



Douglas College

MINUTES OF A MEETING OF EDUCATION COUNCIL

Held Monday September 15, 2008 at 4:15 pm

New Westminster Campus, Boardroom

1. ROLL CALL:

Members Present:

Deb Anderson
Trish Angus (Ex-Officio)
Graeme Bowbrick (Vice-Chair)
Marilyn Brulhart
Sebastian Bubrick
Kathy Denton
Anne Gapper (Acting Recorder)
Gerry Gramozis
Leon Guppy
Bruce Hardy
Dianne Hewitt
Ann Kitching (Ex-Officio)
Jan Lindsay
Elizabeth McCausland
Debbie McCloy
Susan Meshwork (Chair)
Lidia Peter-Wallesch (Acting Recorder)
Teryl Smith
Mike Tarko
Susan Witter (Ex-Officio)
Titus Yip

Regrets:

Ted James

Guests:

Joy Page

2. APPROVAL OF THE AGENDA:

In order to accommodate the guest, the Chair asked members to approve a fluid Agenda. Council agreed and the agenda was approved.

The Chair welcomed and introduced new members Mike Tarko, Dean, Health Sciences and Deb Anderson, Instructor, Child, Family and Community Studies.

The Chair thanked the outgoing Acting EDCO Secretary Anne Gapper and presented her with a card and a gift thanking her for her hard work and contribution to Education Council.

3. APPROVAL OF THE JUNE 16, 2008 MINUTES:

Under Item 4.6 Curriculum Committee Recommendations, CISS 1150 should read CSIS 1150.

The Minutes were approved as amended.

- a) There was a change requested to the May 12, 2008 Minutes under Item 5.4 Suspension of Instruction during the 2010 Olympics, third paragraph, "The Learning Centre indicated" should read "The Student Development FEC indicated".

The Minutes were approved as amended.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Revisions to the Program Development and Consultation Control Sheets

The Chair pointed out the changes that were made to these forms since the last revisions were presented. These were:

- The definition of "Consultation" was included and a slight change was made to the instructions.
- The wording "Email attached" has also been added to the forms.

Several minor formatting discrepancies were noted and will be addressed by the Secretary.

A great deal of discussion followed with several Council members suggesting further changes that would specify matters related to sending dates and response due dates. The point was made that senders should know that they need to circulate forms a minimum of two weeks before responses are required and Council directed the Chair to add specific text indicating that a lack of response by a response due date would indicate that responders had no comments. The Chair advised she would make the suggested amendments to the forms and bring them to the next meeting.

Discussion about adding DVST to the program and course control sheets occurred. Some thought the statement specifying when to seek DVST

consultation was confusing. General opinion was if DVST was added to the forms, the clarifying statement should be removed. Some questioned whether DVST should be added to the control sheets at all. The Student Development EDCO representative provided some rationale for adding DVST to the control sheets but explained she was not comfortable speaking for DVST. She suggested the Chair invite DVST faculty to the Oct EDCO meeting to provide Council with more information. The Chair agreed to invite a DVST faculty member to the October meeting.

4.2 Academic Freedom Policy

Motion to Approve is postponed to the October 20, 2008 meeting in order to allow constituents opportunity for discussion.

4.3 Admissions and Language Competency Committee Recommendations

There was no report.

4.4 Curriculum Committee Recommendations

E. McCausland stated the courses recommended for approval were related to the concept paper presented in 7.1 of this Agenda package (Continuing Education Certificate Program – Intervener for Individuals with Deafblindness). There being no further discussion.

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

MOVED by B. Hardy; SECONDED by T. Smith

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for:

DBIN 201, DBIN 202, DBIN 203, DBIN 204, DBIN 205, DBIN 206, DBIN 207, DBIN 208, DBIN 209, DBIN 210

The Motion was CARRIED.

5. NEW BUSINESS

5.1 Request for Revision of the *Research Ethics Policy*

Joy Page was invited to the table to speak to this item. She explained that the draft Research Ethics Policy takes into account all of the

components in the Tri-Council Policy Statement which indicates Canadian Standards for Ethical Conduct Policies.

She stated that she hopes to have a recommendation from EDCO Policy Committee to EDCO by the October meeting and the policy approved by November because work has started on a research project related to an NSERC application. The Faculty of Science and Technology were hoping to submit an application for a grant from NSERC before this deadline but this policy had to be in place prior to that application being submitted.

She also clarified that this policy deals with ethical conduct research involving humans and a separate policy, which involves animals, will be prepared and will be coming forward at a later date.

There being no further discussion

MOVED by Bruce Hardy; SECONDED by Marilyn Brulhart.

BE IT AND IT WAS RESOLVED:

THAT Education Council approve referring the revision of the *Research Ethics Policy* to the Education Council Educational Policy Subcommittee for review and recommendations.

The Motion was CARRIED.

5.2 Academic Schedule

The Chair advised members that Education Council has advisory responsibilities on the Academic Schedule. She pointed out which days classes would be cancelled during the Winter Olympics and the 5 days added to the end of the semester. The Chair indicated that Douglas College itself will not be closed.

L. Guppy inquired about parking for park and ride. Susan Witter confirmed there will be parking for DC employees available but it will be quite limited. She advised that VANOC is interested in using public facilities and is working with all public facilities to negotiate the use of their parking and other areas.

ACTION: The Chair advised members to take this back to their constituency groups and direct responses to the Academic Schedule to T. Angus to obtain clarification. If there were outstanding questions after clarifications had

been sought she requested the Council Members forward them to the Chair for inclusion in the document package for the Oct EDCO meeting.

6. REPORTS

6.1 Report from the Chair

The Chair informed Council that from October 27, 2008 to the end of November, 2008 she will be away from the College due to the need to recover from a medical procedure but she will be doing EDCO work electronically during that time. Although the Chair will still be preparing all Education Council material electronically, G. Bowbrick will be chairing the November 17, 2008 meeting. The chair requests that all council members please pay close attention to deadlines for the November meeting and get everything in to the Chair as early as possible because it will be more difficult than usual to coordinate EDCO business during her absence.

6.2 Report from the President

S. Witter announced that she has given notice to retire as President of Douglas College after July 1, 2009 to the College Board.

S. Witter reported that the Bachelor of Music Degree which had been approved by Education Council two years ago had been stalled at the Ministry since then. She stated she had met with the Minister twice and has been turned back both times. She advised that she and J. Lindsay had met with the new Deputy Minister Robin Ciceri last month and explained to her that our goal was to have one degree in each faculty and we did have this except for the Faculty of Language, Literature and Performing Arts. J. Lindsay advised she had provided more information regarding the demand for musicians in both areas of the proposed degree, technology and performance, and addressed all of the concerns that had been presented by the Ministry. She advised that the Ministry will discuss this further and get back to the College.

6.3 Report from the Board Representative

There was no report

6.4 Report from the Secretary

The Secretary advised that a revised membership list had been included in the package and asked Members to replace their current list with the revised list.

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

K. Denton advised that there had been a few stumbling blocks to accessing the new electronic access for the Research Ethics Board but that had been resolved and hopefully she will be able to do business more efficiently from this time forward.

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

There was no report.

6.10 Report from the Academic Signature

There was no report.

7. OTHER BUSINESS – For Information and Circulation

7.1 Continuation Education Certificate Program – Intervener for Individuals with Deafblindness – Concept Paper

D. Anderson advised Council members that there is a lot of excitement in CFCS and the deafblind community about the expansion of training options in this field.

The College Board liaison EDCO member expressed support and her congratulations to CE and CFCS for initiating this program.

8. ADJOURNMENT: MOVED by K. Denton, SECONDED by S. Bubrick, the meeting adjourned at 5:10 pm.

Chair _____ Secretary _____