

**DOUGLAS COLLEGE**

**MINUTES OF A MEETING OF EDUCATION COUNCIL**

**HELD ON MONDAY, OCTOBER 20, 1997 AT 4:15 P.M. -- BOARD ROOM**

1. ROLL CALL

**Members Present:**

Barbara Allen  
Al Atkinson  
Lawrence Becker  
Georgina Ferguson  
Darryl Flasch  
Victoria Foley  
Susan Hamm  
Sandra Hochstein (Vice Chair)  
Maria Iaquinta  
Rashida Ismail (Secretary)  
Kim Longmuir  
Steve Mainprize (for P Biscop)  
Dawn McDonald  
John McKendry  
Bev Miller  
Christa Peters

Gerry Sieben (Board Representative)  
Debbie Smith  
Meg Stainsby (Chair)  
Brenda Walton (for T. Angus)  
Susan Witter (President)

**Regrets:**

Trish Angus  
Paul Biscop  
Julie Roper  
Jim Sator  
Ivor Shanks

**Guests:**

Mia Gordon  
Ted James

The Chair called the meeting to Order at 4:20 p.m.

2. APPROVAL OF THE AGENDA

The Following items were added: 4.1. (b) Report from the President; 5.6. BCCAT -- Draft Report on Standards and Processes; 5.7. Learning Outcomes -- Release Time (CCTT); 4.6. to read Educational Technology Forum. **The agenda was approved as amended.**

3. APPROVAL OF THE MINUTES OF THE SEPTEMBER 15 MEETING (CIRCULATED)

Minutes were amended as follows: Page 3 last paragraph: delete Bob Cowin, insert Institutional Research Office; delete "value of the". **The minutes were approved as amended.**

#### 4. BUSINESS ARISING

##### 4.1. Revisions to the Financial Services Studies Program

**MOVED** by Barbara Allen, **SECONDED** by Christa Peters

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the revisions to the Financial Services Studies Program, as presented.**

The motion was **CARRIED**

##### 4.2. Report from the 2nd Task Force on General Studies Diploma (GSD)

Sandra Hochstein, Chair of the Task Force, distributed and reviewed the Task Force's rationale and recommendation concerning the Motion to Reconsider the General Studies Diploma Proposal. The Motion being re-considered was:

**THAT in order to receive a General Studies Diploma, students must complete 30 of the 60 credits in non-preparatory courses in a minimum of 4 subject areas (for example, Math, Philosophy, Psychology, Economics), and that 3 of these 30 credits must be in university transfer English or Communications.**

The Task Force's recommendation was to **defeat** the above motion so that the General Studies Diploma may be revised in a way that incorporates the important educational issues, as outlined in the memorandum.

Ted James, the mover, and Meg Stainsby, the seconder, of the original motion were in agreement with the recommendation to defeat the motion.

A question was called that Education Council **defeat** the above motion.

The motion was **DEFEATED.**

**The Task Force was requested to present guidelines for the GSD proposal at the next meeting.**

On behalf of Council, Sandra Hochstein extended her appreciation to a number of members who had completed a monumental task in developing the original GSD proposal.

##### 3.3. Council Response to Draft "Strategic Directions"

The Chair referred to the Council's draft response to the College's Strategic Directions as presented and asked for feedback. The Chair noted to include the suggestions articulated by Dawn McDonald relevant to Directions 2 (Point 6 to add on-going life situation) and 5 (to include recognition of staff and faculty) and to forward the final report to Mia Gordon and to Council.

#### 4. ON-GOING BUSINESS

##### 4.1.(a) Report from the Chair

The Chair will be **attending the AECBC conference on November 7 and 8** as a Board member.

The Chair and Gerry Sieben (Board) have arranged a **joint workshop for Board/Council on the dual governance system on Thursday, November 20 from 4:00 - 6:00 p.m.** Since the November Board meeting will be held at David Lam, it may be possible that this date will not be convenient.

**Effective September, Council minutes will be sent to all FEC Chairs** to facilitate communications

and to alert them of impending actions required at their level. Council representatives will continue to perform their usual role at FEC meetings. Minutes are also intended to be placed on the College website. The Chair is also involved in setting up Council's Standing Committees.

**The Chair attended the Council of Education Councils meeting (CoEdCo) on Saturday, October 18, 1997. BC Council on Admissions and Transfer (BCCAT) is awaiting responses to the Block Transfer discussion paper, due date October 24. The Chair requested input by Thursday, October 23rd.**

**The Province-wide meeting on the Block Transfer discussion document is scheduled for October 31.** Al Atkinson will be attending; and Christa Peters volunteered to attend on behalf of Council.

The Standing Committee on Education Policies understands that the College's **Language Competency Policy (revised in June 92)** is not being enforced, with the exception of one Faculty. The Standing Committee has requested the Chair to find out what steps have been taken by Faculties to implement this policy. **A letter to this effect will be sent by the Chair to the Faculties and Departments in question. Council members are asked to discuss this policy at their FEC/DEC meetings.**

In relation to the Student Appeals Policy, **the Council Tribunal would like an additional member to serve on the Tribunal.** Both **Christa Peters and Lawrence Becker** volunteered to serve.

The Chair stated that the **3/8th time release offered for the Winter term** for the Council Chair is not adequate in view of the workload. She advised Council that she intends to reallocate sufficient funds from the Council budget to allow for a 1/2 time release for the winter term. She was hopeful that the request would have a minimum impact on Council activities.

#### 4.1.(b) Report from the President

The President reported and highlighted on her activities as follows:

She works closely with Meg Stainsby on common issues relating to the roles of the Board and Council;

She will expend more efforts on fund-raising through the College Foundation as only 63% of the College budget is funded by the provincial government;

She will participate in the post-secondary forum in November as the public institution has the responsibility to implement the provincial strategic plan "Charting a New Course" -- both Council and Board will be invited to this important Forum;

She will attend to the College's strategic planning process and action plan;

She attended the first meeting of the CCEOs where budget related issues were addressed. The worst-case scenario projection is a 0% increase in funding this year; there will be a decrease in funding for new capital items as focus is on electronic delivery method of training; there will be a devolution of federal training programs; institutions will be unable to develop and deliver new programs due to lack of funding.

#### 4.2. Report from the Standing Committee on Education Policies

Susan Hamm reported that the Committee's first meeting was an orientation meeting. Jean Cockburn has been elected Chair; however, Susan Hamm and Kim Longmuir will present Committee reports to Council. She referred to the pending tasks, as listed on the agenda, and stated that work will soon commence to address these issues.

In relation to the review of Education Policies, it has been proposed that the College offer a one-section time release to a faculty member with expertise in this area.

In the context of the Guidelines for Prior Learning Assessment, Bev Miller referred to her letter on behalf of the provincial PLA Steering Committee addressed to the President dated September 23, 1997 **requesting**

**feedback to the proposed revisions to the Standards and Guidelines by November 15, 1997.** She added that support for these revisions has been received from BCGEU and CIEA. Al Atkinson stated that the Senior Educational Services Officers have also endorsed the document. **The Chair requested members to bring this document to their FECs? attention, if they have not done so, and provide her with feed- back by November 12.**

#### 4.3. Report from the Standing Committee on Planning and Priorities

Maria Iaquina reported that an orientation meeting has occurred and that a second meeting has been arranged, at which the Committee will review the guidelines for the approval of the new program proposals.

#### 4.4. Report from the Standing Committee on Standards and Admissions

On behalf of Trish Angus, Meg Stainsby reviewed the Committee?s report, as presented.

#### 4.5. Residency Credit Exemption Committee

Lawrence Becker stated that the Committee will be meeting on Monday, October 27, 1997.

#### 4.6. Education Technology Forum

Barbara Allen attended the Education Technology Forum and stated that plans were underway to replace Desktops with Laptops to make this technology more mobile. Computers on wheels can be obtained from the Library in the Audio Visual sections at the NW campus and from CET at the David Lam Campus.

### 5. NEW BUSINESS

#### 5.1. 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. Brenda Walton advised that the College follows the practice of recognizing IB and AP credits and the revisions to the policy will formalize this practice. However, it was reported that while UBC recognizes IB/AP credits in Chemistry, the College?s Chemistry discipline does not offer credit. It was also reported that the English discipline does not recognize credits earned through IB or AP. **Council requested rationale for the non-acceptance of these credits from the two disciplines and or FECs. In the meantime, the President urged members to give serious consideration to this request.**

**The Chair requested that the Policy be referred to the Standing Committee on Education Policies and to the FECs/DECs for a decision at the next meeting. Members were also reminded to direct feedback to Susan Hamm.**

#### 5.2. Revisions to the Therapeutic Recreation Diploma Program

On behalf of Julie Roper, Bev Miller reviewed the Revised Therapeutic Recreation Diploma Program as presented. She acknowledged the extensive research and analysis undertaken by the faculty members in preparing the proposal. The program is intended to be offered in September, 1998 at David Lam utilizing the joint facilities available at the new campus.

The following Notice of Motion was presented to Council:

**THAT Education Council approve the curriculum redesigning/revision of the Therapeutic Recreation Diploma Program, as presented, for implementation in September, 1998.**

Bev Miller pointed out that the curriculum for the Biology and Communications courses have been integrated into the course content of UT courses.

**The Chair requested members to refer the TR proposal to their FECS/DECs for feedback and a decision at the November Council meeting.**

### 5.3. Fall 1998 Semester

The Chair referred to the Registrar's memorandum dated October 8, 1997 requesting, for practical reasons as outlined, to begin the Fall 1998 semester on August 31, rather than after Labour Day as is the tradition. This request for an early commencement of classes would allow for a 14-week semester with one week for exams, ending the semester on December 19. Trish Angus also provided the Academic Calendar for Council's consideration and approval. Council discussed the option of having a 13-week semester, beginning classes after Labour Day. It was reported that both SMT and the Deans have supported the proposed change which would allow for a 14-week semester.

Following a brief discussion, the following Notice of Motion was presented:

**MOVED** by John McKendry, **SECONDED** by Al Atkinson,

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

**The Chair requested members to refer this item to their FECS for feedback and a decision at the November meeting.**

### 5.4. Budget Process

The Chair circulated at the meeting a document entitled "98/99 Budget Development" listing a process for the budget development, together with "Budget 1998 Timelines." In the context of the budget development process, the Chair advised that a committee has been established to develop measurable budget criteria and that she will represent Council on the committee. **She asked members to share these documents with their FECS/DECs and colleagues. If there were amendments or feedback to these documents, members were requested to send them to her. This item will be discussed at the November meeting.**

### 5.5. Chair's Role as Area Representative

The Chair asked for advice in relation to her preferred role as a neutral Chair of Council. She felt that because of this commitment, her constituency was disenfranchised in that there was no one representing the Language, Literature and Performing Arts Faculty to speak on Council matters. Therefore, the Chair suggested that a non-voting member from LLPA attend Council.

It was clarified that this move would be contrary to the Council's statutory requirement, as members do not have the power to delegate their statutory authority. Alternatively, she was advised that since Council meetings are open, it would be appropriate to encourage members to attend and participate. The Chair was also advised that when issues relating to her constituency are discussed, she need not Chair that particular session; the Vice Chair could replace her.

### 5.6. BCCAT -- Draft Report of the Task Force on Standards and Processes

The Chair advised that the above report, which she circulated at the meeting, was presented to members at the COEDCO meeting on October 18. She added that BCCAT would like feedback by November 7. She pointed out her comments on the margins and **asked members to review the report and provide her with feedback by November 5.**

### 5.7. Learning Outcomes -- Release Time -- Centre for Curriculum, Technology and Transfer (CCTT)

The Chair advised that the CCTT is planning to build a team focussing on learning outcomes-orientated approach to education reforms with a contact person at each post-secondary institution. For this reason, the CCTT has allocated \$8,000 as release time for the respective contact person. Gillies Malnarich, in her new role at the CCTT, is in the process of developing details for this initiative, including job description for

the contact person. Since such an initiative is being pursued at the College level, it was felt that such efforts need not be duplicated. Members asked for more details so that funds could be used effectively.

**The Chair noted to forward the details from Gillies to Council upon receipt.**

5.8. Dispensing Optician Program -- Accreditation

The letter from the College of Opticians of BC dated September 23 and Joy Holmwood's memorandum dated September 26 were sent for information.

5.9. Council's Response to the Public-Private Articulation Agreements

The Chair advised that the response, as attached, to the Public-Private Articulation Agreements has been forwarded on behalf of Council.

5.10. Academic Success and Persistence of Douglas College Students

The above report was sent to members for information.

5.11. Articles (1) "Integrated Studies" Option Makes Custom degree programs possible for corporate clients; (2) "Recharging the Batteries" from the Community College Times

These articles were sent for information.

6. ADJOURNMENT

The meeting adjourned at 6:15 p.m..

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