



**MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY JUNE 21, 2010 AT 2:15 PM
ROOM 2217 - NEW WESTMINSTER CAMPUS**

1. ROLL CALL:

Members Present:

Gerry Gramozis
Leon Guppy
Robin Wylie
Peter Kendrick
Thor Borgford
Michael Phillips
Debbie McCloy
Ted James (Ex-Officio)
Jan Carrie
Samirah Abid
Don Valeri
Gary Tennant
Dianne Hewitt
Deb Anderson (A/Vice Chair)
Elizabeth McCausland (A/Chair)
Jo-Anne Bilquist (Secretary)

Regrets:

Zaheeda Merchant
Kate Yoshitomi
Kathy Denton
Scott McAlpine
Bruce Hardy

Guests:

David Moulton
Cheryl Palmer
Laurie Kocher
Ray Chapman
Drew Young
Cheryl Jeffs
Dianne Maxwell
Mark Elliott

2. APPROVAL OF THE AGENDA

The Chair advised members that these items, which were distributed electronically after the Agenda package had gone out, are available on the side table; the Education Council Advice on the Strategic Plan, the Curriculum Committee Addendum, and the Policy items in 4.1 a), b), c).

The Chair asked members to approve a fluid Agenda, Council agreed and the Agenda was approved as re-ordered.

3. APPROVAL OF THE MAY 17 and MAY 20, 2010 MINUTES

It was noted that on the draft minutes of the regular May 17th meeting item 3 read “Approval of ~~March 15, 2010~~ Minutes” when it should have read “Approval of the **April 19, 2010** Minutes”. The error has been corrected.

All Minutes were approved as amended.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Policy Items

4.1 a) Revision of the *Evaluation* Policy – Final Exams

T. James indicated that the revision has attempted to fit the direction previously given by Council, and to incorporate the lengthy notes into the text of the policy. He thanked R. Wylie and HSS for providing assistance with the language.

There was some discussion around courses that are not standard term length, and it was agreed that a slight wording adjustment would satisfy this exception. There were some other suggestions, and it was agreed that the Policy revisions would be accepted at this point, and could be revisited in the future with regard to additional exceptions.

The suggested revision to the submitted Policy is in **bold** below:

Final examinations will adhere to the following restrictions:

1. ~~No written assessment or test, or combination thereof, valued at greater than 10% may be assigned/given within 14 calendar days of the start of the exam period.~~

Final examinations in credit courses **of a semester length** must be scheduled during the official examination period after the end of classes.

MOVED by D. Anderson; SECONDED by M. Phillips,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the amended revisions to the *Evaluation Policy* – Final Exams.

The Motion was CARRIED.

4.1 b) Revision of the *Withdrawals Policy*

The Chair indicated that this revision came about as part of the regular cycle of policy review.

T. James advised that most of the revision here is housekeeping, with the only major change being to the late registration period, where a student wanting to enter a class in the second week would have to get instructor permission.

Discussion followed with regard to reallocation of seats when students fail to appear in class, departmental requirements, and recommended maximums. In response to a query, T. James indicated that an instructor can contact the Registrar's office if they know of a student who is not planning to attend but who hasn't completed the required paperwork for withdrawal, and the seat could be taken by another student. T. James will check to confirm whether an instructor can do this electronically as well.

ACTION

Please refer this item to your constituency groups for consideration of approval at the September meeting.

4.1 c) Revision of the *Admissions Policy*

T. Borgford spoke to this revision, indicating that this incarnation of the policy is simply a streamlining of the previous one, and is a temporary fix, but that in the future the goal is to further separate policy from procedure in the document.

Responding to concerns raised with regard to the reasoning driving the revisions, T. Borgford advised that the purpose is to make admissions more flexible and more adaptable with regard to students. The previous policy allowed for few, if any, exceptions.

Discussion ensued around the level of authority that would be appropriate in granting Admission Decision exceptions. It was agreed that a slight change in wording would make this revision acceptable.

It should be noted that this policy revision is a temporary measure, and the Admissions Policy will be further reviewed in the fall.

The Admissions Policy wording will be amended to read (amendment in **bold**):

Admission Decisions

3. The Dean, or Associate Dean, of a program area has authority for granting admission criteria waivers in exceptional and unusual cases in consultation with the Registrar **and the appropriate chair/coordinator.**

There was unanimous consent to Short-cycle the Motion.

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

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the amended revisions to the *Admissions Policy*.

The Motion was CARRIED.

4.2 Program Revision – Marketing Management Diploma Course Changes

The Chair invited David Moulton to speak to this item.

The Commerce and Business Administration Education Council Representative said that there had not been further consultation about MARK 3280 and MARK 4270, and asked whether EDCO intended to continue discussion about these courses before considering approval of the proposed MRKT program revision. The Chair explained that since MARK 3280 and MARK 4270 had been duly approved by EDCO further discussion about them was not necessary or relevant to EDCO's deliberation about approval of the proposed MRKT program revision.

There being no further discussion,

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

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed revisions to the Marketing Management Diploma Course.

The Motion was CARRIED.

4.3 Program Revision – Diploma of Sign Language Interpretation

The Chair welcomed Cheryl Palmer to speak to this item.

There being no further discussion,

MOVED by R. Wylie; SECONDED by G. Tennant,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed revisions to the Diploma of Sign Language Interpretation.

The Motion was CARRIED.

4.4 Program Revision – Diploma in Early Childhood Education

The Chair welcomed Laurie Kocher to speak to this item.

There being no further discussion,

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

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed revisions to the Diploma in Early Childhood Education.

The Motion was CARRIED.

4.5 Program Revision – Child and Youth Care Diploma Program

The Chair welcomed Ray Chapman to speak to these items.

There being no further discussion,

MOVED by G. Tennant; SECONDED by J. Carrie,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed revisions to the Child and Youth Care Diploma Program.

The Motion was CARRIED.

4.6 Curriculum Committee Recommendations

The Chair noted that there was an addendum document in addition to the original recommendation memo. She indicated that she is exercising as much flexibility as possible regarding timelines.

There was unanimous consent to Short-cycle the Motion to approve the Curriculum Committee recommendations as presented.

MOVED by G. Gramozis; SECONDED by J. Carrie,

BE IT AND IT WAS RESOLVED:

That Education Council approve the submitted guidelines for: ACDP 100, ACDP 200, ACDP 300, ACDP 400, CDPP 262, CDPP 266, CDPP 267, CDPP 275, CDPP 750, CDPP 752, CDPP 753, CDPP 754, CDPP 756, CDPP 757, CDPP 761, JCLT 770, CDGI 150, ACCT 4510, BUSN 4490, CSIS 1110, HORM 1120, HORM 1210, HCSW 1165, HCSW 1170, HCSW 1180, HCSW 1190, HCSW 1195, HCSW 1200, PNUR 1101, PNUR 1121, PNUR 1130, ENGL 2310, MUSC 1101, MUSC 1102, MUSC 1103, MUSC 1104, MUSC 1121, MUSC 1202, MUSC 1203, MUSC 1204, MUSC 1221, MUSC 2350, MUSC 2450, STGE 1212, STGE 1220, STGE 2307, STGE 2380, STGE 2480; and approve the withdrawal of HORM 1110, HORM 1135, PNUR 1141, HCSW 1100, HCSW 1110, HCSW 1120, HCSW 1130, HCSW 1140, HCSW 1150, HCSW 1160, STGE 2220.

Also, on the addendum, additional guidelines for: EASL 0030, EASL 0040, EASL 0050, EASL 0060, EASL 0285, EASL 0385, EASL 0635.

The Motion was CARRIED.

4.7 Admissions and Language Competency Committee Recommendations

There was unanimous consent to Short-cycle the Motion.

MOVED by D. McCloy; SECONDED by D. Hewitt,

BE IT AND IT WAS RESOLVED:

That Education Council approve the recommendation of removing the group interview requirement as an Admission Criteria for the Diploma in Psychiatric Nursing and Bachelor of Science in Psychiatric Nursing Programs.

The Motion was CARRIED.

5. NEW BUSINESS

5.1 Program Revisions – Diploma in Stagecraft and Event Technology

The Chair invited Drew Young to speak to these items.

Drew briefly outlined the proposed changes, advising that there is no net change in number of credits; rather it is a reallocation of credits. Additionally, no new courses are being created; all courses being offered were already in place.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by D. Hewitt; SECONDED by R. Wylie,

BE IT AND IT WAS RESOLVED:

That Education Council approve the submitted revisions to the Diploma in Stagecraft and Event Technology.

The Motion was CARRIED.

5.2 Career Development Practitioner Certificate Programs
The Chair invited Cheryl Jeffs to speak to these items.

- a) Career Development Practitioner Intensive Certificate Program
Cheryl briefly spoke about this full time program, which came about as a result from industry recommendations. A typo on page 7 of the submitted document has been corrected.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion to approve and recommend that the Board establish the submitted credentials.

MOVED by G. Gramozis; SECONDED by D. Valeri,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted proposal for Career Development Practitioner Intensive Certificate Program.

The Motion was CARRIED.

And,

MOVED by R. Wylie; SECONDED by G. Gramozis,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend that the Board establish the credential Career Development Practitioner Intensive Certificate Program.

The Motion was CARRIED.

b) Career Development Practitioner Advanced Certificate Program

Cheryl Jeffs indicated that the Advanced program builds on the programs currently offered within the career development field. She advised that stakeholders wanted more than just the entry level and intermediate certifications; as a result 4 courses have been developed that would meet the criteria. Cheryl added that hybrid delivery of the course will increase accessibility to the course from around the province.

MOVED by D. McCloy; SECONDED by G. Tennant,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted proposal for Career Development Practitioner Advanced Certificate Program.

The Motion was CARRIED.

And

MOVED by J. Carrie; SECONDED by G. Tennant,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend that the Board establish the credential Career Development Practitioner Advanced Certificate Program.

The Motion was CARRIED.

5.3 Program Revision – Health Care Support Worker (CMHW)

The Chair welcomed Dianne Maxwell to speak to this item.

Responding to a query, Dianne indicated that the revision does not change the requirements of the program; it has just split the practicum course into two courses so that students are not beginning their practicum without having completed all the prerequisites.

There was unanimous consent to Short-cycle the Motion.

MOVED by T. Borgford; SECONDED by G. Tennant,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted revision to the Health Care Support Worker (CMHW) Program.

The Motion was CARRIED.

5.4 Affiliation Agreement – Blue Mountains International Hotel Management School, Australia (BMIHMS)

The Chair reminded members that Council is not concerned with the details of an articulation agreement, but rather in the purpose, the educational rationale, and the quality of the affiliated institute.

The Chair invited Mark Elliott to speak to this item.

Mark outlined that BMIHMS is a private institute that Douglas College is already affiliated with in Switzerland, and they are now extending their business into Australia. Their outlook is consistent with our position of being a UT transfer facility, nationally and internationally. The Australian location is a hotel school, they have a hotel on campus, and they are well located close to Sydney. Asked about previous student feedback with regard to the Swiss location, Mark indicated that while they have not solicited comments specifically, they've had no negative feedback. He added that it is positive to be able to provide these options for students, and that international students are more apt to go to another international institution than are domestic students.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by D. Valeri; SECONDED by R. Wylie,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve an Affiliation Agreement with Blue Mountains International Hotel Management School, Australia (BMIHMS).

The Motion was CARRIED.

6. REPORTS

6.1 Report from the Chair

The Chair reflected that it has been an interesting year for Education Council. She thanked members for all their work. She specifically thanked our student reps, Michael and Samirah for their contributions. She indicated that Council should have a replacement for the Student Services Faculty representative in the fall, and perhaps some other changes on Council.

The Chair specifically thanked those Council members who contributed to the feedback on the Strategic Plan, and indicated that this was the most responsive process seen at the College. The Chair stated that she believes Council will see a lot of new programs developed as a result of the new Strategic Plan. She advised that one of her goals is to streamline the approval process without losing the value of consultation, possibly through a task group of involved stakeholders.

6.1a) Chair report to the Board

The Chair referred to the document in the package.

6.2 Report from the President

The Chair passed along regrets from S. McAlpine at being unable to attend the meeting.

The President had asked the Chair to inform Council that the College Board approved the Strategic Plan at last week's Board meeting. The Chair extended thanks to Council from the President for their contributions to the advice and feedback with regard to the Strategic Plan.

6.3 Report from the Board Representative

Peter Kendrick thanked Council for their work this year, and passed along congratulations to D. Valeri on his election to represent faculty on the College Board.

6.4 Report from the Secretary

The Secretary reminded members that the recent Education Council elections for the positions of Chair and Vice-Chair will be ratified at the September Education Council Meeting.

The Secretary also reminded Council that the September meeting is scheduled for Monday, September 20th at 4:15pm in NW Boardroom.

6.5 Report from the Curriculum Committee

Annual report submitted.

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

Annual report submitted.

- 6.7 Report from the Educational Excellence Committee
Annual report submitted.
- 6.8 Report from the Standing Committee on Educational Policies
Annual report submitted. The Chair indicated that there is a need for additional members on the Education Council Policy Committee.
- 6.9 Report from the Academic Signature Committee
There was no report. The Chair advised that this committee was quite inactive this year, awaiting direction from the new VP – Education. She indicated that implementation work is continuing.

7. OTHER BUSINESS

There was no Other Business.

8. NEXT MEETING

September 20, 2010 4:15 p.m. in the Boardroom, New Westminster Campus

9. ADJOURNMENT

Moved by D. Anderson; Seconded by G. Tennant, the meeting adjourned at 4:00 p.m.

Chair

Secretary