

DOUGLAS COLLEGE

MINUTES OF A MEETING OF EDUCATION COUNCIL

HELD ON MONDAY, APRIL 20, 1998 AT 4:15 P.M. -- BOARD ROOM

1. ROLL CALL

Members Present:

Barbara Allen
Trish Angus (Non-Voting)
Al Atkinson
Lawrence Becker
Paul Biscop
Georgina Ferguson
Victoria Foley
Susan Hamm
Sandra Hochstein
Maria Iaquinta
Rashida Ismail (Secretary)
Kim Longmuir
Dawn McDonald
John McKendry
Beverley Miller
Judy Parkin (for D. Smith)
Christa Peters
Julie Roper

Meg Stainsby (Chair)

Jim Sator

Susan Witter (President - Ex-Officio)

Regrets:

Debbie Smith

Absent:

Darryl Flasch

Gerry Sieben

Guests:

Janet Allwork

Susan Greathouse

Jean Gunderson

Joy Holmwood

Laurie Kenward

Nancy Oike

Sarah Stephens

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

2. APPROVAL OF THE AGENDA

Item 7.1., CIS Post Diploma -- 14 Point Proposal, was re-numbered as Item 5.1l.

The agenda was approved as amended.

3. APPROVAL OF THE MINUTES OF THE MARCH 16, 1998 MEETING

The Chair clarified that item 4.6. New Policy on Fund-raising at Douglas College will not be brought forward as deferred item. The minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

4.1. HIS Program Restructuring Proposal

The Chair referred to the above proposal and the notice of motion presented at the March Council meeting. She suggested that discussions should focus on two distinct aspects of the proposal, in accordance with the Council's mandate: (a) to "set curriculum content for courses leading to certificates, diplomas or degrees" and (b) to advise the Board on the development of education policy regarding the "implementation of courses or programs leading to certificates, diplomas or degrees, including the length of or hours for courses or programs." There was general consensus to this suggestion.

MOVED by Dawn McDonald, **SECONDED** by Christa Peters,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the curriculum re-structuring and re-design of the proposal for the Health Information Services Program, for implementation in September, 1998.

The Motion was CARRIED.

The Chair then drew members' attention to the advisory role of Council concerning the implementation of programs. In the absence of Board-Council policy, the Chair reminded members that educational rather than financial concerns must underlie any recommendations on program implementation. Christa Peters reviewed briefly her memorandum dated March 27, 1998 outlining concerns expressed by the students currently enrolled in HIS program. Further discussion also ensued on problems associated with an alternate intake of 30 students. These related to student success, access (out-of-sequence and part-time students), class size, marketing, job and practicum placement and students having to burden financial responsibility if, under extenuating circumstances, they withdrew from the program, as indicated in Patty Lewis' memorandum dated April 9, 1998.

MOVED by Dawn McDonald, **SECONDED** by Julie Roper,

BE IT RESOLVED:

THAT Education Council recommend to Senior Management that the issue of yearly or two-yearly intake be reconsidered in light of the educational concerns over student success.

Laurie Kenward pointed out that the HISP Advisory Committee, at its March, 1998 meeting, supported an annual intake of 20 student.

It was acknowledged that while the option for a yearly intake of 20 students would resolve the educational issues noted above, this option would pose budgetary problems.

Following further discussion, Christa Peters made a friendly amendment to the motion to include "prior to implementation."

The Revised Motion was as follows:

THAT Education Council recommend to Senior Management that the issue of yearly or two-yearly intake be reconsidered in light of the educational concerns over student success prior to implementation.

The Motion was CARRIED.

4.2. Standing Committees

(a) Curriculum Committee: The task force working on the proposal to establish a curriculum committee will report at the May, 1998 meeting.

(b) Educational Excellence Committee: The following members have agreed to serve on the committee: **Georgina Ferguson, Darryl Flasch, Mia Gordon, Susan Wasserman (English), Fran Johnson(GNUR) and Raymond Yu (CIS- CBA)**. A member from EASL/DVST is to be named as well.

(c) Expansion of the Current Planning and Priorities Committee: Maria Iaquina reported that the committee has started the process of revising the current terms of reference and plans to have a draft for the May meeting of Council.

4.3. Advanced Diploma in Psychiatric Nursing -- Proposal to Reduce the Existing Credits

At the request of the Chair, Jean Gunderson reviewed briefly the PNUR proposal to reduce the 39 credits in the Advanced Diploma in Psychiatric Nursing Program to 30 credits. She outlined the rationales for this change and explained that this proposal is acceptable to the Open Learning Agency as a component of the Bachelor of Health Science (Psychiatric Nursing) degree and would permit students to complete the program within a more reasonable period of time.

MOVED by Beverley Miller, **SECONDED** by Jim Sator,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposal to reduce the existing 39 Credits in the Advanced Diploma in Psychiatric Nursing Program to 30 Credits, as presented.

The Motion was **CARRIED**.

4.4. Board Interim Policy

The Chair stated that she had not received any feedback from members to the Board Interim Policy and **reminded members to contact her if they had any comments or concerns so that she could bring these to the Board's attention.**

4.5. Meeting Time for May and June Education Council Meetings

The Chair reviewed her April 7, 1998 memorandum suggesting the May 11 meeting be moved to May 25 to afford time to committee members to complete some of the tasks for presentation to Council. She also raised the question of the June meeting time as traditionally Council meets at 2:00 p.m. There was no consensus on the date of the May meeting and since not all Council members benefit from the time change in June, **the Chair will make a decision and notify Council of the May meeting date and June meeting time.**

5. ON-GOING BUSINESS

5.1. Report from the Chair

A revised copy of the **Council By-Laws** has been submitted to the Ministry for approval. If the approval is granted, **elections of Council Chair and Vice-Chair** will take place in June. **The Chair reminded members to consider these positions in the interim.**

Council's feedback to the **policy on Self-funded** activities has been forwarded to Peter Greenwood with a request that Council receive the revised policy before it is finalized. The deadline for the approval process has been extended.

The Chair will be meeting with Kevin Barrington-Foote and Trish Angus next week to **discuss the issue of semester length and the scheduling of classes and examination periods**, as discussed by Council earlier.

The Chair encouraged members to **attend sessions during the "Ed Tech" week** hosted by Douglas Development in early May, especially the session on the development of educational policy relating to distributed learning (Wednesday afternoon, May 6).

The Chair extended her thanks to Al Atkinson and Kim Longmuir for serving on the Committee and ranking the **Locally-Initiated Curriculum project** proposals for CCTT funding.

The task force to review the policies on the assignment of credit to College courses and programs may not meet. These policies will be submitted to LMRC at its next meeting.

Some of the faculty members on Council met recently and discussed their **role in communicating Council items and deliberations to their FECs/DECs** and how the process was functioning. As a follow-up to the meeting, members identified some **issues to be addressed during an orientation session for new Council members**. The Chair will require, and will ask for, one or two members to help improve the Council's orientation process. She requested **thoughts or comments from members on this proposal**.

The Chair reminded each **Standing Committee Chairs to present** the committee's **year-end activity report for the May meeting**.

The Chair will be attending the Chairs Institute retreat on Bowen Island during the first week of May. She will also be attending the CoEdCo and AECBC meetings in Cranbrook in June.

The **ACCC Annual Conference in Winnipeg** will be held on May 24 - 26. **If members were interested in attending, they were asked to let Meg Stainsby know before April 30.**

5.2. Report from the President

The President reported that the College has now received its budget from the Ministry and was pleased that an additional 100 FTEs were allocated to the College, representing some \$593,000. The proposed allocations will be: Habitat Restoration 30 FTE, ESL Combined Skills 25 FTE, Environmental Science 25 FTE and UT Arts 20 FTE. The Senior Management Team will meet on Tuesday, April 21, to analyze the budget and, in due course, develop the College budget for the 1998-1999 fiscal year for approval by the Board in June. A copy of the letter from the Ministry has been sent to the Chair of Council, should members be interested in reviewing it.

The Technical University has been allocated 100 FTEs and the CEOs have been meeting to ascertain how these FTEs will be used. A consortium has been established to develop a system for the TechU program offerings.

The President distributed some material on the launch of PLNet.

5.3. Report from the Learning Outcomes Coordinator

Nancy Oike presented a report on Learning Outcomes activities, a copy of which is appended to the minutes.

5.4. Report from the Standing Committee on Education Policies: Minutes of a meeting of the Education Policy Committee held on March 18, 1998 were distributed to Members.

(a) Revised Student Appeals Policy: Members received a revised copy incorporating the proposed revisions to the Student Appeals Policy under cover of a memorandum from Susan Hamm dated April 2, 1998.

MOVED by Susan Hamm, **SECONDED** by Christa Peters

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revised Policy A.17.02.01 -- Student Appeals, as presented.

The Motion was **CARRIED**.

The Chair thanked the members of the Committee for completing the Policy revisions.

(b) New Program Approval Process: Susan Hamm reported that a sub-group has been formed with Kim Longmuir, Julie Roper and Meg Stainsby to address this item. The approval process is intended for Council review in May.

5.5. Report from the Standing Committee on Planning and Priorities

Maria Iaquina presented a Notice of Motion on behalf of the Committee:

That Education Council request that a process be instituted for the distribution of Instructional/Educational Services tactical plans to Education Council and Institutional Research when completed, and that the Institutional Research Office serve as the central repository for College tactical plans.

5.6. Report from the Standing Committee on Admissions and Language Competency

Trish Angus submitted a report dated April 8, 1998 of a meeting of the Committee held on March 25, 1998. A copy was distributed to members.

5.7. Report from the Residency Credit Exemption Committee

Lawrence Becker stated that a meeting has been arranged for next week to deal with a request from the Office Administration Department for an exemption of a 50% Residency Credit requirement.

5.8. Report from the Education Technology Forum

Barbara Allen reported that some discussion has occurred to utilize faculty workrooms for classroom training; reallocation of some 465 computers is underway; work is in progress to provide Internet service; the draft tactical plan has been developed for Educational Technology; due to problems in Systems and Computing, the College has lost two servers; discussions are underway to provide more computers in the Library as opposed to in the labs.

5.9. Report from the Matrix Committee

For information, Debbie Smith submitted a written report on the deliberations of the Matrix Committee's meeting held on Wednesday, April 1, 1998. A copy of the report was distributed to members at the meeting.

5.10. 1998-99 Budget Development

This item was dealt with under the President's report.

5.11. CIS Post Diploma -- 14 Point Proposal

The Chair explained to members that Council approved the CIS Post-Diploma Program at its March 1997 meeting, as a part-time program, whereas the 14-point proposal submitted to Council calls now for a full-time program. Concerns were expressed about the curriculum content, which the Council had not examined, the admission criteria, which had not been approved by the Standing Committee on Admissions and Language Competency, and the cost and implications of the education technology requirements..

Sarah Stephens from CBA explained that the curriculum contents of the proposed courses are the same as those offered on the part-time basis; however, a number of course titles have changed. She made a note to obtain approval of the admission criteria from the Standing Committee on Admissions and Language Competency. A concern was also expressed that the issue of diversity may not be adequately addressed in the proposal.

While it was recognized that the 14-point proposal was developed in consultation with Systems and Computing and other groups, Al Atkinson requested that it be submitted to TPMC, as the program offerings will have an impact on the educational technology plan.

If the proposal meets with Ministry approval, Council will discuss it fully and ensure that process questions are addressed prior to program start up.

Discussion also focussed on the demand for the CIS Advanced Diploma program and its high priority at both the Ministry and the College level to address the shortage of software specialists. In the context of program implementation, it was clarified that the program would not be offered until September, 1999.

6. NEW BUSINESS

6.1. Education Technology Tactical Plan 1998-2001

The Chair referred to the draft Educational Technology Tactical Plan --

1998-2001 as presented and at her request, Susan Greathouse made a brief presentation of the Tactical Plan highlighting the underlying principles, strategies, priorities, financial framework and other related subjects, and responded to questions. It was anticipated that the plan will be finalized by September, 1998. The Chair thanked Susan, and indicated that she will soon call for volunteers for a task force to review the plan in detail with representatives of ETF and TPMC.

6.2. Use of Video Surveillance Equipment Guidelines

The Chair asked members to provide feedback to the guidelines for the use of Video Surveillance to her to pass on to Peter Greenwood.

6.3. Procedures for Delegations/Briefs to Douglas College Board

Members were requested to provide comments to the Chair, following consultation with their constituent groups.

6.4. Report from Janet Allwork Re: Policy Recommendations

At the request of the Chair, Janet Allwork presented a Notice of Motion to withdraw the policies itemized in her memorandum dated April 6, 1998. She reviewed each policy and provided rationales for their withdrawal. **The Chair requested that the policies in question be referred to constituent groups for comments and feedback prior to the next meeting. Should there be any questions, members were asked to contact Janet at 5295.**

6.5. LPN Access into the Psychiatric Nursing Program

The Chair referred to the April 8 memorandum from the Psychiatric Nursing Department requesting access for the Licensed Practical Nurses into the Psychiatric Nursing Program. It was felt that this request would be more appropriately dealt with by the Standing Committee on Admissions and Language Competency.

MOVED by Barbara Allen, **SECONDED** by Kim Longmuir,

BE IT AND IT WAS RESOLVED:

THAT the request for LPN Access Into the Psychiatric Nursing Program be referred to the

Standing Committee on Admissions and Language Competency for action.

The Motion was **CARRIED.**

7. NEW BUSINESS -- For Information and Circulation

The Chair drew members' attention to several information documents that offer follow-up on system-wide discussion papers and issues dealt with at Council earlier this year.

7.1. CIS Post Diploma -- 14 Point Proposal (Moved to 5.11.)

7.2. Performing Arts: Setting New Directions, 1998 - 2005

7.3. Letter from the Hon. Andrew Petter, Minister, MAETT Re: Budget for 1998-99

7.4. Memorandum from CCTT dated March 12, 1998 Re: Learning Outcomes

7.5. Memorandum from BCCAT re: Block Transfer and other materials to Articulation Committees

7.6. Memorandum from Bob Cowin dated April 2, 1998 Re: Plenary Addresses at 1998 American Association for Higher Education Conference

7.7. Memorandum from Bob Cowin dated March 16, 1998 Re: Article on K-12 Teacher Learning

7.8. Highlights from the Report of the Working Committee on Public-Private Articulation Agreements, December, 1997.

7.9. Report on Professional Counselling in the BC Colleges, U-C and Institute System.

7.10. College Response to the Program Planning and Rationalization Document

On behalf of Council, Dawn McDonald extended her appreciation to the members who were involved in preparing the College response to the Program Planning and Rationalization document. She thought the response was clear, concise and well articulated.

7.10. CCTT Publication Learning Quarterly (**distributed at the meeting**)

8. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

_____ Chair _____ Secretary