

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, APRIL 15, 2002 AT 4:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Janet Allwork (Chair)
Trish Angus (Non-Voting)
Laura Byrne
Ray Chapman
Edward Inoue
Ted James
Ann Kitching (Ex-Officio)
Dennis Lancien
Jan Lindsay
Kim Longmuir
Wilma Marshall
Susan Meshwork
Elsie Neufeld
Arlene Patko
Brenda Pickard (Secretary)
Graham Rodwell
Geraldine Street
Penny Swanson (Vice-Chair)
Carly Turner
Shaun Tyakoff
Wendy Wheeler
Des Wilson
Susan Witter (Ex-Officio)

Guests:

Roger Clark
Mark Elliott
Peter Eredics
Fran Johnson
Lorna McCallum
John McKendry
Mike McPhee
Jim Sator
Val Schaefer
Susan Smythe
Naomi Tabata
Tom Whalley
Robin Wylie

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2. APPROVAL OF THE AGENDA In order to accommodate the guests, items 5.1 and 5.2 were moved to after 4.2. The Agenda was approved as reordered.

The Chair introduced Ann Kitching as the new Board Liaison member to Council. She also introduced Dennis Lancien as the new student member.

3. APPROVAL OF THE MINUTES OF THE MARCH 18, 2002 MEETING The Secretary

advised members of two amendments to the Minutes: page 4, item 4.5 a) paragraph two is amended to read “She expressed a desire for her Faculty to be consulted with regards to changes in major revision areas of the curriculum guidelines for CMNS 111/115 and ENG 101/130 .”; and, page 7, item 5.1 paragraph four is amended to read “that CMNS 111/115 and ENG 101/130 are compulsory components of the HORM program, not optional”.

The Minutes were approved as amended.

4. BUSINESS ARISING FROM THE MINUTES

- 4.1 Educational Excellence Awards Ceremony: Fran Johnson referred to the Report (distributed at the meeting) and noted that additional advertising has gone out to the College community requesting nominations. Fran added that, to date, the Committee has received two Administration, five Faculty, three Staff and two Student nominations.

Fran advised members that the Committee met to review the feedback she received from Council members at the last Council meeting. She briefly reviewed the pros and cons of holding the Awards Ceremony at either the Graduation Ceremony or the Employee Recognition Event. Fran advised members that, after lengthy consultation, the Committee recommends the Employee Recognition Event as the appropriate venue for the Awards Ceremony.

It was noted that the Faculties of Science and Technology and Humanities and Social Sciences supported the Awards being presented at Graduation. Other Faculties were unable to reach consensus.

S. Witter added that the administration was not in favour of presenting the Awards at Graduation as it would add to the length of the ceremonies.

The Awards will be presented at the Employee Recognition Event this year and the Committee will continue to re-evaluate the appropriate venue for the Awards.

- 4.2 HORM Program Structure Alteration: There was no further feedback to the Program changes.

MOVED by D. Lancien, SECONDED by D. Wilson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the HORM Program changes.

The Motion was CARRIED.

The Chair thanked Mark Elliott for speaking to this item.

- 4.3 Policy revision: Curriculum Development and Approval: The Chair advised members she has received feedback from the Faculty of Science and Technology and will refer it to members of the Policy Committee as soon as possible for consideration. She invited further feedback from Council members.

It was asked whether language competency standards needed to be part of the Instructor's Course Outline when language competency admission standards are already in place for a course. It was noted that the language competency standards referred to here are not admission standards but the standards required within a particular course. A suggestion was made to add "if applicable" to bullet 4e) "language competency standards" on page 12, under "Instructor's Course Outline". In response, it was noted that consistency in the content of the Instructor's Course Outline is helpful for students and that all headings might therefore remain, with a brief comment noting that no special standards are required, should this be the case.

T. James advised the Chair that he will forward to her suggested word changes to page four number five.

The Chair advised members that a revised copy of the policy will be presented for approval at the next meeting.

- 4.4 Policy revision: Admission: Concern was expressed that the time limit may present a barrier to non-traditional students. It was noted that a student may write the assessment test twice, go to another institution for upgrading, and yet be prohibited from taking the assessment test at Douglas again. The Registrar noted that articulation agreements are in place between Douglas College and many institutions, and that students would still retain the right of appeal for special consideration or exemption.
- 4.5 New policy: Educational Policy Development and Review: This item was deferred to the May 13th, 2002 meeting.
- 4.6 SFU Undergraduate Curricula Review: Members were asked to continue discussions of this document in their areas, particularly in light of upcoming Articulation meetings. Further discussion of this item was deferred to the May

13th, 2002 meeting.

- 4.7 Curriculum Committee Recommendations: S. Tyakoff advised members that the Committee reviewed 36 curriculum guidelines. She noted all steps in the development and approval of new courses, as well as in the deletion of or major revisions to existing courses have been followed.

There was unanimous consent to short-cycle the Motion to approve the submitted curriculum guidelines.

MOVED by R. Chapman, SECONDED by A. Patko,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for EASL 835, EAST 875, EASL 885, EASL 865, EASL 895, CMNS 218, ENGL 124, CMPT 110, BUSN 337, BUSN 404, BUSN 410, BUSN 420, BUSN 429, BUSN 431, BUSN 437, BUSN 451, BUSN 495, FINC 255, FINC 305, FINC 345, FINC 360, FINC 370, FINC 380, FINC 390, FINC 405, FINC 430, FINC 440, FINC 450, MARK 400, MARK 410, MARK 150, MARK 120, MARK 483, OADM 322, ASLS 280 and NURSING 196.

The Motion was CARRIED.

- 4.8 Admissions and Language Competency Standards Committee Recommendations: In response to a question, T. Angus advised members that the speed and accuracy of the standardized typing test has not been revised, only the certification of the test itself.

There was unanimous consent to short-cycle the recommendations of the Admissions and Language Competency Standards Committee.

MOVED by K. Longmuir, SECONDED by C. Turner,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the requirement for proof of keyboarding at 50 net words per minute either through the Assessment Centre or by providing proof from an educational institution written on official letter head or stamped with the school stamp and signed by the administration.

The Motion was CARRIED.

5. NEW BUSINESS

- 5.1 New Associate Degree Specialisation: Associate of Arts (International/ Intercultural Studies): The Chair introduced Lorna McCallum, Roger Clark and Tom Whalley to speak to this item. Members were advised that the submitted document is a culmination of a four year development process. Funding was provided through a grant from BCCIE.

Lorna advised members that the requirements for this specialisation include two courses, IDST 103: An Introduction to Intercultural/ International Studies - a new course - and either CMNS 104 or CMNS 217 plus two consecutive Modern Languages or American Sign Language courses and six others from a list of relevant courses.

It was noted that all courses within an associate degree must transfer as individual courses. Therefore ASLS courses are not applicable to an Associate Degree. It was further noted that the transferability of the new course, IDST 103, to UBC and SFU was very important.

Revisions to the document were noted: page seven to add "GEOG 213" and "HIST 281" should read "HIST 251".

ACTION Please take this to your constituents for feedback and do a final review at FECs to ensure that the list of relevant courses is accurate and complete. Specific written feedback should be forwarded to Lorna McCallum prior to next month's Council meeting.

- 5.2 2002 - 2003 Budget: The President referred to the budget letter that was distributed to the College community on April 11th. She advised members that the College Board supported the recommendations from SMT. The President noted that the budget shortfall would exceed three million dollars. She added that in order to address the deficit, the College was looking at increasing student fees by 30 percent (2/3 of the shortfall) and at reducing some programs and services (1/3 of the shortfall).

The President advised members that the decisions regarding program and service reductions were difficult. She specifically noted the unfortunate closure of the Habitat Restoration Program. She added all programs were examined using the same budget criteria and statistical data from the Registrar's Office and it was determined that the Habitat Restoration Program had the lowest enrollment. She also noted the closure, over the next two years, of the Thomas Haney Centre. The President added she was hopeful that the dollar allocation for the Thomas Haney Centre might be reallocated to the New Westminster campus to build the 5th and 6th floors.

The President noted the loss of funding for B.C. Benefits (30 of 37 sections). She added that 7 sections will be retained in order to keep the Learning Centre open.

The Chair referred to the documents in the package and reminded members that the role of Education Council is to consider the educational implications of the proposed budget, to be clear about the values and criteria that have been used in determining the decisions that have been made, and to offer advice to the Board on planned changes to the organization, structure and operation of educational programs and services.

The Chair invited Mike McPhee to speak to the closure of the Habitat Restoration Program. Mike distributed to Council members a memo entitled "Habitat Restoration Program Closure" outlining concerns.

The following discussion ensued:

- Mike advised members that he had reviewed the budget letter and believes it contains misinformation specifically related to enrollments;
- the process which lead to the decision was unfair. Last year the program was asked to engage in a Unit Review. The report was completed and distributed last month. That report and its recommendations formed no part of the decision to close the program nor was the program offered an opportunity to implement the recommendations of the review which may have addressed the enrollment difficulties;
- the program was in the process of combining 1.5 credit courses into 3 credit courses which would immediately boost enrollments in those courses;
- the program is unique with a speciality in the urban environment and fills a distinct and needed niche within the post-secondary system and the environment industry;
- the program is only four years old and is still working to establish its identity within the College and community;

- the closure will have a serious impact upon students, upon other areas of the College, and upon the community, in which it is highly valued;
- the program attracts a broad range of students, many of whom are part-time, which may result in the low number of graduates;
- many students gain employment or transfer to another institution rather than seek graduation;
- enrollment numbers are not an accurate reflection of the number of students taking the program - enrollment numbers provided by the Registrar's Office do not concur with those of the program itself.

Ann Kitching asked whether any consideration had been given to operating the program as self funded. The Coordinator expressed interest in pursuing this possibility.

The Chair thanked those who spoke to the Habitat Restoration program closure.

Other budget-related discussions ensued, including the following:

- impact of tuition fee increases;
- the closure of the Thomas Haney Campus about which those who regularly teach there spoke passionately, particularly about the impact upon the non-traditional student;
- the criteria for determining which CE programs would be closed;
- concern about the loss to the College and the community of reductions in Continuing Education offerings.

ACTION **The Chair reminded members that Council is charged with advising the Board regarding the educational implications of program reductions and closures and asked members to take the budget document and these discussions to their constituency groups for feedback.**

Members were encouraged to attend the Budget Forum scheduled for April 18th.

6. REPORTS

6.1 Report from the Chair

The Chair reported upon discussion items at the Council of Education Council Chairs (CoEdCo) meeting held in March:

- **Budget letter:** Bill Parker, the Ministry representative to CoEdCo, spoke

about the target date for new legislation: 2003/2004. The timelines are outlined in Appendix 1 of the Budget letter in the first box where it says *Encourage System Integration: The Ministry works with the post-secondary system to develop a more coherent and integrated system*. It specifies here that consultation will be completed by 02/03. He expected the process to happen quickly and advised constituent groups to get involved now.

Information was also shared about budget discussions and decisions at other institutions; some university colleges, for example, are raising tuition fees on average about 70%--more in first and second year; more still in particular program areas.

- **Affiliation agreements**, especially those of a public/private nature, and policies related thereto, were discussed. Those Colleges that do have a policy (Capilano is one in addition to Douglas) find that it is under continual fine-tuning as each new circumstance dictates different language and requirements. A working group of five CoEdCo members was established to share experiences, look at all the related policies currently in place in particular institutions, and consider commonalities.
- **Applied Degrees Policy Framework**--feedback was offered to specific concerns raised at our March Education Council meeting and other issues raised by others.:
 - **work experience term “paid by industry”**: for “industry” read “employer”; the employer must commit to needing the graduates of an applied degree and the degree must meet a labour market need identified by employers. This element is crucial to the applied degree’s approval.
 - **the review committee to include “expertise in the appropriate applied fields of study”**: Bill Parker acknowledged that the approval process is not well defined at this point and needs to be further thought through. The feeling is that the review committee may need expertise beyond that of the standing committee membership, specifically industry expertise and external quality control.
 - **no additional funding**: We were told that Applied Degrees should be in areas of already existing expertise so no additional resources would likely be necessary (the logic of this was sorely disputed by CoEdCo members); emphasis is to be on conservative, realistic, practical; as a result, the Ministry does not envision a rush on Applied Degrees, particularly at the Colleges.

The Chair referred members to a final report from the Steering Committee of the February 13th college-wide professional development day on the side table.

The Chair referred members to Minutes of the EdApps meeting at which online learning was discussed, provided on the side table.

The Chair noted that the Education Council Appeal Tribunal had recently received and dealt with a grade appeal.

The Chair noted that Graham Rodwell has agreed to join the Unit Review Coordinating Committee, replacing Terry Farrell who has stepped down.

The Chair reminded Council members that the May and June Council meetings begin at 2.15. The May meeting is the second Monday, not the third: May 13th. In June, elections for the position of Chair and Vice-Chair will take place at 1.45 p.m. She noted that the current Vice-Chair is willing to serve as Chair. She advised members that a Vice-Chair will be needed. She noted that Trish Angus and Susan Witter agreed to constitute an informal Nominating Committee should members be interested in putting their names forward. She added that nominations will also be received at the meeting. A letter will be sent out to the new student representatives and the new LLPA faculty representative inviting them to attend this meeting for the election and for their introduction to Education Council.

6.2 Report from the President

The President advised members that the Degree Authorization Act has received a first reading in the legislature. She added the act will allow greater flexibility to both public and private institutions who may wish to offer degrees.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Secretary

There was no report.

6.5 Report from the Standing Committee on Educational Policies (G. Street)

There was no report.

6.6 Report from the Standing Committee on Planning and Priorities (E. Neufeld)

There was no report.

6.7 Report from the Standing Committee on Admissions and Language Competency Standards (T. Angus)

There was no report.

6.8 Report from the Educational Excellence Committee (W. Wheeler)

There was no report.

6.9 Report from the Curriculum Committee (S. Tyakoff)

There was no report.

6.10 Report from the Research Ethics Board (S. Meshwork)

There was no report.

6.11 Report from the Education Technology Forum (G. Rodwell; D. Wilson)

There was no report.

6.12 Report from the International Education Advisory Committee (J. Lindsay)

There was no report.

7. NEW BUSINESS - For Information and Circulation

7.1 Transcript Analysis of Academic Probation Students

8. ADJOURNMENT: Moved by E. Inoue, Seconded by D. Lancien, the meeting adjourned at 6:25 p.m.

_____ Chair _____ Secretary