

DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD ON MONDAY, APRIL 19, 1999 AT 4:15 P.M. IN THE BOARD ROOM

1. ROLL CALL

Members Present:

Barbara Allen
Trish Angus (Non-Voting)
Lawrence Becker
Georgina Ferguson
Sandra Hochstein
Maria Iaquina
Kim Longmuir
Dawn McDonald
John McKendry
Beverley Miller
Carole Nelson
Susan Oesterle
Brenda Pickard (Recorder)
Julie Roper
Meg Stainsby (Chair)
Stephanie Williams
Susan Witter (Ex-Officio)

Regrets:

Al Atkinson
Paul Biscop
Jim Sator
Debbie Smith
Joan Thomson
Darryl Flasch

Absent:

Jack Shehadeh

Guests:

Janet Allwork
Laura Byrne (for Jim Sator)
Carol Ebner Howorth

The Chair called the Meeting to Order at 4:15 p.m.

2. APPROVAL OF THE AGENDA: The Agenda was approved as presented.

3. APPROVAL OF THE MINUTES OF THE MARCH 15, 1999 MEETING (circulated)
The minutes were approved with the following amendments: Joan Thomson had sent her regrets for the March meeting. Under New Business, (5.1) General Studies Diploma and Policy E02.03.08 the Motion is changed to read "THAT Education Council ask the Educational Policy Committee to interpret Policy E02.03.08 as it applies to the General Studies Diploma, and report back to Education Council".

4. BUSINESS ARISING FROM THE MINUTES

- 4.1 Council Facilitation of College-Wide Discussion of Learning Outcomes, Flexible Assessment and Distributed Learning: Education Technology will be the topic of the last workshop and will be presented during the Education Technology week.
- 4.2 Budget 1999-2000: Susan Witter announced she had just received a facsimile from the Ministry indicating that Douglas College will receive 120 new FTEs from the Ministry. Susan indicated that she would make an announcement to the Deans, Directors and Constituency Groups immediately. The President also apprised Council members of a new Budget letter to be distributed throughout the College within the next five days and, she encouraged all to attend the Budget Forum on Wednesday, May 5th at 4:00 p.m.
- 4.3 Review of the Residency Credit Exemption Committee: Carol Ebner Howorth indicated that the results of the national research will be announced November 10th. The Chair suggested that a review of this committee should take this research into account, and so asked Members to take the Notice of Motion to delay the review back to their areas for comments and feedback. **The Motion will come forward to the May meeting.**
- 4.4 Policy Revisions:
- a) E02.04.01 -- Language Competency Standards
J. Allwork indicated that the Policy has been re-formatted and there are no substantial changes. It was requested that the phrase “special needs” be replaced with the phrase “documented disability”; members agreed to the change.

MOVED by S. Oesterle, **SECONDED** by S. Hochstein:

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revisions to policy E02.04.01 - Language Competency Standards.

The Motion was CARRIED.

- b) E02.03.13 -- Audit
After discussion of the meaning of “active attendance”, Janet was directed to specify that audit students must comply with instructors’ attendance

policies as per their course outlines, OR, where no such policies are stated, to attend at least 70% of classes.

MOVED by M. Iaquina, **SECONDED** by J. Roper:

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revisions of policy E02.03.13 -- Audit as amended.

The Motion was CARRIED.

c) E03.01.01 Standing Committee on Admissions

MOVED by B. Allen, **SECONDED** by G. Ferguson:

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the withdrawal of policy E03.01.01 -- Standing Committee on Admissions.

It was noted that this Standing Committee exists independent of this policy, and that its functioning will not be affected by the policy's repeal.

The Motion was CARRIED.

4.5 Board Policy on Planned Change:

A brief discussion ensued regarding the Budget Guidelines and "Planned Change" documents and whether the two should be taken together. The Chair received no input from Council members, but will take the suggestion regarding procedure back to the policy-revision task force.

4.6 Master Education Plan: The President reminded members of the two Forums being held on April 21st, 1999 and encouraged everyone to attend. She also indicated that the MEP Committee expected the plan could be forwarded to the Board by September, 1999.

5. NEW BUSINESS

5.1 Policy Revisions:

- (a) The Notices of Motion to Approve policies E02.02.01 -- Using Standardized Tests at Douglas College; E02.02.03 -- Conducting Research at Douglas College; and, E02.03.03 -- Awarding of College Credentials will be **brought forward to the May 17, 1999 meeting**. The Chair asked members to forward feedback for clarification of language to J. Allwork.
- (b) The Notice of Motion to Withdraw policies E02.02.01 -- Using Standardized Tests at Douglas College (1994); E02.01.09 -- Assessment Testing; E02.02.02 -- Bill of Student Rights regarding Standardized Testing and Research at Douglas College; E02.02.03 -- Guidelines for Research at Douglas College (1990); E02.03.03 -- Awarding of College Credentials (1998); E04.01.09 -- Student Exchanges; E02.03.01 -- Assignment of Credit to College Courses and Programs and; E03.01.02 Testing and Research Review Committee **will be brought forward to the May 17, 1999 meeting**.
- 5.2 Testing and Research Review Committee: The Notice of Motion **will be brought forward to the May 17, 1999 meeting**. Members expressed a number of concerns regarding the language of, and Terms of Reference of the Committee. J. McKendry will review the Terms of Reference and forward a memo to Ted James. **Ted James to be invited to attend the May meeting**.
- 5.3 LIC Project Proposals: Call for submissions and for committee volunteers: Concern was raised as to the short length of time members were given to submit their proposals. It was noted that proposals could be submitted and retained in the Office of the VP - College Development throughout the year and brought forward at the appropriate time. The Chair and Kim Longmuir will again serve on the ranking committee.
- 5.4 Review of Semester Length: The Chair referred to her memo of April 7, 1999, SMT minutes of February 3 and Brian Davies' memo of April 4, 1999. S. Witter suggested that the Semester Length Review Committee be faculty led. **The Notice of Motion will be brought forward to the May 17, 1999 meeting**; if the motion is approved, Council can further discuss the task force's membership and Terms of Reference.

6. REPORTS

6.1 Report from the Chair

The Chair noted that all annual reports of Standing Committees need to be sent to

Brenda Pickard by May 6th for inclusion in the May package.

The Chair has received no feedback regarding her memo on selection of members for conference attendance and noted that this is still an outstanding issue.

The membership of council for 1999-2000 is still in the process of change. The Chair read out the results of the Council elections for 1999-2001, adding that C. Nelson will continue to be the Board representative, G. Ferguson will be missed (she is soon retiring from the College) and Brenda Pickard will take over from Rashida as recording secretary. The Registrar added that a call for nominations for a faculty member at-large, to fill the David Lam Campus seat, will close April 30th. This is a permanent re-allocation of the David Lam faculty seat.

Orientation for new Council members will be held on Wednesday, May 19 from 1:00 p.m. - 3:30 p.m. in the Board Room. Chairs of Standing Committees will be asked to attend this orientation.

May 19 is also the Council Appreciation Social, 4:30 - 7:00 p.m. in the Douglas Room. The Chair asked that the volunteers to help with the Orientation also help plan the Social, to include past task force members, support staff, ex-students, members of standing committees and Board liaisons.

The Chair reminded members that the **May and June meetings will be held at 3:00 p.m.** in the Board Room.

A full report of the Task Force on Admission and Registration Policies and Procedures: Report and Implementation Plan will be sent via circulation slips to members. The Chair noted that there are two recommendations with policy implications and, if members were interested, these could be discussed at the May meeting.

6.2 Report from the President

The President referred to the facsimile she received from the Ministry and advised members that due to the 120 new FTEs, the College will be able to add 31 new sections. In addition, the College will be able to balance its 1999/2000 budget.

6.3 Report from the Standing Committee on Educational Policies

The Minutes and Policy Review Overview (as of April 8th, 1999) were in the package.

6.4 Report from the Standing Committee on Planning and Priorities

There was no report.

- 6.5 Report from the Standing Committee on Admissions and Language Competency Standards
There was no report.
- 6.6 Report from the Residency Credit Exemption Committee
The Committee received one submission for credit for 100% of a credential, but has not yet reached its decision.
- 6.7 Report from the Educational Excellence Committee
There was no report.
- 6.8 Report from the Curriculum Committee
J. Roper asked members to take the Committee's Terms of Reference back to their areas for input. The revised Course Control Sheet and Curriculum Guidelines template will come to Council in May.
- 6.9 Report from the Education Technology Forum
There was no report.
- 7. NEW BUSINESS -- FOR INFORMATION AND CIRCULATION
 - 7.1 New Course: WSGR 101: Women and Feminism -- Contemporary Issues
 - 7.2 "Teaching the Teachers" (Leadership Abstracts, February 1999)
 - 7.3 Cascadia Community College
 - 7.4 C²T² News
- 8. ADJOURNMENT The meeting adjourned at 6:10 p.m.

_____ Chair

_____ Recorder