

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD ON MONDAY, JUNE 14, 1999 AT 3:00 P.M. IN THE BOARD ROOM**

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1. ROLL CALL

**Members Present:**

Barbara Allen  
Trish Angus (Non-Voting)  
Al Atkinson  
Lawrence Becker (Vice Chair)  
Georgina Ferguson  
Sandra Hochstein  
Maria Iaquina  
Wilma Marshall (for P. Biscop)  
Dawn McDonald  
John McKendry  
Beverley Miller  
Carole Nelson (Ex-Officio)  
Susan Oesterle  
Brenda Pickard (Secretary)  
Meg Stainsby (Chair)  
Joan Thomson  
Susan Witter (Ex-Officio)

**Regrets:**

Paul Biscop  
Darryl Flasch  
Kim Longmuir  
Julie Roper  
Jim Sator  
Debbie Smith

**Absent:**

Jack Shehadeh  
Stephanie Williams

**Guests:**

Janet Allwork  
Michael Blefare  
Ray Chapman  
Terry Farrell  
Cristina Gecolea  
Christian Guillou  
Sarah Hossack  
Ted James  
Wilma McCrossan  
Jaimie McEvoy  
Des Wilson  
Michael Wilson

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The Chair called the Meeting to Order at 3:05 p.m. and welcomed the many guests. The Chair introduced, and congratulations went to Janet Allwork, the incumbent Chair and Wilma Marshall, the incumbent Vice Chair for the 1999/2000 term of Education Council.

2. APPROVAL OF THE AGENDA: The Chair moved item 7.2 (Unit Review System) to New Business under 5.3. The Agenda was approved as amended.
3. APPROVAL OF THE MINUTES OF THE MAY 17, 1999 MEETING: Under 5.1, Policy Revision, E02.01.11 -- Admissions, the statement regarding Secondary School

Transcripts and Assessment Testing will be added to the policy as approved in February and the General Admission Requirement will be referred back to the Policy Committee for further consideration. (This sentence to replace the first sentence on page six, "Members agreed.....sections 1 and 2" of the May minutes.)

The Minutes were approved as amended.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Testing and Research Review Committee

Three items were discussed with respect to the Committee: 1) should the Committee be a standing committee of Education Council; 2) do the terms of reference need to be revised, and; 3) should the current policy, E02.01.02 be withdrawn.

1) It was agreed, in order to serve the interests of the institution, that the Testing and Research Review Committee be a Standing Committee of Education Council.

**MOVED** by A. Atkinson, **SECONDED** by M. Iaquinta:

BE IT AND IT WAS RESOLVED:

**THAT Education Council accept the Testing and Research Review Committee as a Standing Committee of Council.**

**The Motion was CARRIED.**

There was some discussion as to who should appropriately chair the committee. Also discussed was the possibility of changing the Committee's name to incorporate the term "ethic(s)" as it was noted that it would be received more favorably by community partnerships. It was agreed to defer this discussion until the Committee reviewed its terms of reference.

2) The draft Terms of Reference will be revised and submitted to Education Council for approval in due course. Wilma Marshall agreed to join current committee members to review the draft.

3) Withdrawal of the current policy should coincide with approval of the new terms of reference.

4.2 Curriculum Committee

- (a) E02.03.08 Appendix: Members received the revised Appendix as information.
- (b) Course Control Sheet: It was noted that under the “Development and Consultation Process”, date **forwarded** has been added, and under the heading “Curriculum Guidelines sent to:” **Director** has been added to the Dean.

**MOVED** by D. McDonald, **SECONDED** by S. Hochstein:

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Course Control Sheet, as submitted.**

**The Motion was CARRIED.**

- (c) Curriculum Guidelines Template: It was suggested that **Department/Program Area** replace Faculty under section B, and that space for details on transfer arrangements to specific institutions be replaced by the phrase “**See BC Transfer Guide for Transfer Details**”, and that the web address for the Guide be included.

**MOVED** by S. Oesterle, **SECONDED** by B. Allen:

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Curriculum Guidelines Template as amended.**

**The Motion was CARRIED.**

The Chair noted that the entire E02.03.08 policy could now be distributed widely and that Council members undertake to ensure that Faculty members preparing Fall course outlines be informed especially as to the details in the section covering individual instructor course outlines.

#### 4.3 Policy Revisions

- (a) E02.01.07 — Accessibility to College Programs, Courses and Services for Persons with Disabilities:

**MOVED** by M. Iaquina, **SECONDED** by B. Allen:

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve policy E02.01.07 as submitted.**

**The Motion was CARRIED.**

- (b) E02.01.07 (1992) — Accessibility to College Programs, Courses and Services for Persons with Disabilities; E02.05.04 — Alternative Learning and Evaluation Procedures:

**MOVED** by B. Miller, **SECONDED** by G. Ferguson:

BE IT AND IT WAS RESOLVED:

**THAT Education Council withdraw policies E02.01.07 (1992) and E02.05.04.**

**The Motion was CARRIED.**

- (c) Request to Reconsider E02.03.03 — Awarding of College Credentials:

**MOVED** by D. McDonald, **SECONDED** by B. Allen:

BE IT AND IT WAS RESOLVED:

**THAT Education Council short-cycle the Notice of Motion.**

**The Motion was CARRIED.**

The Chair distributed a memo from Geraldine Murphy Street indicating that the listing of courses on CE certificates would be nearly impossible and asked Council to reconsider its decision to include this in the policy. After brief discussion, it was agreed to accept the recommendation and leave out "or courses, where appropriate".

**MOVED** by D. McDonald, **SECONDED** by J. McKendry:

BE IT AND IT WAS RESOLVED:

**THAT Education Council remove the phrase "or courses,**

where appropriate" from the definition of "Continuing Education Certificate of Program Completion" from policy E02.03.03.

The Motion was CARRIED.

- 4.4 Review of Semester Length: Up-date on Task Force: The first meeting of the Task force was Wednesday, June 9. There was agreement that the Task Force should expand its membership to include a representative from the Educational Policy Committee (non-voting) and the BCGEU. The Chair noted that the seat for a Health Sciences faculty member is vacant, and that the Task Force is looking for additional student representation, perhaps from a closed enrolment program. The next scheduled meeting is September 1<sup>st</sup>, 10:00 a.m. - 12 noon. Kevin Barrington-Foote will Chair the Task Force.

5. NEW BUSINESS

- 5.1 Draft Approval Process for CE Certificate Programs: This item will be brought forward to the Educational Services Divisional Management Team, the Committee of Deans, and SMT. It will also be brought forward to Council in the Fall. Members are asked to solicit feedback on the draft from members of their constituent groups.
- 5.2 PLA Guidelines: B. Miller gave a brief history of the work that has been done to-date in the development of the Provincial Guidelines. Ms. Miller drew members' attention to points one and seven, indicating that these were critical with respect to receiving institutions accepting or not accepting credit granted by another institution.

Members were asked to distribute the Guidelines among members of their constituent groups, and to gather feedback. Council will be asked in the Fall to consider endorsing these Guidelines for use at Douglas. The Chair reminded members that under legislation, Council has responsibility for policies governing the evaluation of student performance.

- 5.3 Unit Review System (May 31, 1999): The Chair asked members to take this item to their constituency groups for feedback/comments. **This will be brought forward to Education Council's meeting in the Fall, and forwarded to the task force for its consideration.** Once the task force's report is final, Education Council will be responsible (again, under legislation) for recommending to the

Board what policy might replace any current unit review policy.

## 6. REPORTS

### 6.1 Report from the Chair

The Chair reported that Anna Jajic will be joining Education Council as the 10<sup>th</sup> faculty member for the 1999-2001 term.

The Chair thanked everyone for attending the Appreciation Evening last month. She also thanked those members who helped out at the orientation for new members. Special thanks went to Susan, Neal, Al and committee representatives for their attendance.

The Chair attended the ACCC conference and indicated she will make materials available for members to peruse if they are interested.

The Chair advised members of the up-coming COEDCO meeting (Council of Education Councils) Wednesday, June 16 and Thursday, June 17 to be held at Douglas. She indicated that guests from BCCAT, CIEA and the Ministry will be in attendance. The Chair will be presenting an orientation session for new Council Chairs on Wednesday, as the turnover of Chairs is quite substantial.

The Chair will be attending the AECBC AGM / conference at the Justice Institute and indicated the new executive or Council members may be interested in joining some or all of the events.

Thanks went to Lawrence Becker for taking the day shift on convocation day. The Chair attended the evening convocation.

A big thank you went to current members for their two years' work for Council. The Chair also wished the returning members well.

At this point of the meeting, the Chair distributed certificates of appreciation to members, and a gift to Lawrence for his work as Vice-Chair.

### 6.2 Report from the President

The President reported that the issue with the Ombudsman has come to an acceptable conclusion allowing the College to stay within policy parameters. However, it was noted in the discussion that this agreement may entail procedural changes Council/the College hasn't anticipated.

**MOVED** by J. McKendry, **SECONDED** by B. Allen:

BE IT AND IT WAS RESOLVED:

**THAT Education Council Short-cycle discussion of the policy implications.**

**The Motion was CARRIED.**

**MOVED** by J. McKendry, **SECONDED** by B. Miller:

BE IT AND IT WAS RESOLVED:

**THAT Education Council refer this letter and the Student Appeals Policy to the Policy Committee for discussion of policy/procedural implications, and that the Policy Committee be asked to report its findings to Education Council in due course.**

**The Motion was CARRIED.**

The College received a management letter from the Ministry giving direction for priorities in relation to Charting a New Course for the upcoming year. The President will forward copies to Council members.

The President reminded members of the joint Board and Education Council Budget Meeting following Council's meeting today, 5:30 p.m. in the Douglas Room.

The President invited members to the 2<sup>nd</sup> Annual *Welcome Back BBQ* September 1<sup>st</sup> from 12:00 p.m. - 2:00 p.m.

The President advised members that she will be meeting with various College personnel regarding her own goals and objectives for the upcoming year.

### 6.3 Report from the Standing Committee on Educational Policies

The Minutes of a Meeting held Wednesday, May 12, 1999 and the Policy Review Overview (as of May 19, 1999) were received in the package.

S. Oesterle reported that the Committee was working on the eighth revision of the Academic Honesty policy and a Notice of Motion would likely come to Council in the Fall. Ms. Oesterle indicated she would be happy to answer any questions.

The Chair thanked Janet Allwork and the Committee for their diligent work in revising the many policies. She also drew to members' attention that the Committee's discussion of proposed language for a new "Academic Standards" policy led to a decision that no new policy was needed.

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

The Notes of a meeting of May 26<sup>th</sup>, 1999 were received in the package.

6.6 Report from the Residency Credit Exemption Committee

There was no report.

6.7 Report from the Educational Excellence Committee

There was no report.

6.8 Report from the Curriculum Committee

There was no report.

6.9 Report from the Education Technology Forum

W. Marshall advised members that the Terms of Reference for ETF are being revised and may come to Council in the Fall.

Ms. Allen indicated that there has been some money allocated for innovative projects.

7. NEW BUSINESS — FOR INFORMATION AND CIRCULATION

7.1 Former Student Follow-Up Survey (May 29, 1999)

7.2 Memo from Al Atkinson, Chair TPMC RE: PC Requests; Software Requests was distributed for information.

7.3 C<sup>2</sup>T<sup>2</sup> News, Vol. 1 No. 2 was distributed for information.

7.4 Changing Horizons - Charting a New Course in 1999, Learning Quarterly Vol. 3 Issue 2 Summer 1999, was distributed for information.

8. ADJOURNMENT The meeting adjourned at 4:25 p.m.

**SPECIAL THANKS FROM COUNCIL MEMBERS WENT TO MEG STAINSBY  
FOR HER HARD WORK THROUGHOUT THE PAST TWO YEARS**

\_\_\_\_\_ Chair

\_\_\_\_\_ Secretary