



**MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY JANUARY 18, 2010 AT 4:15 PM
BOARDROOM - NEW WESTMINSTER CAMPUS**

1. ROLL CALL:

Members Present:

Samirah Abid
Deb Anderson (A/ Vice-Chair)
Thor Borgford
Jan Carrie (A/ VP-Education)
Kathy Denton
Gerry Gramozis
Leon Guppy
Bruce Hardy
Dianne Hewitt
Ted James
Peter Kendrick (Ex-Officio)
Scott McAlpine (Ex-Officio)
Elizabeth McCausland (A/ Chair)
Debbie McCloy
Zaheeda Merchant
Michael Phillips
Brenda Pickard (Secretary)
Don Valeri
Robin Wylie
Kate Yoshitomi

Regrets:

Rajbinder Dehal
Susan Meshwork (Leave)

Absent:

Donna Rose

Guests:

Rosilyn Coulson
Wayne Ratcliffe

2. APPROVAL OF THE AGENDA

The Chair asked members to approve a fluid Agenda to accommodate the guests, Council agreed and the Agenda was approved as presented.

3. APPROVAL OF THE DECEMBER 14, 2009 MINUTES

The December 14, 2009 Minutes were approved as presented.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Policy Items

- a) *Credentials Awarded at Douglas College* Policy
This item was postponed to a future meeting.
- b) Revision of the *College/School District* Policy
There being no further discussion:

MOVED by D. McCloy; SECONDED by T. James,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revision to the *College/School District* policy.

The Motion was CARRIED.

4.2 Revision of the Education Council Policy Review Approval Process

The Chair referred to the additional memo in the package.

In response to a question, the Chair clarified that issues regarding dress codes (for example in Health Science) in practicum placement sites would be a program requirement as students would be deducted a percentage if they did not adhere to the set dress code. The Chair added that students would need to be advised of requirements such as these in a variety ways e.g., instructor course outlines, posters, orientation etc.

- a) Revision of the Education Council Policy Review Group's Terms of Reference

MOVED by K. Denton; SECONDED by T. Borgford,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Education Council Policy Review Group's Terms of Reference including a name change to Faculty/ Departmental and Program Requirement Review Group (FDPRG).

The Motion was CARRIED.

- 4.3 Medical Office Assistant Citation Program
The Chair invited Wayne Ratcliffe to speak to this item.

There being no further discussion:

MOVED by B. Hardy; SECONDED by K. Yoshitomi,

BE IT AND IT WAS RESOLVED:

THAT Education Council approved the Citation for the Medical Office Assistant Program.

The Motion was CARRIED.

- 4.3 a) Recommendation that the Board Approve the Credential Medical Office Assistant Citation

MOVED by B. Hardy; SECONDED by Z. Merchant,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the credential Medical Office Assistant Citation.

The Motion was CARRIED.

- 4.4 Curriculum Committee Recommendations
There was unanimous consent to Short-cycle the Motion to approve the submitted Curriculum Committee recommendations.

MOVED by K. Denton; SECONDED by D. Hewitt,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the withdrawal of INTR 1221, and the submitted guidelines for CRIM 2240, CRIM 3310, ENGL 2316, ENGL 2317, ENGL 2319 and ENGL 3149.

The Motion was CARRIED.

- 4.5 Admissions and Language Competency Committee Recommendations
There was unanimous consent to Short-cycle the Motion to approve the submitted recommendations from the Admissions and Language Competency Committee.

MOVED by J. Carrie; SECONDED by D. McCloy,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revised admission requirements to the Health Care Assistant Program and, the admission requirement to the Health Care Support Worker Certificate and Community Mental Health Worker Citation.

The Motion was CARRIED.

5. NEW BUSINESS

5.1 Evaluation Policy (Final Examinations) Discussion

The Chair advised members both she and Susan Meshwork have received some questions from faculty about the rules in the *Evaluation Policy* regarding when final exams can be set. She noted these rules are laid out in the section of the policy titled “Final Examinations in Credit Courses”. She noted that in some discussions with Deans/Associate Deans and faculty (including former Chairs of Education Council) it has become clear that current practice regarding setting final exams during class time varies widely, as do interpretations of the policy language and intent.

The following discussion ensued:

- L. McCausland advised members the LLPA FEC discussed the policy regarding concerns raised by instructors that students were missing classes at the end of the term to study for final exams scheduled in other classes. She noted her FEC was of the understanding that existing language in the policy was created to avoid such conflicts for students by ensuring that finals are scheduled during the examination period.
- A suggestion was made to delete the second part of the first sentence under “Final Examinations in Credit Courses to read: “Instructors will determine whether a final examination will be set to reduce any confusion”.
- It was noted that not all course examinations fall under the general exam period e.g., some Health Sciences courses are between 8 – 10 weeks in length and students don’t wish to take a final exam 3 – 5 weeks after the last day of classes so these exams are currently held off matrix.

- S. Abid advised members, from a students' perspective, the time put into studying depends not so much on percentage value as on the amount of material covered (does it cover the whole term, 50% of term etc.). Members felt it would be too difficult to write language expressing that, so the percentage value of the assignment would be what the policy covered.

Members agreed to refer this item to the Standing Committee on Educational Policies to review current language regarding the setting of exams and course assignments in the last 2 weeks of classes.

T. James advised members that he will bring policy language to the March 15, 2010 Education Council meeting for review.

5.2 Educational Excellence Committee – Recommendations

This item was dealt with In-Camera.

6. REPORTS

6.1 Report from the Chair

The Chair advised members the Report to the Board and Education Council's advice to STM regarding the Draft Program and Service Review Policy are in the package.

The Chair advised members that the Appeal Tribunal has now concluded its business. She thanked Dianne Hewitt and Debbie McCloy for serving on the Tribunal.

The Chair reminded members there is no February meeting of Education Council.

The Chair noted a couple of anomalies to Education Council's two-month approval process within the next couple of months:

- 1) The **Draft Budget** will come to the March Education Council meeting only. Members will need to consult with their constituents when budget documents are distributed in February and forward formal feedback/advice directly to the Chair. We will discuss this item at the March Education Council meeting; and,
- 2) **Strategic Plan** will be sent to the College community just after the March Education Council meeting. She asked members to commence discussions regarding the Strategic Plan as soon as the plan is released to the College community and bring feedback to the April Education Council meeting to formulate formal advice/feedback to SMT and the College Board. The

Chair advised members she will receive feedback from members during the College consultation process.

The Chair encouraged members to participate in the Strategic Plan forums and avail themselves of other feedback opportunities e.g., President's blog etc.

6.2 Report from the President

The President advised members the draft Strategic Plan will be sent to the College community on March 21 to commence the public consultation process. He noted there are many opportunities to provide feedback to the plan e.g., 14 public forums, President's website including a blog and many other opportunities. He added if Department/ Faculties or Constituency groups or individuals wish to meet with him, alternate arrangements will be made. The President advised members they may now access the 4 page context document including the environmental scan on his website.

The President advised members the Board retreat was last weekend, discussions included the draft Budget; environmental scan; decline in market share; decline in population; flat enrolments; what's working, what's not at Douglas etc.

The President advised members he met with the BC College of Presidents and Minister Stillwell this morning. He noted Minister Stillwell has lost three senior administrators in the past week and is looking for feedback and advice from the College of Presidents.

6.3 Report from the Board Representative

Peter advised members of the Board retreat and workshop on Board governance and overall trends. He advised members that almost half of Board members have been appointed or elected within the last three months.

6.4 Report from the Secretary

The Secretary reminded members that there will be no meeting of Education Council in February. She highlighted upcoming deadlines for the March 15, 2010 meeting. **Agenda deadline** – items to the Chair by **March 2nd**; **Documentation deadline** – items to the Secretary by **12 noon March 4th**.

The Secretary advised members the January Council package is currently available on the website.

The Secretary advised members she will be taking a 1 year General Leave from the College commencing April 6th, 2010. She noted it was hopeful to have someone in her position prior to the March 15 Education Council meeting. She noted that she will be attending the March meeting as a shadow recorder.

- 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 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

There was no Other Business.

8. NEXT MEETING

March 15, 2010 at 4:15 p.m. in the Boardroom - New Westminster Campus.

9. ADJOURNMENT – Moved by K. Denton; Seconded by D. Valeri, the meeting Adjourned at 5:25 p.m.

Chair

Secretary