

# DOUGLAS COLLEGE

## MINUTES OF A MEETING OF EDUCATION COUNCIL

HELD ON MONDAY, JANUARY 19, 1998 AT 4:15 P.M. IN THE BOARD ROOM

### 1. ROLL CALL

#### **Members Present:**

Barbara Allen

Al Atkinson

Lawrence Becker

Paul Biscop

Georgina Ferguson

Darryl Flasch

Victoria Foley

Susan Hamm

Sandra Hochstein

Maria Iaquinta

Rashida Ismail (Secretary)

Kim Longmuir

Dawn McDonald

John McKendry

Christa Peters

Julie Roper

Jim Sator

Gerry Sieben (Board Rep. - Ex-Officio)

Debbie Smith

Meg Stainsby (Chair)

Brenda Walton (For T. Angus - Ex-Officio)

Susan Witter (Ex-Officio)

#### **Regrets**

Trish Angus

Beverley Miller

Ivor Shanks

#### **Guests:**

Hal Gray

Joy Holmwood

Lorna McCallum

Nancy Oike

### 2. APPROVAL OF THE AGENDA

The following items were added to the agenda: Item 6.3. Title change: "Discussion Paper "System-Level Program Planning and Rationalization"; 6.10. Student Appeal; 6.11. H-TECH Digital Diploma Mills -- G. Kilcup (Kwantlan); 6.12. Test of English as a Foreign Language (B. Cowin); 6.13. 1996-97 Annual Report on Prior Learning Assessment in British Columbia, December, 1997; 6.14. National Day of Action - January 28.

**The Agenda was approved as amended.**

### 3. APPROVAL OF MINUTES OF THE DECEMBER 15, 1997 MEETING (circulated)

The Minutes were amended as follows: page 3, item 4.3. last line -- delete "represent an obstacle for students in their employment", insert "create a perception of greater difficulty to the students"; page 4, fifth line -- delete "depend on the nature of the course", insert "be equivalent to that required for pass/fail from other students"; page 5, item 5.4, 2nd paragraph, delete " John McKendry and Meg Stainsby would be requested to serve on the task force", insert "John McKendry and Meg Stainsby will discuss the process".

**The Minutes were approved as amended.**

#### 4. BUSINESS ARISING FROM THE MINUTES

##### 4.1. Print Futures Program Revisions

**MOVED** by Al Atkinson, **SECONDED** by Christa Peters,

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the proposed Print Futures curriculum changes and pre-requisite revisions dated December 1, 1997, for implementation in January, 1998.**

Al Atkinson requested that the Education Technology Forum be consulted for analysis should there be computing system implications emanating from the proposed curriculum changes. Hal Gray made a note of this requirement.

**The Motion was CARRIED.**

##### 4.2. Health Information Services Program Inquiry

The Chair informed Council that she has received a complete report of the HISP inquiry which was available for members' review. At her request, John McKendry provided a brief status of the inquiry, commenting that both the report and the Executive Summary have been widely circulated, internally and externally for comments and feedback.

John McKendry added that the issue was complex and a challenging one, as it is affected by the future communication technology. Hospitals were adopting a "wireless" mode and it was uncertain as to whether or not the HISP occupation would be viable in the next 5 years. Joy Holmwood stated that while there were no financial implications, the options of whether to offer Level I and Level II programs with 69 credits or to limit the program to 60 credits, with associated implications, were being examined. In response to a question, it was clarified that a degree was not being considered at this stage; the consultant has recommended that there was no clear foundation for a degree. Discussions were currently being held at different levels of the College community and a decision will be made by the end of January.

**The Chair noted that if the program is to be implemented in September, a recommendation for Council approval must be submitted at the March meeting. In the meantime, members were requested to refer this matter to their respective constituency groups and provide input and/or feedback to Joy Holmwood directly.**

##### 4.3. Draft Report on the Development of Douglas College Core Indicators

The Chair reminded members that the draft document on Douglas College Core Indicators, submitted to Council, should be reviewed in the context of the article recently sent to Council, "Performance Indicators" CAUT Bulletin ACPPU -- 6 November, 1997. Members were informed that the core indicators were prepared for the Board, representing both academic and service areas. The task was initiated as a result of the last year's budget development deliberations when it was identified that there were no criteria in place for program cuts. The document was incomplete as FECs were requested to complete both qualitative and quantitative indicators in the academic area.

A brief discussion followed and the following questions were raised on the draft document, as discussed by

some FECs: a request has been made that a College-wide open Forum be organized on Core Performance Indicators prior to formalization; the number of graduates per course was not a good indicator -- a small number of graduates could be as much a success as 100% graduation rate; senior management should be included in the performance indicators exercise; faculty members were not involved in the initial deliberations and development of the core indicators; indicators are not reflective of the actual work performed; members cannot participate effectively due to the lack of background information -- how do core indicators reflect on programs, how are student goals measured?; language is not accessible; are we trying to measure quality or efficiency, and rationalizing resources?; student success is different at each campus; there are differences in part-time/full-time students, including practicum students.

**Council was requested to solicit further input and feedback from their respective constituency groups. Similarly, the request for organizing the College-wide Forum is being considered by SMT.**

## 5. ON-GOING BUSINESS

### 5.1. Report from the Chair

The Chair attended a **conference in San Diego on "The Learning Paradigm"** at the request of Mia Gordon and, as a follow up, will discuss with her some ideas concerning institutional change and the relationship between the "learning revolution" and learning outcomes initiatives.

**A meeting has been arranged on January 26 at 9:30 a.m. to review the Council By-laws, and terms of reference of Council sub-committees. A number of people have been asked to be on the committee. Members were requested to inform the Chair if they have any specific observations on the by-laws.**

The committee, established at the request of SMT has now submitted a final draft on an **Approval Process for New Programs**, which will subsequently be submitted to the Standing Committee on Education Policies. For the record, the Chair clarified that while the Ministry receives new program proposals throughout the year, **the 14-point proposal process still requires the College to indicate the priority it sets for each new program proposal.**

The Chair will be attending a **two-day CoEdCo spring session on February 6 and 7** at Kwantlen College in Richmond. The first day will be spent with Ministry officials to discuss a number of system-wide initiatives and concerns. **If members had items for discussion, they were encouraged to submit these to the Chair.**

### 5.2. Report from the President

The President thanked John McKendry for acting on her behalf while she was away on vacation during the first two weeks of January. She spent time to reflect on College matters.

The Administration will be meeting with the Ministry on Wednesday, January 21, concerning the College's annual program profile, including the level of funding for the next fiscal year. **Outcomes of these discussions will be reported to Council at the next meeting.**

The President drew Members' attention to the Discussion Paper under item 6.3. "System-Level Program Planning and Rationalization" and stated that this was an important, controversial document and urged members to review it critically as Council's input will be solicited in the College's response.

### 5.3. Report from the Learning Outcomes Coordinator

At the request of the Chair, Nancy Oike, the Learning Outcomes Coordinator, advised Council of her new role. Priorities for the semester have been identified. These include: participation in internal as well as external groups, including CCTT; organization of workshops through the Douglas Development Team in the Spring; preparation of reference material for interested groups; review and recommendation of College

policies; preparation and dissemination of Learning Outcomes Bulletins, to name a few. She also provided a definition of learning outcomes approach which is "based on curriculum design, content and delivery on an assessment of the knowledge, skills and values needed by both students and society" (Hansen 1996).

**Further developments on her work will be reported at the next meeting.**

#### 5.4. Report from the Standing Committee on Education Policies

There was no formal report from the Committee; however, Susan Hamm indicated that a report on student appeals policy will be presented at the next meeting.

#### 5.5. Report from the Standing Committee on Planning and Priorities

There was no report from the committee.

#### 5.6. Report from the Standing Committee on Standards and Admissions

The committee's report dated January 15 was distributed to members. Brenda Walton, on behalf of Trish Angus, explained that the grade requirement for English 12 was changed from C+ to C in the Hotel and Restaurant Management and Dental Assisting Programs in order to be consistent with similar grade requirements for these programs offered elsewhere in the province.

#### 5.7. Report from the Residency Credit Exemption Committee

Lawrence Becker reported that the committee has received one request for a residency credit exemption which will be addressed at the next meeting.

#### 5.8. Report from the Education Technology Forum

There was no report as the ETF had not met.

#### 5.9. Report from the Matrix Committee

Debbie Smith reported that the committee is currently discussing the four models, following which a recommendation will be made to the constituency groups. It was hoped that a decision will be made by the end of April for the January, 1999 timetable.

### 6. NEW BUSINESS

#### 6.1. Legal Program Change of Name

Council received the following Notices of Motion from the Office Administration Department of the Faculty of Commerce and Business Administration:

**THAT Education Council approve the program name of "Legal Secretary Certificate" in place of the current name, "Legal Office Assistant Certificate" .**

**THAT the name Citation Program in Legal Stenography be changed to Legal Secretary Citation.**

The rationales for these changes were outlined in a memorandum from Sheila Paige dated January 5, 1998. **Members were requested to refer the above requests to their respective constituency groups and direct comments or feedback to Sheila Paige at local 5103.**

#### 6.2. Course/Program Enrolment Conflicts

At the request of the Chair, **MOVED** by Maria Iaquinta, **SECONDED** by Al Atkinson,

BE IT AND IT WAS RESOLVED:

## **THAT Education Council Short Cycle the Item on Course/Program Enrolment Conflicts.**

The Motion was **CARRIED**.

The Chair reviewed the correspondence included in the Council package indicating that conflicts in class size occasionally occur between programs and areas delivering service courses. Out of a recent example of such an issue have come several specific suggestions for revisions to policy E.02.03.05, "Associated Studies".

**MOVED** by Christa Peters, **SECONDED** by Darryl Flasch,

BE IT AND IT WAS RESOLVED:

**THAT Council refer the Policy E.02.03.05, "Associated Studies", to the Standing Committee on Educational Policy for consideration and recommendation.**

Discussion focussed on whether or not to involve the Educational Policy Committee, as the question of class size was governed by the collective agreement and the enrolment conflict issue will have financial impact. The Chair noted that Council's role is to deal with requests to oversee/review educational policy, not to resolve specific instances of conflict over policy implementation. The sub-committee might find that some recommendations are beyond Council's scope, and could so advise Council.

Following discussion, the motion was **CARRIED**.

### 6.3. Discussion Paper "System -Level Program Planning and Rationalization"

The Chair stated that the above Discussion Paper merits full discussion with constituent groups for feedback. **She asked Council to provide her with feedback by February 4 so that she could consolidate viewpoints for further discussion at the February meeting. Special attention was drawn to item 4.3. "Potential Outcomes of System-level Program Planning and Rationalization"**. The President suggested there might be one College-wide response sent to the Ministry under a number of signatures.

### 6.4. B.C. Universities? 5-Year Follow-up survey of Graduates. -- For Information

### 6.5. High School Grades of Douglas College students -- For Information

### 6.6. Charting a New Course -- Progress Report -- For Information

### 6.7. Athabasca University -- Bachelor of Professional Arts -- 2 + 2 laddered degree for college graduates.-- For Information

### 6.8. New Course Outlines: Communications and IDST

**Interest/Queries to be directed to Lorna McCallum.**

### 6.9. Academic Honesty or "Dishonesty" and the Internet

**Please let Meg know if there is interest in a full discussion of this item at the next meeting with a view to reviewing the College Policy.**

### 6.10. Student Appeals Policy

The Chair apprised members that the Council's policy not to allow students legal representation for their appeal at the Tribunal level has been referred back to the College for further consideration by the Ombudsperson. The President stated that a request has been made by the Ombudsperson to change our Student Appeals Policy to allow legal representation, as denial is considered to be unjust and unfair. While the policy is under review, the Ombudsperson has pressed us to allow one student to bring legal counsel to a new Appeal Tribunal hearing on a "without prejudice" basis.

Considerable discussion followed. It was deemed to be inappropriate to change policies on an "ad hoc" basis which may set a precedent; some members felt that full rationale was needed before the policy could be "suspended". If students were allowed to have legal representation, would the College opt for legal representation? It was explained that this would become a Board issue. Some members felt that adequate information was not available to them in this particular case.

Some members, however, were in favour of granting the request, as they felt it had been made following a thorough review of the case, and if the College granted this request on a "without prejudice" basis the College could provide a measure of justice; the request was one of a kind and the student's education had been in jeopardy for the past two years.

Following discussion, it was **MOVED** by John McKendry, **SECONDED** by Christa Peters:

BE IT AND IT WAS RESOLVED:

**THAT Education Council short cycle this item for a decision.**

The Motion was **CARRIED**.

It was further **MOVED** by John McKendry, **SECONDED** by Christa Peters

BE IT AND IT WAS RESOLVED:

**THAT Education Council adopt the recommendation of the Ombudsperson to allow legal counsel, on a "without prejudice" basis, should this particular student's new appeal be heard at the Appeal Tribunal level.**

The Motion was **CARRIED**.

6.11. H-TECH Digital Diploma Mills --G. Kilcup -- For Information

6.12. Test of English as a Foreign Language-- For Information

6.13. 1996-97 Annual Report on Prior Learning Assessment in British Columbia, December, 1997.

**Please read this report in the context of the report from Nancy Oike on Learning Outcomes.**

6.14. National Day of Action --January 28, 1998 -- For Information

7. ADJOURNMENT

The Meeting adjourned at 6:15 p.m., followed by a joint Board/Council Workshop in the Douglas Room.

\_\_\_\_\_ Chair \_\_\_\_\_ Secretary