



Douglas College

MINUTES OF A MEETING OF EDUCATION COUNCIL

Held Monday December 15, 2008 at 4:15 pm

New Westminster Campus, Boardroom

1. ROLL CALL:

Members Present:

Deb Anderson
Trish Angus (Ex-Officio)
Sebastian Bubrick
Kathy Denton
Gerry Gramozis
David Guedes
Leon Guppy
Dianne Hewitt
Ted James
Jan Lindsay
Elizabeth McCausland
Debbie McCloy
Susan Meshwork (Chair)
Julia Robinson (Alternate for
Marilyn Brulhart
Teryl Smith
Mike Tarko
Titus Yip

Regrets:

Graeme Bowbrick (Vice-Chair)
Marilyn Brulhart
Bruce Hardy
Ann Kitching (Ex-Officio)
Anna Robinson
Susan Witter (Ex-Officio)

Absent:

Guests:

Rosilyn Coulson

Lidia Peter-Wallesch (Acting Recorder)

2. APPROVAL OF THE AGENDA:

In order to accommodate the guests, the Chair asked members to approve a fluid Agenda. Council agreed and the Agenda was approved.

3. APPROVAL OF THE NOVEMBER 17, 2008 MINUTES

Under Item 1 - Roll Call, the following members were not present and will be moved from the member's present column to the regrets column: Marilyn Brulhart, Teryl Smith and Mike Tarko. Brenda Walton should be indicated as present in place of Trish Angus and Jan Lindsay was present and should be indicated in the member's present column.

Under Item 4.2 – “Intervener” should be spelled “**Intervenor**”.

Under Item 5.1 b) third paragraph, should be corrected to read “**B. Hardy**” instead of “L. Guppy”, and Item 5.2, first paragraph, should also be corrected to read “**B. Hardy**” instead of “L. Guppy”.

The minutes were approved as amended.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Revisions to the Program Development and Consultation Control Sheets

After speaking with Helen Dempster of Development Studies, the Chair advised she suggested that Helen go back to her FEC to clarify whether Developmental Studies wanted to continue to try to be added to the program and course control sheets, or if they wished to consider alternative methods of being added to the information flow process.

Other than the Development Studies section of the revised control sheets and a request by L. Guppy for clarification of the timelines regarding responses and consultations, Council indicated they were fairly confident that the proposed revised control sheets were acceptable for approval. The Chair indicated she will check the past minutes and bring back the timeline clarification for the next meeting

ACTION: Please explain to the constituents that Developmental Studies will inform Council of their desires regarding addition to the Control Sheets in January.

4.2 Policy Items

Grading Policy Revision

Examination Policy Revision

Curriculum Development and Approval Policy Revision

T. James indicated that the policy changes proposed by the Policy Committee for each of the three policies were housekeeping in nature and did not change the process or practices of the current policies. He explained that the language added to the Grading Policy was taken from the current College calendar with some rearranging to make it easier to follow. All additions or changes in the Grading Policy were underlined so Council could follow the proposed changes.

T. James indicated that the proposed new language for the Examination Policy might seem like obvious information but he indicated that the new language aimed to clarify some inconsistencies found in the College calendar text and the current policy text; in particular, clarification around assessments and what students could expect regarding their academic standing in a course prior to the midterm.

He further indicated that the existing Examination Policy expanded information on how course evaluation is to be conducted i.e., the timing and number of evaluations prior to the mid-semester point, the conditions, penalties and criteria included in an instructors course outline rather than information on the grading systems as will be found in the revised Grading Systems Policy. He stated that some of the new language for the revised Examination Policy (to be renamed the Evaluation Policy) was taken from the College calendar, some from the current Examination Policy and the remainder comes from the current Curriculum Development and Approval Policy (appendix 1 - section on Instructors Course Outline). The only change to the Curriculum Development and Approval Policy recommended at this time was the movement of Appendix 1 to the proposed new Evaluation Policy. Policy Committee recommends the movement of the appendix so that it can be found more intuitively and easily by all readers.

There was much debate about a number of the proposed policy revisions. Lengthy discussion ensued about the suggestion that students might be required to show proof of assignment submission. There was discussion about the need for students to receive proof of receipt for assignment submission. The Chair suggested that after hearing many suggestions on several aspects of the proposed revisions, further work should be done by the Policy Committee before Council takes the topic out to constituents. T. James agreed that the Policy Committee could work to clarify some language as suggested by Council but explained that the changes would not be substantive. He emphasized that the current Policy Committee recommendations were about amalgamating policies and revising them to include all current College practices since some are enshrined in policy and some are not. The Chair further suggested to Council members that this matter be put aside for now but indicated that more work may be needed for clarification. She further indicated that if the changes could be done before the next Education Council package is sent out, she would forward them to Council electronically, but failing that, she would include the new policy documents in the January Education Council package time permitting.

4.3 Educational Excellence Committee Recommendations

There was some discussion about the Educational Excellence Committee recommendation to change the venue of the award. In response to a question, R. Coulson clarified that the intention of the Educational Excellence Committee was to recommend that all students awarded be presented their award at a College Board meeting and that if the recipient was also graduating they would be recognized at their graduation ceremony, if they attended. She reiterated that the primary award presentation would be done at the Board meeting.

There was unanimous consent to short cycle a Motion to Support the recommendation of the Educational Excellence Committee that the Student Educational Excellence award presentation be done at a College Board meeting and that if the award recipient was a graduating student and attended their graduation ceremony, the award would be recognized at his/her graduation ceremony.

MOVED BY D. McCloy; SECONDED by L. Guppy.

BE IT AND IT WAS RESOLVED:

That Education Council support the recommendation of the Educational Excellence Committee that the Student Educational Excellence award presentation be done at a College Board meeting and that if the award recipient was a graduating student and attended their graduation ceremony, the award would be recognized at his/her graduation ceremony.

The Motion was CARRIED.

4.4 Request for Affiliation Agreement with Arbutus College

There was a question whether this was a reciprocal agreement and R. Coulson clarified that we would be the receiving institution and since there is no pathway back, it was not reciprocal.

MOVED by D. Anderson, SECONDED by L. McCausland

BE IT AND IT WAS RESOLVED

THAT Education Council approve an affiliation agreement between Douglas College and Arbutus College.

The Motion was CARRIED.

4.5 **Diploma in Office Administration- Program Revision**

There being no discussion.

MOVED by T. Yip; SECONDED by L. McCausland

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revisions to the Diploma in Office Administration as follows:

- a) **Add FINC 1231 Commercial and Financial Math as an alternative to BUSN 1330 Business Mathematics as one of the four Group 1 Required Courses in the Office Administration Diploma;**
- b) **To replace ACCT 1220 with ACCT 1222 Computer Applications for Accounting as a computerized accounting elective.**

The Motion was CARRIED

4.6 **Curriculum Committee Recommendations**

L. McCausland requested that Council remove English 3180 from the submitted Curriculum Committee Recommendations.

There being no further discussion.

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

MOVED by G. Gramozis; SECONDED by K. Denton

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted Curriculum Committee recommendations as follows:

ACCT 2320, ACCT 2420, HORM 1145, OADM 1117PNUR 4710, PNUR 4724, ENGL 1102, ENGL 2328

And the withdrawal of: PNUR 1140, PNUR 2440, PNUR 2541, PNUR 3272, PNUR 1144, PNUR 2444, PNUR 2640, PNUR 1230, PNUR 2540, PNUR 2644

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 & Language Competency Committee Recommendations as presented.

MOVED by L. McCausland; SECONDED by J. Lindsay

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted Admissions & Language Competency Committee recommendations as follows:

- 1. Bachelor of Business Administration - First Year Entry Accounting & Financial Services & Administration Options**
 - a) Douglas College General Admission Requirements**
 - b) English 12 with a minimum grade of "C" or approved substitution**
 - c) Principles of Math 11 with a minimum grade of "C"**

- 2. Therapeutic Recreation Degree**

Add the following criteria to those already approved for students who are entering the third year of the degree program who graduated previously from the Douglas College diploma program.

- Complete and submit a Medical Suitability Declaration Form**
- Participate in an interview (May be Required)**

Applicants that have graduated more than 5 years previously must also:

- **Submit a referee form completed by their current employer. The form must come directly from the employer to Douglas College.**

Students entering the third year of the degree from other institutions must meet the following additional criteria:

- **Provide proof of diploma credential**
- **Submit a medical suitability form**
- **Participate in an interview (may be required)**

Applicants that have graduated more than 5 years previously must also:

- **Submit a referee form completed by their current employer. The form must come directly from the employer to Douglas College**

The Motion was CARRIED

4.8 Certificate in Intervenor for Individuals with Deafblindness - Recommendation that the College Board establish a credential

The Chair pointed out that the formality of approving a recommendation that the College Board establish the credential Certificate in Intervenor for Individuals with Deafblindness was overlooked last month.

There was unanimous consent to short-cycle a Motion to Recommend that the College Board establish the credential Certificate in Intervenor for Individuals with Deafblindness.

There being no further discussion.

MOVED by S. Bubrick; SECONDED by T. Yip

BE IT AND IT WAS RESOLVED

THAT Education Council approve a recommendation that the College Board establish the credential Certificate in Intervenor for Individuals with Deafblindness.

The Motion was CARRIED

5. NEW BUSINESS**5.1 Request for approval of an Affiliation Agreement with Guangxi University of Nationalities (GXUN) in Nanning, China.**

S. Witter provided a written statement of rationale detailing the request for approval of an Affiliation Agreement with Guangxi University of Nationalities (GXUN) in Nanning, China to the December 2008 Education Council package. She was not present to speak to the request and there were no questions put to J. Lindsay in her absence.

There was no further discussion.

ACTION: Please take this back to your constituencies for consideration for approval at the January 19, 2009 Education Council meeting.

5.2 Development of a New *Transfer Credit Policy* – Request to Refer to the Policy Sub-committee

T. James indicated that the Policy Sub-committee will review a new draft policy on *Transfer Credit* in preparation for Douglas College becoming a receiving institution. He clarified that the Policy Committee reviews current and/or suggested new policies as well as requests for policy revision but he explained that the Policy Committee does not develop new policies. J. Lindsay assured T. James that she would be bringing draft text to the Policy Committee for review. She indicated that one of the first steps in developing this policy would be to review other institutions transfer credit policies before bringing Policy Committee a draft. The Chair suggested that any review should include decisions on whether the policy was relevant to the Education Council mandate.

MOVED by D. McCloy; SECONDED by M. Tarko

BE AND IT WAS RESOLVED:

THAT Education Council consent to short cycle and approve the request for referral of the New *Transfer Credit Policy* to the Education Council Educational Policy Subcommittee for review and recommendations.

The Motion was CARRIED.

6. REPORTS

6.1 Report from the Chair

The Chair informed Council that it would be asked to begin to review the 2009/2010 College budget at the January 2009 Education Council meeting. She reminded Council that the budget comes to Council for consultation and formal advice on College priorities as stipulated by the *College and Institutes Act*. J. Lindsay indicated that there is no word yet on the proposed government budget but the best case scenario would be a status quo situation.

B. Jensen, VP Education Services has informed the Chair that he is working on restructuring student services and has informed the Chair that he will be bringing material to Council for information in future. Over the next two months, he has invited anyone interested in providing input on restructuring (Education Council reps and/or constituents) to get in touch with him directly.

The Chair also advised Council members that the Departmental Policy reviews that Education Council is involved with are going to begin this fall. She reminded Council that since Graeme Bowbrick has resigned from Council, a replacement for him in the Policy Review Group (Policy Review Group Sub-committee) will be required. The policy review project will be time consuming but the work will be very interesting and important to the College. The terms of reference of the Policy Review Group stipulates that the group will consist of three appointed Education Council members who have experience and knowledge of policy development and/or review. The terms of reference state that the Education Council Chair will Chair the Policy Review Group. She then invited Council members interested in joining the Policy Review Group to get in touch with her in early January.

6.2 Report from the President

There was no report.

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 Curriculum Committee

There was no report.

6.6 Report from the Educational Excellence Committee
 G. Gramozis indicated that given the concerns raised about the committee motion regarding the student excellence award, the Notice of Motion brought in November has been withdrawn. They are currently working toward addressing the concerns raised and hoped to bring a revised motion forward early in 2009.

6.7 Report from the Research Ethics Board
 K. Denton has advised that the revised research ethics related policy dropped from the Educational Policies web page but will re-emerge under the Administrative Policies webpage. She says it should be back up any day now but if anyone needs it they should get in touch with her directly.

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
 There was no report.

7. OTHER BUSINESS – For Information and Circulation

Due to personal reasons, effective December 31, 2008, Graeme Bobrick has resigned as the Humanities and Social Sciences representative to Education Council and therefore as Education Council Vice Chair. E. McCausland has agreed to sit in the Vice Chair role effective January 1, 2009 until elections for Education Council Chair and Vice Chair occur in the spring 2009.

8. ADJOURNMENT

MOVED by D. Anderson, SECONDED by L. Guppy, the meeting adjourned at 5:55 pm.

Co-Chair _____ Secretary _____