



Douglas College

**MINUTES OF A MEETING OF EDUCATION COUNCIL
Held Monday March 17, 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
Kathy Denton
Anne Gapper (Acting Recorder)
Gerry Gramozis
Leon Guppy
Bruce Hardy
Dianne Hewitt
Ann Kitching (Ex-Officio)
Jan Lindsay (Acting for S. Witter)
Elizabeth McCausland
Debbie McCloy
Susan Meshwork (Chair)
Colleen Murphy
Teryl Smith
Sandy Vanderburgh
Titus Yip

Regrets:

Ted James
Susan Witter

Guests:

Jonathon Bayliss
Jan Carrie
Anna Helewka
Debbie Smith
Nicholas Watkins
Lori Woods

2. APPROVAL OF THE AGENDA:

The Chair requested that an extra item be added to the agenda; "Item 4.7 College Budget 2008/09 (Discussion and Advice). All were in favour. The Chair also requested a fluid agenda to accommodate the guests. Council agreed.

3. APPROVAL OF THE FEBRUARY 18, 2008 MINUTES:

The minutes were approved as submitted

4. BUSINESS ARISING FROM THE MINUTES

4.1 Educational Policy Revisions – Credentials Awarded at Douglas College Policy

The Chair explained that E. McCausland had proposed a friendly amendment to T. James memo of March 7, 2008. T. James' memo had indicated that the Policy Sub-committee was recommending the policy wording be as follows:

Bachelor's Degree: as defined as a minimum of 120 credit hours in a specific program field consisting of a defined program of study, including a minimum of 45 credits taken at the 3000/4000 levels. A minimum cumulative GPA of 2.0 based on the last 60 credits of the established program for the credential is required for graduation.

In addition, the following definition would be added to the policy:

Established program: the framework of required and elective courses that has been approved by Education Council as leading to a particular credential.

The friendly amendment reads as follows

*Bachelor's Degree: as defined as a minimum of 120 credit hours in a specific program field consisting of a defined program of study, including a minimum of 45 credits taken at the 3000/4000 levels. **To qualify for graduation, a student must achieve a minimum cumulative GPA of 2.0 in the last 60 credits of the defined program.***

Defined program: the framework of required and elective courses that has been approved by Education Council as leading to a particular credential

E. McCausland explained that she felt the changes she was suggesting would make the policy wording clearer and using the word 'Defined' rather than 'Established' was more consistent with wording in other policies.

The Chair indicated that T. James was comfortable with the amended wording

There being no further discussion.

MOVED by E. McCausland; SECONDED by W. Case

BE IT AND IT WAS RESOLVED

THAT Education Council approve the friendly amendment to the policy wording as submitted by E. McCausland

The Motion was CARRIED

T. Angus inquired about the timeline for implementation of this change in policy wording. It was decided that the change will be in effect for students graduating in June 2009.

There being no further discussion.

MOVED by G. Gramozis; SECONDED by M. Brulhart,

THAT Education Council approves the changes to the Credentials Policy as follows:

Bachelor's Degree: as defined as a minimum of 120 credit hours in a specific program field consisting of a defined program of study, including a minimum of 45 credits taken at the 3000/4000 levels. To qualify for graduation, a student must achieve a minimum cumulative GPA of 2.0 in the last 60 credits of the defined program)

In addition, the following definition would be added to the policy: Defined program: the framework of required and elective courses that has been approved by Education Council as leading to a particular credential.

The Motion was CARRIED

- 4.2 Revisions to the Program Development and Consultation Control Sheets
The Chair explained that after compiling all the feedback she had received from various constituencies she had determined that the main concern was the time involved in contacting the various parties to be consulted. She said she was proposing a change to the current system by having a page on the Education Council webpage which would be dedicated to proposed new or revised programs. A program developer would be able to post the proposed new or revised program and would notify all parties to be consulted that the program was online for a specific period of time. The Education Council Acting Secretary indicated that she would establish the development and consultation control forms in an interactive pdf format which would mean that information could be entered into them on-line and the document could then be forwarded electronically by the program developer to the parties who needed to be informed/consulted. Consultations could then take place via email and if any party had concerns they could indicate these in an email to the program developer. The Chair indicated that at this point, if it was necessary, the program developer could meet with the concerned party to try and resolve the concerns raised.

T. Yip suggested that consulted parties be given a set time period to respond and that it may be advisable to indicate that if no response was

received by the established time, then the program developer would be able to assume the consulted party had no concerns.

The Chair confirmed that if a proposed new or revised program was changed due to consultations with other parties, then the revised program would have to be reposted and the consultation process would begin again.

T. Angus advised that she had just reviewed some new software, Curricunet which had the capacity built in to provide for consultation and tracking for program developers. She advised that if there was enough interest from other institutions provincially, there may be the opportunity to obtain a provincial licence which would lessen the cost considerably.

The feedback from several FECs was that the form seemed longer and more complex and they questioned the number of departments that wished to be consulted. The Chair advised that only one department, DVST, had been added but that list seemed longer as it had been amalgamated into one position on the form. She also advised that she had consulted with each department and they had all confirmed that they wished to be included in the consultation process and each was willing to come to Education Council to explain their position. It was generally agreed that the concern about the number of consultations would be somewhat mitigated if the process was carried out electronically.

In response to a question from K. Denton about the layout of the forms, the Chair advised that the forms flow from the policies' wording. It was suggested that the department could be listed alphabetically and the contact names in the department could be added.

The Chair suggested, once the basic format of the process and forms had been approved, that perhaps a small committee could be struck to finalise the details.

Action: Please take this item back to your constituencies for feedback at the April 14, 2008 meeting.

4.3 Citation in TESL (Teaching English as a Second Language) Program Proposal

Debbie Smith and Jonathon Bayliss were invited to the table to speak to this item. J. Bayliss advised that they had met with the Admissions and Language Competency Sub-committee of Education Council and had implemented their recommendations which are submitted under Item 4.6 of the Agenda. No other changes had been made to the program proposal. There being no further discussion.

MOVED by M. Brulhart; SECONDED by C. Murphy,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Teaching English as a Second Language (TESL) Citation Program Proposal as presented.

The Motion was CARRIED

MOVED by E. McCausland; SECONDED by G. Gramozis,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend the College Board establish the credential Citation in Teaching English as a Second Language (TESL)

The Motion was CARRIED

4.4 Dropping Requirements for Provincial Exams

T. Angus explained that Grade 12 Provincial Exams were no longer required except for language arts 12. She explained the system has been moving through the process of consideration and most other institutions in our area do not require them. She confirmed that the Admissions and Language Competency Committee gave no advice and had no concerns.

W. Case confirmed that the students she had talked to agreed that the removal of the requirement for the provincial exams would be a positive move. The provincial exams consisted of 40% of their mark and they did not feel this was an accurate reflection of the work they had done during the year.

The Science and Technology FEC supported the removal of this requirement but reiterated their concern about the lack of focus on numeracy skills.

It was generally agreed that if other institutions were removing this requirement then it made sense for Douglas College to remain competitive by doing the same.

There being no further discussion.

MOVED by W. Case; SECONDED by B. Hardy,

BE IT AND IT WAS RESOLVED:

THAT Education Council advises that it supports a motion that Senior Management Team drops the requirement for the provincial exams at Douglas College except Language Arts 12

The Motion was CARRIED

- 4.5 Curriculum Committee Recommendations
E. McCausland asked Council to add two withdrawals to the submitted list. These are PNUR 4644 and PNUR 4646.

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

MOVED by G. Gramozis; SECONDED by S. Vanderburgh,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for:

CYCC 1142, CYCC 2452, COOP 1100, COOP 1200, COOP 2300, COOP 2400, COOP 3500, HORM 2330, CRWR 2401, PNUR 2301, PNUR 2321, PNUR 2330, PNUR 2351, PNUR 2361, PNUR 3341, PNUR 4661, GEOG 1110, GEOG 1120, HIST 1105, HIST 1180, PSYC 2207, PSYC 3314, PSYC 3340

and the withdrawal of:

CHEM 1105, PNUR 4644, PNUR 4646, SPSC 1163, SPSC 1241, SPSC 1300, SPSC 1350, SPSC 1442, SPSC 2355, SPSC 2362, SPSC 2363, SPSC 2377, SPSC 2381, SPSC 2477

The Motion was CARRIED

- 4.6 Admissions & Language Competency Committee Recommendations
T. Angus confirmed that the admission criteria listed in item #2 of her memo were only admission criteria that were being requested to change, not the complete list of criteria for the program.

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

MOVED by M. Brulhart, SECONDED by T. Smith,

BE IT AND IT WAS RESOLVED:

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

1. Teaching English as a Second Language - TESL Citation Program (New Program)

i) General College Admission Requirements; AND

- ii) **English 12 with a minimum grade of "B" or equivalent <http://www.douglascollege.ca/calendar/programs/pfilpa.html> without the recency requirements; OR**
- iii) **University Transfer English course with a minimum grade of "C"; AND**
- iv) **Letter of reference from a teacher or employer verifying the applicant's ability to converse fluently and clearly in standard English; OR**
- v) **A TOEFL score of 92 internet based or IELTS overall band score of 6.5 (non-native English speakers)**

Implementation: Summer 2008

2. Dental Assisting Program (Admission Criteria Changes)

- i) **removal of the two letters of reference**
- ii) **substitute the current admission requirement of Grade 12 graduation or equivalent, by replacing it with the Douglas College General Admission Requirements as follows:**
 - **have completed BC secondary school graduation in any program or have completed the equivalent in another school system; OR**
 - **lack one course for BC secondary school graduation or the equivalent in another school system; OR**
 - **is 19 years of age or older on the first day of the first semester of attendance; OR**
 - **is at least 17 years of age on the first day of the first semester of attendance and has not been enrolled at a school for at least one year; OR**
 - **is a special needs student and has completed a certificate or equivalent from a special program and has been in school for 12 years**
- iii) **the Nelson Deny Testing Exemption list will include English 12 "B"**
- iv) **the First Aid requirements will change to require Emergency First Aid with CPR level "C"**

Implementation: Fall 2008

The Motion was CARRIED

4.7 College Budget 2008/09

The Chair advised that due to Treasury Board cuts to the Ministry of Advanced Education's budget, the Douglas College budget will have to be revised. Under the Planned Change Policy, which is a Board Policy, Education Council has responsibility to give advice to the College Board on planned changes which are related to significant changes to the organization, structure or operation of educational programs and services at Douglas College.

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The College Management and Board will be considering many changes and it is likely that there will be suspensions or cuts in programs and services in the revised 08/09 budget. The Chair advised that Education Council advice will be critically important to the Board because our views represent the educational perspective from the ground. Counsel is in a position to provide important and needed advice to the Board. She suggested that maybe Council should come up with some guidelines to provide information from which to formulate advice about the educational impact of some of the suggested changes. She felt that Council should speak as a committee of the whole and decide together what constituency input it thought should be sent on to the Board. G. Bowbrick advised that he felt that each department's views should be allowed to be expressed and that perhaps Council could send two tier advice. One tier would be from Council as a whole and Council could also send the Board individual constituency advice identified as such.

J. Lindsay confirmed that the College has to present a balanced budget to the Board. She explained, however, the College Board has a Board surplus fund which may be borrowed from for a short period at times such as these. A. Kitching explained that the Board can authorize use of some of this fund and would make such decisions based on input from Senior Management Team. She further explained that the Board is aware that the academic integrity of the College should be protected, that Douglas College is a community college and that the College needs to respect all parts of the community that we serve. She reported that the College Board is trying to talk to the Government and she confirmed that the cuts have been to all post secondary institutions across the Province. She stated that she felt Douglas College is a resilient college in good times and bad and confirmed that the Board is trying to do everything they can under the circumstances. She reiterated that input is very important and encouraged Council to come forward to the Board with as much combined agreement as possible.

J. Lindsay stated that the College was facing a difficult situation which was extremely disappointing. She confirmed that the College would try and continue to move forward with strategic directions as much as possible. She also confirmed that the College was facing a necessity to meet an fte requirement while at the same time trying to maintain a balanced complement of programs throughout the College. She reported that Senior Management Team were conscious of putting forward programs that could increase fte and also maintain the integrity of the College, she said she felt that all programs are important. She encouraged Members to remember that what comes back from Senior Management Team will be the best they believe that can be done taking into account all mitigating factors.

In response to a question from L. Guppy about programs that had been submitted to the Ministry, J. Lindsay indicated that the funding to be

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received was block funding rather than individual amounts for specific programs.

It was agreed that Council would provide the Secretary with written input in time for the May Education Council package rather than bringing only verbal comments to the May Education Council meeting. The suggestion was made that input focus on educational rationale rather than monetary or other rationale. It was also agreed that Education Council's mandate is to advise the Board and comment on issues impacting the maintenance of educational integrity.

In response to a question with regard to joint action together with other institutions, J. Lindsay confirmed that the Presidents were in communication and she had talked to other VPEs. She explained that some colleges had been affected in very significant ways. The Chair confirmed that she would be attending a CoEdco meeting on May 3, 2008 where this topic would no doubt be high on the agenda.

K. Denton indicated that contact in between institutions was good but sometime it was at the program level that people were more aware of student and job related needs. She supported the idea of feedback being in writing but felt that comments should be concise and hopefully on one page.

The Chair indicated that she had been told that the new draft budget would be available for the April 14, 2008 Education Council meeting. This will then go to the constituencies and Education Council will formulate advice at the May 12, 2008 meeting which will be passed on to the College Board at their May 15, 2008 meeting.

B. Hardy inquired if there were any potential delegations that were not represented at the Education Council table. A. Kitching advised that in the past delegations had come to Education Council and the Board and she confirmed that she felt this was very important and useful. The Chair confirmed that if delegations came to Education Council she would be flexible with the amount of notice required and acknowledged that the information potential delegations would be presenting would not be available to distribute ahead of the meeting.

5. NEW BUSINESS

- 5.1 Advanced Citation in Disability and Applied Behaviour Analysis Program
Jan Carrie, Lori Woods and Nicholas Watkins were invited to the table to speak to this item. J. Carrie explained that her Faculty had brought forward a couple of credentials centred on autism and this program would complete 4 different credentials in a cluster.

L. Woods explained that all the credentials ladder on each other and were designed for people who already have a bachelor degree or who were

working on their degree. The program is 15 credits with a 3 course stream for behaviour analysis and a 3 course stream for disability. The program was designed to be very flexible and would stand alone but formal agreement had also been made with the University of Calgary. The program ties in with the Child & Youth Care Counsellor degree in that courses in this credential will part of the electives for the degree.

L. Woods confirmed that this was the first credential of this level in British Columbia and that the only other one in Canada was in Manitoba. Approval has already been received from the Behavioural Analysis Certification Boards; Douglas College is the first college in the world to receive this.

N. Watkins explained that there are over 5,000 children with autism being serviced by the Government and only one certified person right now, so there is a huge need for a credential such as this.

S. Vanderburgh inquired if this was able to be offered in a costs recovery mode or whether it was a regular program. J. Carrie responded that they were working to allocate this through existing sections that Child, Family and Community Studies has now. N. Watkins pointed out that it is only now that the infrastructure is in place for people to teach the program as they also have to be Board Certified and a year ago he was the only Certified Behaviour Analyst.

Action: Please take this to your constituencies for feedback and consideration of a Motion to Approve at the April 14, 2008 Education Council meeting.

5.2 Revision to the Diploma in Psychiatric Nursing

Anna Helewka was invited to the table to speak to this item. She explained that in the original diploma program students were taking PNUR 3501 Concepts in Semester Five, a 'survey' course whereas Degree students were taking separate stand alone courses. The Psychiatric Nursing Advisory Committee had recommended that stand alone courses should also be available for diploma students. The proposed change is that PNUR 3501 (4.5 credits) be replaced with PNUR 4503 Comprehensive Geriatric Theory (1.5 credits) and PNUR 3272 Psychiatric Nursing Community Concepts (3 credits). Consequently there will be no change in the number of credits. The two specialized courses' content overlaps most of the content of PNUR 3501.

A. Kitching remarked that she was happy to see a dedicated geriatric course.

Action: Please take this to your constituencies for feedback and consideration of a Motion to Approve at the April 14, 2008 Education Council meeting.

6. REPORTS

6.1 Report from the Chair

The Chair announced that Sebastian Bubrick had been re-elected as the student representative for the David Lam Campus for a further year and offered him congratulations. She advised that no other students had been nominated at this time and asked Council for any feedback on how to motivate students to stand for Council.

The Chair advised that the Chair and Vice-Chair elections would occur at the April meeting. She confirmed that both she and Graeme Bowbrick were willing to carry on in their respective positions and that if any others were interested in either position, they should contact the Education Council office for information on the nomination process.

6.2 Report from the President

J. Lindsay advised that she felt it was important to realize that there is a lot of lobbying going on, on many different levels with regard to the budget cuts. As the process moves forward she confirmed that all budget guidelines will guide Senior Management Team's decisions as well as the criteria mentioned earlier.

J. Lindsay also added that they will be looking for input from all areas into the academic planning process and how to revise it in the best interests of the College. This will be key in the future and J. Lindsay indicated that she would be sending out a lot of emails and posting information onto the Vice President's Academic Council's webpage so that people can be involved in the process. She advised that it looks as though the College will have to target specific areas where the Government sees a need. Senior Management Team has met once and will be meeting again on this topic.

6.3 Report from the Board Representative

A. Kitching advised that the College Board really supports the College and recognizes that everyone is doing a good job. She further advised that any cuts that will have to be made will not be easy decisions to make.

6.4 Report from the Secretary

The Secretary reminded members that the April and May meetings will be one week earlier than normal due to religious/statutory holidays. The dates of the meetings will be April 14 and May 12, 2008. This will also mean that deadlines will be one week earlier than normal.

L. Guppy advised that the exam schedule is April 11 to 21. The Chair requested that anyone who could not attend the April meeting due to examination commitments to notify the Secretary.

6.5 Report from the Curriculum Committee

There was no report.

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- 6.6 Report from the Educational Excellence Committee
There was no report.
- 6.7 Report from the Research Ethics Board
There was no report.
- 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.
- 7. OTHER BUSINESS – For Information and Circulation
 - 7.1 Education Council Advice to the College Board on the 2008/09 Draft Budget
The Chair advised Council that this Advice was given to the Board as a result of the discussions held at the February 18, 2008 Education Council meeting.

There was no other business.
- 8. ADJOURNMENT
Moved by S. Bubrick; Seconded by K. Denton, the meeting adjourned at 6.00 pm

Chair _____ Secretary _____