



MINUTES OF A MEETING OF EDUCATION COUNCIL

**HELD MONDAY, APRIL 16 2012 AT 4:15 PM
BOARDROOM - NEW WESTMINSTER CAMPUS**

1. ROLL CALL:

Members Present:

Deb Anderson (Vice Chair)
Catherine Carlson
Brian Chapell
Bruce Clarke (Ex-Officio)
Ron de Villa
Karen Gill
Gretchen Goertz
Maria Iaquina
Ted James (Ex-Officio)
Marina Kolar
Scott McAlpine (Ex-Officio)
Elizabeth McCausland (Chair)
Debbie McCloy
Jerin Mece
Wesley Snider
Cody Sterzer-Larin
Gary Tennant
Cathy Tremblay
Robin Wylie
Kate Yoshitomi
Jo-Anne Bilquist (Secretary)

Regrets:

Kathy Denton
Todd Harper
Gail Johnson

Guests:

Laura Dane
Cynthia Fulton
John Higenbottam
Carla Hotel
Jack Lin
Richard Norman
Graham Rodwell
Glenn Stanger
Kristin Wagner

2. APPROVAL OF THE AGENDA

The Chair asked members to approve a fluid Agenda; Council agreed and the Agenda was re-ordered.

3. APPROVAL OF MINUTES

An error was noted in the March 19, 2012 Minutes; item 5.1 noted the Budget was for 2011/2012 when it should have read 2012/2013. The Minutes were corrected. The March 19, 2012 Minutes were approved as amended.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Curriculum Items

a) Curriculum Committee Recommendations

The Chair noted that Todd Harper, Curriculum Committee chair, had sent regrets for today's meeting. She advised that she had all the relevant material and could answer any questions.

There was some discussion regarding the process around approval of curriculum guidelines. The Chair advised that the current structure of the committee allows for efficient processing of guidelines, noting that some institutions have major backlogs in approvals pending; however, the Sub-committee's TORs could be amended to include more members, if Council felt it necessary. The Chair noted that once revisions to the Program Approval policy are complete, the Curriculum process could be revisited. The Chair also noted that moving toward a software program to manage curriculum guidelines may help alleviate some concerns.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by C. Tremblay; SECONDED by G. Tennant,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted/amended guidelines for:
NURS 4611, SCIE 1400, CRIM 3325, 3345, 3356, 3362, 3375, 3385, 4440, 4470, 4480, and 4490, HIST 2231, LGST 3320, PSYCH 4400, 4410, 5001, and 5002.

The Motion was CARRIED.

4.2 Admissions and Language Competency Committee Recommendations

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by J. Mece; SECONDED by C. Sterzer-Larin,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the recommendations as presented.

The Motion was CARRIED.

4.3 Budget 2012/2013

There was lengthy discussion with regard to the budget newsletter.

There was no objection to E. McCausland summarizing the feedback items and forwarding advice on behalf of Education Council. Please see Budget Advice document (attached).

4.4 CFCS Attendance Requirement

Richard Norman was invited to speak to this item.

Richard indicated they had made some adjustments to the document based on feedback last month; the revised version is in the agenda package.

It was noted that the requirement is a variation from the Evaluation and Grading policies, and would need to be clearly explained to students. T. James also noted that the curriculum guidelines would need to reflect the differences.

There being no further discussion,

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

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed CFCS Attendance Requirement.

The Motion was CARRIED.

4.5 Full Program Proposal: BA Criminology

Carla Hotel was invited to speak to this item.

Carla advised that this item is on the agenda for the next Admissions & Language sub-committee meeting. She has already been in contact with that committee, and has broadened the language around entrance requirements as recommended.

There being no further discussion,

MOVED by R. Wylie; SECONDED by C. Tremblay,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed Bachelor of Arts in Criminology and Bachelor of Arts in Criminology - Honours.

The Motion was CARRIED.

And,

MOVED by R. Wylie; SECONDED by M. Kolar,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend the College Board establish the credential Bachelor of Arts in Criminology and Bachelor of Arts in Criminology - Honours.

The Motion was CARRIED.

4.6 Full Program Proposal: Post Degree Diploma in Accounting

Jack Lin and Glenn Stanger were invited to speak to this item.

Glenn noted that this is also going to the Admissions & Language sub-committee at their next meeting; as it is similar to existing PDDs, they aren't anticipating any adjustments.

There being no further discussion,

MOVED by C. Tremblay; SECONDED by R. deVilla,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Post Degree Diploma in Accounting.

The Motion was CARRIED.

And,

MOVED by R. deVilla; SECONDED by G. Tennant,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend the College Board establish the credential Post Degree Diploma in Accounting.

The Motion was CARRIED.

5. NEW BUSINESS

5.1 Full Program Proposal: Post Degree Diploma in Sales

R. deVilla indicated he would take comments back to the developer, as he was unable to attend.

A council member noted that the curriculum framework boxes on pages 6 and 7 of the proposal were difficult to follow, and requested some clarification in that area. As well, a request was made for some information regarding the research of this diploma in terms of demand.

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

5.2 Program Revisions: Bachelor of Arts Degree in Applied Psychology - Honours

Kristin Wagner and Laura Dane were invited to speak to this item.

The Chair noted that these revisions are a result of feedback garnered from other institutions via the mandatory month-long posting of proposed degrees on the Ministry website. The short-cycle request is to ensure changes are in place in preparation for a DQAB review.

Laura noted that one of the major changes, in credit hours, makes the program more consistent with other institutions. It was felt the 135 credit requirement would put Douglas College at a disadvantage. She also advised that the cumulative GPA for graduation in the Honours Degree is 3.0, not 3.3 as stated.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by R. Wylie; SECONDED by J. Mece,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed revisions to the Bachelor of Arts Degree in Applied Psychology – Honours.

The Motion was CARRIED.

5.3 CFCS Faculty-wide Requirement – Assignments

Richard Norman was invited to speak to this item.

A suggestion was made to clarify the language regarding “Completing all elements” of an assignment. Following lengthy discussion regarding incomplete contracts, relationship to established policies, student handbook and course syllabus information, the Chair noted that prolonged discussion should be undertaken by the subcommittee, who will suggest language and assist in producing a revised, clarified version for next month.

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

6. REPORTS

6.1 Report from the Chair

a) March Report to the Board

The Chair also noted that the Association of Governance Councils, consisting of Education Council chairs from across the province, are meeting on April 28 with Douglas College hosting.

The Chair also advised that no Council members have come forward to participate in the By-law Review committee, and asked for volunteers to contact her.

6.2 Report from the President

The Chair noted that Scott McAlpine had to leave the meeting early, but that the April President's Report had been distributed to the College community.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Secretary

J. Bilquist reminded Council members that elections for Chair and Vice Chair will take place next month, just prior to the start of the regular meeting. Council members wishing to run for Chair or Vice Chair positions must have a nominator.

Additionally, she noted that the May and June EdCo meetings begin at 2:15pm rather than 4:15pm.

6.5 Report from the Curriculum Committee

There was no report.

6.6 Report from the Educational Excellence Committee

M. Iaquina reported that the student will receive her award at the April 19th College Board meeting. She noted that Cathy Tremblay, committee member, will be in attendance to present the award.

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

There was no report.

6.8 Report from the Standing Committee on Educational Policies

There was no report.

A Council Member asked about the progress regarding the Appeals policy. The Chair noted that a call for feedback had gone out, and advised that any feedback the committee receives would be taken into consideration. She noted that the subcommittee would be working on this through the spring.

7. OTHER BUSINESS

7.1 Education Council Meeting Schedule 2012/2013

J. Bilquist noted discussion items from last meeting regarding start times for meetings under the new matrix, as well as the date of the December 2012 meeting.

It was agreed that Education Council meetings will be scheduled (with regard to the new matrix) to begin at 0900 starting in September. The timing can be revisited after the first few months if necessary.

As well, following discussion, it was decided that the December 2012 EdCo meeting will be held as scheduled on the 3rd Monday of that month, specifically December 17th.

- 7.2** The Chair advised Council that the report from the external review of the College's programs in China, will be released shortly. She noted that there will be some issues that touch on Education Council business, and therefore will be on the agenda for discussion at a future meeting.

8. NEXT MEETING

Monday, May 14, 2012 at 2:15pm in the Boardroom (4920), New Westminster Campus

9. ADJOURNMENT

MOVED by C. Tremblay; **SECONDED** by K. Gill that the meeting be adjourned.

The meeting adjourned at approximately 6:05 pm.

Chair

Secretary