

**MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, JANUARY 16, 2017 AT 9:00AM  
BOARDROOM - NEW WESTMINSTER CAMPUS**

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**1. ROLL CALL:****Members Present:**

Thor Borgford  
Sheilagh Badanic  
David Cho  
Kathy Denton (*Ex Officio*)  
Manuela Costantino  
John Fleming  
Meredith Graham  
Olga Kalachinskaya  
Christine Kerr  
Edith Kirkpatrick  
Cecil Klassen  
Weissy Lee (Vice Chair)  
Anne MacMillan (*Ex-Officio*)  
Rod Midgley  
Jasmine Nicholsfigueiredo (Chair)  
Monique Paulino  
Wesley Snider (*Ex-Officio*)  
Brent Stant  
George Stroppa  
Marsha Wilson  
Andria Wrench

Sandra Bird (Recorder)

**Regrets:**

Jeff Schutts  
Jenny Shin

**Guests:**

Barbara Allen  
Bill Archibald  
Arsineh Garabedian  
Chris Gibson  
Barb Mykle-Hotzon

**2. APPROVAL OF THE AGENDA**

The Chair advised of the following additions/amendments to the January Agenda:

- Item 4.3 a) b) Policy Revisions. The Chair advised that the two policies are coming forward for approval not as a Notice of Motion. As well, Educational Policy Develop and Review was removed by the Policy Committee.
- Item 4.2 SCALC Recommendations. Anne MacMillan will speak to this item on behalf of Kyle Vuorinen.
- Item 4.4 Name Change: Light Warehouse Training Program. Chris Gibson will speak to this item.
- Addition Item 7.0 SharePoint 2013 Presentation.

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 December 2016 Education Council minutes were approved with minor grammatical edits.

### **4. BUSINESS ARISING FROM THE MINUTES**

#### **4.1 Curriculum Committee Recommendations**

Weissy Lee spoke to the Curriculum Committee Recommendations.

Kathy Denton acknowledged appreciation to ELLA for their work in developing the ELLA courses.

There being no further discussion,

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

**MOVED by Brent Stant; SECONDED by Monique Paulino, THAT Education Council approve the submitted guidelines for: ACCT 3310, 3370, 4510, 4850; BIOL 3103, 3402, 4100; CSIS 4495; ELLA 0110, 0120, 0130, 0140, 0210, 0220, 0230, 0240, 0310, 0320, 0330, 0340; ENGR 1110; MUSC 1111, 1211, 1136, 1110, 1210, 1187, 1287, 2387, 2487, 1236, 2336, 2436, 1188, 1288, 2388, 2488; PHYS 1170; and approve the withdrawal request for: ELLA 0701, 0702, 0810, 0820, 0835, 0865, 0875, 0885, 0895; FINC 2255, 3350; AND NURS 1290, 2190, 4200 and 4201.**

**The Motion was CARRIED.**

#### **4.2 Admissions and Language Competency Committee Recommendations**

Anne MacMillan spoke to the item on behalf of Kyle Vuorinen.

##### **a) Admission Requirements: Foundation in Music Therapy Program**

There being no discussion,

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

**MOVED by John Fleming; SECONDED by Manuela Costantino, THAT Education Council approve the Admissions & Language Competency Standards Committee recommendations.**

**The Motion was CARRIED.**

#### **4.3 Policy Items**

Christine Kerr was welcomed to speak to the item.

##### **a) Curriculum Development and Approval**

Feedback submitted from VPAC was provided and with no objections added to the final edits to the policy.

**b) Grading Policy**

There being no further discussion,

**MOVED by Edith Kirkpatrick; SECONDED by Brent Stant, THAT Education Council approve the revisions to the Curriculum Development and Approval Policy with feedback and the revisions to the Grading Policy.**

**The Motion was CARRIED.**

**4.4 Program Name Change: Light Warehouse Training Program**

Chris Gibson was welcomed to speak to the item.

It was agreed that the name change will take effect September 2017.

There being no further discussion,

**MOVED by Christine Kerr; SECONDED by Cecil Klassen, THAT Education Council approve the Program Name Change for the Light Warehouse Training Program from Light Warehouse Training Program to Warehouse Training Program (WHTP).**

**The Motion was CARRIED.**

**And,**

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

**MOVED by Edith Kirkpatrick; SECONDED by Meredith Graham, that Education Council recommend that the College Board withdraw the old credential name Light Warehouse Training Program and establish the new credential name Warehouse Training Program, effective September 2017.**

**The Motion was CARRIED.**

**4.5 Program Proposal: Associate of Arts Degree with Specialization in Asian Studies**

Manuela Costantino was welcomed to speak to the item.

Manuela stated that the feedback provided from EdCo at the December meeting has been incorporated into the Program Proposal. This included identifying for students some of the courses in Economics that they could take.

**5. NEW BUSINESS**

**5.1 Program Revision: Diploma in Accounting**

Arsineh Garabedian was welcomed to speak to the item.

Arsineh reiterated the revisions noted in the cover memo.

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

**5.2 Program Revision: Restrictions on Substitute Courses for all (4) Accounting PDD and PBD Programs**

Arsineh Garabedian was welcomed to speak to the item.

Arsineh clarified a correction to the wording in the submission. She indicated that should a student require a substitute course to complete the program, they must select any accounting course “within” their program. There was feedback from members and discussion regarding how appropriate substitutions would be identified by students and how the language in the document could create confusion.

With respect to the level of course substitutions, Arsineh stated that the last sentence within the summary, “1000-2000 level substitute courses must be university transferable (courses that transfer to one of the 5 Research Universities – SFU, UBC, UBCO, UNBC or UVIC) according to the BC Transfer Guide.” was removed at FEC and she would revise the document to accurately reflect this for the February EdCo meeting.

Education Council requested that the Program Revision be resubmitted for the February EdCo meeting with a cover memo that provides a rationale for any changes that have made to the document.

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

**5.3 Program Revision: PDD Supply Chain Management**

Bill Archibald was welcomed to speak to the item.

Bill indicated a minor change to the program. The program will be replacing COBA 3200 (Project Management) to BUSN 3600 (Project Management Essentials).

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

**MOVED by Christine Kerr; SECONDED by Brent Stant, THAT Education Council approve the Program Revision: PDD Supply Chain Management.**

**The Motion was CARRIED.**

**5.4 Program Revision: Sign Language Interpretation Diploma**

Barb Mykle-Hotzon was welcomed to speak to the item.

Barb explained that currently students in the program who receive a minimum A- in CFCS 1110, CFCS 1130 or INTRO 1225 do not have to take an English course. CFCS have been

moving towards removing the waiver and would like all student to have to take an English course to graduate. CFCS would like to have the waiver removed for fall 2017.

There was discussion around whether the program would consider a creative writing or communications course.

Feedback included further discussion regarding the objective of the English requirement.

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

## **6. REPORTS**

### **6.1 Report from the Chair**

- a) December 2016 Report to the College Board.
- b) Recommendation of Credential: Post Baccalaureate Diploma in Health Information Management.
- c) Recommendation of Credential Withdrawal/Name Change: Graduate Diploma in Physical Education.
- d) Recommendation of Credential: Diploma in Performing Arts – Foundations for Music Therapy Studies.

### **6.2 Report from the President**

Kathy reported that a portion of the 4900 Administration suite of offices is being reconfigured to allow for more offices. There will be more (existing) employees moving into the 4900 area therefore we will be making 4 offices out of 2. This work should be completed by the end of January or early February.

Kathy announced that budget forums for students and staff will be announced in the next few days.

Kathy also mentioned that as we enter the election timeframe there will be a shutdown of Government consultation.

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

Thor reported that Barbara Allen will be holding MyPath sessions on January 30<sup>th</sup> and February 15<sup>th</sup>. Thor further reported that starting this semester Reg Office Advisors will be using MyPath. The College expects to roll MyPath out to students in the fall 2017.

### **6.4 Report from the Board Liaison**

Wesley reported that at a recent meeting of the Board the DSU gave a presentation on their 2016/2017 Strategic Plan and objectives. Board members were impressed with the presentation.

Wesley further reported that in the upcoming months the Board will be working with the budget and the 5 year capital plan.

### **6.5 Report from the Secretary**

Nothing to report.

**6.6 Report from the Curriculum Committee**

The next deadline for curriculum guidelines to be submitted to the committee is Wednesday, February 8<sup>th</sup> at 9 a.m. Please remind your FECs of this date.

**6.7 Report from the Educational Excellence Committee**

Olga reminded members that the deadline for applications for the Educational Excellence Award of Distinction is January 26<sup>th</sup>.

The Chair asked members to encourage your instructors to nominate good students.

**6.8 Report from the Committee on Admissions & Language Competency Standards**

Nothing to report.

**6.9 Report from the Committee on Educational Policies**

Christine reported that the Committee is busy.

**6.10 Report from the Committee on International Education**

Nothing to report.

**7. OTHER BUSINESS**

**7.0 SharePoint 2013 (Information Only) (Barbara Allen)**

Barbara gave some background on SharePoint. SharePoint is a platform for team collaboration. She further noted that the College is moving toward better sharing and will be moving away from file share. The College will be introducing SharePoint for the February EdCo meeting.

**8. NEXT MEETING**

Monday, February 20<sup>th</sup>, 2017 at 9:00 am in Boardroom (4920), New Westminster Campus.

**9. ADJOURNMENT**

**MOVED by Meredith Graham; SECONDED by Brent Stant, that the meeting be adjourned.**

**The Motion was CARRIED.**

The meeting adjourned at approximately 10:00 am.

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Chair

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Secretary