

# DOUGLAS COLLEGE

## MINUTES OF A MEETING OF EDUCATION COUNCIL

HELD ON MONDAY JUNE 15, 1998 AT 3:00 P.M. IN THE BOARD ROOM

### 1. ROLL CALL

#### **Members Present:**

Barbara Allen

Trish Angus (Non-Voting)

Al Atkinson

Lawrence Becker

Paul Biscop

Georgina Ferguson

Victoria Foley

Sandra Hochstein

Maria Iaquinta

Rashida Ismail (Secretary)

Kim Longmuir

Dawn McDonald

John McKendry

Beverley Miller

Susan Oesterle

Christa Peters

Gerry Sieben (Ex-Officio)

Debbie Smith

Julie Roper

Jim Sator

Meg Stainsby (Chair)

Susan Witter (Ex-Officio)

#### **Absent:**

Darryl Flasch

#### **Guests:** (part of the meeting)

Janet Allwork

Mia Gordon

Cheryl Matheson

Lorna McCallum

Julia Robinson

Jack Shehadeh

Joan Thomson

Rosanna Wijenberg

Drew Young

The Chair opened the meeting at 3:05 p.m. She welcomed the guests and introduced the newly-elected student members to Council.

### 2. APPROVAL OF THE AGENDA

Item 5.4. 1998-99 Election of the Chair and Vice-Chair of Council was added to the agenda. The Agenda was approved as amended.

### 3. APPROVAL OF THE MINUTES OF THE MAY 19, 1998 MEETING

Page 4, fifth paragraph: Re: DCSDF amend the date from May 29 to May 22. The Minutes of the May 19, 1998 meeting were approved as amended.

#### 4. BUSINESS ARISING FROM THE MINUTES

##### 4.1. Educational Excellence Committee

(i) Terms of Reference: Following a brief review of the Terms of Reference of the Educational Excellence Committee, Georgina Ferguson presented the following Notice of Motion:

THAT Education Council approve in principle the terms of reference for the Educational Excellence committee, as presented. A friendly amendment to delete "in principle" was made and accepted.

Under Roles and Responsibilities, a question was raised as to whether the Committee should develop criteria for judging applicants for awards rather than developing "means" of recognizing excellence as outlined. It was anticipated that many awards (such as for teaching excellence) have pre-set criteria while donors for scholarships and bursaries would usually identify their own terms. It was further clarified that the Committee will develop a framework to ensure that appropriate criteria and guidelines are followed. It was also explained that membership was developed to ensure equitable representation of all constituent and relevant groups.

**The Chair requested members to forward comments and or feedback to Georgina (5483) directly for review by the Committee prior to consideration of the Notice of Motion in October.**

##### 4.2. Theatre Program Restructuring and Course Revisions

Subsequent to the review of the program undertaken and the Notice of Motion presented at the May, 1998 meeting, it was **MOVED** by Christa Peters, **SECONDED** by Paul Biscop,

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Theatre Program Restructuring and Course Revisions as presented for implementation in September, 1998.**

The Motion was **CARRIED**.

##### 4.3. Stagecraft Program Restructuring and Course Revisions

Subsequent to the review of the program undertaken and the Notice of Motion presented at the May, 1998 meeting, it was **MOVED** by Barbara Allen, **SECONDED** by Sandra Hochstein,

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Stagecraft Program Restructuring and Course Revisions as presented for implementation in September, 1998.**

The Motion was **CARRIED**.

##### 4.4. Letter of Intent: The Professional Communications Diploma Program

Pursuant to the discussion at the May meeting, re: the Letter of Intent: The Professional Communications Diploma Program, and at the Council's request, the implementation date of September 2000 was deleted in the LOI pending formulation of the Master Education Plan for the College. In response to a question, Lorna

McCallum clarified that entry to this specialized Program was open to high-school as well as degree-status students.

**MOVED** by Julie Roper, **SECONDED** by Christa Peters,

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve in principle the Professional Communications Diploma Program as presented.**

The Motion was **CARRIED**.

#### 4.5. Education Technology Tactical Plan, 1998-2001 and 1998-99 Operating Capital

The Chair referred to her June 2, 1998 memorandum following a review of the

1998-99 Operating Capital plan. She stated that the proposals generally reflected the priorities established in the Education Technology Tactical Plan submitted to Council in April. The proposed 1998-99 Operating Capital expenditure plan was reviewed briefly. In response to a question, Al Atkinson clarified that a tender will be invited for up-grading the existing computers. Barbara Allen's memorandum dated June 15 outlining her views and observations on the Educational Technology Forum was distributed to Council.

**Members were requested to share the Capital Expenditure plan with their colleagues.**

#### 4.6. General Studies Diploma

At the request of the Chair, Sandra Hochstein, Chair of the Task Force on the General Studies Diploma referred to the proposal for a General Studies Diploma and presented the following 2 Notices of Motion as options and requested that Council vote in favour of one of the two motions in **October**.

##### Motion 1

The Douglas College General Studies Diploma will be awarded to students who have successfully completed a course of study consisting of:

- 60 credits in a minimum of 20 courses
- 1 university transfer English or Communications course
- a minimum of **2** courses from each of **3** different faculties
- Child, Family and Community Studies
- Commerce and Business Administration
- Health Sciences
- Humanities and Social Sciences
- Language, Literature and the Performing Arts
- Science and Technology
- Educational Services/Student Development
- a maximum of **15** credits in any one subject (e.g.BIOL,MODL,CISY)

- a maximum of **9** credits in student development courses, as listed in the Douglas College calendar under Educational Upgrading and College Preparatory courses.

## Motion 2

The Douglas College General Studies Diploma will be awarded to students who have successfully completed a course of study consisting of:

- 60 credits in a minimum of 20 courses
- 1 university transfer English or Communications course
- a minimum of **2** courses from each of **3** different faculties
- Child, Family and Community Studies
- Commerce and Business
- Health Sciences
- Humanities and Social Sciences
- Language, Literature and the Performing Arts
- Science and Technology
- Educational Services/Student Development
- a maximum of **15** credits in any one subject (e.g. BIOL,MODL,CISY) · a maximum of **15** credits in student development courses, as listed in the Douglas College calendar under Educational Upgrading and College Preparatory courses.

Sandra explained that the Task Force was unable to agree on the number of credits (9 or 15) of the developmental or preparatory courses students should be able to apply to the GSD credential.

In the ensuing discussion, a suggestion was made to delete the phrase "self-directed achievement" in the purpose statement to reflect the notion of individual educational programs of studies. In response to questions, it was explained that while the GSD would not be entirely transferable to universities, students could transfer all UT-level courses when furthering their education. In addition, by capping the developmental or up-grading credits at 9 the College could ensure that the General Studies Diploma is perceived as a College-level academic course of studies.

At this point Georgina Ferguson joined the meeting.

On behalf of Council, Julie Roper extended her appreciation to the members of the Task Force for completing this onerous task. **The Chair asked members to**

**solicit input from their constituent groups and should they have questions to contact Sandra Hochstein (5181). Members were reminded that Council will be voting on the item at the October meeting.**

## 5. NEW BUSINESS

### 5.1. College-wide Tactical Plan

At the request of the Chair, Mia Gordon reviewed the Draft College-Wide Tactical Plan which, she explained, was the result of the College Strategic Plan. While a number of action plans were identified under the Tactical Plan, Mia explained that every action will not be implemented. The College-wide Tactical Plan was

submitted for Council information **and circulation. Members were requested to provide feedback to Bob Cowin by mid September.** In appreciation of the plan, Council noted that it represented a number of actions emanating from the recent Douglas College Self Study.

## 5.2. Long-Term Educational Plan

In reviewing her memorandum dated June 3 concerning the proposal for the development of a Long Term Educational Plan (Master Education Plan) for Douglas College, Mia Gordon identified the three-step process to be followed, both internally and externally. Council was also advised that an external consultant will be appointed to develop the Plan. Since Council has a role to play in the educational planning process, Mia requested Council to appoint a representative to the Steering Committee, either an Executive Member of the Council or a member of the Standing Committee on Planning and Priorities.

At Council's request, two members were appointed on the Steering Committee: **Dawn McDonald**, member of the Planning and Priorities Committee, and the **Chair of Council**.

In the vein of the long-term educational plan, Paul Biscop read the following motion passed by the Faculty Education Committee of Humanities and Social Sciences: "FEC requests that Education Council in conjunction with Douglas Development facilitate a formal College-wide discussion on the issue of learning outcomes, flexible assessment and distributed learning with particular attention to broader social and political ramifications. This discussion to be held during Fall 98 term." **Paul was advised to submit the motion formally in September.**

## 5.3. Task Force to Modify Unit Review System

At the request of the Chair, Mia Gordon stated that as recommended by the Douglas College Self Study, a Task Force is being established to modify the existing Unit Review process. Under Council's advisory role in developing educational policy for evaluation of programs and educational services, she requested Council to name three faculty and two support staff to serve on the Task Force, noting that members appointed need not necessarily be Council members.

**The Chair asked Julie Roper and Lawrence Becker to suggest nominations of faculty from the "closed" enrollment programs while Paul Biscop and Susan Oesterle undertook to provide nominations of faculty from the "open" enrollment programs. Maria Iaquinta also agreed to provide nominations from the Educational Services Division.**

At this point Gerry Sieben joined the meeting.

The role of a representative from the AECBC as resource person was questioned and clarified. **Mia also agreed to solicit student representation on the Task Force, as requested by Council.**

## 5.4. 1998-99 Elections:

The Chair outlined the approval status of the revisions to the Council's By-laws, especially relating to the conduct of elections of Chairs and Vice-Chair in June as opposed to September. Since the Ministry had given verbal approval of these revisions, there was general consensus to conduct the elections at the meeting.

(a) Election of Chair: At the request of the Chair, Sandra Hochstein Chaired the meeting. She called for nominations of Chair. Julie Roper nominated Meg Stainsby, Al Atkinson seconded the nomination. Meg allowed her name to stand. Further nominations were invited from the floor. There being no further nominations, nominations for the Chair were closed. **Meg Stainsby was elected Chair by acclamation.** Meg thanked members for their support and confidence, and resumed her role as Chair.

(b) Election of Vice Chair: The Chair requested nominations for Vice Chair. Julie Roper nominated Lawrence Becker, Kim Longmuir seconded the nomination. Lawrence allowed his name to stand. The Chair called for further nominations from the floor. Sandra Hochstein nominated Barbara Allen, John McKendry seconded

the nomination. Barbara allowed her name to stand. Further nominations were invited from the floor. There being no further nominations, nominations for the Vice Chair were closed. An election was held and **Lawrence Becker was elected Vice Chair** by a majority of votes.

## 6. Report from the Chair

The Chair attended the joint **CoEdCo/AECBC meetings** in Cranbrook. Discussion focussed on Council/Board relations, appeals policies, by-laws revisions, interpretation of the legislation concerning Council's role relevant to non-credit programs, CE and contract services. The Chair will serve on a CoEdCo task force on credentials and hopes to present preliminary recommendations at the October CoEdCo meeting.

The Chair informed members that **Section 24 (2) of the Act has been amended** to read "has the power and duty to do the following" and not "one or more of the following" which apparently was a mistake introduced between the passing of Bill 22 and the subsequent amending of the College and Institute Act.

The Chair will circulate to Council (when ready) **survey results** on how well Councils are implementing their responsibilities under the legislation.

The Chair circulated a **meeting schedule for the academic year 1998-99** which was developed in consultation with the Chair of the Education Committee of the College Board in an effort to reduce the length of time in the approval process for programs and credentials and curricular changes. Included with this schedule are deadlines **for submission** of items to Council throughout the academic year.

As Council was requested to make decisions on the College's educational policies currently being revised by Janet Allwork, the Chair suggested that an **extraordinary meeting of Council be held some time in October or November to deal specifically with policy recommendations.**

The Chair circulated a "flyer" of a **workshop to be held at SFU Harbour Centre** on September 25, 1998 complementing the June Colloquium held at Douglas College. She thought the session would be enlightening and **asked members to let her know if they could attend** and also encouraged members to publicize the workshop widely among their colleagues.

### 6.2. Report from the President

The President is focussing on the development of the **Education Plan** as a major initiative in this upcoming year. This initiative will involve Education Council, the College Board and focus groups.

Some 60 proposals have been received under the **Douglas College Strategic Development Fund**. The Panel, comprising Meg Stainsby, Susan Greathouse, Mia Gordon, John McKendry and herself, will make a final decision on Tuesday, June 16, 1998. The President hoped that additional funds might be available to fund more proposals as the DCSDF has only \$206,000.

The College Board will be **evaluating the President's performance** on the basis of her goals and objectives provided last fall. If members were interested in receiving a copy of her goals and objectives, they were encouraged to contact the Chair of Council.

### 6.3. Report from the Learning Outcomes Coordinator

For information, Nancy Oike's draft report prepared for C2T2 was distributed to members at the meeting under cover of her memorandum dated June 12, 1998. She requested comments and or feedback for incorporation in her final report.

### 6.4. Report from the Standing Committee on Educational Policies

For information, members received minutes of a meeting of the Standing Committee on Educational Policies held on Wednesday, May 27, 1998.

(a) Policy Revisions: At the request of the Chair, the approval process for the following policies was **deferred until October** in order to give members time to discuss the recommended policy changes with FECs/DECs and for feedback to Council: Policy E02.03.05, "Associated Studies"; Policy E02.03.12, "Work-Based Learning Opportunities"; Policy E02.03.13, "Audit"; Policy E04.01.11, "Withdrawals, Course and Status Changes". **The Notice of Motion submitted at the May meeting will be addressed in October.**

(b) Policy Revisions: Notices of Motion were submitted for the approval of the following Policies: Policy E02.01.11, "Admission"; Policy E02.05.05, "Grading System"; Policy E03.01.04, "Program Advisory Committees"; Policy E02.01.10, "Recognition of Prior Learning".

At this point Christa Peters left the meeting.

The Chair stated that Janet Allwork is working closely with the Council's Educational Policy Committee in revising and re-writing the College's Educational Policies prior to their submission to Council. While Council commended the work Janet has done so far, some members felt that they could not identify the actual revisions proposed in the absence of the original policies. These policies are no longer available electronically and for this reason, the Chair asked those members who wished to receive the original policies to contact her so that hard copies could be provided.

**In relation to Policy E02.04.03, "Program Electives", the Chair drew members' attention to Janet's memorandum dated May 27 and requested them to provide feedback to Jean Cockburn by the end of September. In the meantime, the Notice of Motion for approval of the above policies will be brought forward in October.**

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

(a) Revised Terms of Reference: The Following Notice of Motion was presented to Council:

THAT Education Council approve the revised terms of reference for the Standing Committee on Planning and Priorities as presented.

(b) Process for Distribution of Instructional/Educational Tactical Plans

**MOVED** by Al Atkinson, **SECONDED** by Susan Oesterle,

BE IT AND IT WAS RESOLVED

**THAT Education Council request that a process be instituted**

**for the distribution of Instructional/Educational Services tactical plans to Education Council and Institutional Research when completed; and**

**THAT the Institutional Research Office serve as the Central repository for College tactical plans.**

The Motion was **CARRIED**.

#### 6.6. Report from the Standing Committee on Admissions and Language Competency

There was no regular report from the Committee; however, Council received the Committee's Annual Report dated June 3, 1998.

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

There was no regular report from the Committee; however, Council received the Committee's annual report dated June 1, 1998.

## 6.8. Report from the Education Technology Forum

There was no regular report as the ETF had not met. However, Barbara Allen stated that ETF is an excellent forum for communication on technology issues. She also suggested that a policy be developed, if not in place, for students to have access to the Inter-net services. Barbara found the ACCC conference on "Technology and You" useful and productive. Work on the development of Council's Web-site is in progress.

## 6.9. Matrix Committee

There was no formal report; however, Debbie Smith stated that the Committee has received concerns on the final report. Al Atkinson advised that some of the concerns have been addressed and a copy of the report has been submitted to SMT which will be **forwarded to Council in September for discussion.**

## 6.10. Year-End Round Robin

Discussion was deferred due to time constraints.

## 7. INFORMATION ITEMS FOR CIRCULATION

7.1. Utilization of the New FTE for ESL Combined Skills

7.2. Program Name Change - Community Support Worker to *the Classroom and Community Support Program*

7.3. Research brief "Hot Programs at Community Colleges, AACC" (April 9, 1998.)

7.4. FTE Enrolment Report, 1997-98 (unaudited)

7.5. "Disengaged Students II" (Change May/June 1998)

7.6. AECBC News Release and Fact Sheet

Prior to adjourning the meeting, the Chair, on behalf of Council, recognized the valuable contribution made by Sandra Hochstein as Vice Chair.

## 8. ADJOURNMENT

The meeting adjourned at 5:00 p.m. Members then joined the College Board for the budget presentation in the Douglas Room.

----- Chair ----- Secretary