



Douglas College

**MINUTES OF A MEETING OF EDUCATION COUNCIL**  
**Held Monday, October 17<sup>th</sup>, 2005 at 4:15 p.m.**  
**New Westminster Campus, Boardroom**

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1. ROLL CALL

**Members Present:**

Trish Angus (Non-Voting)  
Graeme Bowbrick  
Marilyn Brulhart  
Jan Carrie  
Rich Chambers  
Sam Cheng  
Rosilyn Coulson  
Lucia Fuentes  
Gerry Gramozis  
Elizabeth Helps  
Anna Jajic (Acting Chair)  
Ted James  
Ann Kitching (Ex-Officio)  
Jan Lindsay  
Les Marshall  
Elizabeth McCausland  
Colleen Murphy  
Brenda Pickard (Secretary)  
Heidi Taylor  
Sean Hibbitts  
David West

**Regrets:**

Rabey Husini  
Susan Meshwork (Chair)  
Susan Witter (Ex-Officio)

**Guests:**

Mary Beck  
Susan Briggs  
Blaine Jensen  
Lorna McCallum  
Kevin Richter  
Brenda Walton  
Brenda Welock  
Silvia Wilson  
Drew Young

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2. APPROVAL OF THE AGENDA: The Acting Chair asked members to approve a fluid Agenda to accommodate the guests. She also asked members to postpone the discussion of item 4.5 “Education Council Mandate and Educational Excellence Awards and Selection Process” for the following reasons: the President of the College was out of the country on a business trip; the Chair of Education Council (who was the most familiar person with the history and background of the issue) was not present due to illness; and, the College was awaiting a legal interpretation of the College and Institute Act. There was general agreement to approve a fluid Agenda. L. Fuentes indicated a willingness to support postponing the item on the understanding that she could present her Notice of

Motion (regarding 4.5) at the next meeting. After a second call, there was unanimous agreement to approve postponing item 4.5 and approve a fluid Agenda.

For clarification, the “Acting Chair” will now be referred to as the “Chair” henceforth.

3. APPROVAL OF THE MINUTES OF THE OCTOBER 17<sup>TH</sup>, 2005 MEETING: The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Revised Program – Associate of Arts (Specialty in Economics)

Kevin Richter advised members that the two suggested changes from Council’s last meeting have now been incorporated in the proposal: ENGL 1130 has been moved from semester 3 to a required course in semester 1; and, page three has been revised to combine ECON courses together as “11 and 12” and change BUSN to “13”.

**MOVED by R. Coulson; SECONDED by H. Taylor,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Associate of Arts (Specialty in Economics) Program.**

**The Motion was CARRIED.**

4.2 Proposed Timetable Matrix

The Chair reminded members that it is within Council’s mandate to offer advice on the academic schedule. She asked for feedback from FECs/DECs. She noted that individual feedback should be sent directly to Jan Lindsay – Vice President, Education.

The following feedback was received:

- “17” time blocks Monday and Wednesday 6:30 – 8:30 p.m. move to Tuesday and Thursday as we lose several Mondays due to holidays in the Fall semester (CBA)
- There are too many 3 hour time blocks – could pedagogically create a problem with UT transfer - would like to see more 2X2 for 4 hours of

instruction per week (e.g., Economics class will require 4 hours of instruction to get through the curriculum) (CBA)

- Asking to remove the 3 hour time blocks on Friday as in the Winter term we lose at least two Fridays (CBA)
- Meetings and special events should be moved to Friday (CBA).
- Although it is an imperfect world, CFCS passed the motion to accept the timetable
- Concern was expressed regarding the Friday time block (Sci & Tech)
- Ask that there be a ½ hour break for instructors on Friday – time to eat, office time etc. (H&SS)
- Concern with a lot of evening classes and concern regarding losing space for special events (LLPA)

The Chair thanked members for their feedback and informed them that Susan Meshwork will provide SMT with formal advice.

#### 4.3 Learning Support Services Plan

The Chair introduced Blaine Jensen to receive feedback from members.

L. Marshall referred to page 5, last paragraph – second sentence where it reads “The concern is that cultural and ethnic gaps between students and employees could emerge if insufficient attention is given to recruiting diverse employees and to mentoring them into the Douglas College environment”. L. Marshall expressed a concern from his FEC that the best person should be hired for the position regardless of their ethnicity. In response, Blaine advised members that the intent of the language is to reflect recruitment and not hiring practices. A request was made that either the language be clarified or removed.

In response to a question regarding coordinated assessments, Blaine advised members that he will be meeting with the Student Development DEC to discuss the issue.

A suggestion was made to incorporate co-operative education on either page 9 or 10 as it merits its own position.

Blaine advised members that this is a strategic directions plan. The next phase will look into operational issues.

#### **ACTION**

**Please take this to your constituency groups for formal advice at the November meeting.**

4.4 Budget Guidelines

**ACTION** Please forward your feedback to Susan Witter directly.

4.5 Education Council Mandate and Educational Excellence Awards and Selection Process

This item was postponed to the November meeting.

4.6 Admission and Language Competency Committee Recommendations

**There was unanimous consent to short-cycle the Admission and Language Competency Committee recommendation.**

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

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve a “P or better” be a substitution for first year College level English, written Communications, Creative Writing or Literature courses from a “C- or better”.**

**The Motion was CARRIED.**

4.7 Curriculum Committee Recommendations

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

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

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted curriculum guidelines for HORM 1220; HORM 2240; HORM 2330; HORM 2340; HORM 2440; HCSW 1100; HCSW 1110; HCSW 1120; HCSW 1130; HCSW 1140; HCSW 1150; HCSW 1160; HCSW 1165; HCSW 1170; HCSW 1180; HCSW 1190; HCSW 1200; NURS 2200 NURS 2210; NURS 3100; NURS 3110; NURS 3140;**

**and,**

**Education Council approve the Veterinary Office Assistant and Animal Care Continuing Education curriculum guidelines: VOAC 0101; VOAC 0102;**

**VOAC 0103; VOAC 0104; VOAC 0105; VOAC 0106; VOAC 0107; VOAC 0108; VOAC 0109; VOAC 0110;**

**and,**

**Education Council approve the withdrawal of NURS 3201.**

**The Motions were CARRIED.**

5. NEW BUSINESS

5.1 Stagecraft Program Revisions

The Chair introduced Drew Young to speak to the motion.

Drew advised members that LLPA has recently introduced new PEFA course offerings and students will now have the opportunity to select which PEFA course best suits their interests, academic and career objectives, and timetable as opposed to having only one option.

**There was unanimous consent to short-cycle the Stagecraft Program revision motion.**

**MOVED by E. McCausland; SECONDED by L. Marshall,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the following revision of the Stagecraft Program requirements: change PEFA 1102 (“The Arts of Modern World”) to any PEFA 3-credit course.**

**The Motion was CARRIED.**

5.2 Health Care Support Worker Full Proposal

The Chair introduced Mary Beck and Silvia Wilson to speak to this item.

Silvia advised members that, in addition to the Health Care Support Worker (HCSW) Certificate, she is requesting approval of the new Community Mental Health Worker Citation. She noted that, in the past, the credential awarded for the Community Mental Health Worker Program was a continuing education certificate. Silvia advised members that, as the Community Mental Health Worker access portion of the proposed HCSW certificate would now receive

credit, she is requesting the approval of two credentials: Health Care Support Worker Certificate and, the Community Mental Health Worker Citation.

Mary advised members that the Proposed Health Care Support Worker Program combines the Faculty of Health Sciences, Home Support/Resident Care Attendant Program and the Community Mental Health Worker Program to create an innovative new certificate program that will prepare graduates to work in a variety of health care areas such as home and community care, assisted living, and community mental health. She noted the design of the program provides students with options to access various components of the program to meet individual educational needs. She added that it may provide graduates with a number of opportunities to ladder into other career programs.

In response to a question, Mary advised members that student will have three options: 1) complete the entire 37 weeks of the program to receive a Health Care Support Worker Certificate; 2) exit after 27 weeks with a Home Support/Resident Care Attendant (HSRC) Citation; 3) access the Community Mental Health component to receive either a Community Mental Health Program Citation or receive a Health Care Support Worker Certificate if the student has a recognized HSRC Citation.

C. Murphy advised members that her FEC may wish to see this item again. In response, it was noted that Ray Chapman (CFCS FEC Chair) has signed off the document. It was added that the program contains only existing curriculum.

**MOVED by R. Coulson; SECONDED by L. Marshall,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Community Mental Health Worker Citation, and the Health Care Support Worker Certificate.**

**The Motion was CARRIED.**

C. Murphy abstained

5.3 Continuing Education Certificate Program: Veterinary Office & Animal Care Certificate Program

The Chair reminded members that this item came before Council last month as a concept paper (for information) and noted that, due to the nature of the continuing education approval process, Council will be asked if they are comfortable with short-cycling the motion. She then introduced Brenda Welock to speak to this item.

Brenda advised members that she has followed the Continuing Education policy very carefully. She added that the policy can be confusing and asked that the policy be reviewed. R. Coulson added that she will be sending the Policy Committee a memo asking them to review the CE policy.

R. Coulson advised members that she was hopeful this program would begin in April, 2006.

**There was unanimous consent to short-cycle the approval of the Continuing Education Certificate Program: Veterinary Office & Animal Care Certificate Program.**

**MOVED by L. Fuentes; SECONDED by R. Coulson,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the Continuing Education Certificate Program: Veterinary Office & Animal Care Certificate Program.**

**The Motion was CARRIED.**

- 5.4 Academic Calendar for 2006/07  
The Registrar advised members that the “one clear day” between classes ending and exams commencing language is omitted as the policy has yet to be developed.

**ACTION** Feedback should be sent directly to the Registrar.

- 5.5 Professional Development Day Schedule  
This item was deferred to the November meeting.

6. REPORTS

- 6.1 Report from the Chair  
There was no report.

- 6.2 Report from the President  
A/President J. Lindsay advised member that the President’s Report was sent to “ALL” last week.

- 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  
There was no report.
  - 6.9 Report from the Curriculum Committee  
There was no report.
7. OTHER BUSINESS
- 7.1 Memo from Susan Meshwork regarding Education Council's advice to the Board on the Dispensing Optician Program revision
  - 7.2 *Credentials Awarded at Douglas College Policy – Revised*
  - 7.3 Letter from Susan Witter to Assistant Deputy Minister Arlene Paton regarding the Proposed Bachelor of Business Administration Degree in Financial Management
  - 7.4 Order in Council – Ministry Approval of the Bachelor of Science in Psychiatric Nursing Program
8. ADJOURNMENT: Moved by L. Marshall, Seconded by M. Brulhart, the meeting adjourned at 5:25 p.m.

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