**DOUGLAS**COLLEGE

# EDUCATION COUNCIL AGENDA
## MONDAY, APRIL 15, 2019 AT 9:00 AM
### Room S4920, NW Campus Boardroom / Room B2100 Coq

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1. **TRADITIONAL TERRITORIAL WELCOME**

2. **ROLL CALL**

3. **APPROVAL OF THE AGENDA**

4. **APPROVAL OF MINUTES**

    4.1     Minutes of March 18, 2019

5. **BUSINESS ARISING FROM THE MINUTES**

    5.1.     Program Revision: Administrative Assistant Certificate *(BF Item 6.1 March 2019 Meeting)* **(Motion to Approve) (C. Jamieson)**

        5.1.1.   Program Name Change: Administrative Assistant Certificate **(Motion to Approve) (C. Jamieson)**

    5.2.     Program Revision: Basic Office Skills Certificate *(BF Item 6.2 March 2019 Meeting)* **(Motion to Approve) (C. Jamieson)**

        5.2.1.   Program Name Change: Basic Office Skills Certificate (Motion to Approve) **(Motion to Approve)(C. Jamieson)**

    5.3.     Program Revision: Legal Administrative Assistant Certificate *(BF Item 6.3 March 2019 Meeting)* **(Motion to Approve) (C. Jamieson)**

        5.3.1.   Program Name Change:  Legal Administrative Assistant Certificate **(Motion to Approve) (C. Jamieson)**

    5.4.     Program Revision: Medical Office Assistant Certificate *(BF Item 6.4 March 2019 Meeting)* **(Motion to Approve) (C. Jamieson)**

        5.4.1.   Program Name Change: Medical Office Assistant Certificate **(Motion to Approve) (C. Jamieson)**

5.5. Program Revision: Computing Studies and Information Systems Diploma *(BF Item 6.5 March 2019 Meeting)* **(Motion to Approve) (S. Li)**

5.6. Program Revision: Computing Studies and Information Systems Post-Baccalaureate Diploma *(BF Item 6.6 March 2019 Meeting)* **(Motion to Approve) (S. Li)**

5.7. Program Revision: Information Communication Technology Post-Degree Diploma *(BF Item 6.7 March 2019 Meeting)* **(Motion to Approve) (S. Li)**

5.8. Program Revision: General Business Diploma *(BF Item 6.8 March 2019 Meeting)* **(Motion to Approve) (R. Newton)**

5.9. Program Revision: International Business Management (Concentration) *(BF Item 6.9 March 2019 Meeting)* **(Motion to Approve) (R. Newton)**

5.10. Program Revision: Management Diploma *(BF Item 6.10 March 2019 Meeting)* **(Motion to Approve) (R. Newton)**

5.11. Program Revision: Trades Management (Concentration) *(BF Item 6.11 March 2019 Meeting)* **(Motion to Approve) (R. Newton)**

6. **<u>NEW BUSINESS</u>**

6.1. Concept Paper: Virtual Technologies Diploma **(For Information) (M. Aboofazeli)**

6.2. Program Revision: Bachelor of Business Administration Management **(Notice of Motion) (R. Newton)**

6.3. Program Proposal: Opticianry Management (Concentration) **(Notice of Motion) (R. Newton)**

6.4. Program Proposal: Management in Aviation (Concentration) **(Notice of Motion) (R. Newton)**

6.5. Program Proposal: Business Technology Management (Concentration) **(Notice of Motion) (R. Newton)**

6.6. Program Proposal: Office Management (Concentration) **(Notice of Motion) (R. Newton)**

6.7. Policy Revision Request: Credentials Awarded Policy **(For Referral) (R. Newton)**

6.8. Quick Reference Tool - Course and Program Approval Timelines **(For Information) (R. Newton)**

7. **STANDING COMMITTEE ITEMS**

    7.1.    Curriculum Items
        a)    Curriculum Committee Recommendations **(Motion to Short-cycle; Motion to Approve) (W. Lee)**

        b)    Helpful Tips for Entering New and Revised Courses in Curriculum Navigator **(For Information) (W. Lee)**

    7.2.    Policy Items
        a)    Grading Policy Revision **(Notice of Motion) (J. Nicholsfigueiredo)**

        b)    Policy Committee Terms of Reference Revision **(Notice of Motion) (J. Nicholsfigueiredo)**

8. **REPORTS**

    8.1.    Report from the Chair **(I. Cikes)**
        a)   March 2019 Report to College Board

    8.2.    Report from the President **(K. Denton)**

    8.3.    Report from the Vice President Academic & Provost **(T. Borgford)**

    8.4.    Report from the Board Liaison **(W. Snider)**

    8.5.    Report from the Secretary **(B. Cavanagh)**

    8.6.    Report from the Curriculum Committee **(W. Lee)**

    8.7.    Report from the Educational Excellence Committee **(M. Westerman)**

    8.8.    Report from the Committee on Admissions and Language Competency Standards **(R. Ng)**

    8.9.    Report from the Committee on Educational Policies **(J. Nicholsfigueiredo)**

    8.10.   Report from the Committee on International Education **(C. Keen)**

9. **OTHER BUSINESS**

    9.1.    Draft Education Council Meeting Schedule 2019-2020 **(For Feedback) (I. Cikes)**

10. **NEXT MEETING**

May 13, 2019 at 9:00 am in the Boardroom, S4920, New Westminster Campus.

11. **ADJOURNMENT**