



Douglas College

MINUTES OF A MEETING OF EDUCATION COUNCIL

Held Monday February 16, 2009 at 4:15 pm

New Westminster Campus, Boardroom b

1. ROLL CALL:

Members Present:

Susan Meshwork (Chair)
Deb Anderson
Trish Angus (Ex Officio)
Marilyn Brulhart
Sebastian Bubrick
Kathy Denton
Gerry Gramozis
David Guedes
Leon Guppy
Bruce Hardy
Dianne Hewitt
Ted James
Ann Kitching (Ex Officio)
Elizabeth McCausland
Mike Tarko
Susan Witter (Ex Officio)
Robin Wylie
Titus Yip

Regrets:

Jan Lindsay
Debbie McCloy
Teryl Smith

Absent:

Anna Robinson

Guests:

Tony Viani
Lori Woods
Cheryl Palmer
Gary Tennant

Lidia Peter-Wallesch (Acting Recorder)

2. APPROVAL OF THE AGENDA:

Items 4.2 a), 4.2 b) and 4.2 c) it should be corrected to read "**Update**" rather than Motions to Approve.

Item 5.4 it should read Forensic "**Studies**" rather than Forensic Sciences.

In order to accommodate the guests, the Chair asked members to approve a fluid Agenda. Council agreed and the Agenda was approved as amended.

3. APPROVAL OF THE JANUARY 19, 2009 MINUTES

The minutes were approved as submitted.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Revisions to the Program Development and Consultation Control Sheets –

The Chair informed council that Developmental Studies does not wish to continue with their initiative to be added to the signers list on course or program development and consultation control sheets.

There was some discussion surrounding the timelines specified for consultation and responses. The Chair confirmed that the proposed time limit for circulation for comment was a minimum of ten (10) business days before the response due date specified on the form.

Further discussion indicated there was some concern about whether appropriate and timely consultation would occur and what would happen if it did not. The Chair pointed out that up until now it has been the responsibility of the person who is gathering the signatures to ensure signatures were received in time to follow normal governance processes. She suggested that EDCO consider reversing that by adding a statement to the control forms that indicated that the responders be responsible for responding to requests for consultation and signatures in a timely fashion. Council was agreeable. The Chair suggested a statement, as noted below, be added to the text in the Sender/ Responder box clarifying that it is the responsibility of the responder to provide a response within the stipulated time limit:

“It is the responsibility of the receiving department to provide response before the specified deadline above. Lack of response will indicate there are no concerns.”

There was unanimous consent to vote on a motion to approve the revised Course and Program Development and Consultation Control Sheets as amended, on a pilot basis, and that Education Council would review the process in January 2010.

MOVED by M. Tarko; SECONDED by D. Guedes.

BE IT AND IT WAS RESOLVED

THAT Education Council approve the revised Course and Program Development and Consultation Control sheets as amended on a pilot

basis and that Education Council will review the effectiveness of the revised forms in January 2010.

The Motion was CARRIED.

4.2 Policy Items – Update and Comments only

a) ***Grading Systems at Douglas College Policy*** Revision

T. James indicated that further updates and changes were made to the policy including separation of the grading grids as well as further clarification of the grading definitions. He stated that the portions that were out of date were removed and other sections that contained additions or changes were underlined. Further discussions revealed that reference to issues relevant to Continuing Education and the Training Group was incomplete. It was noted that the NCG grade be removed in the mastery grading grid because EDCO had approved replacing it with the NM 9 (non-mastery) grade in a previous policy amendment. As well, it was also pointed out that the Non-credit grading system did use the INC (incomplete) grade and that was not indicated in the current version of the revised policy. T. James advised that once the changes that still needed to be made were completed he would forward revised policies to Council for approval.

b) ***Examination Policy*** Revision/***Evaluation Policy*** Development

T. James updated council members about the revisions and indicated that the policy name would be changed to read “**Evaluation Policy**” rather than Examination Policy.

He further indicated that most changes were minor and housekeeping in nature but there were a number of concerns. Vigorous discussion included issues related to the timing and the number of evaluations, requirement to provide mid-term assessments of student progress, the “10% rule applied to the last two weeks of a semester based course”, various clarifications to the meaning of the policy language, and maximum points allowed for makeup assignments and tests/quizzes.

T. James indicated that Policy Committee was attempting to make it clear that

- a performance based assessment is the minimum an instructor would need to provide at the midterm date referred to in the College calendar. E. McCausland indicated there was general concern about what the departments will be required to do and she pointed out the real need for clarification of the number and timing of evaluations. More discussion revealed that the way it is currently

worded seems to imply the student has to pass every evaluation to pass the course.

- the policy is intending to attempt to restrict any form of evaluation that is worth more than 10% during the final 14 days of a semester based class and indicated that part of the difficulty is how the original language was written. M. Brulhart stated that for skill-based programs students prepare throughout the semester and only require final two week studying if they are exams.
- That the policy as proposed would limit any make up assignments/exams/quizzes to the 40% maximum allowed for any one assignment stipulation.

c) ***Curriculum Development and Approval Policy Revision***

T. James indicated that the Instructors Course Outline would be removed from the Curriculum Development and Approval Policy and placed in the Evaluation Policy. The Chair confirmed that she had many complaints and questions from faculty looking for reference to the Instructors Course Outline in the Ed Policies. She agreed it would be much more intuitively placed in the new Evaluation Policy since it dealt with issues related to evaluation. The Chair indicated that this decision would best be decided when the Evaluation Policy came back to Council for Approval.

d) ***Credentials Awarded at Douglas College Policy Revision***

The phrase “and at least twenty courses” was removed from the definition of Diploma as well as in the sections Open-enrolment areas and Honours Diploma. A suggestion to remove the minimum courses required for all credentials was made. The Chair responded that the problem was noticed on the definition of diploma and indicated that the Policy Committee had only looked the definitions of Diploma and Honours Diploma. She further suggested if it was Councils will to do so, it could decide to remove reference to “a minimum of courses and simply specify minimum number of credits required to complete all credentials. She suggested that current definitions are not friendly to programs delivered in alternate systems. The comment was made that the College might award Citations or Certificates to students with a stipulated minimum number of credits but perhaps as few as one or two courses depending on how a program was organized. The Chair clarified that removing reference to minimum number of courses required for credentials would allow for that to happen. Comments from the registrar and the Vice President Education and others indicated that as long as the number of credits was sufficient appropriate academic rigor would be applied to Douglas credentials.

There was unanimous consent to short-cycle a Motion to Approve the *Credentials Awarded at Douglas College Policy* as revised.

MOVED by T. Yip; SECONDED by E. McCausland

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revisions submitted by the Policy Subcommittee to remove the phrase “and at least twenty courses” from the definition of all Douglas College credentials.

The Motion was carried.

4.3 Diploma in Advanced Opticianry, Contact Lenses and Refraction Technologies Program Proposal

T. Viani indicated that the admissions requirement section of this program proposal was considered by the Admissions & Language Competency Committee and was recommended for approval by Education Council.

MOVED by B. Hardy; SECONDED by M. Tarko

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the new program Diploma in Advanced Opticianry, Contact Lenses and Refraction Technologies, as presented.

The Motion was CARRIED.

4.4 Curriculum Committee Recommendations

There being no discussion.

There was unanimous consent to short cycle a Motion to Approve the Curriculum Committee Recommendations as presented.

MOVED by M. Tarko; SECONDED by B. Hardy

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the recommendations of the Curriculum Committee to withdraw the curriculum guidelines and courses CCSD 1230, CCSD 2380 and CCSD 2460.

THAT Education Council approve the recommendations of the Curriculum Committee to approve the submitted revised curriculum guidelines as follows:

CCSD 1140, CCSD 1170, CCSD 1240, CCSD 1270, CCSD 2334, CCSD 2335, CCSD 2340, CCSD 2420, CFCS 1160, CFCS 2432, DOPT 2401, DOPT 2411, DOPT 2413, DOPT 2501, DOPT 2511, DOPT 2513, DOPT 2611, ENGL 3180, INTR 1142, INTR 1242, INTR 1120, EASL 0810, EASL 0820

The Motion was CARRIED

4.5 Admissions & Language Competency Committee Recommendations

There was unanimous consent to short cycle a Motion to Approve the Admissions & Language Competency Committee Recommendations as presented.

MOVED by E. McCausland; SECONDED by M. Brulhart

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted Admissions & Language Competency Committee recommendations as follows:

1. Health Information Management

- **Increase in the average required from BC secondary school from a C to a C+.**
- **Eliminate the recency requirement for English 12. It was previously 4 years. The standard substitutions are included.**
- **Increase of grade in Foundations of Math 11 from a C to a C+. The standard substitutions are included.**

2. Bachelor of Science and Diploma in Psychiatric Nursing

The Standard First Aid and CPR C certificates will no longer be required for admission to the program.

3. Diploma in Advanced Opticianry, Contract Lenses, and Refraction Technologies

For entry into the revised second year of this program.

- **Be a graduate from an approved school with a Certificate in Eyeglass Dispensing or equivalent AND**
- **Be a registered “Optician” with the regulatory body in their respective jurisdictions (e.g., College Opticians of BC, College of Opticians of Ontario), OR**
- **Be eligible for registration as a "Student Contact Lens Fitter" under the bylaws of the College of Opticians of British Columbia**

The Motion was CARRIED

5. **NEW BUSINESS**

5.1 **Classroom and Community Support – Program Revision**

L. Woods indicated the revisions included the order/sequence of the program offering and the removal of some older courses to be replaced by newer more up to date courses. She also indicated a typographical error on the first page of the memo under the heading rationale, paragraph 1, third line, CCSD 2330 should read CCSD **2230**. As well, the same typographical error on the last page of the Program Sequence, Semester 3, fifth line, CCSD 2330 should read CCSD **2230**.

There was unanimous consent to short cycle a Motion to Approve the Classroom and Community Support program revision as amended.

MOVED by B. Hardy; SECONDED by D. Anderson

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted program revision to the Diploma in Classroom and Community Support as attached to these minutes as Appendix “A”.

The Motion was CARRIED.

5.2 **Citation in Behavioral Interventionist – Program Revision**

L. Woods indicated the revisions to this item were similar to the previous agenda item which included the order/sequence of the program offering by moving CCSD 1140 from the second semester to the first semester and moving CE BI Foundations from the first semester to the second semester.

There was unanimous consent to short cycle a Motion to Approve the Citation in Behavioral Interventionist program revision as presented.

MOVED by D. Anderson; SECONDED by M. Brulhart

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted program revision to the Behavioral Intervention Citation as attached to these minutes as Appendix "B".

The Motion was CARRIED.

5.3 Budget 2009/2012

S. Witter indicated that she hopes the budget as presented covers everything and if there are no future cuts to the governments' interim budget, then the draft budget is the best scenario for Douglas. She further indicated that most managers in the system are fairly satisfied that nothing significant will change but some are worried that things could change after the election. She suggested that until we actually see our budget letters, we really don't know what we are dealing with. She will get information out to the college as soon as the information is received.

ACTION: Please take this back to your constituencies for consideration of formal advice at the March 16, 2009 Education Council meeting.

5.4 Associate of Arts Degree in Forensic Studies Program

The Chair pointed out the program name was incorrect and should read Associate of Arts Degree in Forensic **Studies** Program rather than "Sciences" Program.

K. Denton indicated that this is an existing program which simply identifies the courses needed to meet entry requirements into BCIT's forensic studies program.

ACTION: Please take this back to your constituencies for consideration for approval at the March 16, 2009 Education Council meeting.

5.5 Removal of the Research Ethics Board (REB) as a Standing Committee of Education Council; Withdrawal of Education Council approved Research Ethics Board Standing Committee Terms of Reference

The Chair pointed out that under the Administrative Policy *Ethical Conduct for Research Involving Humans* the Research Ethics Board is now a free standing college committee and is no longer an EDCO subcommittee. She indicated that the committee should be withdrawn as a standing committee of Education Council and that its' EDCO approved Terms of reference should be withdrawn as well. She further indicated that EDCO might be required to consider a change to the by-laws.

There was unanimous consent to short cycle a Motion to Remove the Research Ethics Board (REB) as a standing committee of Education Council and to withdraw the Education Council approved Research Ethics Board Standing Committee Terms of Reference.

MOVED by D. Anderson; SECONDED by M. Brulhart

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the dissolving of the Research Ethics Board as a standing committee of Education Council and the withdrawal of its approved terms of reference.

The Motion was CARRIED.

5.6 Sign Language Interpretation – Program Revision

C. Palmer indicated proposed changes to the order of curriculum in the Sign Language Interpreter program such as removing CFCS 1121 as a program requirement in order to bring the required credit amount to more appropriate 60 credits. Other changes include moving INTR 1221 from the winter semester to the fall semester and by dividing the INTRA 1142 the first Foundational Skills course into two parts (Fall and Winter) to allow additional time for student practice and feedback.

There was unanimous consent to short cycle a Motion to Approve the requested program revision for the Diploma in Sign Language Interpretation (INTR) as presented.

MOVED by M. Brulhart; SECONDED by G. Gramozis

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the requested program revision for the Diploma in Sign Language Interpretation (INTR) as attached to these minutes as Appendix "C".

6. REPORTS

6.1 Report from the Chair

The Chair informed Council that the Education Council Policy Review Group has now met and clarified the process and drafted up their Terms of Reference which will come to Council for ratification in March. She advised that this new group is a small sub-committee that advises the Policy Committee who then reports to Education Council. She further advised that they have now received various policies for review and will probably start meeting with the department representatives shortly.

6.2 Report from the President

There was no report.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Secretary

There was no report.

6.5 Report from the Curriculum Committee

There was no report.

6.6 Report from the Education Excellence Committee

There was no report.

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.

6.9 Report from the Academic Signature Committee

There was no report.

7. OTHER BUSINESS – For Information and Circulation

7.1 Adult Special Education

The Chair indicated it was well worth the time needed to read it and that little about the offerings would be changing. R. Wylie asked if new directions and opportunities were going to continue. T. James advised the funding was removed from last year's budget so it is not operating this

year. T. James indicated the tuition is relatively high so it is a good idea to offset costs. The tuition rate is set by the College Board and the intention is to look at other associations who may be willing to sponsor students and agencies and have them set aside bursaries. T. James further indicated that they have been in discussions with the province Ace-It funding, which is the Apprentice Board for the Light Warehouse Training Program, and Burnaby, Surrey & Delta districts are interested in sending students to participate in those programs.

7.2 Concept Paper – Post Degree Diploma in Marketing Management Diploma

The Chair advised that the full program proposal is pretty far along and that it should be coming to Education Council for approval soon.

7.3 Student Profile and Perception Survey

There was no discussion

7.4 Framework for Existing Collaborative Agreements

There was no discussion

8. ADJOURNMENT

MOVED by E. McCausland, SECONDED by G. Gramozis, the meeting adjourned at 5:45 pm.

Chair _____ Secretary _____