

1. ROLL CALL

**Members Present:**

Kevin Barrington-Foote  
Marilyn Brulhart  
Laura Byrne (Vice-Chair)  
Colin Campbell  
Rosilyn Coulson  
Debra Flewelling  
Kuros Gadareh  
Anna Jajic  
Susan Meshwork (Chair)  
Brenda Pickard (Secretary)  
Graham Rodwell  
Janice Spencer  
Heidi Taylor  
Peter Tong  
Susan Witter

**Regrets:**

Trish Angus (Non-Voting)  
Diana Christie  
Ted James  
Ann Kitching  
Jan Lindsay  
Elsie Neufeld  
Arlene Patko

**Absent:**

Joel Koette  
Khai Rosli

**Guests:**

Janet Allwork  
Pat Brown  
Sam Cheng  
Dave Dalcanale (for D. Christie)  
Sarah Dench (SFU)  
Julian Gardner  
Gerry Gramozis (for A. Patko)  
Elizabeth Helps  
Les Marshall  
Elizabeth McCausland  
Colleen Murphy  
Kevin Richter  
Susan Rhodes (SFU)  
Brenda Walton (for T. Angus)  
David West  
Lori Woods

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2. APPROVAL OF THE AGENDA

The Chair advised members that Sarah Dench's presentation would be moved to the beginning of the meeting. She asked members to approve a fluid Agenda to accommodate the other guests. The Agenda was approved as revised.

3. APPROVAL OF THE MINUTES OF THE APRIL 18<sup>TH</sup>, 2005 MEETING: The

Secretary advised members that Colleen Murphy is still the Secretary of the Satir Institute; however, she will be stepping down from that role at the end of June. The Minutes were approved as revised.

4. BUSINESS ARISING FROM THE MINUTES

4.1 College Program and Course Signature: This item was deferred to the June meeting.

4.2 Policies:

a) *Program Approval Policy New and Revised Degree Programs*: S. Meshwork advised members that there was a minor revision to the Degree Program Development flow chart.

A. Jajic commented that the development of degrees is a complicated process and she suggested that a “point person” be identified in the policy to assist those who are developing degree programs.

It was noted that VPAC (Vice Presidents’ Academic Council) has agreed to develop a user manual.

**MOVED by R. Coulson; SECONDED by G. Rodwell,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the *Program Approval Policy - New and Revised Degree Programs*.**

**The Motion was CARRIED.**

b) *Program Approval Policy for New and Revised Non-Degree Credit Programs*: S. Meshwork advised members that paragraphs 4 and 5 have been added to the last page of the policy. She noted that the policy now clearly indicates when program revisions need to be referred to the Curriculum Committee and the Admissions and Language Competency Committee. She added that there was a minor revision to the flow chart.

**MOVED by K. Barrington-Foote; SECONDED by J. Spencer,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the *Program Approval Policy for New and Revised Non-Degree Credit Programs*.**

**The Motion was CARRIED.**

The President thanked Susan Meshwork for her diligent work on these policies. She also commended all of those who were involved in the development of the two policies.

- 4.3 Commerce and Business Administration (UT) Program Revision: The Chair reminded members that this item is before Council for approval. She then introduced Kevin Richter to speak to any questions.

**MOVED by R. Coulson; SECONDED by A. Jajic,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the revision to the Commerce and Business Administration (UT) Program.**

**The Motion was CARRIED.**

- 4.4 Affiliation Agreement between Douglas College and Satir Institute of the Pacific: There being no feedback:

**MOVED by J. Spencer; SECONDED by P. Tong,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the affiliation agreement between Douglas College and the Satir Institute of the Pacific.**

**The Motion was CARRIED.**

- 4.5 Affiliation Agreement with the University of London (UK): Members were excited about the possibility of establishing an affiliation with such a prestigious institute.

**MOVED by K. Barrington-Foote; SECONDED by A. Jajic,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the continued dialogue with the University of London to establish and affiliation agreement.**

**The Motion was CARRIED.**

4.6 Proposed Changes to Cisy Certificate Program: There being no feedback:

**Moved by A. Jajic; SECONDED by H. Taylor,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the changes to the Cisy Certificate program.**

**The Motion was CARRIED.**

4.7 Applied Degree Standards Committee: There was no report.

4.8 Admission and Language Competency Committee: After a brief discussion:

**There was unanimous consent to short-cycle the Admissions and Language Competency Committee recommendations.**

**MOVED by R. Coulson; SECONDED by M. Brulhart,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the revision to: 1) the Cisy Certificate and Diploma Programs; 2) revision to the CMPT 1101 and Cisy 1165 courses; and, 3) revision to the SPSC 1151 course.**

**The Motion was CARRIED.**

4.9 Curriculum Committee Recommendations: C. Campbell referred to the memo in the package and the supplementary memo available at the side table. He noted that all steps in the development and approval of new courses, as well as in the deletion of or major revisions to existing courses have been followed.

**There was unanimous consent to short-cycle the Curriculum Committee recommendations.**

**MOVED by C. Campbell; SECONDED by P. Tong,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted curriculum guidelines for CCSD 2100; ECED 2483; Cisy 1165; OADM 1432; OADM 1433; OADM 1435; BOCE 0110; BOCE 0111; BOCE 0120; BOCE 0121; CSCT 0110; CSCT 0120; CSCT 0130; CSCT 0140; CSCT 0100; CMPT 1110; MATH 1105; SPSC 1164; SPSC 1315; SPSC 2231; SPSC 2275; CYCC 3520; CYCC 3621;**

**and,**

**THAT Education Council approve the withdrawal of HMK 100; HMK 180; HMK 200; HMK 280; HMK 300; HMK 380; HMK 400; HMK 480; HMK 500 and, HMK 580.**

**The Motions were CARRIED.**

## 5. NEW BUSINESS

- 5.1 Presentation: SFU's Breadth, Writing and Quantitative (BWQ) Requirements: The Chair introduced Sarah Dench, Director of University Curriculum at Simon Fraser University (SFU) to present SFU's new degree requirements for students entering Fall 2006.

A copy of the presentation and contact information may be obtained from the Secretary at 604-527-5520 or [pickardb@douglas.bc.ca](mailto:pickardb@douglas.bc.ca).

- 5.2 Career Builder Plus Program - Program Proposal: The Chair advised members that The Training Group (formerly C2000) has been running continuing education courses for many years. She noted The Training Group (TTG) would like to offer Citation and Certificate level credentials and is asking Education Council to consider approving their curriculum and programs for the first time. She asked members to refer to the memo in their packages for the rationale. The Chair introduced Julian Gardner to speak to the Career Builder Plus Program proposal.

Julian advised members that the current program model was introduced in October, 2004. He noted that the Career Builder Plus is an evolution of Career Planning services which have been offered by TTG in Maple Ridge for several years. Julian noted that the Career Builder Plus provides unemployed and underemployed participants with a realistic career plan and portfolio to facilitate their transition to the labour market. The new program has been designed to meet the needs of participants, emerging trends, and to provide a program which has maximum flexibility to meet a variety of participant needs with a modular

approach to the curriculum. Julian added that the emerging trends include: 1) an increasing preference for modular service so that participants have more one to one contact with a facilitator, and can minimize their transportation and day care costs, and 2) an increasing number of clients with special needs and roadblocks to employment. He added that participants to the program are referred by the community Case Managers who work with the unemployed and refer them to appropriate programs which will assist them to return to work.

Julian advised members that the curriculum has been forwarded to the Curriculum Committee for approval at June's meeting.

In response to a question, Julian advised members that the annual budget is close to \$1 million. He added that this covers all expenses for the two sites including classrooms, computers, learning resources, facilities etc.

Brenda Walton advised members that one of the criteria for the Board to approve a credential is that students must be registered through banner and not the WiseTrac database. Julian advised members that he will speak with the Registrar regarding this issue.

The Chair advised members that this will come before Council for approval in June.

**ACTION Please take this to your constituency groups for feedback and decision in June.**

- 5.3 Institutional Affiliation with Yunnan Institute of North America: The President reminded members that a similar item came before Council last year with the Shanghai Only College. She reminded members that the criteria in the Educational Affiliations policy needs to state the purpose of the affiliation, articulate an educational rationale, and establish the credibility of the affiliate in order for formal negotiations with the affiliate to begin. That said, the President advised members that Douglas College has entered into conceptual discussions with Yunnan Institute of North America (YINA) to develop an education program in the area of EASL, Office Administration and Business Communication. She noted YINA is a new institute established by the partnership of the Yunnan Provincial government and several private corporations. She added that this is the first institute created by the public/private partnership in the Yunnan Province.

**There was unanimous consent to short-cycle the Motion.**

**MOVED by M. Brulhart; SECONDED by K. Barrington-Foote,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the affiliation agreement and continued discussions between Douglas College and the Yunnan Institute of North America.**

**The Motion was CARRIED.**

6. REPORTS

6.1 Report from the Chair

The Chair advised members that she was re-elected as Chair and Anna Jajic was elected Vice Chair for the 2005/2006 term.

6.2 Report from the President

The President reported that the Board approved the 2005/2006 budget at its' last meeting.

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 Research Ethics Board

There was no report.

6.6 Report from the Standing Committee on Educational Policies

There was no report.

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

There was no report.

6.8 Report from the Educational Excellence Committee

K. Barrington-Foote reported that the Committee had received 12 nomination forms and will meet May 24<sup>th</sup>.

6.9 Report from the Curriculum Committee

C. Campbell reminded members to speak with Faculty members in their areas to advise them that a large number of curriculum guidelines are being returned because of missing signatures etc.

- 6.10 Report from the Education Technology Forum  
There was no report.
7. NEW BUSINESS - For information and circulation
- 7.1 Concept Paper: Collaborative Delivery of the Bachelor of Community Rehabilitation (Child, Family and Community Studies)
  - 7.2 Timetable (matrix) Review
  - 7.3 Memorandum Of Understanding Between Shanghai Institute of Foreign Trade and Sauder School of Business University of British Columbia and Douglas College
  - 7.4 Letter to J. Lindsay from MAVED regarding the Therapeutic Recreation and Recreation Health Promotion Degree
  - 7.5 Letter from Skip Triplett to Philip Steenkamp regarding Secondary School Transition in the Fraser Region of Southwestern BC
  - 7.6 BCCAT: Historical BC University Admission Targets and Cut-Off Points for New Students to Arts and Science
8. ADJOURNMENT: Moved by K. Barrington-Foote, Seconded by P. Tong, the meeting adjourned at 3:45 p.m.

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