



**MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY APRIL 20, 2009 AT 4:15 PM
NEW WESTMINSTER CAMPUS BOARDROOM**

1. ROLL CALL:

Members Present:

Deb Anderson
Trish Angus (Ex-Officio)
Kathy Denton
David Guedes
Leon Guppy
Bruce Hardy
Dianne Hewitt
Ted James
Jan Lindsay (Acting President)
Elizabeth McCausland (Vice-Chair)
Debbie McCloy
Susan Meshwork (Chair)
Brenda Pickard (Secretary)
Anna Robinson
Teryl Smith
Robin Wylie
Titus Yip

Lidia Peter-Wallesch (Acting Recorder)

Regrets:

Marilyn Brulhart
Sebastian Bubrick
Gerry Gramozis
Ann Kitching (Ex-Officio)
Mike Tarko
Susan Witter (Ex-Officio)

Guests:

Robert Buller
Judy Dale (for Marilyn Brulhart)
Rajbinder Dehal
David Duke
Gerard Edwards
Blaine Jensen
Patricia O'Hagan
Meg Stainsby
Brenda Welock
Drew Young

2. APPROVAL OF THE AGENDA

The Chair advised members that there is no report for item 4.6. The Chair also advised members item 5.6 will be postponed to the May Agenda.

Upon advising members of these changes, the Chair asked members to approve a fluid Agenda to accommodate the guests. Council agreed and the Agenda was approved as amended.

3. APPROVAL OF THE MINUTES OF THE MARCH 16, 2009 MEETING

The Minutes were approved as submitted.

4. BUSINESS ARISING FROM THE MINUTES

4.1 a) Examination/Evaluation Policy Revisions

T. James advised members the revised document was in their packages. He highlighted the two changes to the document: 1) words were added at the beginning of the first sentence in the second paragraph under *Instructor's Course Outlines* section; and 2) an insertion of a new "Note A" under *Final Examinations in Credit Courses*.

In response to a question regarding the approval of departmental policies, T. James advised members that FEC's/DEC's must now have all departmental policies that all instructors follow approved by Education Council.

MOVED by T. James; SECONDED by T. Smith,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revisions to the new *Evaluation Policy*.

The Motion was CARRIED.

4.1 b) Curriculum Development and Approval Policy Revision

The Chair explained that moving the "Instructors course Outline" section out of the *Curriculum Development and Approval Policy* and into the new *Evaluation Policy* must be approved as a policy revision.

MOVED by T. James; SECONDED by K. Denton,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the *Curriculum Development and Approval Policy* as revised.

The Motion was CARRIED.

4.2 Post Degree Diploma in Marketing Program

The Chair welcomed Gerard Edward and Robert Buller (Dean – Faculty of Commerce and Business Administration - CBA) to speak to this item.

Robert Buller advised members there is unanimous support from the entire CBA Faculty for this program. He highlighted the extensive research which was done and added the Department of International Education has give full support to establish this Program.

A question was raised about potential negative pedagogical issues resulting from placing 4000 level students and 5000 level students in the same classroom. It was clarified students register in either a 4000 or 5000 level course and it is not

anticipated there will be any pedagogical impacts. It was explained that 5000 and 4000 level students would be required to do different work.

R. Wylie suggested that this model be revisited in about a year to have reflective discussion on whether or not the program is effective. The program may need to be tweaked to adapt to changing College/market demands etc. G. Edwards agreed that it was a good idea this program be reviewed in a year.

MOVED by B. Hardy; SECONDED by T. James,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve Post Degree Diploma in Marketing Program.

The Motion was CARRIED.

4.3 Recommendation to the Douglas College Board to Establish the Credential – Post Degree Diploma in Marketing

The Chair reminded members that the Douglas College Board requires a formal motion from Council to consider establishing new credentials. She asked for support to do so.

MOVED by T. James; SECONDED by K. Denton,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend the Douglas College Board approve the credential *Post Degree Diploma in Marketing Program*.

The Motion was CARRIED.

4.4 Health Information Management Diploma Program Revision

There being no further advice or questions regarding this program revision:

MOVED by B. Hardy; SECONDED by R. Wylie,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Health Information Management Diploma Program revision.

The Motion was CARRIED.

4.5 Curriculum Committee Recommendations

There being no questions or comments:

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

MOVED by B. Hardy; SECONDED by L. Guppy,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted guidelines for HICP 0100, HICP 0110, HICP 0120, HICP 0130, HICP 0140, HICP 0150, HICP 0160, HICP 0170, HICP 0180, HICP 0190, HORM 1145, HIMP 2320, HIMP 2330, HIMP 2370, HIMP 2420, HIMP 2430, HIMP 2470, HIMP 2520, HIMP 2575, PNRS 100, PNRS 101, PNRS 106, PNRS 107, PNRS 113, PNRS 114, PNRS 115, PNRS 121, PNRS 122, PNRS 125, PNRS 140, PNRS 141, PNRS 142, PNRS 150, PNRS 155, PNRS 552, PNUR 4601, PNUR 4661, MUSC 1110, MUSC 1111, MUSC 1210, MUSC 2310, MUSC 2410, STGE 1110, STGE 1120, STGE 2200, STGE 2210, STGE 2220, STGE 2400, STGE 2410, STGE 2420, STGE 2440.

The Motion was CARRIED.

- 4.6 Admissions and Language Competency Committee Recommendations
There were no recommendations.

5. NEW BUSINESS

- 5.1 Continuing Education Certificate Programs
The Chair welcomed Patricia O'Hagan to speak to items 5.1 a) – d).

The Chair advised Council members that a paper trail had never been established for the Psychiatric Nursing Refresher Certificate, Registered Nurse (RN) Mental Health Nursing Certificate and, Registered Nurse (RN) Qualifying in Psychiatric Certificate programs because they were started well before an Education Council was established. She noted that what is before Council at this time is a request for revision of programs that have no original Education Council approved documentation. She explained that Patricia has created a formalized grid of what the original program documentation would have looked like (on paper) if an Education Council existed when the program was first established. She then added the proposed revisions. Patricia clarified that all three credentials have been awarded for over thirty (30) years by Douglas College and are fully recognized by the College of Nurses.

- 5.1 a) Psychiatric Nursing Refresher Certificate Program Revisions
Patricia advised members that this is a self-paced, distance education, open learning and instructor supported program. She noted this program prepares former RPN's who have not been practicing for five (5) years and wish to update their knowledge and skills to reach competencies required of a beginning graduate in preparation for registration and, is suitable for practicing RPN's who wish to have a refresher that includes both theory and preceptorship.

In response to a question regarding the short-cycling of this item, Patricia explained she would like the revisions approved in order to provide the credential before summer.

There was unanimous consent to short-cycle the Motion to approve the Psychiatric Nursing Refresher Certificate Program revision as presented.

MOVED by D. McCloy; SECONDED by T. Smith,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Psychiatric Nursing Refresher Certificate Program revision as submitted.

The Motion was CARRIED.

- 5.1 b) Registered Nurse (RN) Mental Health Nursing Certificate Program Revision
Patricia advised members the program can now be accessed through Blackboard as a delivery method adding that course content updates include texts, assignments and exams. She noted this change has an immediate effect on students enrolling in Europe.

Patricia noted this program is tailored to meet critical placements for practicum sites which will allow more flexibility to students.

There was unanimous consent to short-cycle the Motion to approve the Registered Nurse (RN) Mental Health Nursing Certificate Program revision.

MOVED by B. Hardy; SECONDED by D. McCloy,

BE IT AND IT WAS RESOLVED

THAT Education Council approve the Registered Nurse (RN) Mental Health Nursing Certificate program as submitted.

The Motion was CARRIED.

- 5.1 c) Registered Nurse (RN) Qualifying in Psychiatric Nursing Certificate Program Revision
Patricia advised members the above program is required for internationally educated RN's who require additional education in Psychiatric Nursing to meet British Columbia's registration requirements.

There was unanimous consent to short-cycle the Motion to approve the revisions to the Registered Nurse (RN) Qualifying in Psychiatric Nursing Certificate Program.

MOVED by D. McCloy; SECONDED by T. Yip,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revisions to the Registered Nurse (RN) Qualifying in Psychiatric Nursing Certificate Program as submitted.

The Motion was CARRIED.

5.1 d) Continuing Education Licensed Practical Nurse (LPN) Mental Health Nursing Certificate Program Approval

Patricia advised members this program has been offered on-line for a year and a half. She added a group of students are completing the program and require their certificate.

There was unanimous consent to short-cycle the Motion to approve the Continuing Education Licensed Practical Nurse (LPN) Mental Health Nursing Certificate program.

MOVED by R. Wylie; SECONDED by D. Hewitt,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Continuing Education Licensed Practical Nurse (LPN) Mental Health Nursing Certificate program.

The Motion was CARRIED.

5.2 Recommendation to the Douglas College Board to Establish the Credential Certificate in Licensed Practical Nurse (LPN) Mental Health Nursing program

There was unanimous consent to short-cycle the Motion to recommend the Douglas College Board approve the certificate in Licensed Practical nurse (LPN) Mental Health Nursing program.

MOVED by B. Hardy; SECONDED by J. Lindsay,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend that the College Board approve the credential Certificate in Licensed Practical Nurse (LPN) Mental Health Nursing.

The Motion was CARRIED.

5.3 Stagecraft Program Revision

The Chair invited Drew Young to speak to the program revision.

Drew advised Council this program restructuring incorporates curriculum recommendations from the 2004 External Review of Performing Arts at Douglas and the Departments 2008 Tactical Plan. The recommendation includes offering short

term delivery or modular courses, professional readiness, cross-industry curriculum, new technologies and, work experience. He also noted the revision will replace 10 old courses with approximately 10 new courses in total.

The Chair thanked Drew for the update.

ACTION Please refer this item to your constituencies for consideration of approval at the May Council meeting.

5.4 Diploma in Arts – Program Revision

The Chair invited Meg Stainsby to speak to this item.

Meg advised members that, as a result of exploring the idea of developing a new collaborative degree with UFV, Faculty members recognized the need for a two-year credential that will ladder efficiently into the collaborative degree. She noted discussions included the breadth of the program designing it to be less restrictive and more current than the existing Douglas College Liberal Arts Diploma (LAD).

The following points were discussed:

- ❖ A need to change the program to meet Douglas College's 25% residency requirement,
- ❖ It was clarified that the program is block transferable,
- ❖ Discussion regarding some courses being in restricted areas,
- ❖ Provides flexibility for students who may start out in a different program of studies but wish to transfer to the LAD,
- ❖ Advice was given as to the reason for changing the Program name (this discussion will be dealt with in item 5.5),
- ❖ Discussion occurred regarding the program requiring only one writing course,
- ❖ There was discussion regarding labelling the courses differently,

Please forward any questions/comments to Meg Stainsby directly.

ACTION Please refer this item to your constituency groups for consideration of approval at the May meeting.

5.5 Request to withdraw the Diploma in Arts Program

Meg Stainsby referred to the discussion in item 5.4 regarding withdrawing the Diploma in Arts credential and replacing it with a new credential – Liberal Arts Diploma (LAD).

ACTION Please refer this item to your constituency groups for consideration of approval at the May meeting.

5.6 Recommendation to the College Board to withdraw the Credential Diploma in Arts and to establish the credential Diploma in Liberal Arts (please refer to items 5.4 and 5.5)

This item is postponed to the May Education Council meeting.

5.7 Continuing Education Home Inspection Certificate Program

The Chair reminded members that a request to short-cycle is not unusual for Continuing Education programs. She invited Brenda Welock to speak to this item.

Brenda advised members that timing is truly of the essence in order to complete program pre-launch activities, thus the rationale of the request to short-cycle the approval of the submitted non-credit Home Inspection Certificate program follows:

- ❖ The proposed program will be launched in Fall, 2009
- ❖ Instructors need to be interview, hired and start instructional skills training in May
- ❖ Advertising and promotion activities need to start ASAP
- ❖ Information sessions need to be set and guest speakers confirmed for May and June
- ❖ Brochure completed (Business CE does their own brochures in-house) and printed in May
- ❖ Courses entered in Banner
- ❖ There are already 20 students on the interest list

Brenda advised members the program was developed in response to the BC government's announcement in January that all Home Inspectors must be licensed to practice. She noted that licensing requires education for Home Inspectors and expects the Douglas College CE program to fill this necessity. Brenda noted the proposed certificate is an intensive ten course, 240 hour, program which incorporates curriculum from the Carson Dunlop program and the Standards of Practice of American Society of Home Inspectors (ASHI)/ Canadian Association of Home and Property Inspectors (CAHPI). She also noted the certificate program will use nationally certified curriculum, written by engineers, which include diagrams (including video), field assessments, pictures and layouts. Brenda added the combination of in-class instruction (only one in BC) and the field work component will be exceptionally beneficial for students. Brenda added that Douglas will be the first institution to offer in-class instruction.

In response to a question, Brenda advised member that BCIT will offer quite a different program in Winter - 2010 which consist of only five courses (134 hours). She noted the BCIT program primarily consists of building codes and home inspection. She added there is no training component to the BCIT program.

Responding to other questions, Brenda advised members that students can register for the Douglas College program without any previous experience or background and, after completion, be a fully trained and certified Home Inspector.

There was unanimous consent to short-cycle the Motion to approve the Continuing Education Home Inspection Certificate Program.

MOVED by R. Wylie; SECONDED by T. Yip,

BE IT AND IT WAS RESOLVED:

THAT Education Council approved the Continuing Education Home Inspection Program.

The Motion was CARRIED.

- 5.8 Recommendation to the Douglas College Board to Establish the Credential Continuing Education Certificate in Home Inspection
There being no further feedback:

MOVED by A. Robinson; SECONDED by T. Yip,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend that the Douglas College Board to establish the Credential Continuing Education Certificate in Home Inspection.

The Motion was CARRIED.

- 5.9 Request to Refer New *Transfer Credit* Policy to the Policy Committee for Review and Recommendation

K. Denton advised members a committee of three Deans and the Registrar developed a policy which will allow the College to function as a receiving institution. She noted VPAC has approved the policy.

The Chair advised members that, in terms of process, requests for policy development or revision come to Council which in turn may decide to ask members to refer the policy directly to the Standing Committee on Educational Policies for review and recommendation to Education Council. She added this is usually handled with the short-cycle procedure.

T. James requested that if members had suggestions now it would help the policy Committee to hear them before reviewing the draft *Transfer Credit* policy. There were no immediate suggestions or comments.

There was unanimous consent the short-cycle the Motion to Approve a request to refer the new *Transfer Credit Policy* to the Standing Committee on Educational Policies for review and recommendation to Education Council.

MOVED by R. Wylie; SECONDED by E. McCausland,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve referring the new *Transfer Credit Policy* to the Standing Committee on Educational Policies for review and recommendation to Education Council.

The Motion was CARRIED.

5.10 Re-Alignment of Educational Services Division

The Chair invited Blaine Jensen, Vice-President Educational Services, to speak to this item.

The Chair advised members that, although items such as the Educational Services Re-Alignment plan come under the approval of Senior Administration, Education Council has advisory responsibilities under the *Planned Changes to the Organization, Structure and Operation of Educational Programs and Services* policy.

Blaine advised members that, the retirement of the registrar provided the College an opportunity to reconsider the structure of the Educational Services Division. Blaine's consultation on a re-organization included conversations with the Senior Management Team, Staff, Faculty, Managers and Directors of Educational Services as well as surveying some of the best practices which are emerging in post-secondary education within Canada.

Blaine added the following principles were core to this review:

- ✓ Consideration of the goals of **Students First!**
- ✓ The quality of the Student Experience is central
- ✓ Consideration of the continuum of services over the "lifespan" of the student, adding that a position will be created to address including the integration of general communications with students, from the point of first contact during recruitment through to graduation
- ✓ College leadership for the Student Experience
- ✓ Any model should reflect Strategic Enrolment Management, where the most recruitment and retention service experiences are under common leadership
- ✓ Integration of student communications and service delivery from recruitment through to graduation
- ✓ Common administrative leadership to simplify operational processes that impact students
- ✓ Closer collaboration between core services that enable student success

- ✓ To be at the forefront of best practices

Blaine noted the re-alignment is consistent with the Students First! He added the strategies for the re-alignment will enhance recruitment, enrolment, successful transitions into College studies, retention up through graduation of students.

In response to a question regarding the rationale of the proposed changes, Blaine advised members the re-alignment is an attempt to consider the lifespan of students at Douglas College from first contact through to graduation.

The following comments/questions were discussion:

- It was recognized that reporting relationships will change. Also noted titles of Department Heads within the re-organization can be reconsidered by the new Dean.
- How will the Department be on the same page with all the changes?
- It was cautioned that there may be some issue about transference. This is currently being considered.
- Regarding budget issues, Blaine advised members that this proposal will be cost neutral.
- Looking at benchmarks, how will this change be measured? (old model compared to new model)
- It was reiterated the plan has been developed to increase enrolment and retention at the College and, create the best experience for students by providing a more seamless experience.

ACTION Please refer this item to your constituency groups for consideration for discussion and advice at the May meeting.

6. REPORTS

6.1 Report from the Chair

The Chair thanked Lidia Peter-Wallesch for her hard work and advised members that Brenda Pickard has returned to work.

6.2 Report from the President

Jan Lindsay (Acting President) advised members the Board approved the Budget at the April 16th meeting including a tuition increase of 2%.

Jan reminded members of the upcoming CoTL (Celebration of Teaching and Learning) event coming in May and encouraged Faculty Staff and Administrators to send their participation forms to her office no later than May 1st.

6.3 Report from the Board Representative

There was not report.

6.4 Report from the Secretary

The Secretary advised members that she has now returned to her position and asked that any correspondence that was usually sent to Lidia now be sent directly to Brenda.

6.5 Report from the Academic Signature Committee

There was no report.

6.6 Report from the Standing Committee on Admissions and Language Competency Standards

There was no report.

6.7 Report from the Curriculum Committee

There was no report.

6.8 Report from the Education Excellence Committee

The Secretary advised members that G. Gramozis sent a report directly to her and stated that he had nothing to report regarding the above Committee. He did note though that Ms. Laurie Wong received the 2008 Award for Education Excellence at the April 16th Board meeting.

6.9 Report from the Standing Committee on Educational Policies

T. James advised members that the Committee has been very busy and expects more work to come.

7 OTHE BUSINESS – For Information and Circulation

7.1 Supported Employment Specialist Initiative – Concept Paper (L. Woods)

7.2 Educational Technology Budget (P. O’Conner)

7.3 *Records Management and Retention* – New Administrative Policy (B. Jensen)

7.4 Former Student Survey – Douglas College compared to BC average (B. Cowin)

8. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Chair

Secretary