



MINUTES OF MEETING OF EDUCATION COUNCIL

February 12, 2024

9:00 am – 11:00 am (VIA ZOOM)

<b>Members Present:</b>	<b>Regrets:</b>
Borgford, Thor	Ferenc, Ava ( <i>Ex Officio</i> )
Bowbrick, Graeme	Lennox, Caedyn
Cavanagh, Bette (Recorder)	
Cawley, Pam	
Curiel, Cathy	
Dench, Sarah	<b>Guests:</b>
Denton, Kathy ( <i>Ex Officio</i> )	Kirkpatrick, Edith
Hall, Nathan (Vice Chair)	Newton, Rachael
Keighron, David	Turner, Derek
Lupton, Rowan	
Lira Herrera, Debanhi	
Mennill, Sally (Chair)	
Mills, Cathy	
Nicholson, Maureen	<b>Observers:</b>
Rajendran, Srinithin	Yan, Genessa
Rana, Ruhina	
Squair, Nancy	
Valdés, Josefa	
Williams, Justin	
Younan, Bacel ( <i>Ex Officio</i> )	
Yun, Myungsan	

1. TRADITIONAL TERRITORIAL ACKNOWLEDGEMENT

Srinithin Rajendran 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 q̓ícəy̓ (Katzie), q̓ʷa:ńł'əń (Kwantlen), kw̓ikʷəłəm (Kwkwetlem), x̓məθkʷəy̓əm (Musqueam), and qiqéyt (Qayqayt) First Nations.

2. ROLL CALL

A. Ferenc and C. Lennox sent regrets to the meeting.

### 3. AGENDA

The Chair confirmed that Council members had reviewed the agenda as distributed on February 2, 2024.

### 4. APPROVAL OF THE MINUTES

4.1 The Minutes of January 22, 2024 were approved.

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

#### 5.1 Policy Items

##### a) Evaluation Policy

R. Lupton spoke to the item.

The proposed revision removes a sentence fragment (prepositional phrase) that made assigning work in the last 14 days of the semester too ambiguous. The language has reverted to earlier phrasing to be clear that no evaluations in the last 14 days of the semester totaling more than 10% can be conducted.

In response to a question seeking clarification on how the 14-day rule can be modified, G. Bowbrick pointed to the section of the policy listed under Final Exams in Credit Courses, which lists the exceptions to the 14-day rule.

There being no further discussion,

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

**MOVED by C. Mills; SECONDED by P. Cawley, THAT Education Council approve the revisions to the Evaluation Policy effective immediately.**

**The Motion was CARRIED.**

##### b) Academic Integrity Policy

R. Lupton spoke to the item.

The proposed revision adds language to cover non-human actors (i.e., AI and/or computer translation) in academic integrity violations. Taken from language created by the European Network for Academic Integrity (ENAI) ("an international association gathering educational institutions and individuals interested in maintaining and promoting academic integrity"), the committee added a definition of Unauthorized Content Generation (UCG). The definition also aims to leave room

for “authorized” content generation that might be used for pedagogical reasons or for accommodations.

Expressing appreciation for the addition of this language to the policy, N. Squair mentioned that the Learning Centre had created a guide in absence of the policy. She indicated that this language will be very helpful to instructors when speaking with students about this topic.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the March 18, 2024 meeting.

c) **Appeal of Educational Decisions Policy**

R. Lupton spoke to the item.

The most notable change to the policy reduces the deadline for the student to file the appeal from four (4) months to thirty (30) calendar days following the end of the term in which the original educational decision was made. The 30-day deadline may be extended by the Responsible Administrator or Registrar in certain circumstances.

The policy now specifies that requests for refunds of tuition and fees are not applicable under the policy as refunds are not considered educational decisions.

D. Herrera Lira asked how student requests for refunds would be dealt with and by whom. S. Dench responded that requests for refunds are a point of confusion for many students. She advised that the process for clarifying Requests for Exceptions is currently under review in an effort to streamline the process and make it very clear what students need to do for refunds.

Discussion ensued regarding the reduced deadline from 4 months to 30 days. S. Dench stated that most of the appeals are completed in a short window of time because the decision may impact the student’s progression in their program.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the March 18, 2024 meeting.

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

**6.1 Request for Program Variance: Removal of Pre-Requisite BUSN 4500 Bachelor of Business Administration**

R. Newton spoke to the item.

The curriculum guideline change for BUSN 4500 that came into effect in January 2024 and introduced an alternative to BUSN 4500's existing pre-requisite requirement of 500 hours of work experience. An unfortunate consequence has occurred and the system is currently blocking anyone from registering that does not have COOP 4500, rather than being an alternative to the 500 work hours in the system. The system solution to remedy this error will take time and consultation to develop. Although they are in the process of addressing this through CG changes; the earliest a CG change could come into effect is January 2025. In the interim, a variance is requested to remove the COOP 4500 pre-requisite for BUSN 4500 so that students can register for Summer and Fall 2024.

There being no further discussion,

**MOVED by D. Keighron; SECONDED by R. Rana, THAT Education Council approve the Request for Variance: Removal of Pre-Requisite to BUSN 4500, Bachelor of Business Administration effective immediately.**

The Motion was CARRIED.

## 6.2 Admissions Advisory Committee Recommendation

E. Kirkpatrick spoke to the item.

The Mental Health and Personal Support Work department of Health Sciences seeks to continue a variance to the published English 11 proficiency requirement for admission to the Health Care Assisting (HCA) Program. In order to support equity of access to the Ministry-funded Health Career Access Program, and to align with the BC Care Aide and Community Health Worker Registry, students with English 10 (or equivalency) would meet the English admission requirement for the program.

The Admissions Advisory Committee supports the continuation of the temporary variance while Douglas College delivers the program via the Ministry funded Health Career Access Program.

G. Bowbrick provided a general comment about variances and recommended that Council consider amending policy to address exceptions. Policies are fully accessible and unless there is a mechanism to track these variances, it can become confusing and get overlooked when operational roles in the College change.

The Chair responded that this variance relates to the Admission Policy and is being tracked by Enrolment Services.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the March 18, 2024 meeting.

## 6.3

**Budget Newsletter 2024-2025**

The Chair referred to the 2024/25 Budget Newsletter. She confirmed that no written feedback was received and asked Council Members if they had any further feedback to contribute. Hearing none, Education Council did not have any feedback on the 2024-2025 Budget Newsletter.

**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 and assessment of 36 curriculum guidelines. There are 17 revised CGs, 18 new CGs and one relegated.

There being no further discussion,

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

**MOVED by N. Hall; SECONDED by R. Rana, THAT Education Council approve the submitted new curriculum guidelines for LIST 0100, LIST 0110, LIST 0120, LIST 0130, LIST 0140, LIST 0150, LIST 0210, LIST 0220; PHYS 2211; COBA 4886; MHPS 1110, MHPS 1120, MHPS 1130, MHPS 1140, MHPS 1150, MHPS 1160, MHPS 1170, MHPS 1180, MHPS 1190, MHPS 1200, MHPS 1300; EAES 2805, EAES 2855, EAES 2905, SPSC 4276, SPSC 4301, SPSC 4302.**

**The Motion was CARRIED.**

**8. DECISION (Motion to Approve) Items for Council Advice to the Board****8.1 Program Revision: Diploma in Geological Resources**

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

There being no further discussion,

**MOVED by D. Keighron; SECONDED by R. Lupton, THAT Education Council approve the Program Revision: Diploma in Geological Resources, effective January 2025.**

**The Motion was CARRIED.**

**9. INFORMATION ITEMS****9.1 No items.**

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

The Chair spoke about her attendance at the College Board meeting which included an extensive presentation on the College's budget process. She was able to pass on the new programs which were both supported by the Board.

**10.2 Report from the President**

The President spoke about her recent travel to Mexico for the purpose of establishing new student exchange opportunities. She commented how valuable it was see what environment our students would be part of and noted that the campuses she visited were safe and beautifully maintained. The College will soon be welcoming a small group of Mexican students on campus to participate in a music program.

The President commented that things are still up in the air with respect to the student visa issue. The College does not know what the budget implications will be. She advised that strategic enrolment management practices will be used help to guide what can be added or taken away based on student demand.

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

T. Borgford echoed the President's comments about the value of these partner relationships. Noting that Mexico City and Guadalajara's time zone is only two hours ahead, there are many English course offerings and a wide range of programs that present enormous opportunities for exchange students. He encouraged faculty and students to reach out to the College's Global Engagement Office.

**10.4 Board Liaison**

No report.

**10.5 Report from the Secretary**

B. Cavanagh advised that the Educational Excellence Committee will be reviewing the applications for the Award for Educational Excellence in the coming days. The recommendation for the successful candidate will be brought to Education Council for their consideration at the March 18, 2024 meeting.

**11. NEXT MEETING**

Monday, March 18, 2023 at 9:00 a.m. (Via Zoom)

**12. ADJOURNMENT**

The meeting adjourned at approximately 9:39 a.m.

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Chair

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Secretary