



Douglas College

MINUTES OF A MEETING OF EDUCATION COUNCIL
Held Monday April 14, 2008 at 4:15 pm
New Westminster Campus, Boardroom

1. ROLL CALL:

Members Present:

Trish Angus (Ex-Officio)
Graeme Bowbrick (Vice-Chair)
Marilyn Brulhart
Sebastian Bubrick
Wendy Case
Sam Cheng (Alternate for
D. Hewitt)
Kathy Denton
Doug Estergaard (Alternate for
C. Murphy)
Anne Gapper (Acting Recorder)
Gerry Gramozis
Leon Guppy
Ann Kitching (Ex-Officio)
Jan Lindsay
Elizabeth McCausland
Debbie McCloy
Susan Meshwork (Chair)
Teryl Smith
Sandy Vanderburgh
Susan Witter (Ex-Officio)
Titus Yip

Regrets:

Bruce Hardy
Dianne Hewitt
Ted James
Colleen Murphy

Guests:

Jan Carrie
Anna Helewka
Maureen Nicholson
Wendy Parry
Nicholas Watkins
Lori Woods

2. APPROVAL OF THE AGENDA:

The Chair requested a fluid agenda to accommodate the guest. Council agreed.

3. APPROVAL OF THE MARCH 17, 2008 MINUTES:

The minutes were approved as submitted.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Elections for Education Council Chair and Vice Chair

The elections were carried out and S. Meshwork was re-elected as Chair and G. Bowbrick was re-elected as Vice Chair by acclamation.

4.2 Advanced Citation in Disability and Applied Behaviour Analysis Program

Jan Carrie, Nicholas Watkins and Wendy Parry were invited to the table to speak to this item. J. Carried advised that the Admission and Language Competency Committee's recommendations had been incorporated into the admission requirements.

There being no further discussion.

MOVED by G. Gramozis; SECONDED by W. Case,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Advanced Citation in Disability and Applied Behaviour Analysis Program Proposal as presented.

The Motion was CARRIED

MOVED by D. McCloy; SECONDED by J. Lindsay,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend the College Board establish the credential Advanced Citation in Disability and Applied Behaviour Analysis.

The Motion was CARRIED

4.3 Revisions to the Program Development and Consultation Control Sheets

G. Bowbrick stated that Humanities and Social Sciences FEC were strongly in support of the consultation process being carried out online using the negative option of response. They indicated that this would reduce work load while not compromising the consultation process. L. Guppy stated the Science and Technology FEC were of the same opinion.

D. McCloy also indicated support from the Health Sciences FEC and they had requested that Education Council ensure there was a process in place to keep the contact people for each group updated. Student Development FEC was also in support of this method. Commerce and Business FEC agreed that they did not mind if the list of consultations remained as presented if the process was online.

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S. Vanderburgh suggested that Council walk through the forms online at the next meeting. The Chair agreed to have the draft forms available as soon as possible but given the budget business in May it was likely this would come back in June.

4.4 Revision to the Diploma in Psychiatric Nursing Program

A. Helewka was invited to the table 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 revision to the Diploma in Psychiatric Nursing program as follows :

PNUR 3501 is replaced by PNUR 4503 and PNUR 3272

The Motion was CARRIED

4.5 Revised College Budget 2008/09

The Chair requested Members provide feedback on the process of how Education Council would be dealing with input and also requested a sense from the table on how constituencies were dealing with the revised budget.

After much discussion it was decided that the Chair would send an email via Groupwise 'All' to the college community informing them of the process and indicating deadlines for submitting written input and of informing Council if they wished to attend in person. It was agreed that Education Council submission deadlines would be extended as FECs generally meet after the normal Education Council deadline. It was also agreed that the Chair would stress in the college wide email that submissions to Education Council needed to focus on educational impact and it was agreed that only these impacts would be forwarded on to the College Board. After a straw poll it was agreed, as timing was tight, that Education Council would be willing to hear to input from individuals or departments that was not necessarily FEC supported.

It was decided that delegations would be given 10 minutes to speak but that this may have to be adjusted depending on numbers. The Chair informed Council that if there were a large number of delegations and Council was unable to complete all its regular business, an extraordinary meeting could be scheduled to deal with this business.

In response to questions with regard to the revised budget, S. Witter advised that most public institutions including Douglas College were spreading the budget shortfalls over two years and there would be

additional reductions next year in order to balance the budget. She further advised that the reductions this year were about 75% of the total required. She stated that the College may wish to borrow from the Board surplus fund in order to get through the next year and that any borrowed money would have to be paid back from future budget allocations over the next year or two. Many other Colleges do not have a Board contingency fund such as this.

It was suggested that for the cuts for next year that there be lots of up front consultation as there would be more time to do this.

S. Witter advised that Senior Management Team were recommending some complete program cancellations: Customer Service & Cashier Training, New Directions, the second stream of Career & Employment Preparation and Opportunities Enabled plus partial reductions in other programs.

She stated that there had been many comments from the external community supporting the College which she was pleased to see. In response to a question about early retirement incentives, S. Witter advised that the collective agreements indicated that faculty had to be 60 years of age to qualify for this and that canvassing was currently occurring.

J. Lindsay indicated that program cancellations were not mainly in the university transfer area but were fairly balanced. Senior Management Team had looked at areas of low demand and low enrolment in order to make a minimal impact.

S. Witter advised that Infosilem was still being adopted but on a slower time frame. In response to a question if the College was being block funded or target funded, S. Witter indicated that the College funding was based on FTEs but that the Government seemed to be changing their priorities. This year all growth funding had been taken away but in its place the College had received funding for 19 aboriginal programming seats.

G. Bowbrick advised that Humanities and Social Sciences had two full faculty meetings and members had focused on administrative cuts and they were glad to see that this had also been addressed.

There was general discussion about whether any college or Education Council input would affect changes to budget decisions at this late date. S. Witter's response was that it was management's role to recommend what to do in a budget crisis but if they had made wrong choices, it was important that the College Board hear this. So College constituencies needed to convince the Board that a different decision should be made. If

the Board agreed then Senior Management Team would have to recommend other cuts.

4.6 Curriculum Committee Recommendations

There being no discussion.

There was unanimous consent to short-cycle a Motion to Approve the Curriculum Committee recommendations as presented.

MOVED by L. Guppy, SECONDED by S. Vanderburgh,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for:

ECON 3101, MUSC 1110, MUSC 1210, MUSC 2310, MUSC 2410

The Motion was CARRIED

4.7 Admissions & Language Competency Committee Recommendations

There being no discussion.

There was unanimous consent to short-cycle a Motion to Approve the Admissions and Language Competency Committee recommendations as presented.

MOVED by D. McCloy; SECONDED by W. Case,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the recommendations of the Admissions and Language Competency Committee as follows:

1. Admission Criteria for the Advanced Citation in Disability and Applied Behaviour Analysis

The admission requirements are as follows:

- **Douglas College general admission requirements; AND**
- **Applicants who have a graduate or bachelor degree from a recognized post-secondary institution where the language of instruction is English and have a minimum cumulative GPA of 2.0; OR**
- **Applicants who are currently in 3rd or 4th year of a bachelor degree program from a recognized post-secondary institution where the language of instruction is English and have a minimum cumulative GPA of 2.33.**

2. **Revision to Collaborative BA Criminal Justice (Douglas/UCFV)**
The revised admission requirements are as follows:
 - **general Douglas College admission requirements AND**
 - **Completion of 39 out of 60 specified 1st and 2nd year credits on or before April 30 for the 3rd year program starting in the subsequent September; AND**
Minimum cumulative GPA as determined by the UCFV Criminal Justice program (calculated on the basis of 39/60 of the specified 1st and 2nd year credits which must have been completed on or before April 30 for the 3rd year program starting in the subsequent September).

The Motion was CARRIED

5. **NEW BUSINESS**

5.1 **Print Futures – Program Revision**

Maureen Nicholson was invited to the table to speak to this item. She explained that she requesting a program revision be approved because they wished to change a course name from CRWR 2401 to PRFU 2401: Writing for Magazines and Trade Publications. The Chair explained that the course name change did not require Education Council approval but a new course in the program design constituted a program revision and required EDCO approval. She requested that this be short-cycled as a new group would be entering the program in May and they would like it to be clear to students what the names of the courses they were taking would be from the onset of the program.

There was unanimous consent to short-cycle a Motion to Approve the Program Revision to the Print Futures Program as presented.

There being no further discussion.

MOVED by K. Denton; SECONDED by T. Smith

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revision to the Print Futures Diploma as follows:

CRWR 2401 is replaced by PRFU 2401

The Motion was CARRIED

5.2 **Request for Leave of Absence – Bruce Hardy**

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B. Hardy, Faculty at Large Representative, had requested a leave of absence for the months of April and June 2008. There was some discussion.

MOVED by S. Bubrick; SECONDED by W. Case,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the request for Leave of Absence from Bruce Hardy for the April and June 2008 Education Council meetings

The Motion was CARRIED

6. REPORTS

6.1 Report from the Chair

In order to assist the Executive Assistant to the College Board get information to faculty, the Chair requested that members remind their FECs that the Board has a submission and delegation policy. The deadline for written submissions is Friday, May 9, 2008 and the Executive Assistant to the Board will need to know by May 3, 2008 if a delegation wishes to attend the Board meeting. She suggested that FECs may consider earlier meetings in order to accommodate these deadlines.

The Chair advised that the potential for college suspension of classes would be coming onto an Education Council agenda shortly. T. Angus advised that the proposed change would mean that there would be only 2 days difference from the regular term. In reply to a question S. Witter advised that the topic had been raised initially by some faculties and S. Vanderburgh confirmed that there had been interfaculty feedback at the Vice President's Academic Council. He also advised that students had already missed opportunities for some volunteer positions. G. Gramozis advised that staff had requested that a decision be made sooner than later.

The Chair congratulated G. Gramozis for being the recipient of the ACCC Staff Excellence Award.

6.2 Report from the President

S. Witter advised that 9 recommendations in the Campus 2020 report had been implemented. She advised there was more speculation around the new regional universities; the latest number was rumored to be five. If these decisions were not announced by the end of April the business would have to be introduced in the Legislature in the Fall. She speculated that such designations would mean changes in name only but that any such announcements could impact Douglas College.

6.3 Report from the Board Representative

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There was no report.

6.4 Report from the Secretary

The Secretary advised that annual reports for Education Council sub-committees were due by the June agenda package deadline of June 5, 2008.

6.5 Report from the Curriculum Committee

There was no report.

6.6 Report from the Educational Excellence Committee

There was no report.

6.7 Report from the Research Ethics Board

T. James advised that his term and that of S. Meshwork were complete. S. Vanderburgh was to replace T. James and other members of the committee are able to cover S. Meshwork's function of being knowledgeable in ethics and standardized testing. There is the need for a faculty Education Council member to sit on the committee. B. Hardy had volunteered but there were already two Child, Family and Community Studies representatives. He asked the faculty members to consider standing for this position. If no-one was able to do this S. Vanderburgh could sit as the Education Council representative if Education Council agreed to a variance in the sub committee Terms of Reference. S. Vanderburgh advised that the Research Ethics Board review process had been changed considerably and would take advantage of electronic technology in future. There was now an excluded Research Ethics Board members group set up on MyDouglas in order to avoid the inundation of emails. Forms will be developed and meeting dates will be standardized. The Chair asked Education Council faculty representatives to let her know if they were willing to join the Research Ethics Board.

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

There was no report.

6.9 Report from the Standing Committee on Educational Policies

There was no report.

6.10 Report from the Academic Signature Committee

E. McCausland advised that a number of areas had completed Signature templates which are now online. It was anticipated that faculty will be working on the templates in April, May and June so there will be Douglas Development workshops and 'working' workshops to assist faculty in completing the templates.

She advised that the committee will be looking for as much feedback as possible on the framework document and will be putting a feedback button

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on the signature webpage. Feedback can be sent directly to E. McCausland also. Feedback received to date indicates that the document is somewhat technical.

7. OTHER BUSINESS – For Information and Circulation

7.1 Survey Results from Your Program’s Former Students
For information and circulation.

8. ADJOURNMENT

Moved by K. Denton, Seconded by S. Vanderburgh the meeting was adjourned at 5.45 pm

Chair _____ Secretary _____