

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD ON MONDAY, JUNE 18, 2001 AT 2:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Barbara Allen (Vice-Chair)
Janet Allwork (Chair)
Trish Angus (Non-Voting)
Michael Belfare
Sandra Boyle (Ex-Officio)
Christian Guillou
Edward Inoue
Anna Jajic
Dennis Lancien
Jan Lindsay
Kim Longmuir
Brenda Pickard (Secretary)
David Samuel
Dave Seaweed
Des Wilson
Michael Wilson
Susan Witter (Ex-Officio)
Ryan Wray

Regrets:

Ray Chapman
Ted James
Wilma Marshall
Geraldine Street
Catherine Willems

Guests:

Al Atkinson
Suki Badh
Laura Byrne
Yasmin Irani
Peter Kantrowiz
Lorna McCallum
Susan Meshwork
Elsie Neufeld
Graham Rodwell
Jim Sator
Penny Swanson
Joy Tsai
Carly Turner
Shaun Tyakoff
Joan Wenman
Robin Wylie

2. APPROVAL OF THE AGENDA: The Agenda was approved as presented.
3. APPROVAL OF THE MINUTES OF THE MAY 14, 2001 MEETING (circulated)
The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Program revision: Print Futures: There being no feedback,

MOVED by J. Lindsay, SECONDED by K. Longmuir,

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the revisions to the Print Futures:
Professional Writing program.**

The Motion was CARRIED.

4.2 a) Program revision: Commerce and Business Administration Diploma -
University Transfer Program: Peter Kantrowiz advised members that
minor revisions to the program included strengthening the English
component of the program and expanding electives to better assist
students transferring to universities and university colleges.

MOVED by, M. Wilson, SECONDED by B. Allen,

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Commerce and Business
Administration diploma program revision as detailed.**

The Motion was CARRIED.

M. Blefare and E. Inoue abstained for the record.

b) Program revision and New Credential: Commerce and Business
Administration Diploma - University Transfer (Honours) Program: The
Chair advised members that, in response to last month's discussions, a
revised document was in the package. She also noted the memo from the
Communications Department outlining several concerns related
specifically to the "Honours" program.

Peter Kantrowiz highlighted some of the changes to the proposed program
resulting from the feedback he and Suki Badh received at last month's
Council meeting. He noted that the two year program completion
requirement has now been deleted. He added that students would receive
priority registration only for the first two years but could continue the
program and graduate with the Honours designation if completed within

the prescribed timeframe as specified by College policy. T. Angus advised members that she was unaware that such a policy existed.

Ensuing discussion focused on the following:

- can an “Honours” designation be justified when there is no advanced curriculum within the program, only entry and exit GPA requirements (the terms “Honours” generally dictates higher curriculum expectations)?
- does the program’s block registration circumvent the College’s existing registration priorities?
- are students in the program receiving preferential treatment i.e., one-to-one mentoring and tutoring?
- is there a guarantee in writing that students who complete the program will be admitted to SFU?

Peter indicated that SFU is very interested in these students as they will have taken two university transfer English courses and will have completed the Managerial Accounting and Economics courses.

Suki added that the personal mentoring and blocked courses were “value added” features to the program.

Peter advised members that they were hoping to run the first intake of 35 students in the fall of 2002.

MOVED by D. Wilson, SECONDED by B. Allen,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revised and renamed Commerce and Business Administration (Honours) diploma program as amended.

The Motion was CARRIED.

R. Wray, D. Lancien, D. Samuel, E. Inoue, and M. Blefare wished to abstain for the record.

MOVED by D. Wilson, SECONDED by M. Wilson,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend to the College Board the

establishment of a new credential for the above program.

The Motion was CARRIED.

R. Wray, D. Lancien, D. Samuel, E. Inoue, and M. Belfare wished to abstain for the record.

- 4.3 Terms of Reference: Research Ethics Board: There being no feedback,

MOVED by J. Lindsay, SECONDED by K. Longmuir,

BE IT AND IT WAS RESOLVED:

THAT Education Council endorse the creation of a Douglas College Research Ethics Board with Terms of Reference as submitted which subsume the responsibilities of the current Research and Standardized Testing Committee.

The Motion was CARRIED.

- 4.4 Policy Revisions: Student Appeals; Admission: The Chair reminded members that the new language in the policies addresses two issues: one, the process for appeal of an educational issue when the student has been suspended from the College, and two, issues arising from student admission to a program run in partnership with an external agency.

MOVED by M. Wilson, SECONDED by D. Samuel,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revisions to the Student Appeals policy and the Admission policy.

The Motion was CARRIED.

- 4.5 Curriculum Committee Recommendations: In response to a question, Al Atkinson advised members that the Basic Occupational Education program has several streams. He added that CSCT 100, 110, 120, 130, 140 and 150 were new courses and did not comprise a new program.

In referencing the memo dated June 15, 2001 from the Curriculum Committee

(distributed at the meeting), the Chair advised members that Council may wish in future to address the use of English 12 with a “C” as a prerequisite to programs which include English course requirements with a different prerequisite.

There was unanimous consent to short-cycle the Motion to approve the submitted new and revised curriculum guidelines.

MOVED by B. Allen, SECONDED by M. Wilson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for PRFU 190, PRFU 290, PRFU 390, PRFU 490, PRFU 470, PRFU 395, PRFU 495, CSCT 100, CSCT 110, CSCT 120, CSCT 130, CSCT 140, CSCT 150, and DVST 410.

and,

THAT Education Council approve the submitted curriculum guidelines for HORM 230, HORM 250, HORM 310, HORM 330, HORM 340, HORM 410, HORM 420, HORM 430, HORM 440, ECON 101, ECON 111, ECON 150, ECON 250, CISY 370 and CISY 570.

M. Belfare abstained for the record.

The Motion was CARRIED.

- 4.6 Standing Committee Terms of Reference (ToR): The Chair reminded members that the revisions to the Standing Committee Terms of Reference were as a result of the ToR Review meeting in May. She added that the ToR for the Educational Excellence Committee were not sent as part of the package distributed with the May Minutes as there was only a minor change to the “Membership” section, deleting “members of the Douglas Students’ Union” after “one to two students”.

MOVED by B. Allen, SECONDED by K. Longmuir,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revised Terms of Reference of the Curriculum Committee.

The Motion was CARRIED.

MOVED by D. Seaweed, SECONDED by K. Longmuir,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revised Terms of Reference of the Standing Committee on Educational Policies.

The Motion was CARRIED.

MOVED by J. Lindsay, SECONDED by K. Longmuir,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revised Terms of Reference of the Standing committee on Admissions and Language Competency Standards.

The Motion was CARRIED.

MOVED by, M. Wilson, SECONDED by C. Guillou,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revised Terms of Reference of the Educational Excellence Committee.

The Motion was CARRIED.

The Chair noted some of the other issues which arose from the Terms of Reference Review meeting:

- a small group will review the appeal process and report to Council in the fall term;
- policies scheduled for review will be placed on the September/October Education Council Agenda and forwarded to FECs/DECs for feedback and input;
- a flow chart will be designed showing the processes and committees involved in approvals of new and revised curriculum and programs;
- a memo will be sent to FECs/DECs from the Chair outlining for their information the aspects of their responsibilities that relate to Education Council and attaching the list of Educational Policies (and how to access them);
- CMO will be contacted regarding ease of access to policies on the Douglas College website.

4.7 On-line Learning - Planning and Priorities Committee recommendation: The

Chair introduced Joan Wenman, Chair of the Planning and Priorities Committee to speak to the discussion that took place at the Committee regarding the process that might best serve Council in addressing pedagogical issues related to on-line learning and she invited members to pick up the written report of the Committee from the side table.

Joan advised members that the Committee recommended a task group be struck in order to look at issues surrounding on-line learning within the context of the College's Strategic Directions, Values and Goals. She outlined its membership and parameters.

Ensuing discussion indicated little desire to strike another task group since TPMC, ETF, Ed Apps and FECs/DECs were highly involved in such discussions. It was agreed however, to discuss this further in the fall to ensure all issues were being addressed by existing committees. The Chair indicated that she will bring forward her memo to the Planning and Priorities Committee as well as the Planning and Priorities Committee Report to September's Council agenda.

The Chair thanked Joan Wenman and the Committee for their work.

- 4.8 2002 - 2003 Program Profile: Susan Witter advised members that she is still seeking input regarding the Draft Program Profile. She noted from her memo dated June 8th that the College continues to grow in high enrollment areas, is continuing in the development of new programs, and is meeting provincial government priorities, all within the guidelines of the Master Education Plan.

M. Wilson distributed a document from the Science and Technology faculty outlining their objections to the proposed Profile. Comments included the following: there is not a balance of FTEs between open and closed enrollment areas; Science and Technology FTEs not implemented from the 2001 - 2002 Program Profile are not reflected in the 2002 - 2003 Profile; the Program Profile should uphold the values of a liberal arts education; unsatisfied enrollment demand in open-enrollment courses and programs should not receive less institutional support than new program proposals; and, the process for the development of the Profile should begin at the Department level moving up to SMT.

Susan reminded members that a shift in government priorities can affect FTE allocations. However, she indicated that she is attempting to maintain a balance with the 2002 - 2003 Profile. It was suggested that the President may wish to work with Council in establishing guiding principles for the development of program profile priorities.

- 4.9 Educational Technology Tactical Plan 2001 - 2004: In response to a question, Al

Atkinson advised members that the Ed Apps group does liaise with departments outside of the instructional area. He noted that, if there was a need, the group could expand its membership.

Other feedback was forwarded directly to Al Atkinson as requested at last month's meeting.

- 4.10 Draft Policy: Educational Affiliations: The Chair advised members that the draft policy is before Council to receive preliminary feedback. Al Atkinson added that the scope of the policy includes not only affiliations with other post secondary institutes but K - 12 schools and outside agencies. In response to a question, Al advised members that the draft policy was consistent with other College policies.

Two questions were asked:

- how do we deal with groups whose values are different from our own;
- should the approval process be a reporting process instead?

The Chair advised members that this policy will come before Council in the fall for further discussion and approval.

- 4.11 Douglas Development: The Chair referred to the memo in the package highlighting the progress the Committee has made in the development of the February, 2002 PD Day.

5. NEW BUSINESS

There was no New Business.

6. REPORTS

6.1 Report from the Chair

The Chair advised members that the 2000 - 2001 Annual Report was in the package for information.

The Chair thanked all members for their hard work and commitment to Council activities.

6.2 Report from the President

The President advised members that the Letter of Intent for the Club Management Program has not gone to the Ministry. She noted that the Deans and SMT are looking at several outstanding issues.

The President advised members that the College Budget is being brought to the Board for approval on June 21st.

- 6.3 Report from the Board Representative
There was no report.
 - 6.4 Report from the Standing Committee on Educational Policies
The 2000 - 2001 Annual Report and the Minutes of the June 4th, 2001 meeting were in the package for information
 - 6.5 Report from the Standing Committee on Planning and Priorities
The 2000 - 2001 Annual Report was in the package for information.
 - 6.6 Report from the Standing Committee on Admissions and Language Competency Standards
The 2000 - 2001 Annual Report was in the package for information.
 - 6.7 Report from the Residency Credit Exemption Committee
The 2000 - 2001 Annual Report was in the package for information.
 - 6.8 Report from the Educational Excellence Committee
The 2000 - 2001 Annual Report was in the package for information.
 - 6.9 Report from the Curriculum Committee
The 2000 - 2001 Annual Report was in the package for information.
 - 6.10 Report from the Research and Standardized Testing Committee
The 2000 - 2001 Annual Report was in the package for information.
 - 6.11 Report from the Education Technology Forum
Minutes of the May 9th, 2001 meeting were in the package for information.
 - 6.12 Report from the International Education Advisory Committee
There was no report.
7. NEW BUSINESS - For Information and Circulation
- 7.1 Memo to SMT from Joy Holmwood regarding the Dispensing Optician Program
 - 7.2 Letters from Jeff Smith to Susan Witter granting approval for the Community Mental Health Worker Citation program and Youth Justice Worker Diploma program, and approval to proceed with the Full Program Proposal for the American Sign Language Instructor Certificate program
 - 7.3 Collaborative Exchange Agreement between Shanghai Administration Institute and Douglas College

- 7.4 Douglas College Fact Book
- 7.5 Student Debt
- 7.6 DISCOURSE Winter 2001 PLAR

8. ADJOURNMENT Moved by R. Wray, Seconded by D. Lancien, the meeting adjourned at 4: 30 p.m.

_____ Chair

_____ Secretary