

**DOUGLAS COLLEGE**  
**MINUTES OF A MEETING OF EDUCATION COUNCIL**  
**HELD MONDAY, MARCH 15<sup>TH</sup>, 2004 AT 4:15 P.M. IN THE BOARD ROOM**  
**NEW WESTMINSTER CAMPUS**

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1. ROLL CALL

**Members Present:**

Trish Angus (Non-Voting)  
Heather Barnes  
Kevin Barrington-Foote  
Marilyn Brulhart  
Laura Byrne (Vice Chair)  
Colin Campbell  
Rosilyn Coulson  
Debra Flewelling  
Kuros Gadareh  
Ted James  
Fran Johnson  
Ann Kitching  
John McKendry  
Susan Meshwork (Chair)  
Elsie Neufeld  
Michael Ouellet  
Arlene Patko

Brenda Pickard (Secretary)  
Janice Spencer

**Regrets:**

Graham Rodwell  
Susan Witter (Ex-Officio)

**Guests:**

Rita Chudnovsky  
Kathryn Cernauskas  
Sandra Mountain  
Gary Tennant

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2. APPROVAL OF THE AGENDA: In order to accommodate a guest, the Chair asked members to move item 5.2 to the top of the agenda. The Chair advised members that items 5.1 a) and 5.3 are deferred. The agenda was approved as re-ordered and revised.
3. APPROVAL OF THE FEBRUARY 16<sup>TH</sup>, 2004 MINUTES: The Secretary advised members of the following revisions: Under item 4.7 a) STGE 480 and EASL 350 should have been included in the Motion section; Item 4.7 b) the Motion should read “THAT Education Council recommend to the Board the credential option name of the *Basic Occupational Education - Retail and Business Services* in place of the current option name, *Basic Occupational Education - Records Processing*”; Item 7.1 should read “Response from the President Regarding the Applied Nursing Degree (BSN)”.
- The Minutes were approved as revised.
4. BUSINESS ARISING FROM THE MINUTES:

- 4.1 Basic Musicianship Program Changes: Kathryn Cernauskas noted that a revised memo was on the side table. Kathryn advised member that, since this item first came to Education Council, she attended two meetings, one with Marilyn Brulhart (EASL) and Kevin Barrington-Foote, and another with Joyce Cameron (DVST) Kevin and Marilyn. As a result of the two meetings, Kathryn advised members she revised the original Motion (to include Marilyn's wording) which was approved by the Music Department on March 8th, 2004.

Kathryn advised members that the intent of the proposed motion is to change the Basic Musicianship Program to a closed enrolment program and alter the requirements to state that, in addition to the required music courses, students must pass two courses in either EASL or DVST or English or Communications to receive a Certificate. She noted the addition to the motion is "If student's language assessment places them in EASL, they are required to have a minimum level of 0200 in listening and speaking at certification". In response to a question, Kathryn clarified that no exit requirement for DVST was requested.

In response to a question, Kathryn advised members that there are two streams to the program: one which meets the needs of students who wish to gain further *basic* knowledge and skills but are not interested in pursuing a university music degree; and, those who wish to move toward a university music degree. She noted the latter would require students to have higher English exit requirements to continue beyond the certificate level.

**There was unanimous consent to short-cycle the Basic Musicianship Program changes.**

**MOVED by H. Barnes; SECONDED by K. Barrington-Foote,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve 1) the Basic Musicianship Program change to a closed enrolment program and, 2) that the course requirements be changed to state that, in addition to the required music courses, students must pass two courses in either EASL or DVST or English or Communications to receive the Basic Musicianship Certificate. If a student's language assessment places them in EASL, they are required to have a minimum level of 0200 in listening and speaking at certification.**

**The Motion was CARRIED.**

- 4.2 Budget 2004/2005: The Chair reminded members that the College and Institute Act allows Education Council to provide advice to the College Board regarding

pedagogical impacts of the budget. She added that the Budget and Planned Change Advisory Committee will not be up and running in time to respond to the current budget and asked members if they wished to send advice to the Board.

E. Neufeld noted the College budget was presented in January. She also noted that in the Throne Speech, in February, it was announced that 25,000 new post-secondary seats would be added and queried as to whether the College would be receiving additional money from the government and, if so, will there be a revision to the existing 04/05 College budget. In response to this question, J. McKendry advised members that the announcement does not affect the 04/05 budget. He added that the post-secondary system would not see additional seats until the 05/06 fiscal year.

The Chair advised members that if they had any feedback regarding the budget to contact her before the March 18<sup>th</sup>, Board meeting.

- 4.3 Mechanism for Education Council to advise the Board regarding pedagogical impacts of budgetary and planned change issues: The Chair advised members that the revised Terms of Reference included an elaborated “Definitions” section and “Process” statement.

In response to a question, the Chair noted that the Committee will help expedite the budget review process and will be able to provide timely feedback to Council related to pedagogical issues. Council might then choose to send advice to the Board.

**ACTION** Please take the revised Terms of Reference to your constituency groups for feedback and ratification at the April meeting.

- 4.4 Learning First - Foundation Experience: T. James reminded members that this concept paper is intended to generate feedback regarding enhancing the foundation experience as it relates to the strategic academic planning process.

In response to a question, T. James advised members that the definition of preparatory courses is intentionally broad and includes high school and pre college courses.

T. James advised members that one of the areas being considered was the encouragement of “learning communities”. Another idea being considered is whether cohort groups could enhance a students’ first year experience.

K. Barrington-Foote reminded members that course availability in the first year is an important issue.

H. Barnes expressed appreciation for the discussion paper.

**ACTION** Please take this to your constituency groups for feedback. Feedback can be forwarded to Ted James directly.

4.5 Discussion Paper: College Vision and Academic Planning: Please refer to the discussion in item 5.2

**ACTION** Please take this to your constituency groups for feedback at the April meeting.

4.6 Applied Degree Standards Committee: F. Johnson advised members that the Committee could not move forward without the ratification of the Terms of Reference (TOR). She added that the Committee was anxious to get on with its' work considering the various activities in the College.

There was overall discussion regarding the Committee's TOR's. It was suggested that the terms "criteria" and "standards" be replaced with the term "parameters". There was also a suggestion that the Committee change its name to "The Douglas College Degree Standards Committee". The suggestions were noted; however, Council was asked to ratify the TOR's on an interim basis with the provision that the Committee review the TOR's within a year.

It was noted that the Vice President' Academic Committee (VPAC) was also dealing with the issue of applied degrees and it was cautioned that the Applied Degree Standards Committee not duplicate VPAC's work. S. Meshwork advised members that Council does have a role to play i.e., curriculum development and VPAC will deal with the administrative and other issues. She noted that VPAC and Councils' Committee will work closely together.

**MOVED by F. Johnson; SECONDED by K. Barrington-Foote,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council ratify the interim Terms of Reference of the Applied Degree Standards Committee with the provision that the Committee could revise its' Terms of Reference within one year.**

**The Motion was CARRIED.**

Note from the Secretary: please forward your name to F. Johnson if you would like to become a member of the Applied Degree Standards Committee.

- 4.7 Admission and Language Competency Committee Recommendations: The Chair advised members that a memo clarifying the Motions was available at the side table.

**There was unanimous consent to short-cycle the Admission and Language Competency Committee recommendations.**

**MOVED by R. Coulson; SECONDED by H. Barnes,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve 1) ESL/HS/RCAP & HS/RCAP Programs - Remove the 40 hour volunteer requirement as a mandatory admission criteria. Rather, the department will use work/volunteer experience as a recommendation only as part of their preferential admission requirement. Effective Date: Immediately for Fall 2004; 2) HS/RCAP Program - The HS/RCAP Entrance Assessment test be replaced with English 12 "C" or approved substitution. The HS/RCAP Assessment Test with a "P" Pass be an acceptable substitution for English 12 "C" to the HS/RCAP Program only. Effective Date: Immediately for Fall 2004; 3) Therapeutic Recreation Program - The DC Writing Assessment admission requirement be replaced with English 12 "C" or approved substitution. Effective: April 2, 2004 for Fall 2005 and, 4) Child, Family & Community Studies - The CFCS Integrated Programs & the Youth Justice Worker Program replace the CFCS English Language Assessment Test with English 12 "C" or approved substitution. The CFCS English Assessment Test with a score of "3" or higher be approved as an acceptable substitution to the new College English entrance requirement substitution/equivalency list. The CFCS Integrated Programs & the Youth Justice Worker Program accept a score of "2" or higher on the CFCS English Language for program entrance requirements. Effective Date: Immediately for Fall 2004.**

**The Motion was CARRIED.**

- 4.8 Curriculum Committee Recommendations: The Chair of the Committee, C. Campbell, advised members that the Committee met March 8<sup>th</sup> and reviewed 70 curriculum guidelines.

**There was unanimous consent to short-cycle the Curriculum Committee recommendations.**

**MOVED by A. Patko; SECONDED by J. Spencer,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the submitted curriculum guidelines for CHDA 108, CHDA 109, CHDA 111, CHDA 212, CHDA 215, CHDA 214, CHDA 216, CHDA 217, CHDA 360, MUSC 113, MUSC 213, THEA 1130, THEA 1230, THEA 2380, THEA 2480, EASL 460, YJWD 2463, CMAT 1101, CMAT 1110, CMAT 1210, ASTR 1105, OADM 322, HORM 130, HORM 230, FINC 231, ANTH 220, HIST 2220, POLI 201, POLI 203, POLI 207, POLI 210, POLI 1100, POLI 2204, PSYC 110, PSYC 120**

**and,**

**THAT Education Council approve the withdrawal of TRT 380, TRT 480, CSWK 151, CSWK 221, CSWK 261, CSWK 271, CSWK 471, CSWK 372, CSSW 331, CSSW 242, CSSW 272, CSSW 282, CYCC 120, CYCC 130, CYCC 210, CYCC 331, CYCC 340, ASLS 140 ASLS 150, ASLS 303, INTR 140, INTR 340, ECED 120 and ECED 140.**

**The Motions were CARRIED.**

5.1 Standing Committee on Educational Policies:

5.1 a) Program Approval Process - New and Revised Credit Programs Policy:  
The Chair advised members that this item is deferred to a later meeting.

5.1 b) Credentials Awarded at Douglas College: T. James advised members that the revised policy incorporates two key changes:

- 1) The addition of an “Honours Diploma” definition under the “Types of Credentials” section. He noted that this will implement the recommendation of the Student Success Task Force which Council approved last year.
- 2) The addition of the “Applied Bachelor’s Degree” definition under the “Types of Credentials” section. T. James noted that this will acknowledge and represent the expanded mandate of the College.

T. James noted that there was some disagreement within the Committee regarding the general rules for students receiving multiple awards at

graduation. He added the Committee thought it might be in the College's best interest to award as many degrees as was feasible as the government has an interest in colleges granting credentials. He advised members of the proposed "General Rules":

- Students completing a **second award** in the same level are required to complete 50% more workload than the first.
- Students may receive a **lower credential** after receiving the higher, only if a) the lower credential is completed from different course of studies, and b) as long as they are not both "general" credentials. (Students may not receive a "general" Certificate after receiving a "general" Diploma).
- Students may receive **two credentials in same Graduation exit** if they are both from completely different Faculties. To receive two from the same Faculty during the same exit, they need to receive approval from the Program Coordinator.

A. Patko advised members currently students are required to do 50% more work to obtain two credentials in the same exit. T. James agreed and advised members that the Committee wanted to put current practice into policy.

T. Angus advised members that the 50% additional work was approved by Council in the mid 80's. She noted this was to avoid students receiving up to six to eight credentials at one exit. She added that students would apply for this number of credentials to have a credential for several different job opportunities - she noted it was not uncommon at the time.

J. McKendry advised members that the issue of post-degree diplomas is not reflected in the policy.

**ACTION** Please take this to your constituency groups for feedback at the April meeting. Please note: Council will vote on this item in April.

5.2 Douglas Development - possible workshop topics related to Education Council:  
The Chair introduced Rita Chudnovsky to speak to this item.

Rita advised members that the Douglas Development team was engaged in an outreach campaign meeting with as many Faculty and Department groups to receive suggestions for future workshops. She asked members to complete the survey that was in their Council package and forward it to Bob Cowin by March 31<sup>st</sup>.

Rita advised members that Douglas Development has begun work on a Forum which will focus on Dr. John McKendry's discussion paper entitled "College Vision and Academic planning". C. Campbell referred to item 4.5 and the Motion from the Faculty of Humanities and Social Sciences which asks Education Council to work collaboratively with Douglas Development to sponsor a college-wide forum for the discussion of Dr. McKendry's paper.

At this point of the meeting, Council members were ready to entertain the Motion from the Faculty of Humanities and Social Sciences.

**MOVED by C. Campbell; SECONDED by J. Spencer,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council work collaboratively with Douglas Development to sponsor a college-wide forum for discussion of Dr. John McKendry's paper "A Path to the Future: College Vision and Academic Planning".**

**The Motion was CARRIED.**

Rita advised members that the Forum is scheduled for April 26<sup>th</sup>, from 4:00 p.m. - 6:00 p.m. Rita added that she was hopeful this Forum will be video-conferenced with participation from the David Lam campus.

J. McKendry noted that an invitation should go out to students inviting them to participate in the Forum. Alternately, he added, the College could hold a Forum specifically for students to draw out their opinions.

Another suggestion for a Douglas Development workshop is to understand the process for the College in moving to a four-year degree granting institution.

Rita invited members to submit additional topic ideas to the Douglas Development team throughout the year. (Members are: Rita Chudnovsky, Wendy Waidson, Jennifer Kirkey and Susan Smythe.)

5.3 Psychiatric Nursing Degree - Letter of Intent: Deferred.

5.4 Scheduling Change - Administrative Assistant Certificate Program: R. Coulson advised members that the OADM 245 course is currently in the Fall full-time timetable. She noted that Council is being asked to place this course in the winter semester in order to guarantee more registration in this course. R. Coulson added that the Office Administration Department is also asking Council to approve moving OADM 345 to the fall semester in the full-time timetable.



In response to a question, R. Coulson advised members that switching these two courses will benefit the students. She added there will be no additional resource requirements.

**There was unanimous consent to short-cycle the Motion to approve the Administrative Assistant Certificate Program change.**

**MOVED by J. McKendry; SECONDED by K. Barrington-Foote,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve offering OADM 245 Employability Skills for Office Personnel in the winter semester in the full-time timetable and move OADM 345 Administrative Procedures to the fall semester in the full-time timetable.**

**The Motion was CARRIED.**

6. REPORTS

6.1 Report from the Chair

The Chair advised members that she was given the opportunity to review the Educational Technology Budget. She noted that the development of this budget appears to be a transparent process. She noted this item will come to Council next month for information.

6.2 Report from the President

There was no report.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Secretary

There was no report.

6.5 Report from the Research Ethics Board

There was no report.

6.6 Report from the Standing Committee on Educational Policies

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 Educational Excellence Committee

It was reported that the Committee has not received any nominations to-date.  
**Please be reminded the deadline for nominations is March 31<sup>st</sup>, 2004).**

6.9 Report from the Curriculum Committee

There was no report.

6.10 Report from the Education Technology Forum

There was no report.

7. NEW BUSINESS - For Information and Circulation

7.1 Letter from Susan Witter and other Fraser Valley Consortium Presidents to  
Minister Shirley Bon

7.2 College and Institute Student outcomes Results (Bob Cowin - February, 2004)

8. ADJOURNMENT : Moved by H. Barnes, Seconded by M. Brulhart, the meeting  
adjourned at 6:05 p.m.

\_\_\_\_\_ Chair \_\_\_\_\_ Secretary