DOUGLASCOLLEGE

MINUTES OF MEETING OF EDUCATION COUNCIL
HELD MONDAY, DECEMBER 20, 2021 AT 9:00 AM
VIRTUAL MEETING VIA ZOOM

Members Present:	Regrets:
Bartel Sawatzky, Melissa	Denton, Kathy
Borgford, Thor	Rodgriguez, Miguel
Bowbrick, Graeme (Chair)	
Cavanagh, Bette (Recorder)	**Guests:**
Cragg, Carys	Bourget, Jason
Dench, Sarah	Chiong, Stephen
Dobre, Alexandra	Cox, Shannon
Domasig, Danna	Elliott, Mark
Fraser, Morna	Gill, Tanvir
Gronsdahl, Karla	Kirkpatrick, Edith
Hall, Nathan	Majdanac, Allan
Kaur, Arveen *(Ex-officio)*	Newton, Rachael
Kinsley, John	Patterson, Lorne
Mennill, Sally (Vice Chair)	Polushin, Sandra
Millis, Len	Viani, Tony
Ng, Rella *(Ex-officio)*	Visosky, Patricia
Nguyen, Regina	Vittoz, Nicole
Ramkumar, Amrita	Westerman, Marni
Rana, Ruhina	Zhang, Roy
Schechter, Sam	
Sullivan, Tyler	**Observers:**
Williams, Justin	Horsley, Emma

1. TRADITIONAL TERRITORIAL ACKNOWLEDGEMENT

The Chair acknowledged that the campuses of Douglas College are located on the traditional and unceded territories of the QayQayt First Nation and the Kwikwetlem First Nation, as well as other Coast Salish Peoples.

2. ROLL CALL

The Chair conveyed meeting regrets from K. Denton and M. Rodriguez.

3. **AGENDA**

The Chair confirmed that Council members had reviewed the agenda as distributed on December 10, 2021.

4. **APPROVAL OF THE MINUTES**

   4.1   The Minutes of November 15, 2021 were approved.

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

   5.1   **Committee Membership – Policies Committee**
   The Chair advised that Danna Domasig, student representative, has expressed an interest to serve on the Policies Committee.

   There being no further discussion,

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

   MOVED by N. Hall; SECONDED by S. Mennill, THAT Education Council approve the appointment of Danna Domasig as the student representative on the Policies Committee, 2021-2022.

   The Motion was <u>CARRIED</u>.

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

   6.1   **Program Name Change: Diploma in Dispensing Optician**
   T. Viani spoke to the item.

   In reviewing the program it was determined that the program name was confusing to applicants. The proposed name change is Diploma in Opticianry. The review includes the updating of curriculum guidelines, a change in the program code from DOPT to OPTI, and the updating of Opticianry competencies to better reflect industry best practice and regulatory changes. T. Viani advised that the program will also go through accreditation this year.

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 17, 2022 meeting.

   6.2   **Program Revision: Post-Degree Diploma Information and Communication Technology**
   S. Chiong spoke to the item.

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The proposed changes will provide students with greater flexibility in course selection.

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 17, 2022 meeting.

6.3 Program Withdrawal: Diploma in Health Information Management
P. Visosky spoke to the item.

The final intake of students for the Diploma in Health Information Management program was Fall 2016. The Post-Baccalaureate Diploma in Health Information Management replaced that program in 2018. The initiator advised that Enrolment Services has confirmed that no students are impacted by this program withdrawal.

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 17, 2022 meeting.

6.4 Program Revision: Disability and Community Studies
S. Polushin spoke to the item.

The proposed revisions recommend course reconfiguration to accommodate an increase in practicum hours from 60 to 120 hours in the 2nd year of the Classroom and Community Support program. Community partners in the school district and community living sector have expressed concern about the limited number of practicum hours and are less inclined to offer placements in the field.

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 17, 2022 meeting.

6.5 Program Revision: Addition of Co-operative Education Partnership with Bachelor of Business Administration Major in Marketing
S. Cox spoke to the item.

The Bachelor of Business Administration Major in Marketing was approved last Fall. This revision adds the option for Co-operative Education and finalizes the partnership with the Co-op Office.

R. Ng, Registrar, noted that Enrolment Services is moving forward with the direction to ensure that program developers add the Co-operative Education Option to the program CG so that students can see that option up front. R. Ng will be consulting with Business Development and the Co-op Office to streamline the process.

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 17, 2022 meeting.

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6.6   **Program Proposal: Associate of Science Specialization in Psychology**
N. Vittoz spoke to the item.

The Bachelor of Arts in Applied Psychology at Douglas College accepts coursework equivalent to an Associate of Science (or Associate of Arts) for program entry. Very few students with an Associate of Science degree have applied to the BA program and it is anticipated that the proposed packaging of a specialization, within the already-existing Associate of Science degree, will help make students and advising staff more aware of this pathway. The proposal does not involve any new course development and requires no additional resources.

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 17, 2022 meeting.

6.7   **Program Revision: Post-Baccalaureate Diploma in Advanced Supply Chain Management**
R. Zhang spoke to the item.

The proposed changes include the addition of CMNS 1115 Business Communication and the removal of CMNS 1099, which is no longer offered.

Discussion ensued regarding the rationale for short-cycling. The rationale was supported as CMNS 1099 has not been offered for over a decade and was not caught at the time the program was approved. This change will be captured for the launch date of the program, effective May 2022.

There being no further discussion,

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

MOVED by M. Fraser; SECONDED by T. Sullivan, THAT Education Council approve the Program Revision: Post-Baccalaureate Diploma in Advanced Supply Chain Management effective May 2022.

The Motion was <u>**CARRIED**</u>**.**

6.8   **Program Revision: Addition of Co-operative Education Partnership with Post-Baccalaureate Diploma in Advanced Supply Chain Management**
R. Zhang spoke to the item.

There being no further discussion,

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

MOVED by A. Dobre; SECONDED by S. Schechter, THAT Education Council approve the Program Revision: Addition of Co-operative Education Partnership Post-Baccalaureate Diploma in Advanced Supply Chain Management effective May 2022.

The Motion was CARRIED.

6.9   Program Revision: Certificate in Global Competency
J. Bourget spoke to the item.

The Certificate in Global Competency (GCC) program launched in Fall 2021. This program revision includes updating the list of GCC eligible courses and experiences approved by the GCC Faculty Advisory Committee so that students can see what courses and experiences they can take to fulfill the requirement of the certificate. There have also been minor changes made to the language of the Academic and Non-Academic Requirements sections to reflect the inclusion of the lists of GCC-eligible courses and experiences.

J. Bourget encouraged council members to review the documentation and forms located on the Global Competency Certificate Resources page on DC Connect and to reach out to him directly for information or questions.

R. Ng added that Enrolment Services is working with Rhyon Caldwell and the Marketing and Communications Office on developing an indicator in Curriculum Navigator to flag individual courses and experiences that are GCC eligible. Further testing is required in order to launch this next year.

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 17, 2022 meeting.

6.10   Exit Requirement Variance Language Update: Hospitality Management Diploma and Post-Baccalaureate Diploma in Hospitality Services Management
M. Elliott spoke to the item.

The Hospitality program is seeking an update to the variance language approved in June 2020, which would allow students to obtain paid, unpaid or volunteer experience in the hospitality industry or any other sector due to the COVID-19 restrictions. The update to the language requests the replacement of the word will with the word may: "If students are unable to secure any experience, then, the Program *may* waive the exit requirement".

M. Elliott confirmed that, to date, they have not had to approve any student without experience. It is anticipated that once we are through the pandemic the exit requirement will return to a more defined experience requirement.

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 17, 2022 meeting.

6.11 **Policy Items**
The Chair advised, for the benefit of new members, that educational policies are reviewed on a scheduled rotation of every 7 years. Some policies only require minor changes. If there are any pressing issues that arise, there is a process in place to move those policies forward to the committee for review which can delay policies that are on the regular rotation.

R. Ng spoke to the proposed changes to the Admissions Policy and the Recognition of Transfer Credit Policy.

6.11 a) Admission Policy changes include:

- revision of the policy name from Admission Policy to *Admissions Policy*;
- revised Purpose statements;
- expanded definitions;
- addition of College English Language Proficiency requirements and admission criteria for Post-Degree applicants;
- removal of fee information, as fees are not relevant to how a student is admitted to the College.

6.11 b) Recognition of Transfer Credit Policy changes include:

- removed a section from the Admissions policy about transfer credit and added it to the Recognition of Transfer Credit Policy ;
- updated definitions to better align with BC Transfer Guide;
- added language that courses receiving assigned (direct) credit should be substantially equivalent

ACTION: Please refer this item to your constituency groups for consideration of approval at the January 17, 2022 meeting.

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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 26 curriculum guidelines and approved 26; 13 new guidelines, 10 revised curriculum guidelines and 3 withdrawn curriculum guidelines. The Committee also approved 1 bundle of 21 withdrawn curriculum guidelines.

L. Millis advised that the Opticianry courses are being put through Curriculum Navigator with the new course guidelines and course codes.

There being no further discussion,

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

MOVED by M. Fraser; SECONDED by C. Cragg, THAT Education Council approve the submitted new guidelines for: ANTH 1800, OPTI 1100, OPTI 1112, OPTI 1200, OPTI 1212, OPTI 2101, OPTI 2113, OPTI 2201, OPTI 1210, OPTI 1310, OPTI 2211, OPTI 2213, OPTI 2311; the revised guidelines for VTEC 1101, VTEC 1102, VTEC 1103, VTEC 1112, THRT 2333, PNUR 2175, PNUR 4575, PNUR 4576, ACCT 3410, BUSN 3310; and the withdrawn guidelines BIOL 1310, BIOL 2103, BIOL 2301, BIOL 2302, BIOL 3103, BIOL 3203, BIOL 3204, BIOL 3306, BIOL 3401, BIOL 3402, BIOL 3403, BIOL 3421, BIOL 3422, BIOL 3600, BIOL 3621, BIOL 3622, BIOL 4100, BIOL 4102, BIOL 4107, BIOL 4300, BIOL 4305, CMNS 1215, PNUR 4710, PNUR 4724.

The Motion was CARRIED.

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

8.1 Program Revision: Associate of Arts Future Teachers
M. Westerman spoke to the item and pointed out two minor corrections reflected on the Program Guideline. She thanked R. Nguyen for bringing the suggested changes forward.

There being no further discussion,

MOVED by S. Mennill; SECONDED by S. Schechter THAT Education Council approve the Program Revision: Associate of Arts Future Teachers effective May 2022.

The Motion was CARRIED.

8.2 Program Revision: Diploma in Engineering and Fabrication Technologies
A. Majdanac spoke to the item.

There being no further discussion,

MOVED by S. Schechter; SECONDED by S. Dench, THAT Education Council approve the Program Revision: Diploma in Engineering and Fabrication Technologies effective May 2022.

The Motion was CARRIED.

8.3 Program Revision: Certificate in Engineering Foundations
A. Majdanac spoke to the item.

There being no further discussion,

MOVED by C. Cragg; SECONDED by S. Schechter, THAT Education Council approve the Program Revision: Certificate in Engineering Foundations effective May 2022.

The Motion was CARRIED.

8.4 Program Revision: Certificate in Communications
S. Schechter spoke to the item.

There being no further discussion,

MOVED by D. Domasig; SECONDED by A. Dobre, THAT Education Council approve the Program Revision: Certificate in Communications effective May 2022.

The Motion was CARRIED.

8.5 Program Revision: Post-Baccalaureate Diploma Computer and Information Systems
S. Chiong spoke to the item.

There being no further discussion,

MOVED by T. Sullivan; SECONDED by M. Fraser, THAT Education Council approve the Program Revision: Post-Baccalaureate Diploma Computer and Information Systems effective May 2022.

The Motion was CARRIED.

8.6 Admissions Advisory Committee Recommendations
R. Ng referred to the submitted report. No further questions arose.

- Associate of Arts – Future Teachers
  Program is no longer deemed a closed enrolment program. Changes align with the general Associate of Arts admission requirements.

- Diploma in Engineering and Fabrication Technologies
  Changes align with the General College admission requirement and the minimum prerequisite for the course requirements. This is to ensure the program is accessible to students and to differentiate from the Certificate in Engineering Foundations, as the Diploma program is a slower pace option with a more reasonable workload.

- Temporary Admission Variance
  - Certificate in Health Care Assisting
  - Certificate in Health Care Support Work; and
  - Certificate in Community Mental Health

  Temporary variance granted to lower English admission requirement; moving the collection of clinical documentation closer to when the clinical practice takes place, and the removal of the Medical Suitability Form, which no longer serves a purpose.

There being no further discussion,

MOVED by J. Kinsley; SECONDED by S. Dench, THAT Education Council approve the Admissions Advisory Committee recommendations Associate of Arts - Future Teachers, Diploma in Engineering Fabrication Technologies effective May 2022 and Temporary Admission Variance to Certificate in Health Care Assisting, Certificate in Health Care Support Work; and Certificate in Community Mental Health effective January 2022.

The Motion was CARRIED.

9. **INFORMATION ITEMS**

   9.1 **Programs Committee**
   N. Hall spoke on behalf of the Programs Committee and referred to the written report in the agenda package.

   The Chair noted that because the Programs Committee is our newest committee, they would like to address how feedback is sought from the greater council on issues they have identified that require clarification. Discussion ensued.

A motion was made on the floor by M. Fraser, that the Programs Committee report of November 2021, included in today's agenda package, be referred to the Policies Committee for further input and consideration.

Council members agreed that the Programs Committee recommendations set out in the report be referred to the Policies Committee regarding the *Program Approval Policy for New and Revised Programs.* The Chair and Vice-Chair of the Programs Committee agreed to work with the Policies Committee on the suggested recommendations.

There being no further discussion,

MOVED by G. Bowbrick; SECONDED by C. Cragg, THAT Education Council approve the referral of the November 2021 report from the Programs Committee to the Policies Committee for further input and consideration.

The Motion was <u>CARRIED.</u>

10. <u>REPORTS</u>

10.1 <u>Report from the Chair</u>
No report.

10.2 <u>Report from the President</u>
No report.

10.3 <u>Report from the Vice President, Academic & Provost</u>
T. Borgford spoke about the COVID cases rising across the eastern provinces and that some of those provinces have moved to online instruction for the Winter semester. He advised that the College is monitoring the situation closely and is following the advice of the Provincial Health Officer and the Ministry. The Provincial Health Officer has noted that our vaccination rates and compliance with the mask mandates in post-secondary are very strong in British Columbia. At this time there has been no decision to move to online instruction.

10.4 <u>Report from the Board Liaison</u>
No report.

10.5 <u>Report from the Secretary</u>
The Secretary reminded Council Members of the early January submission deadline of January 5, 2022, for items to be considered at the January 17, 2022 meeting.

Please provide advance notice via email to Bette Cavanagh with a copy to edco@douglascollege.ca, if you require flexibility around the January 5th submission

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cut-off date. The Chair advised that this may slightly delay the circulation of the January package to council members.

11. <u>NEXT MEETING</u>

Monday, January 17, 2022 at 9:00 a.m. Via Zoom.

12. <u>ADJOURNMENT</u>

The meeting adjourned at approximately 10:04 a.m.

Everyone was wished an enjoyable and safe Holiday Season.

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               Chair   **Secretary**