

DOUGLAS COLLEGE

MINUTES OF A MEETING OF EDUCATION COUNCIL

HELD ON MONDAY, NOVEMBER 17, 1997 AT 4:15 P.M. -- BOARD ROOM

1. ROLL CALL

Members Present:

Barbara Allen

Trish Angus

Al Atkinson

Lawrence Becker

Paul Biscop

Georgina Ferguson

Darryl Flasch

Victoria Foley

Mia Gordon (for President)

Susan Hamm

Sandra Hochstein (Vice Chair)

Maria Iaquinta

Rashida Ismail (Secretary)

Dawn McDonald

Bev Miller

Christa Peters

Julie Roper

Jim Sator

Ivor Shanks

Gerry Sieben (Board Representative)

Debbie Smith

Meg Stainsby (Chair)

Regrets:

Kim Longmuir

John McKendry

Susan Witter

The Chair called the meeting to Order at 4:17 p.m.

2. APPROVAL OF THE AGENDA

The following items were added to the agenda: 4.5.Report from the General Studies Diploma Taskforce; 6.9. Data about our Changing Communities: English as A Second Language; 6.10. Enrollment Trends: Data from the Next Edition of the College Factbook;

6.11. Print Futures: The Professional Writing Program, Implementation Report. The Agenda was approved as amended.

3. APPROVAL OF THE MINUTES OF THE OCTOBER 20, 1997 MEETING

Page 6, item 5.3. -- Fall 1998 Semester -- for process only, delete "mover and seconder" as this was only a notice of motion. The Minutes were approved as amended.

4. BUSINESS ARISING FROM THE MINUTES:

4.1. International Baccalaureate and Advance Placement -- Policy No. E.02.01.08 -- Recognition of Completion of Prerequisites

The Chair referred to the revisions to the above policy to incorporate the recognition of credit for students who complete courses in the International Baccalaureate and Advance Placement programs, as submitted at the October meeting of Council.

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

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revisions to the Policy No.E.02.01.08 -- Recognition of Completion of Pre-requisites, as submitted.

The Motion was **CARRIED**.

4.2. Revisions to the Therapeutic Recreation Diploma Program

The Chair referred to the Notice of Motion submitted at the October meeting. Julie Roper requested Council to **postpone the notice of motion until the December meeting** as discussions were underway concerning the proposed revisions. In the meantime, she asked members to contact her should they have any questions about the proposal.

4.3. Fall 1998 Semester -- Academic Calendar

Pursuant to the discussion held at the October meeting concerning approval of the Fall 1998 Semester Academic calendar, the Chair reviewed briefly a memorandum from the President of DCFA dated October 21, 1997 to the Senior Management Team proposing alternatives in response to the Registrar's request to commence classes on August 31 for the Fall 1998 semester. The Chair also referred to the following Notice of Motion presented at the October meeting:

THAT Education Council approve the Fall Semester Academic Calendar as presented.

As the proposed dates for the commencement (August 31) and termination of classes (December 4) for the Fall, 1998 semester, as requested by the Registrar to provide a 14-week semester, were not viewed favourably following feedback received from several constituent groups, the above **notice of motion was not voted on**.

The following motion was then entertained:

MOVED by Susan Hamm, **SECONDED** by Lawrence Becker:

BE IT RESOLVED:

THAT Education Council approve the commencement of classes for the Fall 1998, Semester after Labour Day, on September 8, for a 13-week Semester.

Discussion followed. While some members preferred to have a 14-week semester, based on the nature of their programs and the College's contractual arrangements with students, others endorsed a 13-week semester as they felt they were able to fulfill their obligations to the students within this time frame. It was also pointed out that while some post-secondary institutions were commencing classes after Labour Day, others had chosen to start classes before Labour Day.

The motion was **DEFEATED**.

Because some members felt that Council was discussing a management issue, a second motion was presented as follows:

MOVED by Jim Sator, **SECONDED** by Bev Miller:

BE IT RESOLVED:

THAT Education Council refer this matter to the Council of Deans and the Registrar for resolution and that the decision be referred back to Education Council for approval.

Mia Gordon, on behalf of the President, clarified that the matter had been referred to the Senior Management Team and that the SMT had referred it to Council. The Chair also clarified that Education Council has the duty to advise the College Board on the "setting of the academic schedule", as stipulated under the Act.

The Motion was **DEFEATED**.

After further discussion a third motion was entertained.

MOVED by Julie Roper, **SECONDED** by Debbie Smith

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the commencement of classes for the Fall 1998, Semester on Wednesday, September 2, allowing for a 14-week semester ending on Tuesday, December 8, 1998.

It was pointed out that while the 14-week semester would permit the Registrar's Office to finalize the grading process and transmit student transcripts to other institutions within the stipulated time, students may not show up in classes during the middle of the week. A comment was made that the onus would be on students to "catch up" on the course curriculum missed.

The Motion was CARRIED.

The question of the precise dates for the examination week was not resolved. Concern was expressed that students should not move from the last day of classes into the examination week without a study break.

4.4. Learning Outcomes Initiative -- Centre for Curriculum, Transfer and Technology (CCTT)

Further to the briefing provided by the Chair at the October, 1997 meeting concerning CCTT's initiative on education reforms, the Chair referred to the memorandum from CCTT dated November 1997 requesting the involvement of Council and College administration in developing a learning outcomes "team". In partial fulfillment of the mandate given them under Charting a New Course, CCTT is seeking to develop a provincial learning outcomes network of learning outcomes coordinators from each institution.

The Chair clarified that Council was requested to work with administration in the selection process for a Learning Outcomes Coordinator who will be an employee of the College; Council would not be perceived as an employer of the Learning Outcomes Coordinator. The reporting relationship for the Learning Outcomes Coordinator was questioned and it was suggested that a working relationship with Council could be established through Douglas Development. Since the College has been actively involved in such activities, it was suggested that the PLA Coordinator's appointment be considered seriously for this position.

The Chair will serve on the selection committee, and at her request for another volunteer, Dawn McDonald agreed to serve in the selection process. **The Chair stated that a progress report will be submitted to Council in December.**

4.5. Report from the General Studies Diploma Task Force

As directed by Council at the October meeting, Sandra Hochstein, on behalf of the Task Force, presented a memorandum dated November 17, 1997 outlining a plan of action comprising three recommendations: that a new General Studies Diploma Steering Committee be established, that this steering committee comprise a

member from Business, DVST, EASL, English/Communications, Science and Technology, Social Sciences, and Arts and Humanities, and that it commence deliberations on the GSD proposal in December, 1997 and present a report to Council at the May, 1998 meeting.

The Chair requested members to solicit volunteers to serve on the steering committee and submit their names to Sandra Hochstein by November 28 so that the new committee could be established and the first meeting take place in December.

5. ON-GOING BUSINESS

5.1. Report from the Chair

Responses to reports and documents

The Chair, on behalf of Council, has responded to a number of reports and proposals as requested. These were: the Self-Study Draft report, the Strategic Directions document, the Draft Report on Standards and Processes, the Discussion Paper on Block Transfer, the Draft Guidelines and Standards for PLA. She extended her thanks to all the members who had provided feedback to enable her to coordinate these responses. **If members were interested in receiving copies of these responses, they were asked to contact her or Rashida.**

Participation in Conferences

The Chair attended two conferences: the Provincial Forum on the Future of Post-Secondary Education, and the AECBC conference for new Board and Council members. The Forum, which would become an annual event, was most successful. She commended Jaimie McEvoy, DCSS President, for his participation on the student panel at the Forum: he made a case for Colleges remaining true to their open-door philosophies, and spoke as a real ambassador for Douglas College. She distributed to the new Council members a copy of the Ministry's strategic plan, Charting a New Course and encouraged them to read it as many of the initiatives the College will be dealing with are anchored in the reform principles detailed in the report.

Training Session for "Diversity, Multiculturalism and Educational Change"

The Chair reminded members that details of the above training session, to be held on December 9 in Coquitlam, have been forwarded to their respective FECs/DECs Chairs for publicity. Participants are expected to organize professional development sessions for college personnel in the future. If members know of any individuals interested in attending, that they should let her or Mia Gordon know.

Job Posting --Review of Education Policies

The Chair reminded members that the above position has been advertised until November 21, 1997 and copies have been sent to all field bases for posting. She asked members to encourage their colleagues who have expertise to apply for this position which would carry a one-section time-release for the Winter term.

December Council Meeting

The Chair stated that traditionally, meetings are held at 2:00 p.m. during the non-teaching months. She suggested, and members agreed, that **the December 15, 1997 meeting will be held at 2:00 p.m.** However, Meg Stainsby will be unable to Chair the meeting and if Sandra Hochstein, the Vice Chair, is called away on jury duty then she (the Chair) would request a Council member to Chair the session.

5.2. Report from the President

Mia Gordon, representing the President, stated that Susan Witter was in China to sign scholarly agreements with a number of institutions. On behalf of the President, Mia Gordon thanked all the members who helped to organize the Career Fair Day at David Lam. She stated that the event was very successful and received wide publicity. She also thanked members for attending the Articulation meeting with the Coquitlam School District at David Lam. Again, the meeting was well attended and the exchange of information on

articulation was useful. Mia Gordon also informed members that a letter would be forthcoming from the President and Presidents of BCGEU and DCFA concerning ideas on cost-saving and revenue generation activities.

5.3. Report from the Standing Committee on Education Policies

Susan Hamm reported that the Education Policies Committee has struck task groups to deal with issues as follows:

Student Appeals Policy S. Hamm and C. Peters

Terms of Reference for the Standing

Committee on Education Policies M. Stainsby, J. Cockburn

Selection Process -- Review of Education J. Cockburn, M. Stainsby and

K. Longmuir

Course Outline Approval Process B. Nicholls, S. Mainprize

New Program Approval Process To be addressed following a review by the SMT

If members wished to provide input to any of the above discussion or had questions, they were encouraged to contact the appropriate members of the sub-groups.

5.4. Report from the Standing Committee on Planning and Priorities

There was no report.

5.5. Report from the Standing Committee on Standards and Admissions

Trish Angus distributed a memorandum dated November 17, 1997 from the above Committee which she reviewed. In particular, she alerted all Faculties to the impact of the secondary school curriculum changes as many courses and programs use high school courses as pre-requisites. **Faculties were encouraged to review the changes as they relate to Mathematics and English.**

5.6. Report from the Residency Credit Exemption Committee

Lawrence Becker reported that the Committee addresses the question of residency requirement. While the policy requires a 50% residency, exemption to this requirement may be considered only on a case-by-case basis. He reported that the Committee had received a request to exempt an entire program from this policy, which the Committee denied.

5.7. Report from the Technology Forum

Barbara Allen reported that Mark Coumont has accepted a position at the Burnaby School Board and resigned from the College. Computers on wheels will be equipped with laptops. There are 60 computers to be re-located on a priority basis; computer leasing is not allowed under the College policy; a task force has been established to address the notion of introducing debit cards for the use of computers by students. Barbara Allen then distributed a memorandum dated November 13 concerning a Call for Innovative Educational Technology projects, together with a proposal form and guidelines for ranking requests for these projects. **Deadline for the submission of the proposals is December 12, 1997. Members were requested to circulate the forms widely among their colleagues and if there were questions, members were encouraged to contact Susan Greathouse.**

In response to a question, it was clarified that the \$64,000 available for the 1997-98 fiscal year was to be used for capital equipment only.

5.8. Report from the Matrix Committee

Debbie Smith reported that the Committee has agreed to maintain a 2 x 2 configuration of common meeting times. The Committee will address unique campus needs, i.e., problems of traveling for students and faculty between campuses, as well as the idea of a free-time block. The next meeting will occur at the beginning of December.

5.9. 1998-1999 Budget Criteria and Time Lines

The Chair, as a member of the budget committee, referred to the draft 1998-99 Budget Criteria, together with time lines as contained in the package. She asked members to let her know if they had any input or concerns in relation to the development of the budget criteria or the process.

Questions were raised concerning lack of computer access for students at Thomas Haney, as well as photocopying services and tele-conferencing facilities. Mia Gordon informed members that the consultant's report on the future of Thomas Haney would be presented to the Senior Management Team and to the Board at its December meeting. In relation to summer course offerings, it was clarified that as there was limited or no funding available, summer activities at David Lam cannot be operationalized.

A request was made to clarify the Budget Criteria stating that "no new programs will be introduced on base funding unless the College receives additional FTEs." It was also suggested that a copy of the core indicators document be sent to Council. So that Council could participate effectively in budget deliberations, the Chair suggested that a workshop on the development of budget assumptions and other related matters be requested of the administration.

The Chair asked that members continue discussion of these budget assumptions with their constituent groups and provide feedback to her as well as on the suggestion for the workshop.

5.10. Provincial Forum on Block Transfer

Christa Peters provided a written report on the Block Transfer Forum she attended on October 31, on behalf of Council, which she reviewed.

5.11. Joint Workshop -- Board/Council on Dual Governance

The Chair stated that further discussion had occurred with Gerry Sieben concerning a joint workshop for the Board and Council on dual governance. **The proposed date for the workshop is Monday, January 19, 1997, following Council meeting and dinner.** It is expected that the Workshop will start around 7:00 p.m. and that an external facilitator will be requested to conduct this joint session. There was general agreement to this proposed date for the workshop and **the Chair noted to provide further details on this workshop.**

6. NEW BUSINESS

6.1. Open Learning Admission

This item was deferred until the December meeting.

6.2. New Citation Program in Community Support Work

Bev Miller reviewed briefly a proposal for a new Citation Program in Community Support Work as presented. She stated that the proposal was submitted in response to the needs of a group of Community Living employers who have created a consortium with the College as the training partner. The program will be offered on a cost-recovery basis and was intended for implementation in January 1998. (Bev Miller noted to submit the relevant document outlining the rationale to this proposal, as it was inadvertently attached to the following proposal.)

She presented the following Notice of Motions:

THAT Education Council approve the proposed Citation Program in Community Support Work, as presented, for implementation in January 1998; and

THAT Education Council recommend that the Board approve the offering of a Citation credential for the Community Support Work Program.

6.3. New Citation Program -- Working with Street Youth

Bev Miller reviewed briefly the above proposal as presented. She stated that the Street Youth Worker citation was designed to assist disadvantaged adults over 21 years to gain the education, skills, experience and confidence they need to become employable as street youth workers. The program is supported by the Interministerial Street Children's Committee and funded by Human Resource Development Canada and the Learning Partnership Envelop fund.

She presented the following Notice of Motions:

THAT Education Council approve the proposed Citation Program in Working with Street Youth, as presented, for implementation in January 1998; and

THAT Education Council recommend that the College Board approve the offering of a Citation credential for the Working with Street Youth Program.

The Chair asked members to bring the above two proposals to the attention of their respective constituency groups for feedback. These notices of motions will be dealt with at the December meeting. In the meantime, if members have any questions or concerns about these offerings they should contact Bev Miller.

The following items were submitted to Council for information.

6.4. Computing Information Systems Advanced Diploma Program -- Letter of Intent.

A concern was expressed that the CIS Letter indicates that the CIS Advanced Diploma Program is to be offered in the evenings and weekends at David Lam, which is not accessible then. Jim Sator indicated that students are taking these courses now, and that program offerings will change if we receive Ministry approval.

In relation to program priorities, a request was made that Education Council receive a list of all program proposals in order of priority. Council was advised that the SMT was working on program priorities.

6.5. Letter from Shell Harvey, ADM, dated October 31, 1997 Re: Additional Base Funding for David Lam

6.6. Enrollment Management Issues

6.7. Critical Issues in Financing BC Colleges and Institute System -- Executive Summary -- The Chair has a complete report if members wish to review it.

6.8. Strategic Plan -- Charting a New Course (for new Council members only).

6.9. Data about Our Changing Communities: English as a Second Language

6.10. Enrollment Trends: Data from the Next Edition of the College Factbook

6.11. Print Futures: The Professional Writing Program -- Implementation Report.

7. ADJOURNMENT

Moved by Darryl Flasch, Seconded by Al Atkinson, the meeting adjourned at 6:00 p.m.

_____ Chair _____ Secretary