DOUGLAS COLLEGE

**MINUTES OF MEETING OF EDUCATION COUNCIL
HELD MONDAY, OCTOBER 19, 2020 AT 9:00 AM
VIRTUAL MEETING VIA MS TEAMS**

Members Present:	Regrets:
Ataiza, Ariel	Davies, Jonathon
Barker, Jennifer	
Borgford, Thor	
Bowbrick, Graeme (Chair)	**Guests:**
Cavanagh, Bette (Recorder)	Barbeau, Elizabeth
Cikes, Ivana	Chiong, Stephen
Costantino, Manuela	Dudas, Brandy
Crisp, Joan (Vice Chair)	Majdanac, Allan
Davies, Jonathon	Mauger, Shirley
Dench, Sarah	Mykle-Hotzon, Barbara
Denton, Kathy *(Ex-officio)*	Vitus, Gabriel
Dobre, Alexandra	
Ellingham, Amrita	
Fong, Dorritta	
Fraser, Morna	**Observers**
Gronsdahl, Karla	
Kinsley, John	
Lal, Nikiel *(Ex-officio)*	
Mand, Jinia	
Ng, Rella *(Ex-officio)*	
Pacheva, Daniela	
Ramwani, Hemnesh	
Sullivan, Tyler	
Westerman, Marni	
Wilson, Marsha (for J. Davies)	

1. **TRADITIONAL TERRITORIAL ACKNOWLEDGEMENT**

   The Chair acknowledged the QayQayt First Nation and the Kwikwetlem First Nation, as well as the Coast Salish Peoples, on whose traditional and unceded territories we live, we learn, we play, and we do our work.

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2. ROLL CALL

All guests were welcomed to the meeting. The Chair introduced Tyler Sullivan the newly elected student representative and advised that Thor Borgford, VP, Academic and Provost has stepped back onto Education Council. He extended thanks and appreciation to Brian Chapell, Dean of the Faculty of Science and Technology for his contributions as Council member.

For the benefit of some of the newer members, G. Bowbrick reminded everyone of the meeting protocols.

3. APPROVAL OF THE AGENDA

The Chair asked members to approve the Agenda.

The agenda was approved by consensus.

4. APPROVAL OF MINUTES

The September 14, 2020 minutes were approved with amendments by consensus.

5. BUSINESS ARISING FROM THE MINUTES

5.1   Program Revision: Computing Studies and Information Systems, Post-Baccalaureate Diploma – Addition of New Focus Area – Cybersecurity
G. Vitus spoke to the item.

There being no further discussion,

MOVED by J. Kinsley; SECONDED by J. Crisp, THAT Education Council approve the Program Revision: Computing Studies and Information Systems, Post-Baccalaureate Diploma – Addition of New Focus Area – Cybersecurity.

The Motion was CARRIED.

5.2   Program Revision: Engineering Foundations Certificate
A. Majdanac spoke to the item.

There being no further discussion,

MOVED by M. Westerman; SECONDED by M. Costantino, THAT Education Council approve the Program Revision: Engineering Foundations Certificate effective May 2021.

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5.3 <u>**Program Revision: Diploma in Engineering and Fabrication Technologies**</u>
A. Majdanac spoke to the item.

There being no further discussion,

MOVED by J. Barker; SECONDED by J. Crisp, THAT Education Council approve the Program Revision: Diploma in Engineering and Fabrication Technologies effective May 2021.

The Motion was <u>CARRIED</u>.

5.4 <u>**Program Revision: Diploma in Sign Language Interpretation**</u>
B. Mykle-Hotzon spoke to the item.

It was recommended and agreed that the reference to the "English Exit requirement: English 1130 or equivalent" be removed.

There being no further discussion,

MOVED by M. Westerman; SECONDED by M. Wilson, THAT Education Council approve the Program Revision: Diploma in Sign Language Interpretation effective May 2021.

The Motion was <u>CARRIED</u>.

5.5 <u>**Program Revision: Accounting Diploma**</u>
B. Dudas spoke to the item.

There being no further discussion,

MOVED by M. Westerman; SECONDED by M. Wilson, THAT Education Council approve the Program Revision: Accounting Diploma effective May 2021.

The Motion was <u>CARRIED</u>.

5.6 <u>**Program Revision: Accounting Post-Baccalaureate Diploma**</u>
S. Mauger spoke to the item.

There being no further discussion,

MOVED by M. Wilson; SECONDED by J. Kinsley, THAT Education Council approve the Program Revision: Accounting Post-Baccalaureate Diploma effective May 2021.

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The Motion was <u>CARRIED</u>.

5.7   Program Revision: Accounting Post-Degree Diploma
S. Mauger spoke to the item.

There being no further discussion,

MOVED by J. Crisp; SECONDED by M. Westerman, THAT Education Council approve the Program Revision: Accounting Post-Degree Diploma effective May 2021.

The Motion was <u>CARRIED</u>.

5.8   Program Revision: Accounting Studies Post-Degree Diploma
S. Mauger spoke to the item.

There being no further discussion,

MOVED by M. Fraser; SECONDED by T. Sullivan, THAT Education Council approve the Program Revision: Accounting Studies Post-Degree Diploma effective May 2021.

The Motion was <u>CARRIED</u>.

5.9   Program Revision: Bachelor of Business Administration - Accounting
B. Dudas spoke to the item.

There being no further discussion,

MOVED by M. Wilson; SECONDED by I. Cikes, THAT Education Council approve the Program Revision: Bachelor of Business Administration - Accounting effective May 2021.

The Motion was <u>CARRIED</u>.

5.10   Program Proposal: Certificate in Academic Foundations
E. Barbeau spoke to the item.

There being no further discussion,

MOVED by M. Costantino; SECONDED by M. Westerman, THAT Education Council approve the Program Proposal: Certificate in Academic Foundations.

The Motion was <u>CARRIED</u>.

5.11   Educational Affiliation: Notice of Intent, University of Trento (Italy)
I. Cikes spoke to the item.

There being no further discussion,

MOVED by A. Ellingham; SECONDED by S. Dench, THAT Education Council approve the International Education Standing Committee's recommendation to approve the Education Affiliation: Notice of Intent with the University of Trento (Italy).

The Motion was CARRIED.

6.   POLICY ITEMS

6.1   Policy Revision Request: Appeal of Educational Decisions, Appeal of Final Grades and Program Advisory Committees

S. Dench referred to the College's Indigenization Strategy and the commitment to conduct a review of all policies to ensure they are properly aligned with and reflective of reconciliation and inclusion. Although several Education and Administration policies have been flagged for potentially substantive review work, other policies require only an updating of language to reflect changes to the College's organizational structure, policy names, and role titles.

The proposed changes to the Program Advisory Committee Policy includes a (new) explicit reference to representatives of local First Nations as potential members of Program Advisory Committees, to encourage consideration of these important relationships, where appropriate to the programs. This substantive change is aligned with advice provided from the Douglas College community during the process of developing the Indigenization Strategy.

K. Gronsdahl advised that she will be submitting a request to the Policy Committee for their review of minor edits to the Appeal of Final Grades Policy.

A question was raised whether Council might approve these minor housekeeping changes without referral to the Policy Committee. The Chair advised that the standard process is to refer proposed revisions to the Policy Committee for their review. He went on to say that the revisions could be passed by the Committee and returned promptly for a Notice of Motion or a request for short-cycling. The Chair explained for the benefit of all members, that the Policy Committee does have a regular review schedule but that it does not preclude the review of other incoming requests.

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The Motion to refer the above policies to the Standing Committee on Educational Policies was approved by consensus.

6.2   **Request for Variance: Academic Performance Policy**
The Chair provided some context, reminding council members that there was discussion of this issue at the September meeting. He noted that the discussion was somewhat contentious, and pointed out that if Council had been sitting in July and August, then a variance should have been sought. The item was coming back now for a variance, with a request for short-cycling.

S. Dench spoke to the substance of the temporary variance request. The variance would allow all P1 students (first term of academic probation), in and out of province, to seek support and registration clearances from Student Success Advisors in addition to Counsellors.

Discussion followed, with some members raising concerns about the type of support students on academic probation require, emphasizing the importance of counselling. Others, including student representatives, spoke in support of providing students with more options, noting that those who wished to see a Counsellor may still do so.

S. Dench thanked everyone for the perspectives on how to improve services to students. The Chair, recognizing again, that this is meant to be temporary variance pending the outcome of item 6.3 on the agenda.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by M. Costantino; SECONDED by J. Crisp, THAT Education Council approve the Request for Variance: Academic Performance Policy.

The Motion was CARRIED.

6.3   **Policy Revision Request: Academic Performance Policy**
S. Dench spoke to the item for consideration and referral to the Policy Committee. Adding Student Success Advisors in Enrolment Services to the options for students for clearances will provide choices, and will ensure that students can access academic advice and services, and register for courses in a timely fashion. Students are afforded similar options for choice of College staff in other Education Council policies.

D. Pacheva advised that the Policy Committee is in a readiness mode and has assigned priority to review this policy. It is already on the radar and we have been planning for this.

There being no further discussion,

MOVED by M. Westerman; SECONDED by T. Sullivan, THAT Education Council approve the referral of the Academic Performance Policy to the Standing Committee on Educational Policies for review.

The Motion was <u>CARRIED</u>.

The Chair advised that there is a parallel grievance in relation to this issue. He conveyed the importance of focussing on the educational aspects and to properly allow for the grievance to proceed.

7. <u>**STANDING COMMITTEE ITEMS**</u>
    7.2 <u>**Curriculum Items**</u>
        a) **Curriculum Committee Recommendations**

M. Westerman spoke to the Curriculum Committee's submission and review of 6 curriculum guidelines 2 new and 4 revised.

There being no further discussion,

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

MOVED by J. Kinsley; SECONDED by D. Fong, THAT Education Council approve the submitted new guidelines for: MODL 2161, 2162; and the revised guidelines for MARK 3300; CSIS 1190; PNUR 4574 and MATH 1105.

The Motion was <u>CARRIED</u>.

8. <u>**INFORMATION ITEMS**</u>

    8.1 <u>**Draft Revision of Education Council Bylaws**</u>
    The Chair spoke to the item, reminding Council members that the item was on the September agenda and there was discussion about the process and, informally, it was agreed that the process should be extended by a month to December. The Chair then described what happened to date. He thanked the ad hoc committee members (8 council members) saying they had worked very diligently to produce the proposed bylaw revision document. He noted that a major goal was to make the bylaws more user friendly, and said there were also some substantive changes. He described the process of producing drafts of language to reflect the discussion at the committee, which was highly collaborative, and noted that ultimately it is Council's decision.

The Chair noted that at the September meeting concerns were raised about having more time, and because of those concerns, a comparison document was created for discussion with constituents. He then invited Council members to report on any feedback they had received from their constituents.

Council members expressed appreciation for the Ad hoc committee's hard work and the significant time commitment involved. Members also acknowledged that the creation of the comparison document was very useful to obtain input from their areas.

Some members expressed concern over process and that there had not been enough consultation with the College community. Others indicated that discussions were underway in their areas and with FECs and feedback would be brought forward, consistent with our normal consultation process.

The Chair noted that Council has now had a second meeting to discuss the draft revised bylaws without any substantive discussion. The Chair suggested that there is a provision in the current bylaws to call a Special Meeting. He recommended that perhaps two or more Special Meetings will be held to discuss the draft revised bylaws for the entire meeting where Council will focus on areas of concern as some areas require more discussion.

ACTION: The Chair will work with the Education Council Secretary to set up the Special Meetings, finding time during the meeting blocks, to discuss the draft revised bylaws.

9. REPORTS
9.1   Report from the Chair
G. Bowbrick referred to his September report to the College Board and explained the slightly revised format.

9.2   Report from the President
K. Denton advised that because the Provincial election has been called, government enters a period of interregnum where ministry staff continue to work on initiatives and prepare status reports. All of the work and initiatives in progress are documented so that there is a smooth transition should there be a change in Ministers. The President also advised that the College is starting to set priorities for the strategic initiatives that will go forward for this year and next year.

9.3   Report from the Vice President, Academic & Provost
T. Borgford was pleased to report that, on September 11th, 2020, the Ministry of Advanced Education and Skills Training officially approved the College's proposal to

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offer a new Bachelor of Business Administration, Major in Marketing with concentrations in; Digital Marketing and Communications, Professional Selling and Sales, Hospitality Marketing and Trades Marketing.

9.4 Report from the Board Liaison
No report.

9.5 Report from the Secretary
The next deadline for agenda submissions for the November 16, 2020 meeting is Wednesday, **November 4, 2020** at 3:00 p.m. Please ensure that items are being submitted to the edco@douglascollege.ca email address.

9.6 Report from the Curriculum Committee
The next deadline for curriculum guidelines to be submitted to the committee is Wednesday, **November 4, 2020** at 9:00 a.m. Please remind your FECs of this date and time.

9.7 Report from the Educational Excellence Committee
No Report.

9.8 Report from the Committee on Admissions & Language Competency Standards
R. Ng advised that the next SCALC meeting is Friday, November 27, 2020, from 3:30 p.m. - 5:00 p.m.

9.9 Report from the Committee on Educational Policies
D. Pacheva thanked R. Ng and her team for their assistance in clarifying the language and making the Request for Exception Form more user friendly.

9.10 Report from the Committee on International Education
I. Cikes reported on the committee's recent meeting. She advised that Jennifer Zhao, Manager, Global Engagement spoke about the international opportunities for faculty and referenced the Faculty Mobility for Partnership Building Program sponsored by the Government of Canada and the Collaborative Online International Learning (COIL) found on DC Connect.

10. OTHER BUSINESS
N/A

11. NEXT MEETING

Monday, November 16, 2020 at 9:00 am (Virtual Meeting. MS Teams).

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12. ADJOURNMENT

MOVED by J. Crisp; SECONDED by I. Cikes, that the meeting be adjourned.

The Motion was CARRIED.

The meeting adjourned at approximately 11:05 a.m.

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Chair   **Secretary**