

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, FEBRUARY 21, 2005 AT 4:15 P.M.
NEW WESTMINSTER CAMPUS, BOARDROOM**

1. **ROLL CALL**

Members Present:

Trish Angus (Non-Voting)
Kevin Barrington-Foote
Marilyn Brulhart
Laura Byrne (Vice-Chair)
Colin Campbell
Diana Christie
Rosilyn Coulson
Debra Flewelling
Kuros Gadareh
Anna Jajic
Ted James
Joel Koette
Susan Meshwork (Chair)
Elsie Neufeld
Jan Lindsay
Arlene Patko
Graham Rodwell
Janice Spencer
Peter Tong
Susan Witter (Ex-Officio)

Regrets:

Ann Kitching (Ex-Officio)
Brenda Pickard (Secretary)

Absent:

Khai Rosli
Heidi Taylor

Guests:

Mark Breedveld
Laureen Dailey (A/Secretary)
Christine Dewar
Blaine Jensen
Lorna McCallum
Brian Storey
Des Wilson

2. **APPROVAL OF THE AGENDA**

Agenda items were re-ordered and the agenda approved as revised. Items have been put in agenda order for ease of reading the minutes.

3. **APPROVAL OF THE MINUTES OF JANUARY 17, 2005**

The minutes were unavailable and this item was deferred to the next meeting.

4. **BUSINESS ARISING FROM THE MINUTES**

4.1 **Education Policy Topics**

a) **Withdrawals, Status and Course Change Policy**

Considerable discussion and debate was held on the Withdrawals Policy regarding the proposed language that would allow a registered student up to a week after the start of the first class to inform their instructor of their inability to attend the first class. The Registrar expressed concern over leaving the registration system open for an extended period of time, and suggested removing the waitlisting system. The following

wording change (bold and italicized) to the policy was suggested and agreed on: Students are expected to attend the first class of the semester. “A student who is registered and unable to attend the first class of a course should inform their instructor by e-mail, in person or by telephone (but not voice mail) of the intended absence by the start of the first class. Where this is not possible, notification by e-mail, in person or by telephone (but not voice mail) must be received ***within forty eight hours*** following the first class. A student may be required to provide evidence of notification. If a registered student misses their first class and does not notify their instructor ***within forty eight hours*** following the first class, their seat in that course may be given to another student. The student whose seat is given away must officially withdraw from the course. If withdrawal or course drop procedures are not completed, the grade of UN will be recorded. Deadline dates are designated in the official online calendar and registration guide.”

MOVED by E. Neufeld; SECONDED by R. Coulson

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Policy Sub-Committee’s suggested language for the Withdrawals, Status and Course Change Policy, as amended.

The Motion was CARRIED with a vote of 10–3.

b) Credential Awarded at Douglas College Policy – Update

T. James advised that the Credentials Policy currently does not contain a statement of 25% residency. This will be put back into the policy and will now appear on the website. He confirmed that PLAR language will also be put back into the policy.

c) Course Outlines

Members were asked some time ago to obtain feedback from their Faculties on what would constitute student success on course outlines. Little or no feedback was received, and the consensus was not to revise the course outlines to include guidelines for student success. It was suggested that perhaps a softer method instead of policy would be preferable.

d) Priority Registration

The following feedback was given on priority registration:

- Those receiving priority registration should be made aware that it is a privilege
- The system is satisfactory as it is now
- Peer tutors should be added to the list of priority registrants

ACTION: The Chair will take back Council’s comments to the Policy Committee. T. James will make minor wording changes to the policy to make it more accurate.

4.2 **Policy Committee Recommendation to add a Post Degree Diploma to the Credentials Awarded at Douglas College Policy**

MOVED by D. Christie; SECONDED by R. Coulson

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the addition of a Post Degree Diploma credential to the Credentials Awarded at Douglas College Policy.

Members debated using the word “Degree” versus “Baccalaureate”. It was noted that VPAC agreed to the “Post Degree” wording, and that outside of the College community, “Degree” is more understandable.

The Motion was CARRIED.

4.3 **Affiliation Agreement with Seneca College**

MOVED by G. Rodwell; SECONDED by J. Spencer

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Affiliation Agreement with Seneca College of Applied Arts and Technology to offer the curriculum for Building Environmental Systems (BES).

The Motion was CARRIED.

4.4 **Post Degree Diploma in Physical Education**

MOVED by G. Rodwell; SECONDED by J. Lindsay

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Post Degree Diploma in Physical Education.

The Motion was CARRIED.

Brian Storey, Instructor – SPSC/COACH, thanked Council for their time and effort on this process.

4.5 **Applied Degree Standards Committee**

Council was provided with the submission deadlines and meeting schedule for the Applied Degree Standards Committee. A correction to the column headings was noted.

4.6 **Admission and Language Competency Committee**

T. Angus spoke to this item, noting the addition of Item #3 – Post Degree Diploma in Physical Education – to the recommendations. The Chair asked members for approval to short-cycle the Motion.

Unanimous consent was received to short-cycle the Motion.

MOVED by E. Neufeld; SECONDED by A. Patko

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the recommendations as submitted by the Admission and Language Competency Committee.

The Motion was CARRIED.

4.7 **Curriculum Committee Recommendations**

- a) **Curriculum Guidelines for the Post Degree Diploma in Physical Education Courses**

MOVED by C. Campbell; SECONDED by K. Barrington-Foote

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Curriculum Committee's course recommendations for the Post-Degree Diploma in Physical Education.

The Motion was CARRIED.

- b) **Curriculum Committee Recommendations**

A correction was noted to page 2 under SCI. & TECH. Heading: SPSC.

Unanimous consent was received to short-cycle the Motion.

MOVED by C. Campbell; SECONDED by J. Spencer

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the recommendations submitted by the Curriculum Committee.

The Motion was CARRIED.

5. **NEW BUSINESS**

5.1 **Marketing Management Diploma Program and Marketing Management Certificate Program**

Unanimous consent was received to short-cycle the Motion.

MOVED by A. Jajic; SECONDED by J. Lindsay

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the changes to the Marketing Management Diploma Program and Marketing Management Certificate Program.

The Motion was CARRIED.

5.2 **College-Wide Services Plan**

The Services Plan is part of the College's long range planning, and addresses services to students and employees such as social, physical, and mental. B. Jensen is leading this initiative, and the document is in the early stages of development. The goal is to ensure that the direction of the Services Plan is congruent with the College's new Academic Plan.

5.3 **Possible Extension of Semester and Possible Change to Final Exam Schedule**

EDCO has authority to provide input regarding semester length and final exam schedules. As the College Reading Days and the P.D. Day were cancelled before EDCO had an opportunity to provide input, the Chair solicited feedback from members on this matter. Comments made indicated that there wasn't a strong sentiment one way or the other, although Faculty encouraged flexibility in rearrangement to make up time, if deemed necessary by SMT, because many had already made up missed content. It was also noted that perhaps now was not the time to decide given the current labour negotiations. The Chair advised that she may need to email members as things progress on this topic.

5.4 **Certificate in Performing and Fine Arts – Notice of Motion**

L. McCallum and C. Dewar spoke to this new credential, and answered questions of clarification. This is a basic program which does not ladder into another program, but would allow students to persist in their area of interest. A Motion to Approve will be made at the next meeting.

ACTION: Members are to take the proposal back to their constituency groups for input.

6. **REPORTS**

6.1 **Report from the Chair**

Members were advised that concept papers for new programs will be received by Education Council as information (no discussion), unless representatives feel their constituents will want input into the make-up of Program Advisory Committees or Curriculum Development Committees. The Chair reported she will be sitting on a College panel to discuss "Collegial Governance" on February 23rd. She also informed members that

there may be a need to look at extended or extraordinary meetings due to the volume of items coming forward to EDCO.

6.2 **Report from the President**

The President reported we are moving ahead with the David Lam Campus expansion; an announcement will be made at the end of March or early April.

6.3 **Report from the Board Representative**

No report.

6.4 **Report from the Secretary**

No report.

6.5 **Report from the Research Ethics Board**

No report.

6.6 **Report from the Standing Committee on Educational Policies**

The Committee is working on revisions to the Program Approval Policy.

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

The Call for Nominations for Education Council has gone out (by email only). It will be publicized to students in the normal manner.

6.8 **Report from the Educational Excellence Committee**

Things are moving along and meeting next week to get posters and brochures out. The deadline for submissions is May 13, 2005.

6.9 **Report from the Curriculum Committee**

No report.

6.10 **Report from the Education Technology Forum**

No report.

7. **NEW BUSINESS** (for information and circulation)

7.1 Concept Papers: Advanced Diploma in Arts and Events Management; Advanced Diploma in Management Communications; Bachelor of Applied Music; and Collaborative Degree in the Performing Arts

7.2 Human Services Foundation Program – DVST 0356

7.3 Computing Science/Computing Information Systems Merger

7.4 Revised Academic Plan

J. Lindsay advised all comments have been incorporated into the Academic Plan, except those suggesting College Signature was inappropriate nomenclature. This decision was based on the belief that language is

already entrenched, and is a good representation of what we want to endorse in our College. She thanked Education Council for their thoughtful feedback and input into the consultative process.

7.5 Decline in BC University “Turnaways”

7.6 Survey Results from Your Program’s Former Students

8. **ADJOURNMENT**

Moved by A.Jajic/Seconded by P. Tong that the meeting adjourn at 6:15 p.m.

_____ Chair _____ A/Secretary