

DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, OCTOBER 20th, 2003 AT 4:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS

1. ROLL CALL

Members Present:

Trish Angus (Non-Voting)
Heather Barnes
Kevin Barrington-Foote
Marilyn Brulhart
Laura Byrne
Diana Christie
Rosilyn Coulson
Kuros Gadareh
Ann Kitching (Ex-Officio)
Ted James
Fran Johnson
John McKendry
Elsie Neufeld
Arlene Patko
Brenda Pickard (Secretary)
Janice Spencer
Penny Swanson (Chair)

Regrets:

Colin Campbell
Susan Meshwork (Vice Chair)
Michael Ouellet
Graham Rodwell
Susan Witter (Ex-Officio)

Guests:

Todd S. Armitage
Brenda Addison-Jones
Kathryn Cernauskas
Norma Goldie
Joy Holmwood
Lorna McCallum
Linda Pickthall
Libby Russell (for S. Meshwork)
Mike Tarko
Linda von Tettenborn

2. APPROVAL OF THE AGENDA:

3. APPROVAL OF THE MINUTES OF THE SEPTEMBER 22nd, 2003 MEETING: Under Item 4.6 - Admission and Language Competency Recommendations, it was noted that “prior to short-cycling the Motion, a discussion ensued surrounding the need for an increase in LPI requirements from level 4 to level 5 or 6 as the equivalent to English 12 with a B. It was noted that the Faculty of Language, Literature and Performing Arts had come to the decision after, among other studies, performing a comparative study examining the LPI equivalencies to English 12 with a B in other BC Colleges. The adjustment was viewed as necessary to match other BC College equivalencies”. Under Item 5.4 - Agreement on Joint Teaching Program between Douglas College and Heilongjiang Institute of Science and Technology (China), “it was clarified that the project will likely involve ESL instruction”.

The Minutes were approved as revised.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Student Success Task Force - Implementation Plan: It was noted that there were no further comments from Education Council.

4.2 General Nursing Degree: Full Program Proposal: In response to a question regarding the number of science courses, Norma Goldie advised members that chemistry, biology and pharmacology curriculum is integrated in the first four semesters and additional health science courses are taught in semester five.

MOVED by F. Johnson, SECONDED by A. Patko,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the General Nursing Degree: Full Program Proposal.

The Motion was CARRIED.

4.3 Music Program Changes: There being no feedback,

MOVED by K. Barrington-Foote, SECONDED by H. Barnes,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the number of contact hours per week for all sections of class piano be reduced from four to three, effective Winter, 2004.

The Motion was CARRIED.

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

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the class piano hours be redistributed as specified in the proposal dated June 2, 2003 effective Fall 2004.

The Motion was CARRIED.

4.4 Administrative Policy: Use of College Resources: The Chair advised members that Council does not approve administrative policies. She noted Council's role is to provide feedback.

- In response to a comment, it was noted that employees could use the photocopiers in the Library for personal copying at a cost of 8 cents per page by purchasing a copy card.
- In response to a question, it was noted that providing photocopies and materials for institutions and professional organizations would require the permission of the Dean. It was noted that most affiliations with other institutions and organizations are in-kind relationships. It was noted that this should be clarified in the policy.
- It was noted that, in the past, personal long distance telephone calls were "self-monitored" by employees filling out a form and sending it to the Facilities Department identifying if the call was personal or business related.
- It was asked that the policy more clearly articulate the parameters regarding (excessive) use of College resources.

John McKendry will forward these comments to SMT.

4.5 Applied Degree Standards Committee: There was no report.

4.6 Student Success Task Force: It was noted that this standing item would be removed from the formal Agenda as the Task Force has now disbanded.

4.7 Admission and Language Competency Committee Recommendations: There was no report.

4.8 Curriculum Committee Recommendations: The Chair advised members that C. Campbell was in China and sends his regrets.

In response to a question, K. Gadareh advised members that the revisions to GEOL 200 include a major change in course objectives; however he added that the topics still relate to natural disasters.

It was noted that "PHYS 194" should read "PHYS 104".

Members expressed appreciation for the layout of the Committee's report adding that it easy to read and contains relevant information. P. Swanson will pass this on to the Chair of the Committee.

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

MOVED by E. Neufeld, SECONDED by H. Barnes,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for PHYS 104, PHYS 170, GEOL 200, CMNS 316, CFCS 410, CISY 165, CISY 275, CISY 365, CISY 375, GEOG 170 and GEOG 270.

The Motion was CARRIED.

5. NEW BUSINESS

- 5.1 Self Funded Policy: The Chair advised members that this is and Administrative policy. She added that Council's role is to provide feedback.

It was noted that the two self-funded categories are: a) College Based - those that have a strategic priority for the Institution and/or exceed \$100,000. These will be managed by the appropriate Vice President; and b) Faculty/Department Based - activities in support of Faculty/Department initiatives with total revenue not exceeding \$100,000. These activities will be managed by the appropriate Dean/Director.

It was noted that all self-funded activities should advance the strategic plan of the College.

Several questions were raised regarding the details of the policy. There was confusion around the definition of College wide versus Department/Faculty projects.

P. Swanson suggested that when members take this to their constituencies, they consult with people who have worked on such projects in the past and ask for their input.

ACTION Please take this item to your constituency groups for feedback.

- 5.2 Program Revision: Credential Approval for the Customer and Cashier Training Program: The Chair advised members that Council will need to consider two Motions on this item: 1) to approve the change to this program to be one that offers a citation and 2) to recommend the Board approve the name of the citation.

It was noted that this has previously been approved and offered as a Continuing Education (CE) program. It was added that there are no curriculum changes just a change in designation to a Citation.

ACTION Please take this to your constituency groups for feedback and approval at next month's meeting.

- 5.3 Program Revision: Credential Approval for the Light Warehouse Training Program: Please see comments from 5.2.

ACTION Please take this to your constituency groups for feedback at next month's meeting.

- 5.4 Information Technology Certificate Program: The Chair introduced Barbara Allen to speak to this item.

Barbara Allen advised members this is a Notice of Motion and she will be asking for Council's approval of this program next month.

By way of background, Barbara advised members that the Opportunities Enabled concept was developed in 1987 by the Worker's Compensation Board (WCB) to provide computer technology training to persons with disabilities in British Columbia. She noted that in 1990 the program was transferred to the Open Learning Agency (OLA) to allow wider access to various academic services, among other things. Barbara advised members that in 2003 the Ministry of Advanced Education and the Worker's Compensation Board approached the College to redevelop an Information Technology program for people with physical disabilities. This, she added, will replace the program that will discontinue when OLA is disbanded.

In response to a question, Barbara advised members that the maximum number of students per year will be twenty. She added that approximately fifty percent of student referrals will come from WCB. Other student referrals will come from various government Ministries, private insurance companies, and individual students who are self funded with no agency sponsor.

Barbara noted that students will need to meet the general College entrance requirements.

Barbara advised members that students will be completely immersed in the program, i.e., 9:00 a.m. - 5:00 p.m. five days a week with only one day off between semesters.

In response to a question, Barbara noted that students could be placed in jobs such as entry-level website maintenance, database work, junior help desk or, wherever the student's strengths lie.

In response to a question, Barbara advised members that there would not be any additional costs to the College to run the program.

Barbara advised members that the curriculum guidelines will come to the November and December meetings for approval.

ACTION **Please take this to your constituency groups for feedback.**

5.5 Psychiatric Nursing Degree: The Chair introduced Mike Tarko and Joy Holmwood.

The Chair advised members the document is a concept statement and notification that a degree is being proposed. She added it is presented for information and feedback at this time.

Joy Holmwood advised members that the Board of Directors of the Registered Psychiatric Nurses of Canada is expected to endorse a policy statement regarding baccalaureate degree as entry to practice. She noted that the College of Registered Psychiatric Nurses of BC has adopted the Registered Psychiatric Nurses Competency Profile for the profession in Canada that outlines the competencies of RPNs prepared at the diploma, baccalaureate and advanced practice levels. She added that this is meant to serve as a parameter for the development of educational programs.

In response to a question, Joy advised members that Department of Psychiatric Nursing plans to use existing curriculum in the diploma and advanced diploma programs as the base for this degree program.

Joy advised members that she and Mike would be available to attend FEC/ DEC meetings to answer any questions.

ACTION **Please take this to your constituency groups for feedback.**

- 5.6 Course renumbering: The Registrar advised members that during discussions concerning the General Nursing applied degree, it became apparent that consideration should now be given to re-numbering all College courses. She noted that it is important for the College to be consistent with university taxonomy. She referred to the memo in the package indicating that all College preparatory should start with "0", first year program courses should start with a "1", second year "2", third year "3" and fourth year "4". The Registrar noted that, in the context of post-degree diploma, it is being considered to use a designation of "5" for fifth-year courses.

The Registrar informed members that Kwantlen University College has adopted this numbering system.

J. McKendry noted that we are now beginning to see the consequential changes given the College is now a four year institution.

Considerable concern was raised regarding College preparatory courses being designated a "0" and the effect it will have on student loans.

It was suggested that VPAC visit the issue of what courses should be considered preparatory and therefore not eligible for student loan. In response, it was noted that the Federal government has clearly established criteria regarding what types of courses are eligible for student loans. It was agreed that this item will be added to the next VPAC Agenda. It was noted that J. McKendry would report the results of the VPAC discussion to Education Council.

One member was concerned if "our" current designation as a "Community College" would change as a result of offering applied degrees..

It was noted that the process of re-numbering all courses will affect Faculty workload issues.

ACTION: The Registrar advised members that the implementation date for this numbering system will be Fall 2004. She encouraged members to take this to their FECs/DECs for immediate action. She added that College preparatory courses could be considered individually and at a later time.

It was also noted that course re-numbering is not a major change to curriculum guidelines so does not need to go to the Curriculum Committee. It was added that if only the number is changed, the information can go directly to the Registrar's Office.

6. REPORTS

6.1 Report from the Chair
There was no report.

6.2 Report from the President
J. McKendry advised members that the President's Report has been sent to "ALL".

6.3 Report from the Board Representative
A. Kitching advised members that the Board met for a retreat on October 4th. She added that the Board developed goals for itself which focus on advocacy issues.

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
It was reported that the Committee will focus on any policy changes as a result of the Student Success Task Force recommendations.

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
It was reported that the Awards will be given out at the Employees Recognition Event on October 24th.

6.9 Report from the Curriculum Committee
There was no report.

6.10 Report from the Education Technology Forum
There was no report.

7. NEW BUSINESS - For Information and Circulation

8. ADJOURNMENT Moved by L. Byrne, Seconded by D. Christie, the meeting adjourned at 6:10 p.m.

_____ Chair _____ Secretary