



**MINUTES OF A MEETING OF EDUCATION COUNCIL
Held Monday, January 15, 2007 at 4:30 pm
New Westminster Campus, Boardroom**

1. ROLL CALL:

Members Present:

Trish Angus (Non-Voting)
Graeme Bowbrick (Vice-Chair)
Sebastian Bubrick
Jan Carrie
Kathy Denton
Anne Gapper (Acting Recorder)
Inderjit Gill
Gerry Gramozis
Leon Guppy
Bruce Hardy
Dianne Hewitt
Sean Hibbitts
Ted James
Ann Kitching (Ex-Officio)
Jan Lindsay
Les Marshall
Elizabeth McCausland
Susan Meshwork (Chair)
Colleen Murphy
Jacqueline Smith
Teryl Smith
Susan Witter (Ex-Officio)

Regrets:

Marilyn Brulhart

Absent:

Debbie McCloy

Guests:

Wayne Ratcliffe
Brian Storey
Brenda Welock

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2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Chair asked members to approve a fluid agenda, Items 5.1, 5.2 and 5.3 would be the first order of business followed by the rest of the agenda as presented.
3. APPROVAL OF THE DECEMBER 11, 2006 MINUTES: The Minutes were approved as submitted.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Strategic Plan – Vision and Summary Statements

K. Denton advised that the FEC meeting day for many departments was a ‘snow day’ and that this may have made it difficult to get feedback on the College Board Strategic Plan Vision and Goals Statement. The Chair confirmed that this item would be kept on the agenda for the next Education Council meeting on February 19, 2007. It was confirmed that the Strategic Plan Vision and Goals Statement had been included on the FEC agendas. C. Murphy reported that the Child, Family and Community Studies FEC were appreciative of the procedure and vision statement of the Strategic Plan.

ACTION: Please take this item back to your constituencies for feedback for the February Education Council meeting.

4.2 Admission and Language Competency Committee Recommendations

The Chair advised that Council would only be dealing with Item 1, Animal Health Technology Diploma Program and part of Item 2, Sport Science Diploma. The balance of Item 2, Bachelor of Physical Education and Coaching Degree would be addressed by Council once the changes had been reviewed and approved by the Vice President’s Academic Council.

Referring to the Animal Health Technology Diploma Program, E. McCausland inquired as to what would happen if more applications were received from high school graduates from School District 43 than the 20% reserved. T. Angus confirmed that applications would be filtered through the normal process and would be approved based on the date the application was received.

There being no further discussion.

MOVED by J. Smith; SECONDED by E. McCausland,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the academic admission, general and other requirements for the Animal Health Technology Diploma Program including the preferential admission requirements; and that Education Council approve the changes to the admission requirements to the Sport Science Diploma as presented.

The Motion was CARRIED.

4.2 Curriculum Committee Recommendations

There being no discussion.

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

MOVED by J. Smith; SECONDED by B. Hardy

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted guidelines for VOAC 0113, VOAC 0118, LGST 1110, LGST 1120, LGST 2220, ENGL 1118, ENGL 2328.

The Motion was CARRIED.

5. NEW BUSINESS

5.1 Continuing Education Veterinary Office & Animal Care Certificate Program – Program Revision

The Chair advised members that Council would only be addressing the first of the two requested revisions as specified in the Memorandum dated December 6, 2006 from B. Welock to Peter van den Bosch which was included in the agenda package. The second request had been passed on to the Curriculum Committee for their recommendations.

B. Welock was invited to the table and explained that this course was being offered again in March 2007. In order to be able to make the revisions to meet market needs they were requesting that Council short-cycle this submission from Continuing Education. B. Welock explained that this course was first offered in April 2006, finishing in September 2006 and based on feedback from participants, they would like to move VOAC 0102 (Grooming, Handling and Restraint) to the first semester and VOAC 0110 (Veterinary Laboratory Procedures) to the second semester.

There being no further discussion.

There was unanimous consent to short-cycle the request for program revisions for the Veterinary Office and Animal Care certificate program.

Moved by J. Smith; Seconded by K. Denton,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the program revisions of moving VOAC 0102 to the first semester and VOAC 0110 to the second semester of the Veterinary Office and Animal Care certificate program.

The Motion was CARRIED.

5.2 a) Accounting Assistant Certificate – Program Revision – Name and Scheduling Change

W. Ratcliffe was invited to the table to speak to the above program revisions. He explained that the recommended change in name from Accounting Assistant Certificate Program to Applied Bookkeeping Certificate Program had arisen primarily from the low enrollment in the current program. The new name will be more marketable and will better reflect the benefits and skills provided by the program. “Accounting Assistant” had some negative connotations for some prospective students.

W. Ratcliffe further explained that up until now, the Accounting Assistant program had included OADM 1227 (Office Mathematics) which was a math class with an algebraic approach. Douglas College was the only college in British Columbia that was taking this approach; other colleges were using a non-algebraic approach. OADM 1222 (Spreadsheets & Business Calculations) would be the substitute course and would provide students with a better grounding of what they are likely to experience in the workplace.

b) Administrative Assistant Certificate – Program Revision – Schedule Change

W. Ratcliffe advised that OADM 1222 (Spreadsheets & Business Calculations) will replace OADM 1338 (Accounting Procedures II). This will enable Administrative Assistant students to upgrade their computational skills while learning to make proper use of business calculators and examine advanced applications of spreadsheet software.

The proposed changes to both the Accounting Assistant and Administrative Assistant Certificate Programs will require the re-scheduling of some courses to ensure proper sequencing of key concepts.

ACTION: Please take these items back to your constituency groups for feedback and consideration of Motions to approve at the February 19, 2007 Education Council meeting.

5.3 Bachelor of Physical Education and Coaching – Program Revision

The Chair advised Council that this program revision still needed to be reviewed and approved by the Vice President's Academic Council. She explained that it would be presented as a Notice of Motion at today's Education Council meeting and that Council would vote on the proposed revisions after they had been presented to the Vice President's Academic Council.

B. Storey was invited to the table to speak to this item. He advised that the proposed revisions were minor changes to the graduating requirements in the Bachelor of Physical Education and Coaching degree. B. Storey advised that in the Secondary Option, the proposed revisions would increase flexibility by changing the specific electives to 'science electives'. He further advised that in the Elementary Option, six of the eight proposed revisions were taking what was a specific elective with a specified term and changing it to non-specified electives. Two other proposed revisions were to change electives from a specific semester to a graduating requirement.

K. Denton inquired if the Elementary Option required a Canadian history or geography course. B. Storey confirmed that this was the case and that it was a requirement from the College of Teachers that students have 6 credits of prerequisites at an upper level. L. Marshall asked if a course in Canadian economic history would qualify. B. Storey confirmed that if this course was on the College of Teachers' requirements list it would be acceptable. He stated that he would check into this and if the course qualified it would be included on the list in the Registrar's Office of all the accepted credits. T. Angus confirmed that the degree audit would list acceptable courses. B. Storey stated that he would be happy to answer any questions that arose from the meetings of the FECs.

ACTION: Please take this item back to your constituencies for feedback.

6. REPORTS

6.1 Report from the Chair

The Chair confirmed that the Education Council discussion of the budget would be delayed due to the Ministry changing funding amounts as explained in the January 11, 2007 President's Report. The budget is scheduled to be made public in February and Education Council will discuss it after it becomes available to the College community.

The Chair advised that all three degrees which had been approved by Council in 2006 had now been reviewed by the Degree Quality Assessment Board panels and the College was now waiting for final approval from the Degree Quality Assessment Board.

B. Hardy responded that he had received feedback from two members of the panel for the Child & Youth Care Degree. They had expressed initial surprise at the amount of time Douglas College had allocated for administrative feedback but then had realized in hindsight how well the program was supported and had thought that this meant a tremendous difference for the quality of presentation.

6.2 Report from the President

S. Witter confirmed that a government promised and budgeted \$1.4 million inflationary grant for all the BC Colleges had been turned down by the Treasury Board. This meant that all College administrations had to re-work their 2007/2008 budgets. She advised that she and A. Kitching were meeting with one of the local MLAs who was with the Treasury Board on January 16, 2007 but that for now the College would have to proceed and plan with the reduced budget amount.

In response to a question, S. Witter confirmed that the Universities and BCIT had received the grant. She further added that although the lower budget amount would have an impact on Douglas College, we would still manage to proceed without cancelling programs.

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 Educational Excellence Committee

There was no report.

6.7 Report from the Research Ethics Board

There was no report.

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

There was no report.

6.9 Report from the Standing Committee on Educational Policies

There was no report.

7. OTHER BUSINESS – For Information and Circulation

7.1 Survey of Grade 12 graduates who did not transition immediately into post-secondary institutions

The survey completed by B. Cowin was provided to the members for information and circulation.

7.2 Teaching English as a Second or Foreign Language (TESFL) Citation Concept Paper

The TESFL Citation Concept Paper was provided to the members as required under the New Program Development and Approval policy.

7.3 Updated Education Council 2006/7 Membership List

An updated membership list was provided to members to be placed in Member Handbooks.

8. ADJOURNMENT:

Moved by S. Hibbitts; Seconded by C. Murphy, the meeting adjourned at 5.05 pm

Chair _____ Secretary _____