

**MINUTES OF MEETING OF EDUCATION COUNCIL
HELD MONDAY, JANUARY 23, 2023
9:00 A.M. – 11:00 A.M. – VIA ZOOM**

Members Present:	Regrets:
Borgford, Thor	Cragg, Carys
Bowbrick, Graeme (Chair)	Kinsley, John
Cavanagh, Bette (Recorder)	Rana, Ruhina
Cawley, Pam	Williams, Justin
Cove, Bailey (<i>Ex-officio</i>)	
Dench, Sarah	Guests:
Denton, Kathy (<i>Ex-officio</i>)	Bains, Aman
Ferenc, Ava	Becker, Lawrence
Hall, Nathan	Bourget, Jason
Keighron, David	Chiong, Stephen
Lennox, Caedyn (for John Kinsley)	Crisp, Joan
Lipke, Cathy (for Carys Cragg)	Freeman, Lora
Lisonbee, Michael (for Justin Williams)	Polushin Sandra
Lupton, Rowan	Sokic, Gordana
Mennill, Sally (Vice Chair)	Storey, Brian
Millis, Len	Tannock, Michelle
Reimer, Don (<i>Ex-officio</i>)	Tzoneva, Irina
Schechter, Sam	
Squair, Nancy	
Thompson, Rachael	Observers: N/A
Visosky, Pat (for Ruhina Rana)	Horsely, Emma
Wagner, Luna	

1. TRADITIONAL TERRITORIAL ACKNOWLEDGEMENT

The Chair acknowledged that the campuses of Douglas College are located on the unceded traditional and ancestral lands of the Coast Salish Peoples, including the territories of the q̓íçəy̓ (Katzie), q̓ʷa:ḥł'əḥ (Kwantlen), kʷikʷəł̓əm (Kwkwetlem), xʷməθkʷəy̓əm (Musqueam), and qiqéyt (Qayqayt) First Nations.

2. ROLL CALL

C. Cragg, J. Kinsley, R. Rana and J. Williams sent regrets to the meeting.



3. AGENDA

The Chair confirmed that Council members had reviewed the agenda as distributed on January 13, 2023.

4. APPROVAL OF THE MINUTES

4.1 The Minutes of December 19, 2022 were approved.

5. NEW BUSINESS (Notice of Motion) Items for Council Approval

5.1 No items.

6. NEW BUSINESS (Notice of Motion) – Items for Council Advice to the Board

6.1 Program Revision: Associate of Arts – Environmental Studies

S. Mennill spoke on behalf of M. Westerman.

The proposed revisions add two new courses that are relevant to the program and corrects the names of two Geography courses. Standardization changes recommended by the Programs Committee are also reflected.

ACTION: Please refer this item to your constituency groups for consideration of approval at the February 13, 2023 meeting.

6.2 Program Revision: Diploma in Early Childhood Education

M. Tannock spoke to the item.

In collaboration with the Programs and Admissions Advisory Committees, the revisions include standardization of formatting, updates to the Residency Requirement to align with current policy and the addition of a statement that indicates that students are not permitted to use credits earned from the Diploma in Early Childhood Education towards the Certificate in Early Childhood Education: Special Needs - Inclusive Practices.

ACTION: Please refer this item to your constituency groups for consideration of approval at the February 13, 2023 meeting.

6.3 Program Revision: Certificate in Teaching English as a Second Language

G. Sobic spoke to the item.

The revisions for the Teaching English as a Second Language (TESL) program come after the program suspension in Fall 2020 due to the challenges posed by the pandemic. The revisions reflect the findings of the comprehensive review the program

underwent over the past two years and incorporates latest developments in the field of second language acquisition and pedagogy.

Revisions include changes to courses (in number, credit allocation, curriculum content and distribution) and a change in delivery mode from fully in-person to hybrid. Program length, admission and graduation requirements remain the same.

G. Sokic explained the rationale behind the request for short-cycling the item.

There being no further discussion,

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

MOVED by S. Schechter; SECONDED by N. Hall, THAT Education Council approve the Program Revision: Certificate in Teaching English as a Second Language effective May 2023.

The Motion was CARRIED.

6.4 Program Revision: Post-Degree Diploma in Business Law

L. Freeman spoke to the item.

The program revisions add two Legal Studies courses (LGST 3320 Immigration Law and LGST 3330 Indigenous Peoples and the Law) as elective options to the Post-Degree Diploma in Business Law. Noting that the C+ minimum requirement for the program remains, the revision recommends removing the individual course requirement of a “C grade” per course.

ACTION: Please refer this item to your constituency groups for consideration of approval at the February 13, 2023 meeting.

6.5 Program Proposal: Certificate in Accounting Technician

A. Bains spoke to the item.

The proposed Certificate is a two-semester (15 credit) program. The program is designed to provide students with basic bookkeeping skills required for entry-level positions in the accounting environment. Students can take as many as two or three courses per semester.

The initiator was advised that the program title is to reflect the credential, not the job. It was recommended that a new title be suggested before the item returns to Education Council for approval.

ACTION:

Please refer this item to your constituency groups for consideration of approval at the February 13, 2023 meeting.

6.6 Program Proposal: Real Estate Accounting (Concentration)

A. Bains spoke to the item.

This proposed program is to be offered in conjunction with a Bachelor's of Business Administration and other approved bachelor's degrees offered at Douglas College. This concentration was developed in response to the increasing demand for accountants with specialized knowledge in real estate sectors. The courses offered in this concentration will equip graduates with the necessary knowledge and tools to deal with accounting, auditing, taxation and corporate legal issues in construction and real estate industries.

ACTION:

Please refer this item to your constituency groups for consideration of approval at the February 13, 2023 meeting.

6.7 Educational Affiliations: University of Bordeaux (France)

B. Storey spoke to the item.

B. Storey provided an overview of the information and highlighted some of the unique features of the institution. The University of Bordeaux is being recommended for a student exchange affiliation. Other possibilities include joint research and collaborative international online learning (COIL).

ACTION:

Please refer this item to your constituency groups for consideration of approval at the February 13, 2023 meeting.

7. FINAL DECISION (Motion to Approve) – Items for Council Approval**7.1 Curriculum Items****a) Curriculum Committee Recommendations**

L. Millis spoke to the Curriculum Committee's submission and review of 52 curriculum guidelines, 52 were approved: 34 revised curriculum guidelines and 18 new curriculum guidelines.

It was clarified and confirmed for Council members that new course CSIS 3400 Natural Language Processing, should reflect a maximum Classroom Size of 35 students. The Secretary will amend the Committee's report to in the package to reflect this change.

There being no further discussion,

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

MOVED by D. Keighron, SECONDED by A. Ferenc, THAT Education Council approve the submitted revised guidelines for DACS 1140, DACS 1170, DACS 2320, THRT 2444, THRT 2455; ACCT 4580, CSIS 1175, CSIS 3560; CMNS 4000, ENGL 1130, MUSC 1170, MUSC 1171, MUSC 1172, MUSC 1173, MUSC 1176 MUSC 1270, MUSC 1271, MUSC 1272, MUSC 1273, MUSC 1276, MUSC 2170, MUSC 2171, MUSC 2172, MUSC 2173, MUSC 2270, MUSC 2272, MUSC 2273; BIOL 1103, BIOL 1109, BIOL 1203, BIOL 1209, SPSC 1151, SPSC 3158, SPSC 3991; and new guidelines: LIST 0100, LIST 0110, LIST 0120, LIST 0130, LIST 0140, LIST 0150, LIST 0210, LIST 0220, LIST 0230, LIST 0240, LIST 0250, LIST 0310, LIST 0320, LIST 0330, LIST 0340, LIST 0350; CSIS 3400; SOCI 2265.

The Motion was CARRIED.

7.2 Policy Items

a) Grading Policy

S. Schechter spoke to the item.

Based on the discussions at the December 2022 meeting and additional consultation with others around the College, the Educational Policies Committee recommends amendments reflecting those discussions.

The revision incorporates a “D grade” to the non-credit grading grid as some institutions want to see a letter grade instead of Pass or Fail.

Language has been added with respect to courses without a final exam under the heading Submission of Final Grades: “The due date for faculty to submit grades will be at least seven (7) full calendar days following the last day of classes in a given semester.” There are no changes being suggested to courses that have a final exam.

There being no further discussion,

MOVED by A. Ferenc; SECONDED by D. Keighron, THAT Education Council approve the revisions to the Grading Policy effective September 2023.

The Motion was CARRIED.

8. DECISION (Motion to Approve) Items for Council Advice to the Board

8.1 Educational Affiliation: Duale Hochschule Baden-Württemberg Cooperative State University, Germany

B. Storey spoke to the item. No comments or questions arose.

There being no further discussion,



MOVED by S. Dench; SECONDED by N. Hall, THAT Education Council approve the Educational Affiliation: Duale Hochschule Baden-Württemberg Cooperative State University, Germany.

The Motion was CARRIED.

8.2 Educational Affiliation: Universidad de Guadalajara, Mexico

B. Storey spoke to the item. No comments or questions arose.

There being no further discussion,

MOVED by D. Keighron; SECONDED by Pam Cawley, THAT Education Council approve the Educational Affiliation: Universidad de Guadalajara, Mexico.

The Motion was CARRIED.

8.3 Program Revision: Bachelor of Social Work

L. Becker spoke to the item. No comments or questions arose.

There being no further discussion,

MOVED by N. Hall; SECONDED by P. Cawley, THAT Education Council approve the Program Revision: Bachelor of Social Work effective September 2023.

The Motion was CARRIED.

8.4 Program Revision: Bachelor of Science in Psychiatric Nursing

J. Crisp spoke to the item. No comments or questions arose.

There being no further discussion,

MOVED by D. Keighron; SECONDED by N. Hall, THAT Education Council approve the Program Revision: Bachelor of Science in Psychiatric Nursing effective September 2023.

The Motion was CARRIED.

8.5 Program Revision: Certificate in Education Assistance and Inclusion

S. Polushin spoke to the item. No comments or questions arose.

There being no further discussion,



MOVED by D. Keighron; SECONDED by N. Hall, THAT Education Council approve the Program Revision: Certificate in Education Assistance and Inclusion effective September 2023.

The Motion was CARRIED.

8.6 Program Revision: Global Competency Certificate

J. Bourget spoke to the item. No comments or questions arose.

There being no further discussion,

MOVED by S. Mennill; SECONDED by N. Hall, THAT Education Council approve the Program Revision: Global Competency Certificate effective September 2023.

The Motion was CARRIED.

8.7 Program Name Change: Basic Occupational Education (BOE) to Local Industry Skills Training (LIST)

I. Tzoneva spoke to the item. No comments or questions arose.

There being no further discussion,

MOVED by D. Keighron; SECONDED by N. Hall, THAT Education Council approve the Program Name Change: Basic Occupation Education to Local Industry Skills Training effective September 2023.

The Motion was CARRIED.

8.7.1 Recommendation to the College Board to approve the Program Name Change from Basic Occupational Education to Local Industry Skills Training.

The Chair spoke to the item.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by N. Hall; SECONDED by D. Keighron, THAT Education Council recommends that the College Board approve the Program Name Change: Basic Occupation Education to Local Industry Skills Training effective September 2023.

The Motion was CARRIED.



8.8

Program Revision (Name Change): Certificate in Basic Occupational Education – Electronics and General Assembly

I. Tzoneva spoke the item. No comments or questions arose.

There being no further discussion,

MOVED by N. Hall ; SECONDED by A. Ferenc, THAT Education Council approve the Program Revision Name Change: Certificate in Basic Occupational Education – Electronics and General Assembly to Certificate in Local Industry Skills Training - Electronics and General Assembly effective September 2023.

The Motion was **CARRIED.**

8.8.1 Recommendation to the College Board to withdraw the credential Certificate in Basic Occupational Education – Electronics and General Assembly and establish the credential Certificate in Local Industry Skills Training – Electronics and General Assembly

The Chair spoke to the item.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by D. Keighron; SECONDED by L. Millis, THAT Education Council recommends that the College Board withdraw the credential Certificate in Basic Occupational Education – Electronics and General Assembly and establish the credential Certificate in Local Skills Training – Electronics and General Assembly effective September 2023.

The Motion was **CARRIED.**

8.9 Program Revision (Name Change): Certificate in Basic Occupational Education – Food Services

I. Tzoneva spoke to the item. No comments or questions arose.

There being no further discussion,

MOVED by S. Schechter ; SECONDED by S. Mennill, THAT Education Council approve the Program Revision Name Change: Certificate in Basic Occupational Education – Food Services to Certificate in Local Industry Skills Training – Food Services effective September 2023.

The Motion was **CARRIED.**



8.9.1 Recommendation to the College Board to withdraw the credential Certificate in Basic Occupational Education – Food Services and establish the credential Certificate in Local Industry Skills Training – Food Services

The Chair spoke to the item.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by S. Mennill; SECONDED by D. Keighron, THAT Education Council recommends that the College Board withdraw the credential Certificate in Basic Occupational Education – Food Services and establish the credential Certificate in Local Skills Training – Food Services effective September 2023.

The Motion was CARRIED.

8.10 Program Revision (Name Change): Certificate in Basic Occupational Education – Retail and Business Services

I. Tzoneva spoke to the item. No comments or questions arose.

There being no further discussion,

MOVED by S. Schechter ; SECONDED by L. Millis, THAT Education Council approve the Program Revision Name Change: Certificate in Basic Occupational Education – Retail and Business Services to Certificate in Local Industry Skills Training – Retail and Business Services effective September 2023.

The Motion was CARRIED.

8.10.1 Recommendation to the College Board to withdraw the credential Certificate in Basic Occupational Education – Retail and Business Services and establish the credential Certificate in Local Industry Skills Training – Retail and Business Services

The Chair spoke to the item.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by N. Hall; SECONDED by D. Keighron, THAT Education Council recommends that the College Board withdraw the credential Certificate in Basic Occupational Education –Retail and Business Services and establish the

credential Certificate in Local Skills Training –Retail and Business Services effective September 2023.

The Motion was CARRIED.

8.11 Program Revision: Post-Baccalaureate Diploma in Accounting and Finance

A. Bains spoke to the item.

One additional revision was recommended under the heading Graduation Requirements, second bullet: “Courses used towards a previously received credential can be used to meet program requirements, but additional courses ~~will~~ may need to be taken to replace these credits.”

There being no further discussion,

MOVED by D. Keighron; SECONDED by N. Hall, THAT Education Council approve the Program Revision: Post-Baccalaureate Diploma in Accounting and Finance effective September 2023.

The Motion was CARRIED.

8.12 Program Revision: Post-Baccalaureate Diploma in Computer and Information Systems

S. Chiong spoke to the item. No comments or questions arose.

After the December 2022 EdCo meeting, consultation with the Communications department and the Programs Committee was undertaken to add course CMNS 3502, Social Media & Reputation Management to the electives.

There being no further discussion,

MOVED by D. Keighron; SECONDED by N. Hall, THAT Education Council approve the Program Revision: Post-Baccalaureate Diploma in Computer and Information Systems effective September 2023.

The Motion was CARRIED.

8.13 Program Revision: Post-Degree Diploma Data Analytics

S. Chiong spoke to the item. No comments or questions arose.

After the December 2022 EdCo meeting, consultation with the Communications department and the Programs Committee was undertaken to add course CMNS 3502, Social Media & Reputation Management to the electives.

There being no further discussion,

MOVED by S. Mennill; SECONDED by P. Cawley, THAT Education Council approve the Program Revision: Post-Degree Diploma Data Analytics effective September 2023.

The Motion was **CARRIED**.

9. INFORMATION ITEMS

9.1 Programs Committee

The Chair referred to the December 2022 report in the agenda package. No questions or comments arose.

10. REPORTS

10.1 Report from the Chair

The Chair advised of an additional student appeal received in relation to the Appeal of Educational Decisions Policy. He provided reasons for bringing this to Council's attention and added that the Policy does not apply to students who are pursuing an appeal on the basis of a financial dispute and only applies to appeals related to educational decisions. The Chair indicated he would address this topic with the Policies Committee which will come back before the full Council for further discussion and consideration of approval.

10.2 Report from the President

The President welcomed everyone to the New Year and new semester. She advised that the College is hosting its annual recognition event this Friday, January 27, 2023 to celebrate employee long-term service and other awards for outstanding contributions to the College. She encouraged all to come out to support their colleagues.

10.3 Report from the Vice President, Academic & Provost

T. Borgford shared news that Dr. John Fleming has stepped down as the Dean of Humanities and Social Sciences (HSS). He thanked Dr. Fleming for all of his contributions to the College and wished him all the best. A search has been initiated for a new Dean in the HSS faculty and the job has now been posted.

10.4 Report from the Board Liaison

B. Cove referenced the upcoming Board meeting scheduled for January 26, 2023.

10.5 Report from the Secretary

The Secretary reminded Council members of the upcoming timelines for the February 13, 2023 Education Council meeting.



11. NEXT MEETING

Monday, February 13, 2023 at 9:00 a.m. Via Zoom

12. ADJOURNMENT

The meeting adjourned at approximately 9:43 a.m.

Chair

Secretary