DOUGLASCOLLEGE

MINUTES OF MEETING OF EDUCATION COUNCIL

September 16, 2024

9:00 am – 11:00 am (New Westminster, Room S4920)

Members Present:	**Regrets:**
Bernoe, Axel	Dench, Sarah
Borgford, Thor	Mills, Cathy
Cawley, Pam	
Curiel, Cathy	
Denton, Kathy (ex-officio)	
Domasig, Danna	**Guests:**
Gibson, Greg	Fellows, Jill
Hall, Nathan	Semeniuk, Monica
Keighron, David	
Kuo, Ann	
Lupton, Rowan	
Mennill, Sally	
Nayyar, Mohit	**Observers:**
Nicholson, Maureen	Yan, Genessa
Rajendran, Sirinithin (ex-officio)	
Rana, Ruhina	
Sawhney, Avika	
Singh, Amarpreet	
Tilley, Janette	
Villavicencio, George	
Younan, Bacel (ex-officio)	

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 q̓íc̓əy̓ (Katzie), *qʼʷaːn̓ƛʼən̓* (Kwantlen), kʷikʷəƛ̓əm (Kwikwetlem), xʷməθkʷəy̓əm (Musqueam), and qiqéyt (Qayqayt) First Nations.

2. ROLL CALL

S. Dench and C. Mills sent regrets to the meeting.

3. AGENDA

The Chair confirmed that Council members had reviewed the agenda as distributed on September 6, 2024.

4. APPROVAL OF THE MINUTES

4.1 The Minutes of June 10, 2024 were approved.

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

5.1 No items.

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

6.1 Program Revision: Associate of Arts Degree in Intercultural and International Studies

J. Fellows spoke to the item.

This program revision responds to a recommendation from the Intercultural and International Studies (IIS) Program Advisory Committee, to add MODL 1105 to List E.

K. Denton inquired whether the initiators had considered listing "Select any MODL course in List E". J. Fellows responded that the IIS Program Advisory Committee thought it best to send this update through governance now with the intention of revising the program guidelines in the future.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 21, 2024 meeting.

6.2 Full Program Proposal: Post-Baccalaureate Diploma in Project Management

M. Semeniuk spoke to the item.

This two-year Post-Baccalaureate Diploma (PBD) in Project Management will provide students with a foundation in project management knowledge and skills. Noting that the Bachelor of Business Administration currently has a Concentration and a Post-Degree Diploma in Project Management, this PDB program would offer students opportunities for Co-Op education. The Post-Degree Diploma in Project Management is one of the most popular programs in Business Management and students from that program have expressed the need for more experiential learning.

T. Borgford asked if the initiators had considered using a different credential name as it might cause confusion to student applicants. M. Semeniuk responded that they did have this discussion at the Programs Committee but were unable to come up with an alternate credential name.

B. Younan added as a reminder that all credential types are listed in the *Credentials Awarded at Douglas College Policy.*

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 21, 2024 meeting.

6.3 Program Revision: Post-Degree Diploma in Project Management

M. Semeniuk spoke to the item.

This program revision aligns the program with the Credentials Awarded at Douglas College Policy, adds in the learning outcomes and improves language clarity for students.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October 21, 2024 meeting.

6.4 Draft 2025-2026 Budget Guidelines

K. Denton advised that the Draft Budget Guidelines are circulated every year which starts the process where we seek budget advice to provide to the College Board. She advised that the Guidelines are consistent with the last few years and have not changed.

ACTION: Please refer this item to your constituency groups for information and bring feedback to the October 21, 2024 meeting or provide feedback in writing directly to the edco@douglascollege.ca email.

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 review and approval of 28 curriculum guidelines. There are 9 new, 5 revised and 14 withdrawn curriculum guidelines.

T. Borgford explained for the benefit of Council members, that the Veterinary Technology Department has created two streams, one that is face to face and one that is hybrid. By harmonizing the two programs, the objective was to create one set of curriculum guidelines with minimal differences.

There being no further discussion,

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

MOVED by D. Keighron; SECONDED by R. Rana, THAT Education Council approve the submitted new curriculum guidelines: VTEC 1314, **VTEC** 2401, **VTEC** 2402, **VTEC** 2403, **VTEC** 2404, **VTEC** 2414, **VTEC** 2405, **VTEC** 2407 **VTEC** 2417; **revised curriculum guidelines: ACCT** 3420, **ACCT** 4520; **MARK** 4440, **MARK** 4441**; SPSC** 1317 **and the withdrawn curriculum guidelines: CYCC** 1100, **CYCC** 2201, **CYCC** 2490, **CYCC** 3490, **CYCC** 4490; **LWPT** 0100, **LWPT** 0101, **LWPT** 0102, **LWPT** 0103, **LWPT** 0104, **LWPT** 0105, **LWPT** 0106; and **ANTH** 2192, **ANTH** 2193.

The Motion was CARRIED.

7.2 Policy Items

a) Curriculum Development and Approval Policy

G. Gibson spoke to the item. No comments or questions arose.

There being no further discussion,

MOVED by R. Rana; SECONDED by A. Sawhney, THAT Education Council approve the Curriculum Development and Approval Policy, effective immediately.

The Motion was CARRIED.

b) Prior Learning Assessment and Recognition Policy

G. Gibson spoke to the minor updates of the Policy.

B. Younan, Registrar, advised that Enrolment Services is seeing an increase in requests for courses that do not qualify for PLAR. He confirmed that all Faculty Education Committees (FECS) must develop a PLAR process to be PLAR eligible. If your department or program has established a procedure for recognizing prior learning, please indicate 'Yes' in Curriculum Navigator and ensure that it is also noted in the course outline.

The Registrar noted one additional edit that was recommended to the Policy Committee, however, the Policy Committee did not meet to include this update for the September 2024 meeting. The proposed edit removes the duplication of language

that is already stated in the Definitions section of the policy, **Grade Point Average (GPA)**:

> **GRADING/RECOGNITION OF CREDITS**
>
> Learning assessed through the prior learning assessment process will be assigned a grade in accordance with the Douglas College *Grading Policy* and consistent with the grading practices of the specified course.
>
> Subject to provincial government requirements or institutional agreements, Douglas College will record credits awarded through prior learning assessment on the transcript. ~~Credits and grades earned under the PLAR process are not included in the calculation of a student's term or cumulative GPA.~~

There being no further discussion,

MOVED by M. Nayyar; SECONDED by D. Keighron, THAT Education Council approve the Prior Learning Assessment and Recognition Policy, as amended, effective immediately.

The Motion was CARRIED.

7.3 Establishment of Committee Membership 2024-2025

The Chair spoke to the recommendations for the Education Council committee appointments.

There being no further discussion,

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

MOVED by P. Cawley; SECONDED by A. Singh, THAT Education Council approve the Establishment of Committee Membership 2024-2025.

The Motion was CARRIED.

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

8.1 No items.

9. INFORMATION ITEMS

9.1 Programs Committee Report

The Chair referred to the June 2024 report in the agenda package. No questions or comments arose.

9.2 Admissions Advisory Committee Report

The Chair referred to the June 2024 report in the agenda package. No questions or comments arose.

10. REPORTS

10.1 Report from the Chair

The Chair welcomed back both incoming and returning Council members and was happy to see everyone in person. Over the summer months the Chair spent time recruiting committee members for the various Education Council committees and thanked everyone for their willingness to serve in this capacity.

The Chair also informed members that two student appeals were handled by the EdCo Appeal Tribunal Committee.

10.2 Report from the President

The President welcomed everyone to the new academic year. She reported the following:

- The 808 Royal building project has been a major focus of attention and in late Fall, the structure will begin to emerge above the protective fencing.
- Her interactions with government officials have changed due to the upcoming election. Ministry staff are busy documenting their work and various initiatives to support a smooth transition should there be a change in government.
- Federal government changes to the process of obtaining international study visas and post graduate work permits have made it more challenging for prospective international students. She continued that we are not as impacted as other institutions as we have been diversifying the areas of the world where we recruit students, including regions where students are not interested in immigrating to Canada. The College will continue to counter any negative and conflicting messaging.
- The College is wrapping up the last initiatives of the 2020-2025 Strategic Plan. The Senior Management Team (SMT) and the College Board will begin to set priorities for the new 2025-2030 strategic initiatives. There will be opportunities for feedback on the new Plan. The College Board will consider final approval of the new plan in May 2025.

10.3 Report from the Vice President, Academic & Provost

T. Borgford advised that it has been a smooth start to the semester. Domestic enrolments are slightly up and have been increasing over the past two years.

T. Borgford shared plans underway for a Chairs and Coordinators session on Governance, scheduled for Friday, October 25, 2024. In addition to the workshop, it is an opportunity to socialize and network with your colleagues. The invitation will be circulated in the coming days and will be extended to Education Council members.

10.4 Board Liaison

S. Rajendran advised that the next meeting of the Douglas College Board is September 26, 2024.

10.5 Report from the Secretary

No report.

11. NEXT MEETING

October 21, 2024, at 9:00 a.m. (Via Zoom)

12. ADJOURNMENT

The meeting adjourned at approximately 9:38 a.m.

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Chair **Secretary**