

DOUGLAS COLLEGE

MINUTES OF A MEETING OF EDUCATION COUNCIL

HELD ON MONDAY, DECEMBER 14, 1998 AT 4:15 P.M. -- BOARD ROOM

1. ROLL CALL

Members Present:

Barbara Allen

Meg Stainsby (Chair)

Trish Angus (Non-Voting)

Joan Thompson

Al Atkinson

Susan Witter (Ex-Officio)

Lawrence Becker

Regrets:

Paul Biscop

Darryl Flasch

Georgina Ferguson

Maria Iaquina

Sandra Hochstein

Kim Longmuir

Rashida Ismail (Secretary)

Guests:

Dawn McDonald

Janet Allwork

John McKendry

Jean Cockburn

Beverley Miller

Carol Ebner Howorth

Carole Nelson (Ex-Officio)

Wilma McCrossan

Susan Oesterle

Bob Nicholls

Debbie Smith

Nancy Oike

Julie Roper

Jim Sator

Jack Shehadeh

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

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

3. APPROVAL OF THE MINUTES OF THE NOVEMBER 16 MEETING: The Minutes of the November 16 meeting were approved as circulated.

APPROVAL OF THE MINUTES OF THE NOVEMBER 30, 1998 EXTRA-ORDINARY MEETING: The Minutes of the November 30 meeting were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES:

4.1. Curriculum Committee:

(a) Creation of a Curriculum Committee

The Chair referred to her memorandum dated May 10, 1998 and reviewed the rationale for the creation of a Curriculum Committee as a Standing Committee, under the revised College and Institute Act, A to set curriculum content for courses leading to certificates, diplomas or degrees@. She also referred to the Notice of Motion submitted to Council at the May 19, 1998 meeting.

MOVED by Julie Roper, **SECONDED** by Susan Oesterle:

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the creation of a Curriculum Committee as proposed.

The Motion was CARRIED.

The Chair will seek members for this committee before the January Council meeting.

(b) Proposed Terms of Reference of the Curriculum Committee: The Chair brought members= attention to the proposed terms of reference for the Curriculum Committee as presented, and referred to the Notice of Motion submitted to Council at the May 19, 1998 meeting.

MOVED by Dawn McDonald, **SECONDED** by Lawrence Becker:

BE IT AND IT WAS RESOLVED:

THAT Education Council approve on an interim basis the proposed terms of reference for the Curriculum Committee, and request the new Committee submit revised terms of reference, in due course.

It was suggested that under ADuties@, item 3, the Committee should include a provision for appeals to come before Education Council, in the case of disagreement(s).

The Motion was CARRIED.

4.2. Policy E02.03.08 -- Standards and Procedures for the Development and Approval of New and Revised College Curricula: At the request of the Chair, Bob Nicholls highlighted the revisions made to the above policy with particular reference to page 6, items A and B on Course Outlines. He clarified that the policy was written to provide universality in preparing instructors= course outlines. He also reviewed page 7, Item C, relevant to the course outlines= compliance with the policies governing evaluation and assessment. Bob clarified that the policy would emphasize instructors= autonomy regarding what was best in assessing assignments and further explained that the final grade shall consist of multiple means of assessments, no one of which will be weighted at more than 40%, and that no in-class assessment or test or combination thereof valued at greater than 10% may be given within the last two weeks of class.

At this point the Chair referred to the Notice of Motion submitted at the May 19, 1998 meeting.

MOVED by Jim Sator, **SECONDED** by John McKendry

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed new guidelines governing the development and approval of College curricula, as presented in consolidated policy E02.03.08.

It was noted that under exceptional circumstances, should a Variance to the policy be required (item 4, Section C), an approval process for such a Variance was stipulated. It was suggested that ADeans should be added to the approval process as well. Much discussion of the policy's two variance mechanisms ensued. For some exceptional courses, the limitation of a 10% in-class assessment at the end of term might be waived at the general level of the curriculum guidelines, not sought repeatedly by each instructor teaching each individual section. The Policy Committee will address this suggestion and inform Education Council of its recommendation in due course.

The Motion was CARRIED. Minor revisions to the policy will be made based on the discussion. A note of appreciation was extended to Bob Nicholls and the Policies Committee for developing the Policy.

4.3. Council Facilitation of College-Wide Discussion on Learning Outcomes, Flexible Assessment and Distributed Learning: Paul Biscop advised Council that the December 8 presentation on the history of the concepts and pedagogical uses of the concepts was well attended. Further presentations are scheduled for January (on Learning Outcomes); February (on PLA and assessment); and the end of April (on Distributed Learning).

4.4. Matrix Committee: Debbie Smith informed members that having considered all the feedback on options developed by it over the last few months, the Matrix Committee has now recommended that the College Matrix should remain Astatus quo, as none of the proposed options is acceptable to the College community. In response to a question, it was clarified that Education Council has an advisory role regarding the College matrix. For this reason, the recommendation will be submitted to SMT for approval.

4.5. PNUR Reduction of an Elective Course: The Chair referred to the Notice of Motion submitted to Council at the November 16 meeting.

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

BE IT AND IT WAS RESOLVED:

THAT Education Council support the Psychiatric Nursing request that an elective in the 4th Semester of the Psychiatric Nursing Diploma Program be removed.

Beverley Miller explained that the recommendation is in compliance with the College Policy on Electives.

The Motion was CARRIED.

4.6. New Program Approval Process: In referencing the New Program Approval Process, the Chair drew members' attention to the following Notice of Motion.

That Education Council approve the New Program Approval Process as presented.

In the ensuing discussion, it was suggested that in the Concept Statement (page 1), reference to Aservice courses should be replaced by Aassociated studies. One member felt that it would be premature, at this stage, to ask for the completion of items 8 - 11 in Appendix A of the ALetter of Intent. But it was explained that this information was important for the Ministry's evaluation of proposed programs, and for Council's information. Questions were also raised about the Achecklist on the consultation control form. It was clarified that the intent was to ensure that proper consultative process was followed involving all areas likely to be impacted as a result of new programs. In Appendix AC, Part C, it was suggested that reference to AAdvisor in Student Services be deleted.

The Chair requested members to discuss the New Program Approval Process with their respective constituent groups for commentary and feedback. To speed up the process, the Chair suggested that feedback be sent directly to Susan Oesterle prior to the January meeting. The Notice of Motion will be considered at the January meeting.

4.7. 1999-2000 Budget: Criteria/Guidelines: The President was pleased to note that feedback to the

proposed budget criteria has been forthcoming from the College community; however, she would like to receive more input about the service areas. She reminded members to examine the assumptions carefully and identify any gaps or omissions. She added that by February of next year, the budget guidelines will be finalized and presented to the Board for its March, 1999 meeting. **Comments may be sent to the Chair of Council.**

5. NEW BUSINESS

Self Study Implementation Plan: The Chair drew members's attention to the draft Self Study Implementation Plan submitted to Council for comments and feedback, especially, on the two columns "A Responsible in 98/99" and "A Facilitated by". At the Chair's request,

MOVED by Beverley Miller, **SECONDED** by Julie Roper:

BE IT AND IT WAS RESOLVED:

THAT Education Council short-cycle the decision to refer the Self-Study Implementation Plan to the Planning and Priorities Committee.

The Motion was **CARRIED**.

MOVED by Julie Roper, **SECONDED** by Sandra Hochstein,

BE IT AND IT WAS RESOLVED:

THAT Education Council refer the Self-Study Implementation Plan to the Planning and Priorities Committee for comments and feedback as requested.

The Motion was **CARRIED**.

At the same time, the Chair asked that the Self-Study Implementation Plan be referred to the various constituent groups for feedback to Bob Cowin by early January.

6. REPORTS

6.1. Report from the Chair: There was no formal report; however, the Chair extended Season's Greetings and best wishes for the New Year.

6.2. Report from the President:

(i) Response to the Provincial Ombudsman Re: Student Appeals Policy: President's response dated November 25 to the Ombudsman was circulated to Council for information. The President thanked Meg Stainsby, Trish Angus, Susan Oesterle and Jean Cockburn for their advice.

(ii) High Priority Initiatives for Action in 1999: A list of the High Priority Initiatives was sent to Council for information.

(iii) International Delegations: The President reported that two delegations from Shanghai were visiting Douglas College: The first group from the Shanghai Administration Institute, was pursuing a professional development program on "A Canadian Public Administration". The program was coordinated by the Faculty of Humanities and Social Sciences. The second group from the Shanghai Second Medical University and the Shanghai Municipal Health Bureau, was interested in a collaborative nursing program. A Letter of Agreement has been signed with this second group. The program was coordinated by the Faculty of Health Sciences.

(iv) President's report to the Board was available on GroupWise.

6.3. Report from the Standing Committee on Educational Policies

(i) Minutes of the November 18, 1998 meeting were sent to members for information.

(ii) Policy E04.01.08 -- General Regulations for Students: At the request of the Chair:

MOVED by Al Atkinson, **SECONDED** by John McKendry,

BE IT AND IT WAS RESOLVED:

THAT Education Council withdraw the Policy E04.01.08 -- General Regulations for Students effective August 31, 1999.

It was explained that elements of this policy were incorporated in Policy E02.03.08 -- Standards and Procedures for the Development and Approval of New and Revised College Curricula -- and E02.05.05 -- Grading Policy, and, therefore, the old policy was no longer required. It was pointed out that if the policy in question was withdrawn, instructors would not have a policy enabling them to dismiss students for poor attendance under the 30% UN threshold. **There was general consensus that the Policies Committee should be asked to incorporate this particular section of the policy (item D) in other relevant policy and bring the revised policy to Council in due course for information.**

The Motion was CARRIED.

(iii) Motion to Short-Cycle/Motion for Approval: Implementation of New Policies: The Chair reviewed her memorandum dated December 9, 1998 concerning implementation date of the revised policies approved by Council at its November 30 meeting. At her request,

MOVED by Barbara Allen, **SECONDED** by Sandra Hochstein,

BE IT AND IT WAS RESOLVED:

THAT Education Council short-cycle the decision concerning implementation of the revised policies approved by Council on November 30, 1998.

The Motion was CARRIED.

It was noted that the proposed date to implement the policies in question was January 1, 1999. As this short time frame would not permit the College to publicize the revised policies adequately, it was suggested that the implementation date for the revised policies should be September 1, 1999.

MOVED by Julie Roper, **SECONDED** by Beverley Miller,

BE IT AND IT WAS RESOLVED:

THAT educational policies approved on November 30, 1998 and December 14, 1998 be implemented on September 1, 1999.

Council discussed briefly the distribution mechanism of these revised policies. It was suggested that, in addition to making the policies available on the WebPage, one master copy of each of the policies should be placed in the fieldbases for ease of reference.

The Motion was CARRIED.

(iv) Notices of Motion to Withdraw the Policies Appended to the December 2, 1998 Memorandum: The Chair referred to her memorandum dated December 2, 1998 concerning withdrawal of educational policies. Also appended to the memorandum was a list of both educational and administrative policies required to be withdrawn as these were now subsumed by the newly-approved versions. The following Notice of Motion was presented:

That Education Council withdraw educational policies, as listed, effective August 31, 1999 and;

That Education Council recommend that Senior Management withdraw administrative policies, as listed.

It was requested that Council receive, in due course, a summary of revisions made to the policies.

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: There was no report.

6.7. Report from the Educational Excellence Committee: Council received Minutes of the meetings of May 11, June 1, September 9 and October 14 for information. Georgina Ferguson stated that a meeting of the committee has been scheduled for December 15.

6.8. Report from the Education Technology Forum: There was no report. Barbara asked those members who were on GroupWise to let her know. **A listserv directory is circulated with the Minutes. Members were requested to update their e-mail addresses if not accurately listed.**

7. NEW BUSINESS -- FOR INFORMATION AND CIRCULATION

7.1. Letter of Agreement with University of Calgary

7.2. New Course STSU 100: Introduction to College Studies

7.3. Minutes of the October 19 meeting of the Task Force on Admission and Registration Policies and Procedures

7.4. Thomas Haney Campus Report, November 16, 1998

7.5. College Inventory of PLA Practices

7.6. Report from the DC Prior Learning Assessment and Recognition (PLAR) Service

Carol Ebner Howorth asked members to include Diana Christie=s name as Coordinator of PLAR Services in the report. She also distributed to members A Call for Proposals for a conference on Assessment to be held May 5 - 7, 1999, Spokane, Washington.

7.7. Important Calendar Dates for 1999-2000

7.8. Nisga=a Treaty -- Final Agreement

8. ADJOURNMENT: The meeting adjourned at 6:00 p.m.

_____ Chair _____ Secretary