an interest to serve on the Admissions Advisory Committee.

There being no further discussion,

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

**MOVED by R. Rana; SECONDED by N. Hall, THAT Education Council approve the Appointments of Maya Moalla as the Student Representative on the Curriculum Committee and Debhani Herrera Lira as the Student Representative on the Admissions Advisory Committee for 2023-2024.**

**The Motion was CARRIED.**

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

**6.1 Program Revision: Post-Degree Diploma in Project Management**

M. Semeniuk spoke to the item.

The proposed revisions include new project management courses: BUSN 3605 and BUSN 3640, and updated options for replacement of overlapping courses.

K. Denton noted, as a general reminder to all, that the cover brief accompanying the agenda item should include enough information to orient Council members to all of

the changes identified in the attached documents. With respect to program electives, she emphasized that it is better for students to provide them with greater flexibility of course selection by describing appropriate electives in broad terms rather than providing a list of specific courses. Suggestions included: *“Select any upper level course from the [Faculty of Commerce and Business Administration]; or “Select any UT Course”, etc.* She added that using these statements should help reduce the need to attend Education Council for these types of changes.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the November 20, 2023 meeting.

### **6.2 Program Revision: Diploma in Veterinary Technology**

J. Wakeling spoke to the item.

The VTEC program change is for a part-time hybrid program expansion designed to make the VTEC Diploma more accessible to those who live outside of the lower mainland as many students are unable to study full-time. The program objectives for the full and part-time programs will be equivalent.

T. Borgford explained that the content of the VTEC program remains the same but is being delivered in a different mode of instruction. He stated that we want to ensure that we are not duplicating curriculum for a different mode of delivery. All students will obtain the same credential at the end of their course of study.

T. Borgford also commented that this program expansion project has support from both the Ministry of Education and the VTEC Program Advisory Committee.

A discussion followed about how best to present the details of the part-time program for approval, maintaining timelines consistent with Ministry expectations.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the November 20, 2023 meeting.

### **6.3 Program Revision: Bachelor of Arts in Applied Criminology**

J. Cater spoke to the item.

The proposed revisions are housekeeping in nature and include formatting style updates as well as greater language clarity.

B. Younan, Registrar, took the opportunity to communicate that under the heading of Admissions Requirements, the GPA must reflect two decimal points, GPA 2.00.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the November 20, 2023 meeting.

#### **6.4 Admissions Advisory Committee Recommendations**

N. Hall spoke to the item.

Education First (EF) is a private English language school that operates globally. Since January 2023 the Vancouver location has been offering a new University Prep Program. EF is keen to facilitate this pathway for Douglas College students.

N. Hall provided details of the proposed 3-year Articulated Pilot Pathway Agreements whereby :

- EF students who complete Term 1 or B2 CEFR level may register in ELLA ACE Level 3 at Douglas College
- English Language competency requirement for General College Admission be met with the successful completion of EF Term 2 or C1 CEFR level.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the November 20, 2023 meeting.

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

#### **7.1 Curriculum Committee**

##### **a) Curriculum Committee Recommendations**

M. Nicholson spoke to the Curriculum Committee's submission and review of 10 curriculum guidelines and approved 9. There are 5 revised, 3 new and 1 withdrawn curriculum guideline.

There being no further discussion,

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

**MOVED by D. Keighron; SECONDED by N. Hall, THAT Education Council approve the submitted revised curriculum guidelines for BUSN 3640; GEOG 2290; EAES 1120, EAES 2800; MATH 2245, new curriculum guidelines for DACS 2140; DACS 2152, BUSN 3605 and the withdrawn curriculum guideline, COBA 3200.**

**The Motion was CARRIED.**

**8. DECISION (Motion to Approve) Items for Council Advice to the Board****8.1 Program Revision: Bachelor of Business Administration, Concentration in Taxation**

D. Keighron spoke to the item. No comments or questions arose.

There being no further discussion,

**MOVED by R. Rana; SECONDED by N. Hall, THAT Education Council approve the Program Revision: Bachelor of Business Administration, Concentration in Taxation effective January 2024.**

**The Motion was CARRIED.**

**8.2 Program Revision: Certificate in Communications**

A. McDonald spoke to the item. No comments or questions arose.

There being no further discussion,

**MOVED by N. Hall, SECONDED by D. Keighron, THAT Education Council approve the Program Revision: Certificate in Communications effective January 2024.**

**The Motion was CARRIED.**

**8.3 Program Withdrawal: Advanced Certificate in Employment Supports Specialty**

S. Polushin spoke to the item. No comments or questions arose.

There being no further discussion,

**MOVED by R. Rana; SECONDED by D. Keighron, THAT Education Council approve the Program Withdrawal: Advanced Certificate in Employment Supports Specialty.**

**The Motion was CARRIED.**

**8.3.1 Recommendation to the College Board to Withdraw the Credential Advanced Certificate in Employment Supports Specialty.**

The Chair spoke to the item.

There being no further discussion,

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

**MOVED by C. Mills; SECONDED by N. Hall, THAT Education Council recommends that the College Board withdraw the credential: Advanced Certificate in Employment Supports Specialty, effective immediately.**

**The Motion was CARRIED.**

**8.4 Educational Affiliations: Instituto Tecnológico y de Estudios Superiores de Occidente, Guadalajara, Mexico**

B. Storey spoke to the item. No comments or questions arose.

There being no further discussion,

**MOVED by D. Keighron; SECONDED by S. Dench, THAT Education Council approve the Educational Affiliation: Instituto Tecnológico y de Estudios Superiores de Occidente, Guadalajara, Mexico.**

**The Motion was CARRIED.**

**8.5 Educational Affiliation: Universidad Iberoamericana, Santa Fe, Mexico City**

B. Storey spoke to the item. No comments or questions arose.

There being no further discussion,

**MOVED by N. Squair; SECONDED by S. Dench, THAT Education Council approve the Educational Affiliation: Universidad Iberoamericana, Santa Fe, Mexico City.**

**The Motion was CARRIED.**

**8.6 Draft 2024-2025 Budget Guidelines**

K. Denton spoke to the 2024-2025 Draft Budget Guidelines. No feedback, comments or questions arose.

**9. INFORMATION ITEMS**

**9.1 Programs Committee**

The Chair referred to the September 2023 report in the agenda package. No questions or comments arose.

**9.2 Admissions Advisory Committee**

The Chair referred to the September 2023 report in the agenda package. No questions or comments arose.

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

The Chair provided a brief update of recently attended meetings and shared that she is enjoying her role as Chair. She welcomed EdCo members to reach out directly should they want to consult with her.

**10.2 Report from the President**

The President advised that everything is moving along nicely with our new building. She commented that we are currently planning for and scheduling the people who will need to be in attendance for the ground-breaking ceremony.

The President advised that the College has to cover any expenses over and above the budget. She signaled to everyone that the College is budgeting very cautiously and that it will be a tight budget year.

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

T. Borgford thanked everyone who attended the Chairs and Coordinators networking event. He spoke about the terrific talks held on the topic of Artificial Intelligence and Education at Douglas College and extended thanks to the speakers, Sally Mennill, Jason Dadswell, Nathan Hall and David Wright. He also recognized and thanked those who assisted with the planning of the event.

**10.4 Board Liaison**

A. Ferenc introduced herself as the Education Council Liaison to the College Board. She noted that the Board meets bi-monthly and shared that members have now been put into the respective Board committees. She was happy to convey that our domestic enrolments are up 2%.

**10.5 Report from the Secretary**

No report.

**11. NEXT MEETING**

Monday, November 20, 2023 at 9:00 a.m. (Via Zoom)

**12. ADJOURNMENT**

The meeting adjourned at approximately 9:54 a.m.

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Chair

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Secretary