

**MINUTES OF MEETING OF EDUCATION COUNCIL**

November 18, 2024

**9:00 am – 11:00 am (Via Zoom)**

<b>Members Present:</b>	<b>Regrets:</b>
Bernoe, Axel	Denton, Kathy
Borgford, Thor	Hall, Nathan
Cawley, Pam	Keighron, David
Curiel, Cathy	
Dench, Sarah	<b>Guests:</b>
Domasig, Danna	Becker, Lawrence
Gibson, Greg	Chapell, Brian
Kuo, Ann	Christianson-Barker, Jenna
Lupton, Rowan	Fairbairn, Hazel
Mennill, Sally	Kirkpatrick, Edith
Mills, Cathy	Majdanac, Allan
Nayyar, Mohit	Miller, Alicia
Nicholson, Maureen	Wakeling, Jennifer
Rajendran, Sirinithin (ex-officio)	Young, Kelley
Rana, Ruhina	
Sawhney, Avika	<b>Observers:</b>
Singh, Amarpreet	Ewart-Yan, Genessa
Tilley, Janette	
Villavicencio, George	
Younan, Bacel (ex-officio)	

**1. TRADITIONAL TERRITORIAL ACKNOWLEDGEMENT**

The Chair acknowledged that Douglas College respectfully acknowledges that our campuses are located on the unceded traditional and ancestral lands of the Coast Salish Peoples, including the territories of the q'ícáy (Katzie), q'w'a:ńł'əń (Kwantlen), k'w'ik'w'əłəm (Kwikwetlem), x'w'məθk'w'əyəm (Musqueam), qiqéyt (Qayqayt), Skwxwú7mesh (Squamish), scəwáθən (Tsawwassen) and səliiwətał (Tseil-Waututh) Peoples.

**2. ROLL CALL**

K. Denton, N. Hall and D. Keighron sent regrets to the meeting.

### 3. AGENDA

The Chair confirmed that Council members had reviewed the agenda as distributed on November 8, 2024.

### 4. APPROVAL OF THE MINUTES

4.1 The Minutes of October 21, 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: Certificate in Medical Office Administration

E. Kirkpatrick/A. Miller spoke to the item.

The proposed new version of the program is set to commence in Fall 2025. The curriculum has been reviewed to ensure it remains up to date and that graduates obtain a broader range of skills to help prepare them with challenges they may encounter in practice, particularly those related to clinical placements. Many hiring managers and medical clinics have emphasized the importance of transferable skills and hard technical skills in their hiring processes. The aim is to expand access to a broader range of placement opportunities, including adding hospital placements to the scope of options available. The courses will be organized around themes instead of standalone courses. Detailed course curriculum guidelines are being finalized and will be introduced to the governance process during the fall term.

In recognition of the Canadian College of Health Information Management (HICA) standards, the graduation requirement has been increased to a C+ grade.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the December 16, 2024 meeting.

#### 6.2 Program Revision: Diploma in Music Technology

H. Fairbairn spoke to the item.

This program revision replaces CMNS 1276 (Professional Communication for Arts Entrepreneurs) with CMNS 2115 (Advanced Business Communications). CMNS 2115 builds on the course content and further develops skills taught in CMNS 1111. CMNS 2115 also provides intensive group activity, supporting the student's final portfolio show.

In consultation with the Program Advisory Committee and industry professionals developing teamwork skills are important for their professional careers.

One new course MUSC 1175 (Music Technology for Live Bands) has been developed to provide students with an opportunity to learn about communication, planning and technical skills required to support live bands in rehearsal and performance.

B. Younan suggested two additional edits and recommended that (1) the credits not be rounded when calculating the 50% (32.00-34.00 credits) and (2) to remove the reference to a note from MUSC 1276.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the December 16, 2024 meeting.

**6.3 Program Revision: Certificate in Disability and Applied Behaviour Analysis**

J. Christianson-Barker and K. Young spoke to the item.

This revision increases the certified course sequence from 18 to 21 credits in order to meet the requirement of the Behavior Analyst Certificate Board 6<sup>th</sup> edition coursework criteria. Additional revisions include updated admissions language and learning outcomes.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the December 16, 2024 meeting.

**6.4 Program Revision: Diploma in Classroom and Community Support**

J. Christianson-Barker and K. Young spoke to the item.

This revision, informed by a comprehensive program review, includes updated admissions criteria and curriculum alignment with the Certificate in Educational Assistance and Inclusion.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the December 16, 2024 meeting.

**6.5 Program Name Change: Diploma in Classroom and Community Support**

J. Christianson-Barker and K. Young spoke to the item.

This revision proposes updates to admission requirements, alignment of the first-year course sequence with the Certificate in Education Assistance and Inclusion and a proposed program name change from Diploma in Classroom and Community Support to Diploma in Inclusive Education and Disability Studies (IEDS).

This name change seeks to address confusion with the Certificate in Education Assistance and Inclusion and highlights the degree and university pathways available through the diploma.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the December 16, 2024 meeting.

**6.6 Program Revision: Diploma in Hearing Instrument Practitioner**

B. Chapell spoke to the item.

This program revision addresses the change to the regulatory body of knowledge. As of June 2024, several health care professionals have been integrated under the College of Health and Care Professionals of British Columbia (CHCPBC). The revisions also include updated graduation requirements and revised wording

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the December 16, 2024 meeting.

**6.7 Program Name Change: Diploma in Hearing Instrument Practitioner**

B. Chapell spoke to the item

The proposed name change from Diploma in Hearing Instrument Practitioner to Diploma in Hearing Aid Sciences is more user friendly and marketable for students.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the December 16, 2024 meeting.

**6.8 Program Revision: Bachelor of Social Work**

L. Becker spoke to the item.

This revision proposes to reduce the volunteer hours from 100 hours to 50 hours. Candidates are experiencing increased difficulty in securing these volunteer hours. As volunteer hours are not paid and many non-profits do not have space for students, it is a struggle for them to fit these hours in and do part-time work prior to BSW entry.

The Registrar pointed out that the Bachelor of Social Work is still captured in Curriculum Navigator under the former faculty name of Child, Family and Community Studies and confirmed that he will look into this on behalf of the initiator.

In answer to a question, L. Becker confirmed that these changes are consistent with the admission requirements of CASWE (Canadian Association for Social Work Education).



**ACTION:** Please refer this item to your constituency groups for consideration of approval at the December 16, 2024 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 review of 30 curriculum guidelines. There are four (4) new and (26) revised guidelines. She referred to the report included in the package that the revisions include clearer language on participation, whether there is research involved in the course and also to make sure there is a specific reference to the Evaluation Policy.

In order to improve the timeliness of the Committee’s review of incoming course guidelines (76 guidelines are under review for December), representatives from the Curriculum Committee would like to extend an invitation to attend a Faculty Education Committee (FEC) meeting to provide guidance and best practices on writing and revising course guidelines.

There being no further discussion,

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

**MOVED by A. Singh; SECONDED by S. Dench, THAT Education Council approve the submitted *new* curriculum guidelines: BUSN 3320; ELLA 1030; MUSC 1175 and MATU 0500 and *revised* curriculum guidelines: BLAW 1320, BLAW 3700, BLAW 3710, BLAW 3730, BLAW 3750, BLAW 3760, BLAW 3770, BLAW 3780, BLAW 4720; BUSN 3312, BUSN 4460; CSIS 1190; MARK 3215, MARK 3300; MHPS 1150, MHPS 1160; CRIM 1100, CRIM 1170; PSYC 3370, PSYC 3385; MUSC 1101, MUSC 1102, MUSC 1103, MUSC 1104, MUSC 1121, MUSC 1201.**

**The Motion was CARRIED.**

**7.2 Admission Advisory Committee**

T. Smith referred to the recommendations submitted by the Admissions Advisory Committee.

**a) Request for Variance: Certificate in Academic Foundations for Potential Psychiatric Nursing Applicants**

The Psychiatric Nursing department proposes a 2-year variance to lower the high school admission requirements of the Certificate in Academic Foundations for

Potential Psychiatric Nursing Applicants (AFPNUR) to align with the general Certificate in Academic Foundations admission requirement of a “C” grade.

The Chair inquired why this variance is proposed for two years and whether the program will be making a change to the admission requirements at that time.

In response, the initiator explained that temporarily lowering the admission requirements would allow the BSPN department and Enrolment Services to better track students who are interested in the Bachelor of Science in Psychiatric Nursing programs. Ensuring that prospective LPN students receive early registration for the UT requirement courses will help track the number of prospective LPN students interested in the LPN Access Program. This two-year variance period will provide data and insights on the impact of student success.

There being no further discussion,

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

**MOVED by R. Rana; SECONDED by P. Cawley, THAT Education Council approve the Admissions Advisory Committee recommendations for the temporary Admissions Variance, Certificate in Academic Foundations for Potential Psychiatric Nursing Applicants, effective immediately.**

**The Motion was CARRIED.**

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

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

J. Wakeling spoke to the item. No comments or questions arose.

The Programs Committee was thanked for their assistance with the program revision.

There being no further discussion,

**MOVED by R. Rana; SECONDED by G. Gibson, THAT Education Council approve the Program Revision: Diploma in Veterinary Technology effective September 2025.**

**The Motion was CARRIED.**

**8.2 Program Revision: Certificate in Engineering Foundations**

A. Majdanac spoke to the item.

B. Younan, Registrar, proposed an additional revision to eliminate Note 5, which states: "Some students may require further English upgrading before taking CMNS or ENGL courses. Please check the course prerequisites for more information." He continued that the program admission requirements stipulate English 12 with a grade of B or an equivalent, therefore all admitted students will satisfy the prerequisite requirements for these courses.

There being no further discussion,

**MOVED by G. Gibson; SECONDED by R. Rana, THAT Education Council approve the Program Revision: Certificate in Engineering Foundations, as amended, effective September 2025.**

**The Motion was CARRIED.**

**8.3 Program Revision: Diploma in Engineering and Fabrication Technologies**

A. Majdanac spoke to the item.

The Registrar recommended the removal of Note 5. Please refer to the rationale provided in item 8.2 above.

The Registrar suggested one further edit under the Graduation Requirements section to update the wording to reflect "Up to 50% (34) Credits of coursework used towards a previously received credential can be used to meet graduation requirements (see the Credentials Awarded Policy)."

There being no further discussion,

**MOVED by C. Mills; SECONDED by A. Singh, THAT Education Council approve the Program Revision: Diploma in Engineering and Fabrication Technologies, as amended, effective September 2025.**

**The Motion was CARRIED.**

**8.4 Program Revision: Certificate in Educational Assistance and Inclusion**

J. Christianson-Barker spoke to the item.

There being no further discussion,

**MOVED by M. Nayyar; SECONDED by R. Rana, THAT Education Council approve the Program Revision: Certificate in Educational Assistance and Inclusion effective September 2025.**

**The Motion was CARRIED.**

## **9. INFORMATION ITEMS**

### **9.1 Programs Committee Report**

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

### **9.2 Admissions Advisory Committee Report**

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

## **10. REPORTS**

### **10.1 Report from the Chair**

The Chair spoke about her attendance at the recent College Board Strategy Retreat, noting that the day was both productive and enjoyable. Outgoing Board members, including students who previously served on the Education Council, were recognized and celebrated for their contributions to the Board.

The Chair advised that she would be delivering a presentation on Governance to the College's Chairs and Coordinators Leadership Program the following week.

### **10.2 Report from the President**

No report.

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

T. Borgford provided an update on the status of international student enrollments. He noted that the federal government has made significant changes to policies and criteria including a reduction in the number of study permits and an increase in financial requirements for students.

Noting that these changes will have an impact across the post-secondary sector, he emphasized that Douglas College will remain in a relatively good position as it has maintained a stable ratio of domestic to international students, which is pedagogically important for student learning.





T. Borgford added that a concern for students (and enrolments) in certain programs is access to the postgraduate work permit (PGWP). The Federal Government has established a list of CIP codes (Classification of Instructional Programs) that programs must align with for students to qualify for the PGWP. Notably, the policy changes by the federal government will have little impact on students who come to Canada with the intention to return to their home country following their studies.

T. Borgford expressed his gratitude to Bacel Younan and the Institutional Effectiveness team for their collaboration with his office in ensuring that our programs accurately correlate with the eligible CIP codes. Furthermore, we continue to advocate for additions to the government list of eligible programs, as some do not currently meet the criteria for postgraduate work permits.

**10.4 Board Liaison**

S. Rajendran spoke about his participation at the College Board Strategic Retreat highlighting his appreciation for the insightful conversations regarding the 2025-2030 Strategic Plan.

**10.5 Report from the Secretary**

No report.

**11. NEXT MEETING**

December 16, 2024, at 9:00 a.m. (Via Zoom)

**12. ADJOURNMENT**

The meeting adjourned at approximately 10:08 a.m.

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Chair

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Secretary