



MINUTES OF A MEETING OF EDUCATION COUNCIL

**HELD MONDAY, MARCH 19, 2012 AT 4:15 PM
BOARDROOM - NEW WESTMINSTER CAMPUS**

1. ROLL CALL:

Members Present:

Deb Anderson (Vice Chair)
Catherine Carlson
Bruce Clarke (Ex-Officio)
Ron de Villa
Karen Gill
Gretchen Goertz
Todd Harper
Maria laquinta
Ted James (Ex-Officio)
Gail Johnson
Marina Kolar
Scott McAlpine (Ex-Officio)
Elizabeth McCausland (Chair)
Debbie McCloy
Wesley Snider
Cody Sterzer-Larin
Gary Tennant
Cathy Tremblay
Robin Wylie
Jo-Anne Bilquist (Secretary)

Regrets:

Brian Chapell
Kathy Denton
Jerin Mece
Kate Yoshitomi

Guests:

Cynthia Fulton
Carla Hotel
Jack Lin
Richard Norman
Graham Rodwell
Tony Viani

The Chair welcomed new Student Representative Karen Gill, who is representing New Westminster Campus. This brings Council to our full complement of four students.

2. APPROVAL OF THE AGENDA

The Chair asked members to approve a fluid Agenda; Council agreed and the Agenda was re-ordered.

3. APPROVAL OF MINUTES

The February 20, 2012 Minutes were approved as presented.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Curriculum Items

a) Curriculum Committee Recommendations

Council Chair advised members of the erratum to the original memo, presented as a side table item.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by R. Wylie; SECONDED by C. Tremblay,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted/amended guidelines for: POLI 1102 and 2202; BUSN 3380; COBA 4880; HOSP 1220, 2240, 2255, 2330, 2430, and 2455; CRWR 3102, EASL 0270; MUSC 1282, 3180, 3181, 3183, 3280, 3281, 3284, and 3285; BIOL 3500.

The Motion was CARRIED.

4.2 Policy Items

a) Revisions to Credentials Policy

The Chair reminded Council of the two issues raised previously, including clarifying language regarding the two types of post degree credentials, and broadening the definitions.

L. McCausland noted discussion from her FEC that the language is now so broad that it wouldn't provide much guidance to program designers. They did not propose alternative language.

There being no further discussion,

MOVED by W. Snider; SECONDED by C. Tremblay,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed Revisions to the Credentials Policy.

The Motion was CARRIED.

5. NEW BUSINESS

5.1 Budget 2012/2013

The Chair reminded members that this item will come back next month for Council to formulate advice. Extensive feedback should be forwarded in writing.

R. Wylie asked whether Council could know the basic numbers regarding total size of budget and trends. S. McAlpine responded that the total budget is approximately \$100 million, including \$60 million in provincial funding with the remainder generated by student tuition, CE and Training Group revenues, and International Education.

W. Snider noted that on page 3 of the newsletter, the header in column 3 of the diagram need not contain "(000)", as the numbers in the column include the zeros already.

Members were reminded of the Budget Forum, scheduled for March 28th at 4:15 in the New Westminster Boardroom.

ACTION: Please refer this item to your constituency groups for information and feedback at the April meeting.

5.2 Full Program Proposal: Employment Supports Specialty: Advanced Certificate

Wendy Parry was invited to speak to this item.

The Chair noted that the relevant course work has already been approved.

T. James queried the start dates, according to the FPP. Wendy advised that the program will not begin in September, as printed in the document, but rather will begin in January 2013 and run through winter and summer semesters. She also noted that the program is not set up to be completed on a part-time basis over 2 years.

Responding to a query about the marketing course, Wendy indicated that it prepares students to become the conduit between the person with a disability and the workplace; they are essentially marketing the individual to be in the workplace.

She also advised that there are three points of entry into the program, and that the admissions criteria have already passed through the appropriate sub-committee.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by G. Tennant; SECONDED by G. Johnson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposal for Advanced Certificate in Employment Supports.

The Motion was CARRIED.

And,

MOVED by C. Tremblay; SECONDED by G. Tennant,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend the College Board establish the credential Advanced Certificate in Employment Supports.

The Motion was **CARRIED**.

5.3 CFCS Attendance Requirement

Richard Norman was invited to speak to this item.

The Chair advised that requirements such as this are typically left to instructor discretion unless a department chooses to have them apply to every course. Requirements must clearly relate to penalties, otherwise they are merely suggestions; this proposal outlines requirements, penalties and a rationale.

Richard advised that this requirement would apply to every course, including the face-to-face portions of hybrid courses, although they are developing alternatives for the online portions.

T. James advised that this is a significantly higher standard of requirements than outlined in the evaluation and grading policies. He also noted that wording around possible dismissal may be too broad, should an appeal arise. Richard indicated that they are aware the requirement standard is high, citing the need for students to be present when dealing with issues around ethics and critical thinking.

Following lengthy discussion, the Chair summarized that the main issues raised by Council have to do with the grading policy and designation of F and/or UN grades, as well as more specific definitions outlining causes for dismissal from courses. She advised that CFCS can either let this document stand, or forward a revised version of the document for next month, and that any substantial feedback from constituency groups can be sent directly to Richard Norman.

ACTION: Please refer this item to your constituency groups for consideration of approval at the April meeting.

5.4 CBA: Variance to Supplemental Exam Policy

The Chair reminded Council of the background to this item.

In April 2011 Education Council approved a CBA Supplemental Exam policy establishing new procedures for supplemental and challenge exams in programs at HIST and SIFT. Unfortunately, students at HIST were not informed of the new policy until November 2011. There is concern that students in HIST's graduating class will be disadvantaged by the immediate implementation of some of the rules governing when students can take these exams.

The Chair explained that the proposed variance, allowing students with grades under 40% to write the supplemental exam and waiving the one-year waiting period for the challenge exam in favour of a month-long review, would apply to the current graduating class only. This would allow those students to have access to the exams as they would have under the rules that applied when they were admitted to the program. She noted that similar variances have been approved by EdCo on short-cycled motions in the past. Additionally, she advised

that other Douglas College programs based in Canada for domestic students must give one year notice when making changes to program requirements that may impact completion of a program, allowing students to make adjustments so as not to delay their graduation. The variance request is proposing to apply the same standard to the HIST students.

Extensive discussion followed. R. Wylie noted that his FEC opposed short-cycling approval of this variance, citing that they don't feel there is any clear context around College policy on this, and that precedents are being set that are unfair to local students.

The Chair reiterated that the Academic Performance policy allows departments to set program-specific standards or requirements as long as they are approved by EdCo, as is the case with the Supplemental Exam policy. She reminded Council that this is a very narrow variance request relating to an approved policy and that discussion should focus on issues relevant to the variance.

R. de Villa noted that the CBA FEC are satisfied that control of the exams will remain consistent with Douglas College. The variance will simply allow students to access the exams so there is the possibility they can graduate with their cohort.

D. McCloy pointed out that the variance would allow the program to honour the agreement under which the students began this final year of their studies.

Discussing the possibility of not short-cycling, Council was advised that as students are currently completing the practicum portion of their program, a delay in the process of approving the variance could impact the one-month intense study session leading up to the challenge exam.

There was NOT unanimous consent to Short-cycle the Motion.

MOVED by G. Tennant; SECONDED by C. Tremblay,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the request to Short-cycle the proposed Variance Request.

The Motion was CARRIED.

And,

MOVED by R. de Villa; SECONDED by T. Harper,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed Variance Request to the Supplemental Exam Policy.

The Motion was CARRIED.

5.5 Full Program Proposal: BA Criminology

The Chair advised Council of a housekeeping issue that must be addressed. The Degree Approval policy currently states that any new degree proposals must go through the Applied Degree Standards Committee. As that committee no longer exists, we would need to have a variance waiving that requirement for this degree. She noted that a new policy is being drafted which will completely remove this requirement and establish a new review committee structure. Council approved a similar variance for a degree proposal earlier in the year.

There was unanimous consent to Short-cycle the Motion.

MOVED by R. Wylie; SECONDED by C. Sterzer-Larin,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve a variance to waive the Applied Degree Standards Committee requirement.

The Motion was CARRIED.

Carla Hotel and Cynthia Fulton were invited to speak to this item.

A question from K. Gill raised a discussion around admission requirements, specifically around applicants holding a prior degree several years old. The Chair advised the developers to look at other models and liaise with other departments/faculties regarding recency requirements.

Discussing practicum opportunities, Carla noted that although there is only one practicum with the degree, there are other courses that are skills intensive. Council members raised the possibility of including further practicum opportunities, perhaps earlier in the program.

T. James noted the mention of an honours program in the FPP. He advised that there would then be two credentials, and that there are GPA exit requirements.

ACTION: Please refer this item to your constituency groups for consideration of approval at the April meeting.

5.6 Ad Hoc Bylaw Review Committee

The Chair advised that there is no provision in the bylaws for revising the bylaws, which have remained essentially unchanged since they were created in 1996. She suggested establishing a committee, as outlined in the memo, to address some issues that currently need attention. The committee should have a fairly broad mandate to review bylaws and procedures and make recommendations for

revision; they would draft their TORs at their first meeting and bring them back to Council.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by R. Wylie; SECONDED by C. Carlson,

BE IT AND IT WAS RESOLVED:

THAT Education Council form an Ad Hoc By-laws and Procedures Review Committee.

The Motion was CARRIED.

The Chair asked Council members to contact her if they are interested, and as well to advise their FECs of this new committee.

5.7 Full Program Proposal: Post Degree Diploma in Accounting

Jack Lin was invited to speak to this item.

Responding to a question, Jack confirmed that English 1130 is a prerequisite for 3rd and 4th year courses and is recommended in the first semester in order to ensure language proficiency.

ACTION: Please refer this item to your constituency groups for consideration of approval at the April meeting.

5.8 Program Revision: DOPT

Tony Viani was invited to speak to this item.

L. McCausland commented on behalf of the Communications department that they are in agreement with the change, but would have preferred consultation to take place earlier in the process.

Asked how the revision may affect students already in the program, Tony advised that as there are no communication courses in 2nd year, the change will not impact current students, and will be in place for new students next year.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by R. de Villa; SECONDED by R. Wylie,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed revision to the Dispensing Optician Diploma Program.

The Motion was CARRIED.

5.9 Program Revision: TESL

L. McCausland spoke to this item on behalf of her faculty. She advised that the revision involves splitting the practicum into two courses, thus changing the structure of the program. The Curriculum Guidelines have already been approved.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by R. Wylie; SECONDED by M. Kolar,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed revisions to the Teaching English as a Second Language program.

The Motion was CARRIED.

5.10 Credential Withdrawal: Certificate in Dispensing Opticianry – Eyeglasses

Tony Viani was invited to speak to this item.

The Chair noted that this item has appeared on our agenda and subsequently been deferred a few times while waiting for approval from the Ministry.

Tony noted that most students entering the program have the intention to complete 2 years, though students can leave after one year without the credential and still apply for a licence. Therefore this revision should not negatively impact any students currently in the program.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by C. Sterzer-Larin; SECONDED by C. Tremblay,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed withdrawal of the Certificate in Dispensing Opticianry – Eyeglasses.

The Motion was CARRIED.

And,

MOVED by R. de Villa; **SECONDED** by D. McCloy,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend the College Board withdraw the credential Certificate in Dispensing Opticianry – Eyeglasses.

The Motion was **CARRIED**.

6. REPORTS

6.1 Report from the Chair

- a) February Report to the Board
- b) Education Council Feedback on Operational Guidelines for Use of Meeting/Event Blocks

6.2 Report from the President

Scott McAlpine reiterated SMT's commitment to making the results of the Deloitte report public, and their willingness to having open and generalized discussion with the College community.

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

The Chair reminded Council of item 7.3, and encouraged members to bring it to the attention of their constituents.

6.6 Report from the Educational Excellence Committee

The Chair noted that SMT has approved the recommendation, and it has been forwarded to the College Board.

6.7 Report from the Standing Committee on Admissions and Language Competency Standards

There was no report.

6.8 Report from the Standing Committee on Educational Policies

There was no report.

7. OTHER BUSINESS

7.1 Concept Paper: Post Degree Diploma in Information and Communication Technology

ACTION: Please refer this item to your constituency groups for information.

7.2 Education Council Meeting Schedule 2012/2013

J. Bilquist noted discussion items for next meeting should include proposed start time within the new matrix meeting block, as well as proposed date for the December 2012 meeting.

7.3 Curriculum Guidelines Timelines

ACTION: Please refer this item to your constituency groups for information.

8. NEXT MEETING

Monday, April 16, 2012 at 4:15pm in the Boardroom (4920), New Westminster Campus

9. ADJOURNMENT

MOVED by M. Iaquinta; SECONDED by C. Sterzer-Larin that the meeting be adjourned.

The meeting adjourned at approximately 6:30pm.

Chair

Secretary