



**MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, JANUARY 20, 2014 AT 9:00AM
BOARDROOM - NEW WESTMINSTER CAMPUS**

1. ROLL CALL:

Members Present:

Sheila Badanic
Kathy Denton
John Fleming
Brenna Gray
Todd Harper (Chair)
Anna Helewka
Ted James (Ex-Officio)
Katrina Koenig
Barbara Leighs
Jasmine Nicholsfigueiredo (Vice Chair)
Lorne Patterson
Catherine Sales
Jenny Shin
Doug Simak
Erin Smith
George Stroppa
Richard Tardif
Hailea Williams
Madison Paradis-Woodman
Anne Gapper (Recorder)

Regrets:

Mark Darville (Ex-Officio)
Sandra Hochstein
Scott McAlpine
Brian Thomas-Peter

Guests:

Barbara Allen
Pam Cawley
Bruce Hardy
Tracy Ho
Liz McCausland
Maureen Nicholson
Dave Seaweed

2. APPROVAL OF THE AGENDA

An information only document supporting item 5.6 was added as a side table item and Item 7.3 was removed from 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 DECEMBER 16, 2013 MINUTES

In Item 6.7 it was noted that J Penner is co-chair of the Committee on Educational Excellence along with A Helewka.

The minutes of December 16, 2013 were approved as amended.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Curriculum Items

a) Curriculum Committee Recommendation

There being no discussion,

There was unanimous consent to Short-cycle the proposed Motion

MOVED by G Stroppa; SECONDED by J Fleming, THAT Education Council approve the submitted guidelines for: INTR 1225, 1241, 1242, 1290, 2300, 2310, 2320, 2420; ACCT 3370, 4750; BUSN 3253, FINC 1231; CMNS 3000, 3102, 3103, 3200,3400,3401, 3500,3501,3600,3700,3800, 3900,3901, 4000; CRIM 1121, CRIM 1150, CRIM 2252, CRIM 2254, CRIM 3310, CRIM 3355, CRIM 3385, CRIM 3390; LGST 1120, 2210; PHIL 3380; and SOCI 2220.

The Motion was CARRIED.

4.2 Program Revision: Computing Science and Information Systems

Barbara Allen was invited to speak to this item.

Barbara confirmed that she had an implementation plan for the proposed changes and that she would be working with the Registrar's Office and MCO on this. In response to a question about lab availability, Barbara agreed that this was an ongoing problem. CEIT are currently studying lab utilization in order to make more efficient use of them and they have been working with Amazon to provide several software packages in the Cloud so students can access them from anywhere. Other options include hybrid courses and perhaps virtual desktops - these are still being investigated.

Responding to a question about how long students have to complete the existing credential, Barbara confirmed that they are still working on time frames and will base their calculations on a student taking 3 courses per term. Barbara also confirmed that the Department will require that the Communications course be taken prior to the last semester in the new programs.

There being no further discussion,

MOVED by A Helewka; SECONDED by M Paradis-Woodman, THAT Education Council approve the proposed Computing Science and Information Systems program revisions.

There was unanimous consent to Short-cycle the following motions:

MOVED by L Patterson; SECONDED by R Tardif, THAT Education Council recommend that the College Board establish the credential Computing Science and Information Systems Advanced Certificate – Data and Analytics.

The Motion was CARRIED.

MOVED by K Koenig; SECONDED by J Fleming, THAT Education Council recommend that the College Board establish the credential Computing Science and Information Systems Advanced Certificate – Web and Mobile Computing

The Motion was CARRIED.

5. NEW BUSINESS

5.1 Proposed Revision to Admission Policy

Dave Seaweed was invited to speak to this item.

Dave indicated that the proposal is to allow US Aboriginal students to pay domestic student fees under the Jay Treaty, which recognizes the right of First People unrestricted passage over the US/Canada border. He confirmed that Bands will not pay for tuition out of area when comparable tuition is available close to home so this change to the policy would not create a mass influx of Aboriginal students from the US. In the past ten years there have only been two, the main program that would attract students is the Aboriginal Studies in CFCS.

There was unanimous consent to Short-cycle the referral.

MOVED by S Badanic; SECONDED by A Helewka, THAT Education Council refer this item to the Committee on Educational Policies.

The Motion was CARRIED.

5.2 Request for Variance: Health Sciences

Pam Cawley was invited to speak to this item.

Pam explained she was requesting a variance to the Audit Policy which would disallow audit status for students in courses where the primary mode of instruction involves students providing professional care to clients/patients, defined as reality mode. The rationale behind the request is the fact that practicum sites require agreements for the College to provide a 'gold standard' of care and the potential liability exposure for the College. In response to a comment that instructors have the discretion to disallow course audits under the Policy, it was pointed out that it would be more transparent for students if they are aware from the onset that this will not be allowed in Health Sciences reality mode courses.

There was unanimous consent to Short-cycle the referral.

MOVED by B Gray; SECONDED by H Williams, THAT Education Council refer this item to the Committee on Educational Policies.

The Motion was CARRIED.

5.3 Program Revision: CYC Degree and Diploma Programs

Bruce Hardy was invited to speak to this item.

Currently students in the CYC Department enroll for the two year diploma program and then have to reapply for the CYC degree program. The Department is proposing that students apply for the 4 year degree program, with an exit after two years with a diploma. Class size in year 1 will be 30 and will increase to 35 in year 3 to allow for the 2nd year intake for Academic Foundation students and a 3rd year intake for non-CYC

diploma students and returning CYC diploma students. The curriculum guidelines will be changed to reflect this. 2014 will be the last year for the intake for the CYC diploma.

A sub-committee is presently working on a revised interview process. Bruce confirmed that CYC and YJ diploma students will continue to be given bonus points in the intake process which will put them in good standing. Ted James confirmed that students who are carrying on with the degree would still be able to obtain a diploma without stepping out of the program.

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

5.4 Program Revision: CE Career Development Practice Certificate Program

As Brian Thomas-Peter was unable to attend the meeting, Kathy Denton spoke on his behalf and Erin Smith had taken the program so was able to give some input.

Changes have occurred in the field and in requirements for certification so that courses which were originally offered as stand-alone have now been incorporated into this Certificate.

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

5.5 Program Revision: Print Futures and Communications

Maureen Nicholson was invited to speak to this item.

Maureen reported that the program revision is a result of a three year process involving both internal and external reviews resulting in the amalgamation of the Print Futures Department into the Communications Department. They are hoping to introduce the new credential in Fall 2014 and to remove the existing credential in Fall 2015. The current diploma program will transition to a one year post degree program. She confirmed admission requirements will be changing.

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

5.6 Request for Review of Student Appeals Policy

A memorandum to the HSS FEC was added as a side table information memo for this item.

After extensive discussion it was agreed that in order to expedite review of this Policy, Liz McCausland would be asked to forward the work she has carried out to-date to the Committee on Educational Policies. Input from constituencies should be consolidated prior to forwarding to the Committee and should indicate what is wrong with the policy and also give recommendations.

Kathy Denton reported that the Audit and Finance Committee is currently reviewing all Douglas College policies. Early advice is that there is too much procedural information contained in the policies which should be attached separately so that changes can be made more nimbly. Kathy agreed to contact the Committee to see if they knew of a good policy elsewhere that could be used as the basis to help the review.

There was unanimous consent to Short-cycle the referral.

MOVED by D Simak; SECONDED by A Helewka, THAT Education Council refer this item to the Policy Committee.

The Motion was CARRIED.

5.7 Strategic Plan

Kathy Denton spoke to this item on behalf of Scott McAlpine.

Kathy explained that many of the plans and goals of the existing Strategic Plan have been achieved already and the College is entering into a year of preparing. The structure will be the same as last time with a Committee whose goal it is to decide how best to engage the College community, give ideas of what could be included, and assessing people's reactions to what is being proposed. It will be an open process and members of the DCFA, BCGEU and DSU have already been involved in discussions about the process at an SMT meeting. Education Council advice will be sought later. Council members will also have other opportunities to participate in the planning process at forums and by providing input through governance structures (eg FECs). The goal is to garner input through June and to present to the Board in the Fall.

Kathy reported on what has been achieved through the present Strategic Plan and confirmed that some plans/goals will likely overlap and/or be carried over.

6. REPORTS

6.1 Report from the Chair

The Chair reported that the Education Appeals Tribunal has received two appeals and will be meeting later this month.

6.2 Report from the President

Kathy Denton reported on behalf of Scott McAlpine. She explained that every Government body in BC has been asked to produce a Core Review Report. Post-secondary institutions have to report on academic programs and services. Kathy is the lead at Douglas and will be working with a team to produce a series of reports culminating with a presentation by the Board Chair and President at the Ministry of Advanced Education some time in either late March or early April.

6.3 Report from the Vice President, Academic & Provost

Kathy Denton reported that the Criminology degree proposal was still being assessed at the Ministry level.

There is still uncertainty around the future funding of ESL. The College has received two communications from the Federal Government thanking the College for their patience and indicating there would be further delays. Kathy will update the College as soon as any news is received. In response to questions, Kathy confirmed that the College is honouring the existing commitments in the 2013-14 Academic Ed Plan. Responding to a question if surplus funds could be used to support the ESL Department, she explained that general College budget surplus is used to support new programs, many of which have already been developed or proposed. She also advised that BC is the last province to move to Federal funding and although the Federal Government had listened to feedback from other Provinces about how to manage the transition, it was felt that advocacy would be ineffective.

Effective February 1, 2014 the Office of Institutional Research will be relocating to the Administrative Division and will support academic growth, the search for a new director will commence shortly.

6.4 Report from the Board Representative

There was nothing to report.

6.5 Report from the Secretary

Todd Harper reported that Jo-Anne Bilquist has accepted another position. A new person has been hired and will shadow Jo-Anne for the first month.

6.6 Report from the Curriculum Committee

Brenna Gray reported that the deadline for curriculum guidelines is end of day, February 4, 2014. The Committee is no longer accepting paper submissions and all guidelines must be submitted through Curriculum Navigator.

6.7 Report from the Educational Excellence Committee

Anna Helewka reported there were three submissions this year. The Committee will meet in two weeks.

6.8 Report from the Committee on Admissions & Language Competency Standards

There was nothing to report.

6.9 Report from the Committee on Educational Policies

There was nothing to report.

6.10 Report from the Committee on International Education

There was nothing to report.

7. OTHER BUSINESS

7.1 Curriculum Navigator Software

Liz McCausland attended the meeting to speak to this item.

She advised that a final check of the data is being done to ensure the new website is accurate. All Education Council members have access to the new software but as an employee sign-in is required, students will not have access at this time. She advised that they could contact the Education Council Secretary or the Curriculum Committee Chair. All the Administrative Officers have been trained on the program and Liz agreed that further training sessions would be advisable. A help guide will be available soon.

In response to a question about future administration of the software, Liz indicated that this would be spread between the Education Council Secretary and Registrar's Office with some basic assistance from the Administrative Officers and hopefully the requirement for future ongoing support would not be too much. The next software update will be fixing excess emails being sent to global viewers.

7.3 BBA Motion

This item was removed from the agenda.

8. NEXT MEETING

Monday, February 17, 2014 at 9.00 am in Boardroom (4920), New Westminster Campus.

9. ADJOURNMENT

MOVED by A Helewka; SECONDED by K Koenig, that the meeting be adjourned.

The meeting adjourned at approximately 11:12 am.

Chair

Secretary