



Douglas College

MINUTES OF A MEETING OF EDUCATION COUNCIL
Held Monday November 19, 2007 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)
Leon Guppy
Dianne Hewitt
Ted James
Elizabeth McCausland
Debbie McCloy
Susan Meshwork (Chair)
Colleen Murphy
Teryl Smith
Susan Witter (Ex-Officio)
Alan Yang
Titus Yip
Sandy Vanderburgh

Regrets:

Gerry Gramozis
Bruce Hardy
Ann Kitching (Ex-Officio)
Jan Lindsay

Guests:

Christina An
Ray Chapman
Anna Helewka
Joy Holmwood
Niven Pong
Hilary Rourke
Hui-Shin Tan

2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Chair asked members to approve a fluid agenda as amended. Council agreed.
3. APPROVAL OF THE SEPTEMBER 17, 2007 MINUTES: Wendy Case requested that her name be added to the members in attendance.

The minutes were approved as amended.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Psychiatric Nursing Program Revisions:

Anna Helewka was invited to the table to speak to this item.

a) Bachelor of Science in Psychiatric Nursing

There being no discussion.

MOVED by D. McCloy; SECONDED by C. Murphy,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the program revision for the Bachelor of Science in Psychiatric Nursing which includes the addition of PNUR 4585, Concurrent Disorders; moving PSYC 1130 from Semester 3 to Semester 4 and the withdrawal of PNUR 4511, Directed Studies for Clinical Focus.

The Motion was CARRIED

b) Diploma in Psychiatric Nursing

There being no discussion.

MOVED by D. McCloy; SECONDED by D. Hewitt;

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the program revision for the Diploma in Psychiatric Nursing which includes the addition of PNUR 4585, Concurrent Disorders and moving PSYC 1130 from Semester 3 to Semester 4.

The Motion was CARRIED

4.2 Certificate in Child and Youth Care Program Withdrawal

Ray Chapman was invited to the table to speak to this item.

There being no discussion.

MOVED by C. Murphy; SECONDED by W. Case,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the withdrawal of the Child and Youth Care Counsellor Certificate Program.

The Motion was CARRIED

MOVED by E. McCausland; SECONDED by T. Smith

BE IT AND IT WAS RESOLVED:

THAT Education Council request that the College Board approve the cancellation of the Child and Youth Care Counsellor Certificate Program and the withdrawal of the credential Child and Youth Care Counsellor Certificate.

The Motion was CARRIED

4.3 2007-2008 Academic Calendar

T. Angus requested that Members circulate the information contained in the Calendar to their constituencies.

There being no further discussion, all were in favour of accepting the Calendar as presented.

4.4 Educational Policy Revisions

a) Educational Policy Development and Review Policy

T. James explained that the proposed changes were as follows:

- To remove the role of the Educational Policy Development and Review Coordinator because this role is no longer operative as it slowed down the approval process and is seen as properly the work of the Sub-committee itself.
- To remove the reference to the Sub-committee actually writing new policy since this is viewed not to be the role of the Subcommittee but of the policy initiator or of other college resources at the discretion of the responsible Vice-President.
- To split the previous section called “Maintenance and review of existing policy” into two sections to provide better clarity.
- To include under the Maintenance section the current process for soliciting feedback college-wide via Education Council before the Subcommittee embarks on the review.
- To change the period of the standard review from 5 to 7 years to reduce the potential for backlog of policy reviews.

The Chair explained that the revisions were as a result of the committee’s focused review. Requests for specific revisions have been causing a backlog of the committee’s cyclical review work.

Action : Please take this to your constituencies for feedback and consideration of a Motion to Approve at the December 10, 2007 Education Council meeting

b) Language Competency Policy

T. James explained that this policy had been reviewed as part of the normal review cycle. Feedback had been solicited from the College community and very little feedback had been received. The Policy Sub-committee was recommending only minor changes which clarified wording or updated current names as follows:

- Under Assessment:
“Students ~~can will~~ demonstrate language competency **And** other methods of prior learning
- Under Implementation:
~~The~~ Assessment ~~Centre~~ **Services** will assist Departments/Programs to ~~implement~~ **schedule and conduct** language competency assessments ...”

Action : Please take this to your constituencies for feedback and consideration of a Motion to Approve at the December 10, 2007 Education Council meeting

4.5 Curriculum Committee Recommendations

There being no discussion.

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

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

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the new and revised guidelines for: BHIN 1240, CCSD 2440, ACCT 4510, ACCT 4520, ACCT 4750, ACCT 4850, BUSN 3415, FINC 3305, FINC 3370, FINC 3390, FINC 3380, ITEC 1400, ITEC 2245, ITEC 2350, MARK 3500, OADM 1338, PNUR 4503, PNUR 4573, IDST 1103, SPSC 1100, SPSC 1105, SPSC 1318, SPSC 1319, SPSC 2322, SPSC 2324, SPSC 2325, SPSC 3100, SPSC 3158, CAEP 0100, EASL 0635 and the withdrawal of PNUR 4511

The Motion was CARRIED

4.6 Admissions and Language Competency Committee Recommendations

There being no discussion.

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

MOVED by S. Bubrick; SECONDED by S. Vanderburgh,

BE IT AND IT WAS RESOLVED:

That Education Council approve the recommendations of the Admissions & Language Competency Committee that the admission requirement for the Co-occurring Disorders program be changed to read that a requirement for a criminal record search, immunization for Hepatitis A/B and evidence of a negative TB test or chest x-ray MAY be required.

The Motion was CARRIED

5. NEW BUSINESS

- 5.1 Request for Revision to the *Withdrawals, Course and Status Changes Policy* – Request for Referral to the Policy Sub-Committee
H. Rourke was invited to the table to speak to this item.

M. Brulhart explained that students in Developmental Studies are not typical in that they often have multiple barriers to advancing their education. The Developmental Studies Department sees its role as developing students' skills and in order to make their path at the College as smooth as possible. Currently students are able to register for Mastery evaluated courses three times without special permission from the Registrar and the Department felt that this should be applicable to all courses (including graded courses) taken by Developmental Studies students. M. Brulhart also added that she understood that the limit of two times had been imposed at a time when the College had long waiting lists. She continued to explain that some DVST upper level English courses are graded and that some lower and upper level Math courses are graded. The students can be confused about the lack of consistency.

In response to a question as to how many requests for a Developmental Studies third time repeat were handled by the Registrar's Office, T. Angus replied that this Fall semester there had been 8 students out of 122 students, who had requested permission to register in a Developmental Studies graded course for a third time. She added that these requests were mostly for 300 and 400 level mathematics. She also indicated that this type of request was not typically denied.

M. Brulhart confirmed that the Developmental Studies Department was asking for this change in order to 'catch' those students who would not normally use the special request/appeal process.

There being no further discussion.

MOVED by S. Bubrick; SECONDED by W. Case,

BE IT AND IT WAS RESOLVED:

That Education Council approve referring a request to amend the *Withdrawals, Course and Status Changes policy* to the Policy Sub-committee for review and recommendation to Education Council

The Motion was CARRIED

5.2 Request for Revision to the *Credentials Awarded at Douglas College Policy* – Request for Referral to the Policy Committee

In J. Lindsay’s absence, S. Vanderburgh explained that the Vice President’s Academic Council had discussed whether minimum GPA requirements and minimum number of upper level credits should be required for bachelor degrees at Douglas College. They were recommending that a minimum of 45 credits in upper level courses and a minimum GPA of 2.0 on the last 60 credits be required for graduation. This is standard in MetroVancouver universities and colleges. The Chair requested clarification. She understood that the current Credentials Policy stipulates the upper level credit requirements for the Degree credential and that the request from VPAC was addressing only that the minimum GPA of 2.0 in the last 60 credits requirement be added to the policy. S. Vanderburgh agreed this was correct.

There being no further discussion.

MOVED by C. Murphy; SECONDED by E. McCausland,

BE IT AND IT WAS RESOLVED:

That Education Council approve referring a request to amend the *Credentials Awarded at Douglas College* to the Policy Sub-committee for review and recommendation to Education Council

The Motion was CARRIED

6. REPORTS

6.1 Report from the Chair

The Chair reported that she had attended the Co-Edco meeting on Saturday, November 10, 2007. A representative from the Ministry of Advanced Education had talked at the meeting but had nothing new to report from the Ministry.

The Chair informed Members that refreshments would be provided at the next meeting to celebrate the end of the year but if anyone wished to bring a dish they were more than welcome to do so.

- 6.2 Report from the President
S. Witter reported that the budget was still being developed with the goal of presenting a draft budget to the College Board for a first look, in closed session in December. She confirmed the College will be looking at a much more strategic budget this year with reductions of 60-80 sections in low enrolment areas and an addition of 80-100 sections in the 2nd, 3rd and 4th years of programs we implemented last year. The Senior Management Team's goal was to try and present the draft budget to the College community toward the end of January and then to take a final draft budget to the Board for final approval in March/April. Education Council would begin its usual advisory input process at the Education Council meeting in February.
 - 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
There was no report
 - 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
T. James stated that the committee was looking on how best to deal with review of professional practice grading policies. There was some suggestion that the committee add a few temporary members to help with the reviews. He confirmed that the policy committee would consider the suggestion to work first on policies that affect students moving ability to continue in programs or courses.
7. OTHER BUSINESS – For Information and Circulation
 - 7.1 Business Case for the Centre for Health and Community Programs
The proposed business plan for the Centre for Health and Community Programs was attached to be distributed for information and circulation to constituencies.
8. ADJOURNMENT

Moved by C. Murphy; Seconded by S. Bubrick

Chair _____ Secretary _____