



**MINUTES OF MEETING OF EDUCATION COUNCIL  
HELD MONDAY, NOVEMBER 21, 2022 AT 9:00 AM  
VIRTUAL MEETING VIA ZOOM**

<b>Members Present:</b>	<b>Regrets:</b>
Borgford, Thor	Cawley, Pam
Bowbrick, Graeme (Chair)	
Cavanagh, Bette (Recorder)	
Cragg, Carys	
Dench, Sarah	<b>Guests:</b>
Denton, Kathy ( <i>Ex-officio</i> )	Chang, Tara
Ferenc, Ava	Chiong, Stephen
Hall, Nathan	Garabedian, Arsineh
Horsley, Emma ( <i>Ex-officio</i> )	Semeniuk, Monica
Keighron, David	Storey, Brian
Kinsley, John	
Kirkpatrick, Edith ( <i>for Pam Cawley</i> )	
Lupton, Rowan	
Mennill, Sally (Vice Chair)	
Millis, Len	<b>Observers:</b>
Nguyen, Regina	Reimer, Don
Rana, Ruhina	Smith, Teryl
Schechter, Sam	
Squair, Nancy	
Thompson, Rachael	
Wagner, Luna	
Williams, Justin	

## **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 q̓íćəy̓ (Katzie), q̓ʷa:ńł'əń (Kwantlen), k̓ʷik̓w̓ə́łəm (Kwikwetlem), x̓ʷməθk̓ʷəy̓əm (Musqueam), and qiqéyt (Qayqayt) First Nations.

## **2. ROLL CALL**

Pam Cawley sent regrets to the meeting.

### 3. AGENDA

The Chair confirmed that Council members had reviewed the agenda as distributed on November 9, 2022. Noting one correction to the agenda, the Chair advised Council members that Item 6.4 Grading Policy falls squarely within the mandate of Education Council approval and will therefore be discussed under item 5.1 on the agenda.

### 4. APPROVAL OF THE MINUTES

4.1 The Minutes of October 17, 2022 were approved with a correction to item 6.4.

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

#### 5.1 Policy Items

##### a) Grading Policy

S. Schechter spoke to the item.

As part of its regular review cycle, the Educational Policies Committee is recommending changes to the Grading Policy as follows:

- Change grading scale
- Change description for a C-
- Change letter grade of P to D

S. Schechter explained the rationale behind the recommendations. The changes to the grading scale are to align the College's grading scale with other post-secondary institutions to ensure Douglas College students are not disadvantaged when transferring to another post-secondary institution.

S. Schechter advised that the Policies Committee did not have the chance to fully discuss the non-credit courses and that those who teach non-credit may want to retain the P grade or transition to a D grade. Discussion ensued.

The Chair requested that members take the information back to their constituencies for feedback at the December meeting when Council will consider a Motion to Approve the recommendations.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the December 19, 2022 meeting.

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

#### 6.1 Educational Affiliation: Universidad Tecnológica El Retoño – BIS, Mexico

B. Storey provided an overview of the information provided in the agenda package and highlighted some of the unique features of the institution.

The Universidad Tecnológica El Retoño is being recommended for faculty-led programs such as field school, guest lecturing and joint research projects. In addition, student exchange affiliation is being recommended with opportunity for bilateral credit exchange, language and intercultural opportunities.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the December 19, 2022 meeting.

**6.2 Program Revision: Diploma in Youth Justice**

T. Chang spoke to the item.

The program has been updated with reduced admissions requirements (removed work experience requirement), an additional program objective regarding literacies, and a reorganized list of program requirements. None of the program requirements have changed, they have been reordered and updated where the course information has changed.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the December 19, 2022 meeting.

**6.3 Program Withdrawal: Advanced Certificate – Data and Analytics**

S. Chiong spoke to the item.

The Advanced Certificate – Data and Analytics program has never been offered at the College and is being recommended for withdrawal by the Department of Computing Studies & Information Systems. No comments or questions arose.

**ACTION:** Please refer this item to your constituency groups for consideration of approval at the December 19, 2022 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 4 curriculum guidelines, 4 were approved: 1 new curriculum guideline, 2 revised curriculum guidelines and 1 withdrawn curriculum guideline.

There being no further discussion,

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



**MOVED by C. Cragg; SECONDED by S. Mennill, THAT Education Council approve the submitted new guidelines for HSCI 1100; revised guidelines: PSYC 2341; ENGR 1100 and the withdrawn guideline MATH 1102.**

**The Motion was CARRIED.**

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

**8.1 Educational Affiliation: Atlantic Technological University (ATU), Ireland**

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

There being no further discussion,

**MOVED by S. Mennill; SECONDED by D. Keighron, THAT Education Council approve the Educational Affiliation: Atlantic Technological University (ATU), Ireland.**

**The Motion was CARRIED.**

**8.2 Program Revision: Bachelor of Therapeutic Recreation**

The Chair spoke to item 8.2.

S. Mennill acknowledged that after last month's meeting, consultation regarding the Ethics course did occur between the departments. There was no concerns.

There being no further discussion,

**MOVED by R. Rana; SECONDED by N. Hall, THAT Education Council approve the Program Revision: Bachelor of Therapeutic Recreation effective May 2023.**

**The Motion was CARRIED.**

**8.3 Program Revision: Bachelor of Business Administration in Accounting**

A. Garabedian spoke to the item. No comments or questions arose.

There being no further discussion,

**MOVED by R. Rana; SECONDED by N. Hall, THAT Education Council approve the Program Revision: Bachelor of Business Administration in Accounting effective May 2023.**

**The Motion was CARRIED.**



8.4

**Program Revision: Certificate in Accounting**

A. Garabedian spoke to the item. No comments or questions arose.

There being no further discussion,

**MOVED by J. Kinsley; SECONDED by D. Keighron, THAT Education Council approve the Program Revision: Certificate in Accounting effective May 2023.**

**The Motion was CARRIED.**

8.5

**Program Revision: Post-Degree Diploma in Accounting Studies**

A. Garabedian 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 Program Revision: Post-Degree Diploma in Accounting Studies effective May 2023.**

**The Motion was CARRIED.**

8.6

**Program Revision: Post-Baccalaureate Diploma in Accounting**

A. Garabedian spoke to the item. No comments or questions arose.

There being no further discussion,

**MOVED by L. Millis; SECONDED by D. Keighron, THAT Education Council approve the Program Revision: Post-Baccalaureate Diploma in Accounting effective May 2023.**

**The Motion was CARRIED.**

8.7

**Program Revision: Post-Degree Diploma in Supply Chain Management**

M. Semeniuk spoke to the item. No comments or questions arose.

There being no further discussion,

**MOVED by D. Keighron; SECONDED by R. Rana, THAT Education Council approve the Program Revision: Post-Degree Diploma in Supply Chain Management effective May 2023.**

**The Motion was CARRIED.**

8.8

**Post-Baccalaureate Diploma in Advanced Supply Chain Management**

M. Semeniuk spoke to the item. No comments or questions arose.



There being no further discussion,

**MOVED by J. Williams; SECONDED by N. Hall, THAT Education Council approve the Program Revision: Post-Baccalaureate Diploma in Advanced Supply Chain Management effective May 2023.**

**The Motion was CARRIED.**

**8.9 Program Revision: Post-Baccalaureate Diploma in International Supply Chain Management**

M. Semeniuk spoke to the item. No comments or questions arose.

There being no further discussion,

**MOVED by D. Keighron; SECONDED by J. Kinsley, THAT Education Council approve the Program Revision: Post-Baccalaureate Diploma in International Supply Chain Management effective May 2023.**

**The Motion was CARRIED.**

**8.10 Program Revision: Post-Degree Diploma in Human Resource Management**

M. Semeniuk spoke to the item. No comments or questions arose.

There being no further discussion,

**MOVED by L. Millis; SECONDED by J. Williams, THAT Education Council approve the Program Revision: Post-Degree Diploma in Human Resource Management effective May 2023.**

**The Motion was CARRIED.**

**8.11 Program Revision: Post-Baccalaureate Diploma in Advanced Human Resource Management**

M. Semeniuk spoke to the item. No comments or questions arose.

There being no further discussion,

**MOVED by N. Hall; SECONDED by D. Keighron, THAT Education Council approve the Program Revision: Post-Baccalaureate Diploma in Advanced Human Resource Management effective May 2023.**

**The Motion was CARRIED.**

**8.12 Program Revision: Post-Degree Diploma in Project Management**

M. Semeniuk spoke to the item. No comments or questions arose.

There being no further discussion,

**MOVED by R. Rana; SECONDED by N. Hall, THAT Education Council approve the Program Revision: Post-Degree Diploma in Project Management effective May 2023.**

**The Motion was CARRIED.**

**8.13 Program Revision: Post-Degree Diploma in International Business Management**

M. Semeniuk 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: Post-Degree Diploma in International Business Management effective May 2023.**

**The Motion was CARRIED.**

**8.14 Admission Items**

E. Horsley referred to the submitted report. No questions or comments arose.

- Diploma in Youth Justice
- Language School Pathway English Proficiency Options

There being no further discussion,

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

**MOVED by S. Mennill; SECONDED by N. Hall, THAT Education Council approve the Admission Advisory Committee recommendations Diploma in Youth Justice effective September 2023; and the extension of the eight Language School Pathway Agreements for English Proficiency Options to March 31, 2027.**

**The Motion was CARRIED.**

**9. INFORMATION ITEMS****9.1 Programs Committee**

- a) The Chair referred to the October 2022 report in the agenda package. No questions or comments arose



**10. REPORTS**

**10.1 Report from the Chair**

After careful consideration, the December 19, 2022 meeting will be held in person. The meeting will commence at 10:00 a.m. with refreshments to follow. The Chair noted that all future meetings will continue to be held virtually, via Zoom.

**10.2 Report from the President**

The President advised that the College budget process underway is more challenging this year with the added pressure of the construction of our new academic building on 808 Royal. She commented that in addition to reviewing the costing for capital expenditures we also need to ensure that we hire the right staffing positions including those that will support the development of our new on-campus student housing project. Consultation, as usual, will take place in the New Year.

**10.3 Report from the Vice President, Academic & Provost**

T. Borgford advised Council members that his communication at the June 2022 meeting that the College would be discontinuing the acceptance of the Duolingo English language proficiency test was premature. He confirmed that Douglas will continue to use Duolingo as an accepted tool which is consistent with our peer institutions.

**10.4 Report from the Board Liaison**

B. Cove provided a brief report of the Board’s recently held Strategic Retreat.

**10.5 Report from the Secretary**

The Secretary confirmed that the December in-person meeting will not be offered in hybrid mode. She advised that an email will be circulated to canvass members for any dietary restrictions.

**11. NEXT MEETING**

Monday, December 19, 2022 at 10:00 a.m. In-Person, NW Campus, Room S4920

**12. ADJOURNMENT**

The meeting adjourned at approximately 9:44 a.m.

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Chair

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Secretary