![Douglas College logo]

MINUTES OF A MEETING OF EDUCATION COUNCIL
Held Monday, April 15th, 2005 at 4:15 p.m.
New Westminster Campus, Boardroom

1. ROLL CALL

Members Present	**Regrets:**
Kevin Barrington-Foote	Trish Angus (Non-Voting)
Laura Byrne (Vice-Chair)	Marilyn Brulhart
Colin Campbell	Diana Christie
Rosilyn Coulson	Joel Koette
Debra Flewelling	Graham Rodwell
Kuros Gadareh	Khai Rosli
Anna Jajic	Janice Spencer
Ted James	
Ann Kitching (Ex-Officio)	
Jan Lindsay	**Guests:**
Susan Meshwork (Chair)	Pat Brown
Elsie Neufeld	Joyce Cameron
Arlene Patko	Dave Dalcanale (for D. Christie)
Brenda Pickard (Secretary)	Blaine Jensen
Heidi Taylor	Colleen Murphy
Peter Tong	Sarah Stephens
Susan Witter	Don Valeri
	Brenda Walton (A/ Registrar)

2. APPROVAL OF THE AGENDA
    In order to accommodate the guests, the Chair asked members to approve a fluid Agenda. The Agenda was approved.

3. APPROVAL OF THE MARCH 21ST, 2005 MINUTES
    Under item 5.5 - last bullet, a suggestion was made to make clear that the Fall semester is the least flexible in terms of the final exam schedule. Under 4.2, the Secretary was asked to specify that the two additional teaching days were in the **Winter** semester.

    The Minutes were approved as revised.

4. BUSINESS ARISING FROM THE MINUTES

4.1   Program Revisions:
       The Chair reminded members that these two items were before Council for
       decision.

       a)   Accounting Management Diploma Program: There being no feedback:

       MOVED by L. Byrne; SECONDED by A. Patko,

       BE IT AND IT WAS RESOLVED:

       **THAT Education Council approve the changes to the Accounting
       Management Diploma Program.**

       The Motion was CARRIED.

       b)   Computer Information Systems Diploma Program: There being no
               feedback:

       MOVED by J. Lindsay; SECONDED by R. Coulson,

       BE IT AND IT WAS RESOLVED:

       **THAT Education Council approve the changes to the Computer Information
       Systems Diploma Program.**

       The Motion was CARRIED.

4.2   Motion to Change the College Final Exam Timetable: The Chair specified that the
       Fall semester is the only semester which there may be exams scheduled the day
       after the last day of classes. She then introduced Don Valeri and asked members
       for feedback regarding the Motion.

       By way of follow up to last month's meeting, the Chair noted that she had a
       conversation with the DCFA President who advised her that an instructor who
       teaches during the week can be asked to invigilate a Saturday exam.

       Several members expressed great concern for students and strongly supported the
       Motion submitted by Don Valeri.

       In response to a question, B. Walton advised members that it takes two full days to
       process grades, e.g., manually run reports, manually enter changes in the
       computer, generate letters to students, generate both electronic and paper

transcripts etc.

MOVED by C. Campbell; SECONDED by K. Barrington-Foote,

BE IT AND IT WAS RESOLVED:

THAT Education Council shall direct the Education Council Policy Sub-committee to develop, or add, a policy that shall stipulate that there must be at least one day following the last day of classes and the commencement of the final exam period, when exams will not be given.

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

4.3   <u>Motion for the Vice President, Educational Services and SMT to Review the Refund Rules</u>: The Chair introduced Joyce Cameron and asked members for feedback regarding the Motion presented at last month's meeting.

In response to a comment, the Chair advised members that the question before Council was do members feel the refund rules need to be reviewed and is there a need to develop a coherent policy for refund policy changes?

Members stated they were uncomfortable with the current refund rule procedures.

A comment was made that the current procedure creates an additional barrier for students and, creates anxiety for students.

MOVED by E. Neufeld; SECONDED by P. Tong,

BE IT AND IT WAS RESOLVED:

THAT Education Council ask the Vice President, Educational Services and the Senior Management Team to review the current refund rules and develop a coherent policy which establishes how fee refund rules are to be developed and implemented at the College.

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

4.4   <u>College Program and Course Signature Elements</u>: This item was deferred to the May meeting.

4.5   <u>Administration Policy</u>: *Scholarly Activity*:   J. Lindsay advised members that, as a result of the expansion of the mandate of Colleges to include the offering of

applied baccalaureate degrees, a policy was needed to help facilitate and support scholarly activity at the College. She requested feedback from members.

Members supported the development of a policy for scholarly activity.

A. Jajic suggested the language change for the first sentence under "Purpose" - "Douglas College recognizes the value of scholarly activity in supporting academic excellence, and will promote and sustain scholarly activity that is consistent with the mission and strategic objectives of the College and linked to *a related field of expertise*."

A. Jajic also suggested a language change to the "Policy Statement" section - first sentence "Douglas College is primarily a teaching and learning institution in which scholarly activity *is inherent and* is required to fulfill the College's mandate.

ACTION **Please take this to your constituency groups for feedback.**

4.6 Policies

a) *Program Approval Policy - New and Revised Degree Program*

and,

b) *Program Approval Policy for New and Revised Non-Degree Credit Programs*:

By way of background, T. James advised members that the old Program Approval policy has now been split into two separate policies - one for degrees and one for non-degrees. He added the Ministry now requires an external review for degree program approval. He referred to the two flow charts which outlines in schematic form the process for approval of both degree and non-degree proposals.

S. Meshwork highlighted the additional Role and Definition sections in both policies. She added that relevant URLs have also been added to the policies.

In response to a question, S. Meshwork advised members that Council will not receive business plans as they do not fall within Council's mandate.

S. Meshwork advised members that there are two revisions to the non-degree policy: 1) on page 8, number 9, the second sentence should read "Ministry guidelines specify which programs must be posted and which

may be approved *internally* without posting". 2) page 11, the flow chart should not indicate that the Ministry approves or does not approve Full Program Proposals. She added that non-degree proposals are posted on the PSIPS website for a thirty day peer review only.

S. Meshwork advised members that she presented both flow charts at a recent Douglas Development workshop and received very positive feedback from those who attended.

ACTION   **Please take these policies to your constituency groups for feedback and approval at the May meeting.**

4.7   Policy Issues:

a)   *Credentials Awarded at Douglas College* policy: Inclusion of the Degree Designation: T. James advised members that a copy of the revised *Credentials Awarded at Douglas College* and the *Prior Learning Assessment and Recognition* policies   were at the side table. He noted both policies now include the 25% residency requirement wording as was approved by Council in 2001. He added the other minor revisions to the PLA policy are highlighted and underlined.

There was considerable discussion regarding the "Assessment Procedures" section in the PLA policy. It was noted the new language states "Assessment results are final. When credit is not granted, students must wait a minimum of two years before requesting a reassessment for the same course".   There was some confusion as to whether the results of the assessment were appealable. T. James advised members that he will take the matter under advisement and, discuss it with the Policy Committee.

b)   *Curriculum Development and Approval* Policy: S. Meshwork referred to the memo in the package. She noted the policy needs to be revised to state that any variance to the 10% rule should occur at Education Council and not at the FEC level.

c)   *Student Appeals* Policy: This item was tabled until further consultations occur.

4.8   Applied Degree Standards Committee: There was no report.

4.9   Admission and Language Competency Committee Recommendations: After a brief discussion:

There was unanimous consent to short-cycle the Admission and language Competency Committee recommendations.

MOVED by A. Patko; SECONDED by E. Neufeld,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve 1) the admission requirement to the UCFV/Douglas BA Psychology for PSYC 2300 with a P and, 2) the Sports Science Program accept PE 11 with a C+ or PE 12 with a C+ as the new admission requirement.

The Motions were <u>CARRIED</u>.

4.10   Curriculum Committee Recommendations: C. Campbell advised members of one revision to the memo. He asked members to replace SPSC 1101 (in the Science and Technology section of the table) with SPSC 1151.

There was unanimous consent to short-cycle the Curriculum Committee recommendations.

MOVED by C. Campbell; SECONDED by R. Coulson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for CMNS 1221; CISY 1165; CISY 1275; CISY 1280; CISY 2310; CISY 2345; CISY 2365; CISY 2375; CISY 3445; CISY 3480; CISY 3540; OADM 1436; CMPT 1101; SPSC 1151 and, PHIL 1245.

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

5.   <u>NEW BUSINESS</u>

5.1   Commerce and Business Administration (UT) Program Revision: R. Coulson advised members the change to the program is minor in nature. She advised members that it is proposed to offer either CISY 1165, 1210 or 2300 in the third semester instead on CISY 1210 or 2300. She noted CISY 1165, 1210 and 2300 are

more current.

ACTION   **Please take this item to your constituency groups for feedback and approval at the May meeting.**

5.2   <u>Affiliation Agreement between Douglas College and Satir Institute of the Pacific</u>: The Chair reminded members the Concept Paper for this affiliation came before Council in February. She introduced Colleen Murphy and Pat Brown to speak to this item.

Colleen Murphy advised members that she had a connection with the non- profit Satir Institute and was confident that the educational goals of the Institute are consistent with the goals of Douglas College including those related to gender equality, the valuing of diversity, inclusiveness and cultural sensitivity.

Colleen advised members that Satir Institute have many affiliations with local and Provincial institutes such as Trinity, UBC and SFU. She added that Faculty of the Satir Institute have also led training programs in the Czech Republic, Hong Kong, Singapore, Taiwan and Thailand.

ACTION   **Please take this item to your constituency groups for feedback and approval at the May meeting.**

5.3   <u>Affiliation Agreement with the University of London (UK)</u>: T. James referred to the document which was distributed to members by email. He advised members that successful articulation with the University of London would lead to Douglas being granted "teaching institution" status at the diploma level by the University and permit Douglas students to receive a joint credential. He added that students who obtain a joint diploma could later pursue a Bachelor's Degree as a distance education student via the "Extension Program" offered by the University of London.

A concern regarding retention was noted in that the College would be severing its' relationship with a student after one year. T. James responded that this was another option for students and in fact may draw more students to the College.

In response to a question, T. James advised members that Douglas College students would pay international fees if they attended the University of London.

ACTION **Please take this item to your constituency groups for feedback and approval at the May meeting.**

> 5.4 <u>Proposed Changes to CISY Certificate Program</u>:   The Chair introduced Sarah Stephens to speak to this item.
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> Sarah advised members that the changes to the CISY Certificate Program will make it easier for students to get the classes they want and it will provide them with more choices.

ACTION **Please take this item to your constituency groups for feedback and approval at the May meeting.**

6.   <u>REPORTS</u>

> 6.1 <u>Report from the Chair</u>
> There was no report.
>
> 6.2 <u>Report from the President</u>
> The President reported that an architect has been hired for the new Health Sciences building at David Lam.
>
> 6.3 <u>Report from the Board Representative</u>
> There was no report
>
> 6.4 <u>Report from the Secretary</u>
> **The Secretary reported that all documentation and Annual Reports need to be submitted by 12 noon on May 31st, 2005.**
>
> The Secretary reminded **new and returning members that elections for the positions of Chair and Vice Chair will commence at 1:45 p.m. on May 16th.** She reminded members that the regularly scheduled meeting will commence at 2:15 p.m.
> The Secretary advised members that she has a copy of the "Learning Communities: Pathways to Deep Learning and Campus Transformation" videotape should members be interested in viewing it.
>
> 6.5 <u>Report from the Research Ethics Board</u>
> There was no report.
>
> 6.6 <u>Report from the Standing Committee on Educational Policies</u>
> 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 Educational Excellence Committee
        K. Barrington-Foote advised members that the deadline for nominations is May
        13ᵗʰ. He noted the Committee has received no nominations to-date.

6.9   Report from the Curriculum Committee
        There was no report.

6.10   Report from the Education Technology Forum
        There was no report.

7.   NEW BUSINESS - For information and circulation
        7.1   FIRST ENCOUNTERS: Creating Purposeful Strategies to Engage New Students
                (Satellite conference)
        7.2   Student Finances (survey)

8.   ADJOURNMENT: Moved by K. Barrington-Foote, Seconded by P. Tong, the meeting
        adjourned at 5:45 p.m.

_____ Chair _____ Secretary