



**MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, MARCH 17, 2014 AT 9:00AM  
BOARDROOM - NEW WESTMINSTER CAMPUS**

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**1. ROLL CALL:**

**Members Present:**

Sheilagh Badanic  
Catherine Carlson (alternate for John Fleming)  
Mark Darville (Ex-Officio)  
Kathy Denton  
Todd Harper (Chair)  
Anna Helewka  
Sandra Hochstein  
Ted James (Ex-Officio)  
Katrinya Koenig  
Barbara Leighs  
Scott McAlpine (Ex-Officio)  
Jasmine Nicholsfigueiredo (Vice Chair)  
Lorne Patterson  
Catherine Sales  
Jenny Shin  
Doug Simak  
Erin Smith  
George Stroppa  
Richard Tardif  
Brian Thomas-Peter  
Hailea Williams

**Regrets:**

John Fleming  
Brenna Gray  
Madison Paradis-Woodman

**Guests:**

Mark Elliot  
Sharron Gibbs  
Bruce Hardy  
Tracy Ho  
Kathie Lindstrom  
Betty Mitchell  
Susan Oesterle  
Andria Wrench

Manjit Mandher (Recorder)

**2. APPROVAL OF THE AGENDA**

The Chair advised members of the addition of Item 7.1, Coquitlam Library Announcement, to 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 MINUTES**

In Item 4.5, third paragraph, S. Badanic noted an error in the Draft Minutes: the item should have read "Lengthy discussion ensued with regard to the admission requirement, and solutions to ensure students are not entering programs below the threshold of good academic standing and maintaining access to students. K. Denton advised that all policies should be aligned to address this issue moving forward."

The secretary noted a spelling error in a member's first name; this will be corrected.

The February 17, 2014 Minutes were approved as amended.

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

##### **4.1 Curriculum Items**

##### **a) Curriculum Committee Recommendations**

T. Harper spoke on the behalf of the Curriculum Committee Chair. He commented on how much work goes into ensuring that the submitted curriculum guidelines conform to Educational Policies.

It was brought to Council's attention that in October 2013, the revision of 20 AHTT curriculum guidelines and replacement by 20 VTEC curriculum guidelines with the same course numbers was approved by Education Council. Unfortunately, the number of credits for AHTT 2303 Veterinary Care 3 (4 credits), was erroneously reduced in VTEC 2303 Veterinary Nursing 3 (3 credits) by one credit. The revised curriculum guideline for VTEC 2303 increases the number of credits from 3 to 4.

T. Harper called attention to the OADM courses and spoke to the variance to the Evaluation Policy implicit in some of the OADM curriculum guideline revisions.

K. Denton raised concern about proper consultation with the Law Society of BC when the College offers upper level law courses (BUSN 3710, 3730, and 3750).

Council agreed to remove BUSN 3710, 3730, and 3750 from the motion to Short-cycle. These curriculum guidelines will be considered for approval at the April meeting.

**ACTION:** T. Harper to contact B. Gray to arrange to have the course designers for BUSN 3710, 3730, and 3750 contact the Law Society of BC to address any issues with the naming of these courses and report back to Council at the April meeting.

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

**MOVED** by K. Koenig; **SECONDED** by A. Helewka, **THAT** Education Council approve the submitted guidelines for: BHIN 1240 and 1340; CCSD 1240, 2340, and 2440; BUSN 1320 and 3431; CSIS 3380; HIST 1155; HOSP 2240, 2415, and 2465; OADM 1218, 1322, 1326, 1327, 1328, and 1329; VTEC 2303; and **THAT** Council approve the withdrawal requests for: AHTT 1101, 1102, 1103, 1112, 1201, 1202, 1203, 1204, 1205, 2106, 2107, 2108, 2109, 2110, 2111, 2303, 2304, 2305, 2307, and 2309; BUSN 1330, 2201, 2495, 3404, and 3451.

The Motion was **CARRIED**.

**ACTION:** Please refer BUSN 3710, 3730 and 3750 back to your constituency groups for consideration of approval at the April meeting.

##### **4.2 Program Revision: CYCC Degree and Diploma Programs (Motion to Approve)**

Bruce Hardy joined the meeting via video conference from David Lam campus.

R. Tardif shared with the Council how students were pleased with the course involving aboriginal youth and they welcomed this positive change. This support was equally echoed by students that have taken this program in the past.

There being no further discussion,

**MOVED by B. Thomas-Peter; SECONDED by S. Hochstein, THAT Education Council approve the proposed CYCC Degree and Diploma program revisions.**

**The Motion was CARRIED.**

**4.3 New Designation Proposal: Kinesiology Specialization (Motion to Approve)**

Susan Oesterle attended the meeting on Brian Storey's behalf and was invited to speak on this item.

Susan spoke briefly on this new designation and noted that this specialization would meet BCAA criteria for membership therefore students would not have the necessity to transfer to other institutions. Both H. Williams and R. Tardif shared the positive feedback and support they received from students regarding the specialization.

There being no further discussion,

**MOVED by H. Williams; SECONDED by A. Helewka, THAT Education Council approve the proposed new designation - Kinesiology Specialization.**

**The Motion was CARRIED.**

**4.4 Policy Items**

**a) Audit Policy Revision**

Changes were made in response to feedback to ensure students that students are in good academic standing and have the required prerequisites. The review to the policy was welcomed as students are confused with the current policy.

Some discussion about variances and operational issues followed. It has been noted that the number of audit students is lower now than in the past.

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

**b) Educational Affiliations Policy Revision**

Review of the Educational Affiliations Policy was conducted for the International Education Committee to help clarify Education Council's role and produce clear processes for the different kinds of policy variances and transfer agreements.

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

**c) Education Policy Framework Revision**

Review of the Education Policy Development and Review Policy was conducted as part of the regular review process. The policy name was changed and the Policy Statement was updated to reflect present practice. Also, the approval of academic requirements was added and other changes were made to add clarity to the existing processes.

K. Denton mentioned that the internal auditors have recommended a general framework that would apply college wide. Although the report from the internal audit has not been received, it should not have major impacts on the content of the framework, but more of the format.

Given that a new framework will be applied and this policy will be coming back before Council once revised, Council agreed to send the policy back to the Educational Policies Committee for future submission to Council.

**d) Academic Performance Policy Revision (Discussion/Feedback)**

Changes to the Academic Performance Policy were conducted as directed by Education Council. Changes to the policy were made to reflect the number of times that students would be permitted to re-apply to the College, after being required to withdraw for poor performance and to establish policy around academic probation and course progression for Mastery-graded courses.

Discussion was had around the effect that limiting the number of times a student would be permitted to reapply to the College would have on students. Concerns were also raised on having restrictions on what courses the student is permitted to take until their academic standing improves can be a challenge for students, as this would limit a student's ability to progress through programs.

**ACTION: T. Harper and J. Shin to communicate feedback to the Educational Policies Committee.**

**5. NEW BUSINESS**

**5.1 Program Revision: Hospitality Management (HOSP) (Motion to Short-cycle; Motion to Approve)**

Mark Elliot was invited to speak on this item.

Mark noted the request for short-cycle this program revision was so that they can move ahead with these changes on the print material, catalogue, and departmental website for implementation for the Fall 2014 semester.

Currently HOSP is made up of 15 HOSP (H) designated courses and 5 non HOSP (N) designated courses. These proposed changes would change the HOSP ratio to 12H:8N, which will benefit students by giving them a greater course selection across both campuses and more exposure to other students. These proposed changes would align HOSP more closely with the General Business Diploma and allow them to

be included in the accreditation by Accreditation Council for Business Schools and Programs (ACBSP).

There being no further discussion,

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

**MOVED by G. Stroppa; SECONDED by L. Patterson, THAT Education Council approve the Hospitality Management (HOSP) program revision.**

**The Motion was CARRIED.**

**5.2 Program Progression: Hospitality Management (HOSP) (Notice of Motion)**

Mark Elliot was invited to speak on this item.

HOSP is asking for a resolution through banner where they could better manage the high demand of registrations into first year HOSP courses. This change would allow first year students priority registration over students who are not in good academic standing. A returning student with a letter grade of UN, W, F or P in their previous attempt would not be allowed to automatically register for new courses unless they receive written permission from the Department Chair.

Much discussion was had and concerns were raised on how this restriction could hinder students' progression through the program.

It was pointed out that this is not a unique request, as other faculties have solutions in place to help manage high registration demand. T. James noted that preference can be given to students based on their overall GPA or those that meet the prerequisite and for students that are successful in finishing all first year courses with a passing grade. Students that have not finished all the first year courses would be prevented to take second year courses unless they have written permission to retake the failed courses.

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

**5.3 Program Proposal: Continuing Education – Childbirth Education Program Credential (Notice of Motion)**

Sharron Gibbs and Kathie Lindstrom were invited to speak on this item.

Sharron and Kathie shared their program's mission of developing knowledgeable childbirth educators capable of providing appropriate and evidence-informed childbirth education to childbearing families. They thanked everyone sitting on Education Council for considering the program.

An inquiry was made as to the reason to have the name of Douglas College in the credential name as no other programs have it. Sharron stated the program is no longer associated with Lamaze International and having the College's name in the

credential would emphasize this. Sharron and Kathie were open to removing the Douglas College name from the credential.

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

**5.4 Educational Affiliations: Notice of Intent (Notice of Motion)**

Betty Mitchell was invited to speak on this item.

Betty spoke to the memo indicating the request to move forward in developing relationships between Douglas College and the following institutions:

- i. Tokyo University, Japan
- ii. Dokuz-EylulUniversity, Turkey
- iii. Sanda University, China

The main goal would be to have students that have met Douglas College's general entrance requirements to spend a semester or year as an exchange student.

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

**5.5 Educational Affiliations: Notice of Intent (Motion to Short-cycle; Motion to Approve)**

Betty Mitchell was invited to speak on this item.

Betty mentioned that the intent was to develop a relationship between Douglas College and Shanghai Redleaf Women's Hospital (SRWH) and to create a nursing practicum.

SRWH is a very high level, world-class international hospital which provides comprehensive, specialized care for women and children. This Shanghai-based hospital specializes in Obstetrics, Gynecology, Pediatrics and Newborn Care. SRWH with its 105 hospital beds is known as the first comprehensive international women's hospital in China and integrates Western and Eastern training and experience to create a unique service. This affiliation with SRWH would be a great experience for students to get to the opportunity to practice in a different population base.

There being no further discussion,

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

**MOVED by G. Stroppa; SECONDED by A. Helewka, THAT Education Council approve the Notice of Intent to move forward with developing relations with Shanghai Redleaf Women's Hospital.**

**The Motion was CARRIED.**

## **6. REPORTS**

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

- a) February Report to the College Board

The Chair spoke about the upcoming Education Council elections for 1 staff position and 4 student (2 NW & 2 DL) positions. Last week's information forums were held at both campuses to give potential candidates the opportunity to meet representatives from the College Board and Education Council and to learn more about service on either of the College's co-governing bodies.

The Chair introduced Andria Wrench of Student Services. Andria will be replacing Erin Smith, who is stepping down. Council members thanked Erin for her contributions to Education Council.

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

The President spoke about the work being done on policy revisions and is very pleased with these efforts.

The President encouraged the Council to attend the upcoming Budget Forums for 2014-2015 being held on March 26<sup>th</sup>.

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

K. Denton reported that she has not yet heard about the ESL grant.

### **6.4 Report from the Board Representative**

M. Darville spoke on the upcoming Education Council and College Board elections. He noted that he was aware of a few students that have shown interest in running for both Education Council and College Board. He encouraged Council members to promote these elections in the classroom.

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

The Secretary welcomed Andria Wrench to Education Council and gave Erin Smith her best wishes.

### **6.6 Report from the Curriculum Committee**

On B. Gray's behalf, T. Harper reminded Council about the April curriculum guideline deadline and that the deadline for submitting curriculum guidelines for implementation in the Fall 2014 semester is the May meeting of Education Council. He also reminded everyone to submit items sooner rather than later to ensure not missing the deadline.

### **6.7 Report from the Educational Excellence Committee**

A. Helewka spoke about Curriculum Navigator and the issues some are facing.

**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 S. Hochstein announced that the Coquitlam library will be streaming TED talks.

**8. NEXT MEETING**

Monday, April 14, 2014 at 9:00 am in the Boardroom (4920), New Westminster Campus.

**9. ADJOURNMENT**

**MOVED BY K. Denton; SECONDED by A. Helewka, that the meeting be adjourned.**

The meeting adjourned at approximately 11:05 am.

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**Chair**

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**Secretary**