

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD ON MONDAY, JUNE 19, 2000 AT 2:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Barbara Allen (Vice Chair)
Janet Allwork (Chair)
Trish Angus (Non-Voting)
Michael Blefare
Ray Chapman
Terry Farrell
Cara Fischer (for Elliot Fox Povey)
Christian Guillou
Anna Jajic
Ted James
Kim Longmuir
Wilma Marshall
Dawn McDonald
Carole Nelson (Ex-Officio)
Brenda Pickard (Secretary)
Dave Seaweed
Des Wilson
Michael Wilson
Susan Witter (Ex-Officio)

Regrets:

Elliot Fox Povey

Absent:

Cristina Gecolea
Sarah Hossack
Edward Inoue
David Samuel

Guests:

Roberta Bend
Barb Collingwood
Martha Entin
Bill Main
Wilma McCrossan
Ryan Wray

2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Agenda was re-ordered. The Agenda was approved as revised.

3. APPROVAL OF THE MINUTES OF THE MAY 15, 2000 MEETING: The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES:

4.1 Letter of Intent: Community Mental Health Worker Citation Program: The Chair

advised members that this was presented to Council two months ago as a CE program, and is now before Council as a Letter of Intent for base funding.

Concern was expressed with about the consultation process with other departments. Specifically, concern was raised from the Psychology Department that as part of the program component includes an introduction to psychology, the Psychology Department should have been consulted.

In response to a question, Roberta Bend explained that, at this point, no further consultation was required. She clarified that further curriculum development would not take place until the Letter of Intent received Ministry approval. At that time, she would welcome wide consultation as competencies, learning outcomes and entrance criteria are further refined.

MOVED by B. Allen, SECONDED by M. Wilson,

BE IT AND IT WAS RESOLVED:

THAT Education Council support the Letter of Intent for the Community Mental Health Citation Program as a base funded program for Douglas College.

The Motion was CARRIED

4.2 Letter of Intent: American Sign Language Instructor Citation:

MOVED by K. Longmuir, SECONDED by W. Marshall,

BE IT AND IT WAS RESOLVED:

THAT Education Council support the Letter of Intent for the American Sign Language Instructor Citation as a base funded program for Douglas College.

The Motion was CARRIED.

4.3 Policy Amendment - Curriculum Development and Approval: The Chair reminded members that this item was brought forward from the Counselling Discipline requesting Council to review section C2 of the CDA policy and expand it to require that information regarding a student's achievement be available to the student before the course drop deadline (soon to be week 9) so that students could make informed decisions.

MOVED by K. Longmuir, SECONDED by B. Allen,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revisions to C2 of the CDA policy to read: Evaluations must be spaced in such a way that they provide students with the earliest possible indication of their achievement. In order to give this indication of achievement, the instructor must provide some basis for the assessment other than subjective analysis of the student's ability. This information must be given before the semester drop deadline, so that students may make informed decisions.

Additional revisions were suggested: change ability to "performance"; change "semester" to "course"; replace "provide some basis for the assessment other than a subjective analysis of the student's ability. This information must be given before the semester drop deadline, so that students may make informed decisions" to read "provide at least one performance-based assessment prior to the course drop deadline so that students may make informed decisions".

General consent moved unanimously to amend the policy to read:

That Education Council approve the revisions to C2 of the CDA policy to read: Evaluations must be spaced in such a way that they provide students with the earliest possible indication of their achievement. In order to give this indication of achievement, the instructor must provide at least one performance-based assessment prior to the course drop deadline so that students may make informed decisions.

The Motion was CARRIED.

T. Farrell abstained for the record.

ACTION Please inform your constituents of the policy revisions.

- 4.4 Program Profile Planning 2001-2002: The draft Program Profile document circulated in last month's package, received general support.

The President reported that at AECBC 's recent meeting, the Deputy Minister suggested that the government is considering implementing a three, rather than one, year Program Profile.

- 4.5 Semester Length Review Task Force Follow-up: The Chair drew member's attention to the memo and six options submitted by T. Angus which were presented to the Committee of Deans and now brought to Council for discussion.

B. Miller noted that the Deans recommended pursuing Options 2 and 3. She added that the Deans felt Option 6 would not be workable as it would create turnaround problems.

It was suggested that Option 1 would not be realistic as some faculty may be reluctant to shorten a 3 hour exam to 2 hours and the option of common exams must be maintained. It was agreed to pull Option 1 off the discussion table.

J. Allwork advised members that, after a discussion with Ron Brown, she understood that Option 3 could be achieved, as a temporary solution, by putting a question on the request for exam information that goes out asking instructors to indicate their willingness to have an exam scheduled on Saturday. The Registrar agreed to pursue this.

ACTION

Members were requested to consider the pros and cons of each of these option and bring these to the September meeting for discussion after which they will be sent out to constituent groups for feedback.

- 4.6 Curriculum Committee Recommendations: R. Chapman indicated that the revisions for Cisy 690 were consistent with all educational policies.

There was unanimous consent to short-cycle the Motion to approve the submitted revised curriculum guideline.

MOVED by B. Allen, SECONDED by R. Chapman,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guideline for Cisy 690.

The Motion was CARRIED.

- 4.7 Task Group on Open Enrollment Admissions: J. Allwork noted that the Task Group has recommended a revised order of registration which will come forward as part of a package of recommendations before Council when the Group's deliberations are complete. The Group is currently discussing options for late registration with one more meeting scheduled for June 26th.

- 4.8 2000-2001 Planning Session Feedback: The Chair reviewed the feedback received

at the Planning Session and noted that Council would be pursuing recommendations to improve understanding of and familiarity with educational policies and to address admission standards, assessment, and language competency issues. She noted that the Annual Report in this month's package is a response to a suggestion made at the Planning Session and that informal evaluation of Education Council's effectiveness would be ongoing.

5. NEW BUSINESS

- 5.1 Continuing Education Certificate Programs: R. Chapman noted that the Curriculum Committee has looked at the curriculum guidelines for the three CE Programs and the Programs themselves and recommends their approval to Education Council.

There being no questions for Barb Collingwood, the Chair reminded members that, in accordance with the CE Program Approval Process approved last year, Council agreed to short-cycle the approval process.

There was unanimous consent to short-cycle the Motions to approve the submitted curriculum guidelines for the three programs and the programs themselves on the recommendation of the Curriculum Committee.

MOVED by B. Allen, SECONDED by M. Wilson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the curriculum guidelines for the Psychiatric Nursing Refresher Program.

The Motion was CARRIED.

MOVED by D. McDonald, SECONDED by M. Wilson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Psychiatric Nursing Refresher Program.

The Motion was CARRIED.

Moved by R. Chapman, SECONDED by M. Wilson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the curriculum guidelines for the RN Mental Health Nursing Program.

The Motion was CARRIED.

Moved by K. Longmuir, SECONDED by D. McDonald,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the RN Mental Health Nursing Program.

The Motion was CARRIED.

MOVED by B. Allen, SECONDED by A. Jajic,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the curriculum guidelines for the RN Qualifying Program.

The Motion was CARRIED.

MOVED by R. Chapman, SECONDED by A. Jajic,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the RN Qualifying Program.

The Motion was CARRIED.

- 5.2 Admission Requirements for Open Enrollment Programs: The Chair drew member's attention to the memo contained in the package indicating the Open Enrollment Admissions Task Group has charged Council with ensuring that admission standards for Arts, Science, Business and General Studies be developed and recommended to the Board for timely implementation.

The Chair made several suggestions:

- a) that Council value the work the Task Group has already done, consider their end place as Council's starting place, and move forward with their recommendation rather than spend a lot of time questioning or reconsidering it;
- b) that a small working group be formed to bring forward a recommendation as soon as possible. She noted that this group should include representation from each of the open enrollment areas (where possible one who is either also on the Task Group or on Council so that connections are easy, and ensuring an Administration and Board representative), a representative from the Standards and Assessment Committee and Trish Angus as Registrar;
- c) that the working group move on minimal language competency standards first, and develop other competencies later as appropriate;
- d) that the working group aim to bring a recommendation to Education Council in the Fall semester.

These received general agreement. The Chair agreed to strike the Committee and chair it initially.

5.3 ACTION Sexual Harassment and Personal Discrimination Policy: The Chair asked members to forward feedback/ comments directly to Mia Gordon.

5.4 Elections for 2000-2001

a) **Election of Vice-Chair**

The Chair requested nominations for the position of Vice-Chair. Wilma Marshall nominated Barbara Allen. Barbara Allen allowed her name to stand. The Chair called for further nominations from the floor. There being no further nominations, nominations for the position of Vice-Chair were closed. **Barbara Allen was elected Vice-Chair by acclamation.**

b) **Election of Chair**

The Vice-Chair called for nominations for the position of Chair. Michael Wilson nominated Janet Allwork. Janet Allwork allowed her name to stand. Further nominations were invited from the floor. There being no further nominations, nominations for the position of Chair were closed. **Janet Allwork was elected Chair by acclamation.**

5.5 Year-end Round Robin: On behalf of Council, the President expressed appreciation to Janet Allwork for the work and leadership she provided during her (first) term and Chair.

6. REPORTS

6.1 Report from the Chair

The Chair advised members that the regular meeting schedule for 2000-2001 was in the package.

The Chair referred to Council's Annual Report 1999-2000, and asked for feedback before sending it out to "ALL" for information.

The Chair reported that the Values Committee will meet Wednesday, August 30. The Chair reported that she had been elected Vice-Chair at COEDCO's Lower Mainland representatives meeting.

The Chair noted a **change for student payment** will occur commencing in September. She explained that instead of payment being automatic, as has been past practice, students will be required to fill out a form indicating the months they wish to request payment. This way, if for example the student is unable to attend a Council meeting or is unable to do Council work for a month, they can simply choose not to be paid – as one student member has done this term – rather than the Chair or Secretary having to check with the students as to the nature of the absence. Student will receive copies of this new for prior to the September meeting.

The Chair advised members that the document "Learner Support and Success" has been distributed widely throughout the College, and endorsed by SMT, Vice President Instruction's Operations Committee and by the Educational Services Divisional Management Committee.

It was noted though that one of the issues that needs to be addressed is CE students do not receive the same level of support as do credit students.

6.2 Report from the President

The President reported that she had recently attended the AECBC meeting in Nelson. She noted that discussions surrounded the changing demographics of the province and specialized universities and colleges. Also, a second version of "Charting a New Course" may be forthcoming from the Ministry.

6.3 Report from the Board Representative

C. Nelson reported that this would be her last meeting and that she has enjoyed her time as a Council member.

6.4 Report from the Standing Committee on Educational Policies

- a) The Minutes of the March, 2000 meeting were included in the package for information.
- b) The Minutes of the May 8, 2000 meeting were included in the package for information.
- c) The Committee's Annual Report was included in the package for information.

There was no further report.

- 6.5 Report from the Standing Committee on Planning and Priorities
The 1999/2000 Annual Report was distributed for information.
- 6.6 Report from the Standing Committee on Admissions and Language Competency Standards
The Annual Report was received in the package for information.
- 6.7 Report from the Residency Credit Exemption Committee
The Committee was asked by Council to consider the memo from the Deans, under John McKendry, to consider their suggestion to revise the current PLA policy related to residency.

Discussion focused on if residency is required at all. Is the thought that students get more experience just by being on campus?

Working on it.

ACTION **Please forward feedback/ comments to the Chair for inclusion in the September package.**

- 6.8 Report from the Educational Excellence Committee
a) Notes of the April 19, 2000 meeting were received in the package.
b) The Committee's Annual Report was received in the package for information.
C. Guillou advised members that the Committee received 21 nominations. Of those, 11 met the criteria. The list will be presented to Council at its September meeting.
Christian noted that the Committee will look into possible revisions to the selection process for next year.
- 6.9 Report from the Curriculum Committee
The Committee's Annual report was received in the package for information.
- 6.10 Report from the Research and Standardized Testing Committee
T. James distributed the Committee's 1999/2000 report for information. He thanked both Wilma Marshall and Janet Allwork for their work in assisting the Committee define its Terms of Reference.
- 6.11 Report from the Education Technology Forum.
a) Minutes of the April 12, 2000 were received in the package.
b) Minutes of the May 10, 2000 were received in the package.
c) ETF Terms of Reference were received in the package.

It was reported that Keith Ellis is the newly elected Chair of the Education Technology Forum.

- 6.12 Report from the International Education Advisory Committee
There was no report.

7. NEW BUSINESS - For Information and Circulation

- 7.1 PLA Activity Report
- 7.2 Agreement between Douglas College and the University of South Australia
- 7.3 TPMC Terms of Reference
- 7.4 Grade 12 Access to BC Universities
- 7.5 Approved amendments to the Associate Degree, BCCAT

8. ADJOURNMENT

_____ Chair _____ Secretary