

DOUGLAS COLLEGE

MINUTES OF A MEETING OF EDUCATION COUNCIL

HELD ON MONDAY, MARCH 15, 1999 AT 4:15 P.M. IN THE BOARD ROOM

1. ROLL CALL

Members Present: Regrets:

Barbara Allen Lawrence Becker

Trish Angus (Non-Voting) Julie Roper

Al Atkinson Debbie Smith

Paul Biscop Carole Nelson

Georgina Ferguson

Darryl Flasch **Absent:**

Sandra Hochstein Dawn McDonald

Maria Iaquinta Joan Thomson

Kim Longmuir

John McKendry

Beverley Miller **Guests:**

Susan Oesterle Janet Allwork

Brenda Pickard (A/ Secretary) Mia Gordon

Jim Sator Les Marshall

Jack Shehadeh Rod Midgley

Meg Stainsby (Chair) Nancy Oike

Stephanie Williams Sarah Stephens

Susan Witter (Ex-Officio)

The Chair called the Meeting to Order at 4:15 p.m.

2. APPROVAL OF THE AGENDA: The Agenda was approved as presented.

3. APPROVAL OF MINUTES OF THE FEBRUARY 15, 1999 MEETING (circulated)

Minutes of the February 15, 1999 meeting were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Council Facilitation of College-Wide Discussion of Learning Outcomes, Flexible Assessment and Distributed Learning: Paul Biscop advised that attendance was lower than past sessions; however, the workshop was quite successful. The next workshop will focus on education technology. Paul encouraged those who could to attend.

4.2 1999-2000 Budget: Guidelines, Decision Process and Assumptions: Susan Witter explained that the initial assumptions and speculations are changing weekly (as information from the Ministry changes). A meeting is scheduled for Tuesday, March 16 to help identify the number of FTEs for the College (this may change the assumptions again). She further explained that a budget newsletter will be forthcoming to apprise the College community of further developments. Susan also indicated that feedback will be appreciated with respect to budget assumptions.

4.3 CIS Advanced Diploma Program -- 14 Point Proposal: Sarah Stephens informed members that the curriculum is now complete and all concerns have been formally addressed.

MOVED by Barbara Allen, **SECONDED** by Beverley Miller:

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Advanced Diploma Program in Computer Information Systems, Software Development Specialist, as submitted, for implementation September 1, 1999.

The Motion was CARRIED.

4.4 (a) Policy E02.06.02 -- College-School District Relationship:

MOVED by Paul Biscop, **SECONDED** by Kim Longmuir:

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revised Policy E02.06.02, College-School District Relationship, as presented.

The Motion was CARRIED.

Policy E02.04.03 -- Curriculum Breadth in College Credentials: The Policy was referred back to the Educational Policy Committee to consider how to move discussion of breadth or electives forward.

(b) Withdrawal of Policies: E02.06.01 -- Establishment of College Credit Courses (or Programmes) with Secondary Schools; Policy E02.06.03 -- Concurrent Studies; E02.03.12 -- Cooperative Education Policy Regarding Credits; and E02.03.14 -- Cooperative Education Designation

MOVED by Paul Biscop, **SECONDED** by Darryl Flasch,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the withdrawal of Policies: E02.06.01, E02.06.03, E02.03.12, and E02.03.14.

The Motion was CARRIED.

4.5 Financial Markets and Investment Management Program (SIFT): Members reviewed a memo dated March 2, 1999 from Jim Sator containing further information regarding the SIFT proposal. Considerable discussion occurred as to ethical and moral guidelines with respect to international partnerships with countries that have poor human rights records. The Chair clarified that Education Council's responsibility regarding programs is limited to questions of curriculum; the president may enter into such partnerships under authority given her by the College Board. The Board is charged with the power to Administer,

manage and promote@ the College=s educational programs , under the Act. It was agreed that any guidelines would better be developed through the International Education Advisory Committee. Al Atkinson and Jim Sator agreed to help facilitate further discussions regarding this matter. As to the three Notices of Motion:

MOVED by Barbara Allen, **SECONDED** by Sandra Hochstein:

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Financial Markets and Investment Management Diploma Program consisting of 60 credits, as submitted.

The Motion was CARRIED.

THAT Education Council approve the setting aside of the English/Communications requirement in this Diploma Program as this program will be taught in China for Chinese students.

It was felt that the Program as submitted is in compliance with the Language Competency Policy: the entry and exit standards are established by the SIFT faculty. No policy exemption is required.

Notice of Motion was WITHDRAWN

THAT Education Council approve to recommend to the Board that it award a diploma in Financial Markets and Investment Management to graduates of the program.

The Motion was CARRIED.

4.6 Proposed New Policy -- Academic Standards for Curricula and Curricula Delivery: Rod Midgley commented that in relation to Bill 22 Council may have a duty to set criteria for academic standards and evaluation. Rod discussed the importance of having a policy to ensure that the standards set out in course curricula are met in the actual technical delivery, and if there are technical limitations such courses should not be offered. The Chair asked members to consider who may be interested in serving on a task force to further discuss this proposal. Al Atkinson indicated that he would like to be involved.

MOVED by Barbara Allen, **SECONDED** by Jim Sator:

BE IT AND IT WAS RESOLVED:

THAT Education Council refer the proposed new policy -- Academic Standards for Curricula and Curricula Delivery -- to the Educational Policy Committee.

The Motion was CARRIED.

5. NEW BUSINESS

5.1 General Studies Diploma and Policy E02.03.08 -- Standards and Procedures for the Development and Approval of New and Revised College Curricula: Rod Midgley distributed an up-dated version of his March 4, 1999 memorandum.

Rod presented his FEC=s view that Policy E02.03.08 establishes standards for College-level work, and that granting a General Studies Diploma for the completion of upgrading or non-College-level work is inconsistent with this policy.

After discussion of the previous task force=s work on the General Studies Diploma, Council affirmed that the Chair and the President were still charged with proposing new directions for this credential review; in the meantime, the Commerce and Business FEC=s request for an interpretation of the Policy could proceed.

MOVED by Barbara Allen, **SECONDED**, by Jim Sator:

BE IT AND IT WAS RESOLVED:

THAT Education Council short cycle the Motion and;

THAT Education Council ask the Educational Policy Committee to interpret Policy E02.03.08 as it applies to the General Studies Diploma, and report back to Education Council in due course.

The Motion was CARRIED.

5.2 Review of the Residency Credit Exemption Committee: The Chair advised that

the Residency Credit Exemption Committee Terms of Reference (January 27, 1996) allowed only for a three-year life of the committee and requires a study now of the students who have gained exemptions from the College=s 50% residency requirement. Please forward the names of anyone who might wish to assist in the review of this policy to the Chair.

5.3 Policy Revisions:

(a) Policy E02.04.01 -- Language Competency Standards and Policy E02.03.13 -- Audit. **The Notices of Motion for the approval of the policies will be brought forward to the April meeting.**

(b) Policy E03.01.01 -- Standing Committee on Admissions. **The Notice of Motion to withdraw the policy will be brought forward to the April meeting.**

6. REPORTS

6.1 Report from the Chair

The Chair reported that the draft revision to the Board Policy on Planned Change has been discussed at the Education Committee of the Board and will be sent out to Council members for distribution within the week. This is a key policy and members were encouraged to solicit input from members of their constituencies for a discussion at the April meeting.

Thanks from the Chair went to Susan Oesterle for finding a participant for the Copyright Policy Committee. John Markham, from Science and Technology, will join Linda Valecourt=s Committee. The DCFA has also named a member.

A reminder went out to all standing committees of Education Council alerting them that the by-laws require an annual report of activities. This report needs to be submitted to Rashida for the May package.

Submission deadline is

May 6, 1999.

The Chair asked for volunteers to assist her in organizing the ACouncil Appreciation Day@ to be scheduled at the end of April, once grades have been submitted.

The Chair distributed a memo dated March 13, 1999 regarding the decision-making process for attendance at conferences in future. The memo contained several possible guidelines as to how to determine who will attend conferences. **The Chair asked members to review the memo and send their responses to her via the listserv within the next two weeks.** Given the expense, it is likely that only the Chair will attend ACCC in Quebec City in late May.

It was noted that once new Council members have been identified, the Chair and Rashida will notify them and invite them to the May and June Council meetings (3:00 p.m. start for both meetings). **Those who have volunteered to review the orientation package will need to meet with the Chair in April, 1999.** The Chair will be in touch soon.

6.2 Report from the President

The President reported that she was pleased with the last Master Education Plan Forum; a new draft of the plan has been distributed to the Deans for input. The next scheduled Forum will be April 21, 1999 -- 12:00 p.m. - 2:00 p.m., one at the New Westminster Campus, and another at the David Lam Campus.

6.3 Report from the Standing Committee on Educational Policies

The Minutes of the February 17, 1999 meeting were in the package. In response to a question, it was noted that Policy E04.01.01 -- Textbook Prices was withdrawn without replacement last May.

Appreciation for the updated APolicy Review Overview@ was extended to Janet Allwork.

6.4 Report from the Standing Committee on Planning and Priorities

The Minutes of the February 1, 1999 meeting were in the package.

Maria Iaquina was pleased to announce that Barb Brawn has joined the Committee as a staff representative.

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

There was no report.

6.6 Report from the Residency Credit Exemption Committee

There was no report.

6.7 Report from the Education Excellence Committee

There was no report.

6.8 Curriculum Committee

The Chair noted that committee members are working on the Terms of Reference, which will be submitted to Council for approval in due course.

6.9 Report from the Education Technology Forum

There was no report.

7. NEW BUSINESS -- FOR INFORMATION AND CIRCULATION

7.1 New Communications Courses in Interpersonal Communications.

7.2 Minutes of the January 22, 1999 Meeting of the Task Force on Admissions and Registration Policies and Procedures.

8. ADJOURNMENT: The meeting adjourned at 6:22 p.m.

_____ Chair _____ Secretary