



**MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY NOVEMBER 16, 2009 AT 4:15 PM  
ROOM 5220 - NEW WESTMINSTER CAMPUS**

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**1. ROLL CALL:**

**Members Present:**

Deb Anderson (Acting Vice-Chair)  
Thor Borgford  
Jan Carrie (Acting VP – Education)  
Kathy Denton  
Gerry Gramozis  
Leon Guppy  
Bruce Hardy  
Dianne Hewitt  
Ted James  
Scott McAlpine (Ex-Officio)  
Elizabeth McCausland (Acting Chair)  
Debbie McCloy  
Michael Phillips  
Brenda Pickard (Secretary)  
Don Valeri  
Brenda Walton (Ex-Officio)  
Robin Wylie  
Kate Yoshitomi

**Regrets:**

Samirah Abid  
Raj Dehal  
Peter Kendrick (Ex-Officio)  
Susan Meshwork (Chair)  
Donna Rose

**Guests:**

Diane Boyle  
Rosilyn Coulson  
Bob Cowin  
Mark Elliott  
Laurie Kenward  
Ross Nichol  
Geri Paterson  
Gary Tennant

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**2. APPROVAL OF THE AGENDA**

The Chair asked members to approve a fluid Agenda to accommodate the guests, Council agreed and the Agenda was approved as presented.

**3. APPROVAL OF THE SEPTEMBER 21 AND OCTOBER 19, 2009 MINUTES**

Members asked for more time to review the September 21, 2009 Minutes as they were distributed just prior to the meeting. As there are no implications of not approving them, the September 21, 2009 Minutes have been deferred to the December 14, 2009 meeting for approval.

The Minutes of the October 19, 2009 meeting were approved as presented.

#### **4. BUSINESS ARISING FROM THE MINUTES**

##### **4.1 Policy Items**

4.1 a) *Credentials Awarded at Douglas College* Policy (**This item was Postponed to a future Education Council meeting**)

4.1 b) *Transfer Credit* Policy

R. Wylie advised Council the Humanities and Social Sciences FEC would like language in the policy to indicate a full review in one year's time.

**MOVED by K. Yoshitomi; SECONDED by R. Wylie,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the creation of a new Educational Policy called *Recognition of Transfer Credit to Douglas College* Policy including language regarding a full review in one year.**

**The Motion was CARRIED.**

##### **4.2 Budget Consultation**

4.2 a) 2010/2011 Budget Guidelines

The Chair advised members that no feedback was received from constituency groups/FECs/DECS.

L. Guppy advised that his FEC had not met due to cancellation, however he provided the following response from the Science and Technology area:

- A concern was raised regarding the perceived goal of 100% enrollment as stated in the guidelines. The Faculty of Science and Technology does not believe that this is an achievable goal given the “volatility” of enrollment numbers from one semester to another, especially at the David Lam campus. He added that, considering previous discussions, this seems to be inconsistent with the goal of maintaining programs at the David Lam campus. Other strategies need to be considered.
- R. Wylie advised members that his FEC would like to see a more coherent structure that clearly aligns the budget guidelines to the goals of the strategic plan.

**Subsequent to the meeting,** the following advice was sent to the Douglas College Board:

“At our November 16, 2009 meeting, Education Council discussed the proposed 2010/2011 budget guidelines and formulated the following advice:

1. There is potentially some conflict between the College’s commitment to provide education program and services on both campuses and the goal of 100% enrolment, given the historical enrolment difficulties at David Lam campus. We advise that the Board keep the goal of educational viability on both campuses in mind when considering enrolment targets and making budget decisions.
2. Over the years, many points have been added to the budget guidelines. Once a new strategic plan is approved, it might be useful to give the guidelines a more coherent structure that clearly aligns them with the goals of the strategic plan."

4.2 b) Consultation on the 2009/2010 Mini Budget

The Chair advised members the only written feedback received was included in the package. She thanked Staff member Gerry Gramozis for providing the response from his constituency.

Due to the sensitive nature of some of the discussions regarding the 2009/2010 Mini Budget, the Secretary includes only the formal advice to the Douglas College Board from Education Council in these Minutes. Detailed discussion will be provided to Council members upon their request.

“At our November 16, 2009 meeting, Education Council discussed the proposed 2009/2010 Mini Budget and formulated the following advice:

1. While we appreciate that the development of an addendum to the operating budget is unusual and timelines were tight, and that Education Council had its regular two-month cycle in which to formulate advice, we were concerned by the lack of public consultation for gathering feedback from our staff and student constituents. We ask that the Board reaffirm its support of broad public consultation on budget matters.
2. We advise that the Board consider the need for a new Director position focusing on College safety, security, emergency preparedness and risk management. The College already has a number of positions with responsibility in this area, and there may be ways to improve the safety of our learning and working environment without the creation of a new excluded position.”

- 4.3 Hotel and Restaurant Management Diploma (HORM) – Program Revision  
There being no further discussion:

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

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the revision to the Hotel and Restaurant Management Diploma Program.**

**The Motion was CARRIED.**

- 4.4 Animal Health Technician – Program Revision  
There being no further discussion:

**MOVED by D. Hewitt; SECONDED by K. Yoshitomo,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the revision to the Animal Health Technician Program.**

**The Motion was CARRIED.**

- 4.5 Curriculum Committee Recommendations  
**There was unanimous consent to Short-cycle the Motion to approve the submitted Curriculum Committee recommendation.**

**MOVED by B. Hardy; SECONDED by T. Borgford,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education council approve the submitted curriculum guidelines for CODS 5100; CODS 5122; CODS 5200; CODS 5222; HORM 2240; HORM 2330; HORM 2415; HORM 2445; HORM 2455; and HORM 2465.**

**The Motion was CARRIED.**

- 4.6 Admissions and Language Competency Committee Recommendations  
There were no recommendations.

## 5. NEW BUSINESS

### 5.1 Administrative Policy – Draft Program and Service Review Policy

The Chair advised members that this policy has come to Council for formal advice under the *College and Institute Act*.

The Chair introduced Bob Cowin to speak to this item on behalf of Blaine Jensen.

Bob distributed a document called “Background on Program and Service Evaluation at Douglas College”. He highlighted several sections and provided members with additional historical information on past reviews at the College.

Bob advised members that there is some external pressure by joining the Association of University Canadian Colleges (AUCC) as part of their application procedure includes reviewing program accreditation. Therefore, Douglas is commencing a review to ensure effective quality assurance measures are in place. Bob noted this new policy has been developed as a starting point of this new program review process. He asked members for feedback from their constituency groups.

The following comments were received:

- We need to maintain curricular rigor.
- These reviews used to be called “In-Unit Reviews” and were quite in-depth. It was noted that Faculty were happy to participate in such lengthy review(s) but felt it was neither an efficient or effective use of their time (for various reasons).
- It was noted that the previous In-Unit reviews were too lengthy and unfocussed.
- Also noted was previous reviews were not on a regular review cycle. They were as a result of “something being triggered by the timetable”.
- A suggestion was made to have smaller annual reviews.

### **ACTION**

**Please refer this item to your constituencies for feedback/advice at the December meeting.**

### 5.2 Revision of the Education Council Policy Review Approval Process

#### 5.2 a) Revision of the Education Council Policy Review Group’s Terms of Reference

The Chair referred to the memo in the package dated January 23, 2008. She noted Education Council approved a motion on January 21, 2008 to support the departmental policy review process. FEC/DEC feedback was

received and discussed and the process was then amended to better reflect the collaborative nature of the work. For further details, please refer to the documentation in the package.

The Chair noted that subsequent to the revisions in 2008, discussion with the College President and most Deans and Associate Deans has clarified that the then approved Education Council process for approving what the College has been calling “departmental or program policies” affecting students is procedurally flawed and requires further revision.

The Chair highlighted the revised Terms of Reference (included in the package). She noted a change in name of the “Program Review Group” (PRG) to “The Faculty/Department and Program Requirement Review Group” (FDPRRG).

In response to a question, the Chair advised members that Council’s authority is mandated under the *College and Institute Act, R.S.B.C. 1996 c. 25* and under the *Education Council Bylaws, Rules and Procedures – Douglas College, September, 2004*. She noted that Education Council cannot delegate the authority contained in the two documents listed above.

The Chair advised Council that the current PRG consists of herself, Susan Meshwork and Robin Wylie. She noted that another member may be needed in future.

Council decided that there were a sufficient number of outstanding questions/issues regarding process and Terms of Reference that this item should be referred to the Policy Committee to clarify procedures and perhaps develop a flow chart for ease of reference.

This item will come to a future meeting of Education Council.

### 5.3 Stagecraft Program Revision

The Chair invited Ross Nichol, Coordinator of the Stagecraft Program to speak to this item.

Ross advised members that a new PEFA course (Introduction to Film and Television Production – 4<sup>th</sup> term elective PEFA 2430) was added to the Stagecraft Program as a result of a restructure in the spring of 2009. Unfortunately, he noted, this course will not be available for winter term (2010) students. Ross advised members that current students do require credits for graduation and he would like to substitute any PEFA or CRWR course for PEFA 2430. He noted this change will be one-time only affecting students in the Winter 2010 semester.

**ACTION** Please refer this item to your constituencies for approval at the December meeting.

5.4 Revision to the Academic Schedule

The Chair referred to the memo in the package and advised members that an omission was made to the Academic Calendar for 2010/2011. She noted this has come back to Council to support the calendar to include the Winter 2011 College-wide PD Day.

**There was unanimous consent to Short-cycle the Motion to provide advice on the 2010/2011 Academic Calendar.**

**MOVED by G. Gramozis; SECONDED by B. Hardy,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council advises SMT that Council supports including the College-wide PD Day to the 2010/2011 Academic Calendar.**

**The Motion was CARRIED.**

5.5 Request for Program Revision – Change in Passing Grade for Health Information Management (HIM)

The Chair advised members that the Program Review Group (PRG) has reviewed this submission and is comfortable with the recommendations.

The Chair invited Laurie Kenward, Health Information Management Coordinator, to speak to this item.

Laurie asked members to change the last sentence in paragraph 3 under “Current Situation” to: “For the past two course offerings of HISP 2470, all students (035/35) achieved higher than 11.3.”

Laurie referred to the memo contained in the package. She noted there is a need to elevate the academic standard within the HIM program to better prepare students for the workplace. To achieve this, Laurie advised members of the need to increase the passing grade for HIMP 2575 – Coding Extramural 11 to 75% (B); increase the pass grade for the lecture practice component of HIMP 2470 to 75% (B); and, increase the pass grade for all HIMP courses excluding the previous two courses from 60% to 65% (C+).

Laurie added that almost every health care facility within BC includes a coding test as part of their interview process when hiring a coder. She noted, on average, it appears that a minimum of 75% is the coding standard for these facilities with some facilities having a slightly lower standard (i.e., 70%) and others a higher standard (i.e., 80%+).

In response to a question, Laurie advised members that George Brown College in Toronto has a similar coding extramural in their program with a pass rate of 75% adding the cross-Canada standard is between 50 – 80%.

Laurie added the revised standard would affect the next cohort of student commencing in 2010.

**ACTION**      **Please refer this item to your constituency groups for feedback and approval at the December meeting.**

5.6      Bachelor of Therapeutic Recreation – Program Revision

The Chair invited Geri Paterson to speak to this item.

Geri advised members the proposed Program Revision is a change to how required courses are listed for each credential. She noted it does not change the total number of required course credits for the Diploma or Degree. She advised member the changes requested are similar to what the Department of Psychology has done with their BA Program. Geri added this change will give the Therapeutic Recreation Department greater flexibility in timetabling courses in the different semesters which will benefit faculty, students and the community.

**ACTION**      **Please refer this item to your constituency groups for feedback and approval at the December meeting.**

5.7      Educational Excellence Committee – Recommendation to Revise Criteria for Educational Excellence Student Award

The Chair referred to the memo in the package from Gerry Gramozis and Rosilyn Coulson, Co-Chairs of the Educational Excellence Committee.

G. Gramozis advised members the Committee is asking Council to Short-cycle the Motion to approve the revised criteria as the call for nominations for the award is going out to the college community within the next week.

G. Gramozis added the Committee spent much of its last meeting revising the award criteria. He noted the goal was twofold: 1) simplify the award criteria; and,

2) it was hopeful this would be received positively by the college community resulting in a renewed interest in the award.

In response to a question, G. Gramozis advised members the current criteria does not have a GPA requirement. He noted the Committee felt strongly that the nominee maintain a cumulative GPA of 3.33 to demonstrate academic excellence along with a strong community volunteer record.

**There was unanimous consent to Short-cycle the Motion to Approve the Educational Excellence Committee recommendations.**

**MOVED BY T. Borgford; SECONDED by L. Guppy,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the submitted revised criteria for awarding the Educational Excellence Award.**

**The Motion was CARRIED.**

## **6. REPORTS**

### **6.1 Report from the Chair**

The advice to SMT regarding the Academic Schedule was provided as information.

**The Chair reminded members there is no Education Council meeting in February. She strongly encouraged members to advise their constituency groups of this. Agenda setting deadline is January 5<sup>th</sup> and all completed documents must be submitted to the Secretary no later than 12 noon (electronically – unless original signatures are being provided) on January 7 for the January 18<sup>th</sup>, 2010 meeting.**

### **6.2 Report from the President**

The President advised members his President's Report has been electronically sent to the College Board and College community. He highlighted the "Visiting Dignitaries" section with visits from the Honourable Moira Stilwell and, His Excellency, Vice President of Uganda, Professor Gilbert Balibaseka Bukenya.

### **6.3 Report from the Board Representative**

There was no report.

### **6.4 Report from the Secretary**

The Secretary reiterated the January documentation submission and Agenda setting deadlines.

6.5 Report from the Curriculum Committee

There was no report.

6.6 Report from the Educational Excellence Committee

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 Standing Committee on Educational Policies

There was no report.

6.9 Report from the Academic Signature Committee

There was no report.

7. **OTHER BUSINESS** – For Information and Circulation

7.1 Research Ethics Board Information – Student Research and REB

8. **NEXT MEETING**

**December 14, 2009 at 4:15 p.m. in the New Westminster Campus Boardroom. Light snacks and refreshments will be provided.**

9. **ADJOURNMENT** Moved by R. Wylie, Seconded by T. James the meeting adjourned at 6:05 p.m.

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**Chair**

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**Secretary**