

**MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY DECEMBER 14, 2009 AT 4:15 PM  
BOARDROOM - NEW WESTMINSTER CAMPUS**

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**1. ROLL CALL:**

**Members Present:**

Samirah Abid  
Deb Anderson (A/ Vice-Chair)  
Thor Borgford  
Jan Carrie (A/ VP-Education)  
Rajbinder Dehal  
Kathy Denton  
Gerry Gramozis  
Leon Guppy  
Dianne Hewitt  
Ted James  
Peter Kendrick (Ex-Officio)  
Scott McAlpine (Ex-Officio)  
Elizabeth McCausland (A/ Chair)  
Debbie McCloy  
Zaheeda Merchant  
Michael Phillips  
Brenda Pickard (Secretary)  
Don Valeri  
Brenda Walton (Ex-Officio)  
Kate Yoshitomi

**Regrets:**

Bruce Hardy  
Susan Meshwork (Chair)  
Robin Wylie

**Absent:**

Donna Rose

**Guests:**

Diane Batty  
Laurie Kenward  
Dianne Maxwell  
Ross Nichol  
Joy Page  
Geri Paterson  
Wayne Ratcliffe  
Lori Townsend  
Tanvir Uppal

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**2. APPROVAL OF THE AGENDA**

The Chair asked members to approve a fluid Agenda to accommodate the guests, Cou. members to appr-

**4. BUSINESS ARISING FROM THE MINUTES**

4.1

#### 4.3 Revision of the Education Council Policy Review Approval Process

##### 4.3 a) Revision of the Education Council Policy R Reference

The Chair referred to the documents brought forward from previous meetings. She highlighted that legislation contained in the *College and Institute Act* gives Education Councils explicit authority to set policies affecting student standing. She noted that some authority on these matters is also given to College Boards or Senior Administrators at the request of the Boards or Education Councils, but the *Act* does not give responsibility or authority to set policies affecting student standing to individual College Faculties/ Departments or programs.

The Chair advised member that the above language is important because the *Act* defines who sets policies very clearly. She added that if Faculties/Departments and programs continue to make and a affecting student standing, decisions made will continue to be indefensible on appeal. She added that all the particular and varied current Faculty/

policies. Thus she added it is sensible and necessary that Education Council change the approved Policy Review Process somewhat.

A sufficient amount of feedback resulted in Council recommending the Chair prepare a document detailing the proposed approval process and refer this item to the Standing Committee on Educational Policies for review/ advice and clarification.

**ACTION Please bring forward (b/f) this item to the January, 2010 meeting.**

#### 4.4 Stagecraft Program Revision

The Chair invited Ross Nichol to speak to this item.

There being no further discussion,

**MOVED by K. Denton; SECONDED by G. Gramozis,**

**BE IT AND IT WAS RESOLVED:**

- 4.5 Health Information Management Program Revision  
The Chair invited Laurie Kenward to speak to this item.

There being no further discussion,

**MOVED by D. McCloy; SECONDED by L. Guppy,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the Health Information Management Program revisions.**

**The Motion was CARRIED.**

- 4.6 Bachelor of Therapeutic Recreation Program Revision  
The Chair invited Geri Paterson to speak to this item.

There being no further discussion,

**MOVED by K. Yoshitomi, SECONDED by J. Carrie,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the Bachelor of Therapeutic Recreation Program revisions.**

**The Motion was CARRIED.**

- 4.7 Curriculum Committee Recommendations  
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The Motion was CARRIED.

- 4.8 Admission and Language Competency Committee Recommendations  
There was unanimous consent to Short-cycle the Motion to approve the submitted recommendations from the Admissions and Language Competency Committee.

Moved by J. Carrie; SECONDED by L. Guppy,

**BE IT AND IT WAS RESOLVED:**  
**THAT Education Council approve the revisions to the Nursing Access I and Nursing Access II courses.**

The Motion was CARRIED.

## 5. NEW BUSINESS

- 5.1 Revision to the *Academic Performance* Policy (Gold Cord Award)

**There was unanimous consent to Short-cycle the Motion to refer this item to the Standing Committee on Educational Policies.  
MOVED by K. Denton; SECONDED by D. Valeri;**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council refer to the Standing Committee on Educational Policies the discussion regarding adding language to the criteria in the *Academic Performance* policy to maintain a minimum GPA of 3.5 within the top 10% of graduates to receive Gold Cord status.**

**The Motion was CARRIED.**

5.2 Revision to the *Evaluation* Policy (Field Schools) Request for Referral to Policy Committee

The Chair asked Kathy Denton to speak to her memo in the package.

Kathy advised members that the field school experience is very intense and the program quality and integrity is maintained at BCCAT standards. She noted the issue of class attendance and participation is extremely important prior to students leaving for international field schools.

Kathy advised members that, based on advice from faculty who have taught courses in past international field schools, she is requesting that Education Council ask the Policy Committee to revise the *Evaluation* Policy to include

**THAT Education Council refer the request for additional language to the *Evaluation Policy* to the Standing Committee on Educational Policies. The Motion was CARRIED.**

- 5.3 Office Administration Medical Office Assistant Citation Program Proposal  
The Chair advised members this proposal will go to the Admission and Language Competency Committee within the next week. She asked members if they were willing to commence discussion with this in mind. Members agreed.

The Chair introduced Wayne Ratcliffe to speak to this item.

In response to a question, Wayne advised members the majority of the program content will be offered by delivering the credential through BCCampus in on-line format. He noted this will enable students to gain greater access to the program throughout British Columbia. He added the residency requirement will be maintained as stipulated by policy.

**ACTION Please refer this item to your constituencies for feedback/advice at the March, 2010 meeting.**

- 5.4 Health Care Assistant Certificate (Previously Home Care Support Worker)  
The Chair advised members this is a Short-cycle request. She noted the program revision has not yet been reviewed by the Admissions and Language Competency Committee, although their recommendations will come to the January meeting. Members agreed to proceed with the discussion.

The Chair invited Dianne Maxwell and Diane Batty to speak to this item.

Dianne Maxwell advised members the currently used curriculum for the Health Care Support Worker program dates back to 1992. She noted that, as a result of many changes in the health care environment in the past 17 years, current care providers require updated and expanded education.

Dianne advised members that updated curriculum was undertaken in 2007, funded by the former Ministry of Advanced Education. She noted the resulting *Health Care Assistant Program Provincial Curriculum Guide 2008* offers an up to date curriculum for the education of unregulated health care providers.

Dianne noted in order for Douglas Collegehou discussion.

fully meet the needs of graduates as they enter the workforce in the health care sector.

~~Implementation~~ In response to a question, Dianne advised members that previous graduates of the current program will be grandfathered; however, they will be required to take and pass Foodsafe Level 1.

In response to an additional question, Dianne advised members that the program title change falls in line with the Provincial curriculum.

~~Dianne~~ Dianne advised members that she is asking this item to be Short-cycled as the Department would like to begin recruitment and marketing activities for a Fall 2010 intake. She noted that all other BC public colleges will have or will be implement



5.5 Request for Leave of Absence

The Chair referred to the memo in the package and asked members if they had any objection to the request.

Hearing none,  
three months was granted. It was suggested to revise the dates in the memo.

**6. REPORTS**

6.1 Report from the Chair

The Chair highlighted the two documents under her report.  
The Chair advised members that the Appeal Tribunal has received an appeal.

6.2 Report from the President

community. He highlighted that upcoming College-wide consultations regarding the Strategic Planning process will commence mid January and encouraged all to attend some of the many forums planned.

The President acknowledged the hard work and academic excellence the College community has engaged in over the past number of years.

The President expressed appreciation on behalf of himself and the Board  
e He was excited to announce that  
enrolments are up and the Winter semester looks promising.

6.3 Report from the Board Representative

Peter Kendrick advised members that he has been travelling for the past several months. He was pleased to be at his first meeting of Education Council and looks forward to future discussions.

6.4 Report from the Secretary

The Secretary reminded members of the January 7<sup>th</sup> documentation submission and, that there will be no February Education Council meeting.

6.5 Report from the Curriculum Committee

There was no report.

6.7 Report from the Standing Committee on Admissions and Language Competency Standards

There was no report.

6.8 Report from the Standing Committee on Educational Policies

There was no report.

7. **OTHER BUSINESS For Information and Circulation**

There was no other business.

8. **NEXT MEETING**

**January 18, 2010 at 4:15 p.m. in the Boardroom, New Westminster Campus**

9. **ADJOURNMENT**

**The meeting adjourned at 5:30 p.m.**

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Chair

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Secretary