



**MINUTES OF A MEETING OF EDUCATION COUNCIL**  
**Held Monday, October 16, 2006 at 4:30 p.m.**  
**New Westminster Campus, Boardroom**

1.

ROLL CALL

**Members Present:**

Trish Angus (Non-Voting)  
Marilyn Brulhart  
Sebastian Bubrick  
Sam Cheng  
Kathy Denton  
Anne Gapper (Acting Recorder)  
Inderjit Gill  
Gerry Gramozis  
Leon Guppy  
Bruce Hardy  
Sean Hibbitts  
Ted James  
Ann Kitching  
Les Marshall  
Elizabeth McCausland  
Debbie McCloy  
Susan Meshwork (Chair)  
Colleen Murphy  
Teryl Smith  
Susan Witter

**Regrets:**

Graeme Bowbrick  
Jan Carrie  
Jan Lindsay

**Guests:**

Lori Townsend  
Des Wilson

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2. APPROVAL OF THE AGENDA: The Chair requested members replace Item 3 (b) with the revised Memorandum marked 3 (b) at the sidetable. In order to accommodate the guest, the Chair asked members to approve a fluid Agenda. The Chair explained that Item 5.1 would be the first order of business and the rest of the Agenda would be as presented. The Agenda was approved as revised.
3. (a) APPROVAL OF THE SEPTEMBER 18, 2006 MINUTES: It was noted that there was a typographical error in the Members Present list; Sam Hibbitts should be Sean Hibbitts. This was corrected. The minutes of the September 18, 2006 meeting were approved as amended to clarify HORM program revisions.

4. BUSINESS ARISING FROM THE MINUTES:

4.1 Program Revision to the Applied Environmental Science Associate Degree

D. Wilson attended the meeting as the representative for Rob McGregor. He explained that this revision should include the addition of GEOG 1120 or GEOL 1120 as a course requirement in the 1<sup>st</sup> year Science courses and to add CHEM 2310 as a 2<sup>nd</sup> year Science option.

There being no further discussion.

**MOVED by K. Denton; SECONDED by E. McCausland,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the revisions to the Applied Environmental Science Associate Degree to remove CHEM 1210 as a required course in the 1<sup>st</sup> year Science courses and to add either GEOL 1120 or GEOG 1120 as a required course; and to add CHEM 2310 as a 2<sup>nd</sup> year Science option.**

**The MOTION was carried.**

4.2 Request that the College Board establish the Credential Diploma in Legal Studies

There being no feedback.

**MOVED by M. Brulhart; SECONDED by K. Denton,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council request the College Board establish the Credential Diploma in Legal Studies**

**The MOTION was carried.**

4.3 Strategic Plan

The Chair explained that one written submission from the Student Development DVST- EASL DEC had been submitted for the October package and was included in the agenda package. B. Hardy responded to the submission and questioned the term 'renewed commitment' and asked if this was implying there had been a commitment in the past that was not in place now. M. Brulhart replied that this referred to a desire to achieve the same levels which had been in place prior to cutbacks in 2004. She

further explained this was meant to be a general statement supporting a commitment to look at possibilities for creating access to disadvantaged persons.

There being no further discussion.

**MOVED by S. Bubrick; SECONDED by S.Cheng,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council agree to send the written submission received from the Student Development DEC to the College Board as advice on the Strategic Plan.**

**The MOTION was approved.**

The Chair asked for further verbal FEC/Constituent supported feedback and input. The following comments were received.

- **Students** – S. Hibbitts reported that students had suggested the College Board consider adding a statement to the Strategic Plan which would indicate continued support of partnerships with other institutions, in particular those which provide skills training. The suggestion was that academic courses (e.g. business courses) could be very useful to students learning trades who might like to start or manage a business.
- **Language Literature and the Performing Arts** - E. McCausland reported that her FEC suggested that the summary of the Strategic Plan contain more of a sense of an overarching vision; pulling together the references to College values, goals and the mission statement to give them a more coherent feel.
- **Commerce and Business Administration** – L. Marshall reported the comments from his department's FEC were mainly positive in that they thought the Strategic Plan was well thought out.
- **Science and Technology** – L. Guppy reported his FEC had five points they wished to be forwarded to the College Board, as follows:
  1. They would like to see a clear description in the Strategic Plan of how the governance mechanism is followed in development of the Plan and how the governance process will be used to evaluate and update the Plan.

2. They would like the definition of education technology to be broader and to include all means by which course material can be delivered, not just computer technology.
3. The section on scholarly activity should be broadened so that it did not apply only to department related scholarly activity. After discussion Council agreed to amend this item by adding language that suggested that scholarly activity projects could include interdisciplinary projects.
4. They suggested broadening the range of countries involved in International Education efforts and to provide educational opportunities to a greater range of students. After some discussion Council agreed to a suggestion that the Strategic Plan should consider international education options that include non-revenue producing outcomes as well as revenue-producing outcomes.
5. They suggested the Plan included the following statements:
  - i) As befits good citizenship, Douglas College should provide leadership in environmental sustainability with respect to its physical infrastructure.
  - ii) The physical plant will be assessed to ensure that students have good study space, faculty have good office space, and the laboratory space and library resources are appropriate for students, staff and faculty.

There being no further discussion.

**MOVED by M. Brulhart; SECONDED by S. Hibbitts,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve sending FEC/constituency supported comments on the Strategic Plan to the College Board, as presented above, as formal advice.**

**The MOTION was carried.**

4.4 College Signature Templates

The Chair advised members of written feedback from Child, Family & Community Studies and Language, Literature and Performing Arts FECs, which were introduced to the meeting as sidetable items.

B. Hardy reported on the status of the Academic Signature Steering Committee. He indicated they were still looking for a representative from Education Council. The Chair is to check into whether this representative has to be from faculty. B. Hardy confirmed the role of this representative was a liaison role and encouraged members to contact the Chair to volunteer for this position.

L. Guppy stated that Level 2 of the Core Competencies/Levels of Learning Outcomes seemed to be a little nebulous. He requested this be clarified so it could be understood better, especially across disciplines so that everyone reported consistently. B. Hardy responded it was the intent that each department complete this in the way which best suited that department. He said the committee saw the templates as a work in progress and that they would evolve over time.

L. Marshall reported that one faculty member in his department had found it difficult to apply the levels in the template. He felt the levels were more applicable to student performance than to characteristics of courses. B. Hardy requested this faculty member email him and he requested that comments on the templates should go directly to the committee.

**ACTION: Please take this item back to your constituency groups for feedback.**

- 4.5 Affiliation Agreement between Douglas College and Beijing Language and Culture University, China  
There being no discussion.

**MOVED by B. Hardy; SECONDED by L. Marshall,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the affiliation between Douglas College and Beijing Language and Culture University.**

**The MOTION was carried.**

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

- 4.7 Curriculum Committee Recommendations  
There being no discussion.

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

**MOVED by G. Gramozis; SECONDED by T. Smith,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted revised curriculum guidelines for THRT 2309, THRT 2407, LWTP 0101, LWTP 0102, LWTP 0103, LWTP 0104, LWTP 0105 and LWTP 0106.**

**The MOTION was carried.**

5. NEW BUSINESS:

5.1 Health Sciences request for amendment to the Grading Policy

The Chair explained this item was before Council as a request to present a potential amendment to the policy committee for their recommendations. She invited Lori Townsend to the table to speak to this matter. L. Townsend explained that Health Sciences was requesting the addition of a NM (Non Mastery) grade to the Grading Policy which they would like to use for students who are not successful in their courses. The current grading policy requires the use of use NCG and EXP grades, neither of which fit into the spirit of grading a mastery course.

M. Brulhart asked if this request was to be applied across the College or just to Health Sciences. T. Angus answered that grading policies apply across the board to all faculties.

The Chair requested clarification as to whether Health Sciences was asking for NCG and EXP to be replaced by NM (Non-Mastery) or whether NM was to be an additional grade allowed for Mastery graded courses. T. Angus and T. James reported it was their understanding that the NM grade would be in addition to the existing grades. L. Townsend confirmed it was the intent of Health Sciences to introduce the grade NM as an addition.

The Chair asked if there was any objection to short cycle a decision to refer this matter to the Policy Committee for their recommendations

**There was unanimous consent to refer the request for a new category of grade, Non-Mastery, to the Policy Committee for their recommendations.**

5.2 SMT request for amendments to the Grading Policy

S. Witter explained she had brought this matter before Council because in dealing with a student issue it became clear that there is a lack of clarity

about the Incomplete Contract, “I” grade practice/policy, particularly criteria #5, described in the college calendar.

**There was unanimous consent to refer the request for amendment to the Grading Policy to the Policy Committee for their recommendations.**

- 5.3 Request for amendment to New Degree and Non Degree Program Approval Policies – Development and Consultation Control Sheets  
E. McCausland requested the Committee also look at the Course Control Sheets.

**There was unanimous consent to refer the New Degree and Non Degree Program Approval Policy Development and Consultation Control Sheets and the Course Control Sheets to the Policy Committee for their recommendations.**

- 5.4 2007/2008 Academic Schedule  
There being no discussion.

**ACTION: Please take this item back to your constituencies for feedback.**

6. REPORTS:

- 6.1 Report from the Chair  
There was no report.
- 6.2 Report from the President  
S. Witter confirmed that the President’s Report had gone out to the College community on October 16, 2006.
- 6.3 Report from the Board Representative  
A. Kitching confirmed that the College Board would be discussing the Strategic Plan at their retreat on October 21, 2006.
- 6.4 Report from the Secretary  
There was no report.
- 6.5 Report from the Curriculum Committee  
There was no report
- 6.6 Report from Education Excellence Committee  
G. Gramozis reported the Education Excellence Committee had met on Wednesday, October 4, 2006 to review and discuss its terms of mandate. A number of recommendations are currently being developed. These

recommendations will be coming forward to Education Council in November.

He also reported that Rosilyn Coulson had been nominated and unanimously supported by the Committee to return as Chair. She has agreed to carry on in this role.

G. Gramozis confirmed that he will continue to report to Council.

7. OTHER BUSINESS:

7.1 Educational Excellence Committee

The Chair informed Council this Committee still needs a faculty representative. She confirmed that I. Gill has volunteered to be the student representative.

**ACTION: Please take this request back to your constituencies.**

7.2 Administrative Policy- College Use of Copyrighted Works

The Chair advised Members that this information should be taken back to their constituencies for information and any feedback should be directed to X. Serrano in Facilities Services.

8. ADJOURNMENT:

Moved by M. Brulhart; Seconded by S. Bubrick, the meeting adjourned at 6:10 pm.

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