



**MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, NOVEMBER 17, 2014 AT 9:00AM
BOARDROOM - NEW WESTMINSTER CAMPUS**

1. ROLL CALL:

Members Present:

Sheilagh Badanic
Aaron Bayes
Thor Borgford
John Fleming
Brenna Gray
Todd Harper (Chair)
Anna Helewka
Sandra Hochstein
Mary Hodder (*Ex-Officio*)
Barbara Leighs
Rod Midgley
Jasmine Nicholsfigueiredo (Vice Chair)
Catherine Sales
Jenny Shin
Doug Simak
Brent Stant
Richard Tardif
Brian Thomas-Peter
Hailea Williams
Andria Wrench

Regrets:

Kathy Denton (*Ex-Officio*)
Katrinya Koenig (*Ex-Officio*)
George Stroppa

Guests:

Claudia Jamieson
Betty Mitchell
Meg Stainsby
Titus Yip

Manjit Mandher (Recorder)

2. APPROVAL OF THE AGENDA

The Chair asked members to approve a fluid Agenda; Council agreed and the Agenda was re-ordered and approved as amended.

3. APPROVAL OF MINUTES

The October 20th, 2014 Minutes were approved as presented.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Curriculum Items

a) Curriculum Committee Recommendations

B. Gray made an amendment to this month's memo noting the removal of HIST 2215 and PHIL 1123, 1201, 1245 and 1250 from the Committee's recommendations.

Discussion was had regarding the reason of the removal of HIST 2215. It was noted that conversations will occur between Senior Management and the Deans before this course is re-submitted to the Curriculum Committee for recommendation.

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

MOVED by H. Williams; SECONDED by A. Helewka, THAT Education Council approve the submitted guidelines for: BUSN 3100, 3410, 3500, MODL 2351, OADM 1329, 1437, PHYS 1104, 1107, 1110, 1207, 1208 and 1210; and approve the withdrawal request for: ACCT 3350.

The Motion was CARRIED.

4.2 Policy Items

a) Revised Academic Integrity Policy

Meg Stainsby was invited to speak to this item.

Concern was expressed over the possible implications of a student receiving the notation “FD” (failed due to dishonesty) on their permanent transcript.

The following suggestions to improve the policy formatting were offered:

- Use of flowcharts to help visualize the process;
- Use of bullets over numbering so as not to represent hierarchy; and
- To provide the clarifications parallel to the statement.

Council members were instructed to provide any additional feedback directly to Meg Stainsby.

MOVED by S. Hochstein; SECONDED by B. Stant, THAT Education Council refer the *Academic Integrity Policy* back to the Educational Policies Committee for further revision.

The Motion was CARRIED.

b) Revised Credentials Awarded at Douglas College Policy

J. Shin was asked to speak to this item.

The Chair mentioned that written feedback was received from CFCS FEC in which concerns were brought up around the adverse impact these changes would have on the current offering of both courses and PLAR within various programs.

MOVED by R. Midgley; SECONDED by R. Tardif, THAT Education Council approve the submitted revisions to the Credentials Awarded Policy.

The Motion was CARRIED.

Upon approving the revised Policy, a lengthy discussion ensued concerning the possible adverse effect these changes would have on students receiving their credentials. In particular, Council members took issue with the word “normally” and the inherent ambiguity this wording presents in the application of this Policy.

MOVED by B. Gray; SECONDED by S. Badanic, THAT Education Council approve the removal of the word “normally” from the revised *Credentials Awarded at Douglas College Policy*.

The Motion was CARRIED with one abstention.

Further to the approval of the revised and amended Policy, further discussions revealed that it is very likely that a number of variances will be sought to this Policy and that a broader wording seems appropriate. Council agreed that the Policy would better serve the College if the wording was changed to reflect a residency requirement spectrum of between 25% and 50%. It would then be up to each faculty to decide on their own specific residency requirements.

MOVED by B. Leighs; SECONDED by B. Gray, THAT Education Council refer the *Credentials Awarded at Douglas College Policy* back to the Educational Policies Committee for further consideration.

The Motion was CARRIED.

c) Revised Grading Systems Policy

J. Shin was asked to speak to this item.

There being no discussion,

MOVED by A. Helewka; SECONDED by H. Williams, THAT Education Council approve the revised version of the *Grading Systems Policy*.

The Motion was CARRIED.

d) Terms of Reference Revisions – Standing Committee on Education Policies

J. Shin was asked to speak to this item.

There being no discussion,

MOVED by B. Stant; SECONDED by A. Helewka, THAT Education Council approve the revised Terms of Reference– Standing Committee on Education Policies.

The Motion was CARRIED.

4.3 Curriculum Guideline Template Revision – Learning Outcomes

J. Nicholsfigueiredo was asked to speak to this item.

After some discussion, it was proposed that in an effort not to lead to misunderstandings for those outside the College, the field in Curriculum Navigator use the wording “Course Objectives / Learning Outcomes”.

MOVED by A. Bayes; SECONDED by A. Wrench, THAT Education Council approve the revisions to the Curriculum Guideline Template with the wording “Course Objectives/Learning Outcomes.”

The Motion was CARRIED.

4.4 Education Affiliations

Betty Mitchell was invited to speak to this item.

There being no discussion,

MOVED by H. Williams; SECONDED by J. Fleming, THAT Education Council approve the request to pursue educational affiliations with Fachhochschule Kufstein FH Tirol University of Applied Sciences, Austria, UVIC- University of Vic, Central University of Catalonia, Spain and Business Academy Aarhus (BAA), Denmark.

The Motion was CARRIED.

5. New Business

5.1 Education Affiliations

Betty Mitchell was invited to speak to this item.

Betty spoke to the memo indicating the request to move forward on developing relations with these institutions:

- a) **Columbia University, NY**
- b) **Uganda Martyrs University**

An inquiry was made about how many students are expected to attend the College.

Betty mentioned that European Universities have a mandate to send their students abroad and Douglas College is planning for 25 agreements with 50 of our students going abroad and 50 attending Douglas College.

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

5.2 Program Revision: OADM

Claudia Jamieson and Titus Yip were invited to speak to this item.

The proposed changes to the Basic Office Skills Certificate, Administrative Assistant Certificate, Legal Administrative Certificate and Medical Office Assistant Certificates would go in effect September 2015. The changes arose from a program review.

A council member pointed out the discrepancy between the memo's graduation requirements and the information provided in the table on page 2.

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

5.3 Ad Hoc Committee Formation – Education Council Bylaws Revision Committee

The Chair spoke to this item.

He noted the current version of the Education Council Bylaws was approved 10 years ago and a revision is required. He is proposing the formation of the Education Council Bylaws Revision Ad Hoc Committee and included the Terms of Reference with the memo.

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

6. REPORTS

6.1 Report from the Chair

a) October Report to the College Board

The Chair noted an error in his October Report to the College Board. Item 12 referred to the terms of reference revision to the Educational **Excellence** Committee when it should have read 'Educational **Policies** Committee.'

6.2 Report from the President

The President sent regrets for the meeting.

6.3 Report from the Vice President, Academic & Provost

T. Borgford spoke on the highly engaging Hybrid Development workshop that was held on Friday November 14th. A group of 25 faculty members met to review pedagogical hybrid development. Future workshops are being planned with more engagement of faculty.

6.4 Report from the Registrar

Nothing to report.

6.5 Report from the Board Representative

Nothing to report.

6.6 Report from the Secretary

Nothing to report

6.7 Report from the Curriculum Committee

Nothing to report

6.8 Report from the Educational Excellence Committee

The call out to faculty for student awards will be going out shortly. The Education Council Chair has arranged for a \$500 monetary award available for this year's successful recipient.

6.9 Report from the Committee on Admissions & Language Competency Standards

Nothing to report.

6.10 Report from the Committee on Educational Policies

Nothing to report.

6.11 Report from the Committee on International Education

Nothing to report.

7. OTHER BUSINESS

7.1 Terms of Reference Revision: Faculty Education Committee (Information)

D. Simak spoke to this item, noting that the language used in the Terms of Reference is out dated and it needs to be made clear that this document is based on the College and Institutes' Act as delegated from the Douglas College Education Council.

The Chair noted that the original item in question was presented at a past Education Council meeting as an Information Item.

T. Borgford will take this under advisement at VPAC.

8. NEXT MEETING

Monday, December 15, 2014 at 9:00 am in the Boardroom (4920), New Westminster Campus.

9. ADJOURNMENT

MOVED BY H. Williams; SECONDED by B. Stant, that the November 17th, 2014 meeting of Education Council be adjourned.

The Motion was CARRIED.

The meeting adjourned at approximately 11:00 am.

Chair

Secretary