

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD ON MONDAY, MAY 17, 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  
Paul Biscop  
Georgina Ferguson  
Maria Iaquina  
Dawn McDonald  
John McKendry  
Beverley Miller  
Carole Nelson  
Susan Oesterle  
Brenda Pickard (Recorder)  
Julie Roper  
Jim Sator  
Debbie Smith  
Meg Stainsby (Chair)  
Stephanie Williams  
Susan Witter (Ex-Officio)

**Regrets:**

Darryl Flasch  
Kim Longmuir  
Sandra Hochstein

**Absent:**

Jack Shehadeh  
Joan Thomson

**Guests:**

Janet Allwork  
Ray Chapman  
Cristina Gecolea  
Christian Guillou  
Sarah Hossack  
Edward Inoue  
Ted James  
Bruce Landon  
Wilma Marshall  
Danean White  
Melanie Yip

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The Chair called the Meeting to Order at 3:00 p.m. and welcomed the many guests, including several incumbent Council members.

2. APPROVAL OF THE AGENDA: The Agenda was approved as presented.
3. APPROVAL OF THE MINUTES OF THE APRIL 19, 1999 MEETING: The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

- 4.1 Review of the Residency Credit Exemption Committee: After some discussion it was agreed to delay the review of this Committee until there are sufficient data to base final conclusions on. B. Miller indicated that the delay could have some impact on agreements with Kwantlen University College and the University of Calgary; the Registrar indicated that the Kwantlen students will be part-time, and the residency requirement will still be reviewed early enough that, if the requirement is changed, their progress at Douglas may in fact not be slowed at all. The data are expected to be released November 10<sup>th</sup>, and the recommended date for the review is January, 2000.

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

BE IT AND IT WAS RESOLVED:

**THAT Education Council extend the term of the Residency Credit Exemption Committee, and delay the review of this committee, until January 2000.**

**The Motion was Carried.**

- 4.2 Testing and Research Review Committee: Ted James informed members that the Committee has been in existence for several years. Last year there were approximately 9 applications for research including a mix of internal and external students. Ted clarified that it is not the intention of the Committee to review the content of the research, but rather to ensure that the methodology of the research conforms to College standards. There was some discussion as to whether the Committee is more operational rather than educational. It was noted that a Committee as such may oversee legal and ethical issues and thus would better be associated with the Board. A comment was made that research could not be conducted in an institutional setting without having an impact on education.

**MOVED** by B. Allen, **SECONDED** by P. Biscop:

BE IT AND IT WAS RESOLVED:

**THAT Education Council defer this item to the June 14 meeting.**

**The Motion was CARRIED.**

The Chair will ask J. McKendry and M. Gordon to supply Council with written statements regarding their views on the appropriate home for this committee.

4.3 Policy Revisions:

- a) E02.02.01 -- Using Standardized Tests at Douglas College  
J. Allwork advised members of several minor changes to the Policy.

**MOVED** by A. Atkinson, **SECONDED** by J. Roper:

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve E02.02.01 -- Using Standardized Tests at Douglas College, as circulated, effective September 1, 1999.**

**The Motion was CARRIED.**

E02.02.03 -- Conducting Research at Douglas College

**MOVED** by P. Biscop, **SECONDED** by L. Becker:

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve E02.02.03 -- Conducting Research at Douglas College, effective September 1, 1999.**

**The Motion was CARRIED.**

There was discussion that the Testing and Research Review Committee, and these related testing and research policies, may need to be jointly overseen by the Board and Education Council.

E02.03.03 -- Awarding of College Credentials

J. Allwork apprised members of the new language incorporated into the policy regarding the Associate Degree. On behalf of the Educational Policy Committee, S. Oesterle noted the definition of "Diploma" does not stipulate that the 60 credits must be UT, whereas the Associate Degree does specify UT credits. This point needs to be flagged as part of the ongoing work on the General Studies Diploma. Under the heading *Continuing Education Certificate of Program Completion*, it was agreed to amend the policy to read "the number of hours, and number of courses where appropriate". The "Advanced Diploma" was not defined in this policy because no Board-approved definition of this category exists. The Chair asked C. Nelson to put discussion of such a credential on the Agenda of the Board's Education Committee.

**MOVED** by B. Miller, **SECONDED** by D. Smith:

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve policy E02.03.03 as amended, effective September 1, 1999.**

- b) E02.02.01 (1994) -- Using Standardized Tests at Douglas College  
E02.01.09 -- Assessment Testing  
E02.02.02 -- Bill of Student Rights Regarding Standardized Testing and Research at Douglas College  
E02.02.03 (1990) -- Guidelines for Research at Douglas College  
E02.03.03 (1998) -- Awarding of College Credentials  
E04.01.09 -- Student Exchanges  
E02.03.01 -- Assignment of Credit to College Courses and Programs

**MOVED** by B. Allen, **SECONDED** by B. Miller:

BE IT AND IT WAS RESOLVED:

**THAT Education Council withdraw the above policies.**

**The Motion was CARRIED.**

Policy E03.01.02 -- Testing and Research Review Committee will be **brought forward to the June 14 meeting.**

4.4 Review of Semester Length

**MOVED** by P. Biscop, **SECONDED** by S. Oesterle:

BE IT AND IT WAS RESOLVED:

**THAT Education Council strike an *ad hoc* task force to review semester length, and to make recommendations to Council on the most appropriate lengths for both teaching and exam periods.**

**The Motion was CARRIED.**

The Chair agreed to undertake to identify members of the task force, and to report back at the June 14 meeting of Council. S. Williams volunteered to serve as a student representative. The task force's first task will be to define its terms of reference for Council, and to suggest a time-frame for its work.

4.5 Curriculum Committee: Terms of Reference

J. Roper advised members that a few changes have been made to the terms of reference. It was suggested that the Curriculum Committee Chair communicate any concerns with Curriculum Guidelines to both the Chair of the FEC/DEC as well as the Dean.

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

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the terms of reference for the Curriculum Committee as amended.**

**The Motion was CARRIED.**

5. NEW BUSINESS5.1 Policy Revisions:a) E02.01.11 -- Admissions

Although the Admissions policy was approved at the February meeting, there were still several concerns regarding the language of the policy regarding general admissions requirements and what was meant by “special circumstances”. T. Angus expressed some concern with respect to numbers 1 and 2 under the heading *General Admissions Requirements*. Trish indicated that other school systems throughout the world and one province in Canada do not have the same standards when awarding a secondary graduation diploma. Melanie Yip noted that international students who have completed high school in another country do not generally view upgrading at a senior secondary school as appropriate. It was noted that OLA provides assessment services and awards for credentials from other jurisdictions.

J. McKendry alerted members that the College needs to avoid being exclusionary.

Members agreed that the phrase “or equivalent” should be added to sections 1 and 2. Other changes Janet had made were received as information.

- b) The Notice of Motion to approve the revised policy E02.01.07 -- Accessibility to College Programs, Courses and Services for Persons with Disabilities **will be brought forward to the June 14<sup>th</sup> meeting.**

M. Iaquina asked that a clarification be made, that “interpreting services” be identified as , for instance, sign language, not language translation.

**Please take this item back to your constituencies and forward feedback to J. Allwork (local 5295).**

- c) The Notice of Motion to withdraw policies E02.01.07 (1992) -- Accessibility to College Programs, Courses and Services for Persons with Disabilities and E02.05.04 -- Alternative Learning and Evaluation Procedures **will be brought forward to the June 14<sup>th</sup> meeting.**

5.2 Templates for Advising the College Board

Members reviewed two templates, one for “Advice to the College Board” and the other for “Response to Education Council, from the College Board”. The Chair explained that these suggested templates arose out of discussions of Council’s advisory role held at the Education Committee of the Board.

5.3 Master Education Plan

S. Witter is hopeful that the MEP will be approved by Education Council and the Board in September. **Please take this back to your areas for feedback.**

5.4 Revisions to Council By-laws

**MOVED** by J. Roper, **SECONDED** by M. Iaquina:

BE IT AND IT WAS RESOLVED:

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

**The Motion was CARRIED.**

**MOVED** by P. Biscop, **SECONDED** by J. Roper:

Discussion of the “Rules and Procedures” led to a suggestion that “FECs” be amended to “FECs/DECs”, throughout, and that the Board liaison be identified as an Ex-Officio Council member, under “Membership”.

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the revised Rules and Procedures, as amended.**

**The Motion was CARRIED.**

6. REPORTS

6.1 Report from the Chair

The Chair advised members that the revised Board policy on “Planned Change” was accepted at the Board last month, with appreciation for Council’s input expressed. Special thanks went to Penny Parry of the Board, and Terry McCann of the Policy committee for their work on that important document.

The task force working to devise an approval process for Continuing Education Certificate Programs has completed a draft and is ready to recommend it to Education Council at its June meeting.

Voting for the remaining faculty seat to Council, the “at-large” seat, will close Wednesday, May 19.

The orientation for Council members will be at **1:30 p.m.** Wednesday, May 19<sup>th</sup>, 1999 in the Boardroom. The orientation binders are ready for pick up. Please bring your binders to the orientation. The Chair thanked Kim Longmuir and Stephanie Williams for their hard work in preparing the binders.

The Council Appreciation Social is Wednesday -- 4:30 in the Douglas Room. The Chair noted that there will be door prizes and encouraged all to come.

The next Council meeting is **June 14 at 3:00 p.m. -- Boardroom.**

**Returning and new members will meet at 2:30 p.m. to elect their 1999-2000 executive.**

**Regular members please meet at 2:45 p.m. for group photo.**

The Chair advised members that she will be away at the ACCC conference then on holiday, from May 28 to June 7. The agenda for the June meeting will be drafted a week earlier; **if Council members have agenda items to add after May 28, please take them directly to Brenda.**

6.2 Report from the President

The President informed members that the Master Education Plan has been brought forward to Council for feedback and expects that it will go to the Board for approval this Fall.

The College Wide Budget Forum was held earlier in May and the President indicated that she was pleased with the number of participants. She added that the budget process is in the final stages and hoped it would go to the Board next month for approval.

- 6.3 Report From the Standing Committee on Education Policies  
The Annual Report of Activities, 1998-99 and Policy Review Overview as of May 6, 1999 were included in the package. Council discussed the memo (from J. Cockburn) asking for direction to work on a “Policy on Educational Policy Revision”.

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

BE IT AND IT WAS RESOLVED:

**THAT Education Council Short-cycle this item.**

**The Motion was CARRIED.**

**MOVED** by S. Oesterle, **SECONDED** by A. Atkinson,

BE IT AND IT WAS RESOLVED:

**THAT Education Council ask the Standing Committee on Educational Policies to develop a policy to facilitate policy creation and revisions.**

**The Motion was CARRIED.**

- 6.4 Report from the Standing Committee on Planning and Priorities  
The Committee’s Annual Report was received in the package.
- 6.5 Report from the Standing Committee on Admissions and Language Competency Standards  
The Minutes of a meeting held on April 28, 1999 and the Annual Report of Activities, 1998-99 were received in the package.
- 6.6 Report from the Residency Credit Exemption Committee  
A candidate from Egypt has asked that up to 90% of the credit required for his credential be granted him through PLA.
- 6.7 Report from the Educational Excellence Committee -- Annual Report of Activities, 1998-99  
G. Ferguson advised members that the report contained several recommendations and asked members to circulate the report in their areas for information and discussion. **Discussion of the recommendations will take place in the Fall.** The Chair extended Council’s thanks for the thorough work of the Committee.

6.8 Report from the Curriculum Committee

J. Roper indicated that the Curriculum Guidelines and Course Control Sheet reflect the changes to the Standards and Procedures for the Development and Approval of New and Revised College Curricula policy (E02.03.08). She asked that members take the new templates back to their areas for comments and feedback. **The Notice of Motion to approve these documents will be brought forward to the June 14<sup>th</sup> meeting.**

6.9 Report from the Education Technology Forum

B. Allen distributed a memo regarding ETF: Innovative Project Proposal. She noted that the deadline for proposals is June 4<sup>th</sup> 1999.

7. NEW BUSINESS -- FOR INFORMATION AND CIRCULATION

7.1 Royal Roads University and Douglas College -- Memorandum of Understanding for Environmental Science degree program.

7.2 "Soaring Moles and Burrowing Eagles", Learning Abstracts

7.3 Retirement Policy / Service Recognition (Approved by the Board)

7.4 LIC Grant Proposals

8. ADJOURNMENT The meeting adjourned at 5:05 p.m.

\_\_\_\_\_ Chair

\_\_\_\_\_ Recording Secretary