



**MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY OCTOBER 19, 2009 AT 4:15 PM  
NEW WESTMINSTER CAMPUS - BOARDROOM**

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**1. ROLL CALL:**

**Members Present:**

Samirah Abid  
Deb Anderson  
Thor Borgford  
Jan Carrie  
Dave Dalcanale  
Rajbinder Dehal  
Kathy Denton  
Gerry Gramozis  
Leon Guppy  
Bruce Hardy  
Dianne Hewitt  
Scott McAlpine (Ex-Officio)  
Elizabeth McCausland (Acting Chair)  
Deb McCloy  
Brenda Pickard (Secretary)  
Donna Rose  
Don Valeri  
Brenda Walton  
Robin Wylie  
Kate Yoshitomi

**Regrets:**

Ted James  
Peter Kendrick (Ex-Officio)  
Susan Meshwork (Chair)

**Guests:**

Priscilla Bartleman (DSU)  
Diane Boyle  
Mark Elliott  
Blaine Jensen  
Anne MacMillan  
Tyson McKine (DSU)  
Devyn Stock (DSU)  
Nimmi Takkar (DSU Staff)

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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.

The Chair welcomed two newly appointed administrators Thor Borgford and Kathy Denton who replace Robert Buller and Catherine Carlson.

3. APPROVAL OF THE SEPTEMBER 21, 2009 MINUTES

The Chair advised members that the September 21, 2009 minutes have been delayed. She noted there are no outstanding items from September which need to be approved in order for Council to continue with its business.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Policy Items

a) *Credentials Awarded at Douglas College Policy (Postponed)*

b) *Transfer Credit Policy*

The Chair reminded members this is a new policy which Council is being asked to consider. She noted it is before Council this month as a Notice of Motion.

In response to a question, J. Carrie advised members that the language in #2 under Types of Transfer: “Unassigned credit in a department (for courses that are related in content to curriculum taught within the discipline but for which there is no equivalent Douglas College course)” is standard language and refers to programs as well as departments. It was noted the language should be consistent and one term should be used throughout the policy.

**ACTION**

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

c) *Accessibility to College Programs, Courses and Services for Persons with Disabilities Policy Revision.*

The Chair clarified that this item has come through the regular review cycle of Educational Policies and is before them as a Motion to Approve based on feedback from constituents. She highlighted the submission from the Faculty of Science and Technology, sent via email to members.

E. McCausland advised members her FEC had similar concerns regarding accommodating students, the lack of private and quiet space for exam invigilation and added that Staff may not always be available to invigilate exams. She noted the LLPA FEC are not opposed to approving the policy, but asked that the policy be reviewed when the budget allows.

**MOVED by D. Anderson; SECONDED by J. Carrie,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve amending the *Accessibility for Persons with Disabilities Policy*.**

**The Motion was CARRIED.**

d) *Curriculum Development and Approval Policy Revision (Postponed)*

#### 4.2 2010/2011 Academic Schedule

The Chair reminded members that, under the *College and Institute Act*, part of Council's mandate is to provide advice to SMT regarding the setting of the Academic Schedule.

R. Wylie expressed concern regarding the length of time between the end of the final exam period and the date for submission of final grades to the Registrar's Office. He questioned whether Saturdays have now become compulsory work days in order to accommodate the mark submission date.

The Secretary and Acting Registrar will follow up on previous Council deliberations on the matter.

Subsequent to the meeting the following advice was sent to Dr. Scott McAlpine, Douglas College President:

“Council discussed the 2010/2011 Academic Schedule at the October 19, 2009 meeting. Members expressed concern that the length of time between the end of the final exam period and the date for submission of final grades – generally 72 hours, some of which fall on non-working days – was not sufficient for instructors with exams late in the exam period to effectively evaluate students' work.

Council's advice is that SMT look again at the timelines of the academic schedule with this concern in mind.”

#### 4.3 Curriculum Committee Recommendations

There being no questions or comments:

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

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

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the submitted curriculum guidelines for: CYCC 4470, CYCC 4471, ECED 1000, ECED 2000, CSIS 2365, HORM 2255, HORM 2430, OADM 1104, OADM 1450, OADM 1451, OADM 1452, OADM 1453, OADM 1454, OADM 1455, OADM 1456, OADM 1457, CRIM 1101, CRIM 1160, CRIM 2140, CRIM 2252, CRIM 2255, CRIM 2262, PSYC 2301, ENGL 1200, ENGL 3112, AHTT 1101, AHTT 1102, AHTT 1103, AHTT 1201, AHTT 1202, AHTT 1203, AHTT 1204, AHTT 1205, AHTT 2106, AHTT 2107, AHTT 2111, AHTT 2303, AHTT 2304, AHTT 2307, AHTT 2309, MATH 1183 and SPSC 1105.**

**The Motion was CARRIED.**

#### 4.4 Admissions and language Competency Committee Recommendations

There were no recommendations.

## 5. NEW BUSINESS

### 5.1 Budget Discussions

#### a) 2010/2011 Budget Guidelines

The Chair reminded members that under Advisory Responsibilities (per the *BC College and Institute Act*) Education Council has an important advisory role to play regarding budgetary issues. She asked members to provide feedback/advice from their constituency groups in writing for inclusion in the November package.

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

#### b) Consultation on 2009/2010 Mini Budget

S. McAlpine advised members that the 2010/2011 Mini Budget was presented to the Board at an in-camera meeting in September and received support. He noted the Mini Budget has been in preparation for many months after the College received the actual funding letter from the Ministry. He noted the College received a larger base operating grant than anticipated and the Mini Budget is a result of the extra funding. He noted SMT decided to fund a few select items that were high on the priority list in the original budget but were not able to be funded at that time.

S. McAlpine highlighted the three areas of funding:

- i) Sections of instruction (OTO as required) based on student demand in the Winter 2010 semester (sections have already been added for Summer and Fall)
- ii) A Dean position for the area of Adult Special Education, Developmental Studies and English as a Second Language (as per the Education Services realignment)
- iii) A Director position focusing on College safety, security, emergency preparedness and risk management. A coordinated approach to risk management and safety and security issues is essential in order to provide a safe and secure learning and working environment for students and employees on all College campuses.

The Chair asked members to provide feedback/advice from their constituency groups in writing for inclusion in the November package.

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

### 5.2 DSU Request – October 21, 2009 Student Day of Action

The Chair invited Priscilla Bartleman (DSU) and Nimmi Takkar (DSU Staff) to speak to this item.

Priscilla provided a detailed account as to why the students are asking for academic amnesty to attend the OnePassNow campaign day of action on October 21, 2009. She also provided members a rationale for the short notice to Council.

After much discussion and debate Donna Rose (Education Council Student Representative) accepted a friendly amendment to the DSU motion.

“WHEREAS the Education Council acknowledges the usefulness of a strong student effort to have equality in the Universal transit Pass (U-PASS) program for post-secondary education;

AND WHEREAS the Douglas Students’ Union has planned activities for October 21, 2009 to raise public awareness about the importance of equality within the U-PASS program for all post-secondary students... for a flat fee that is the same for students throughout Metro Vancouver.”

**There was unanimous consent to Short-cycle the Motion to approve a Motion from the Douglas College Student Union with the addition of a friendly amendment.**

**MOVED by R. Wylie; SECONDED by D. Anderson,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council supports the principle of a penalty free day on October 21, 2009 from 11:00 a.m. – 2:00 p.m. for which no student shall receive an academic penalty for not attending classes in order to attend the U-PASS BASH, be it further resolved that students be required to make alternate arrangements with instructors prior to October 21, 2009 and,**

**BE IT FURTHER RESOLVED:**

**THAT Education Council recognizes that in some cases, it will not be possible for instructors to reschedule exams or assignments.**

**The Motion was CARRIED.**

5.3 Revision of the College/School District Policy – Request to Refer to Policy Committee

**There was unanimous consent to short-cycle the Motion to approve referring the College/School District Policy to the Policy Committee.**

**MOVED by R. Wylie; SECONDED by D. Hewitt,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council refer the *College/School District Policy* to the Education Council Policy Subcommittee.**

**The Motion was CARRIED.**

5.4 Election of Education Council Appeal Tribunal Members

The Secretary advised members that an election needs to take place to fill two vacant seats on the Education Council Appeal Tribunal.

The Secretary called for nominations from the floor for the first vacant position on the Education Council Appeal Tribunal.

Dianne Hewitt nominated Elizabeth McCausland, Elizabeth allowed her name to stand.

Further nominations were invited from the floor.

After a third call for nominations for the first vacant position on the Appeal Tribunal, nominations from the floor were closed.

**Elizabeth McCausland was elected by acclamation.**

The Secretary called for nominations from the floor for the second vacant position on the Education Council Appeal Tribunal.

Deb McCloy nominated Dianne Hewitt, Dianne allowed her name to stand.

Further nominations were invited from the floor.

After a third call for nominations for the second vacant position on the Appeal Tribunal, nominations from the floor were closed.

**Dianne Hewitt was elected by acclamation.**

5.5 HORM Diploma – Program Revision

The Chair invited Mark Elliott to speak to this item.

Mark advised members that the program revision consisted of adding HORM 1145 Introductory Food Management as a substitution for HORM 1135 in Semester 1 of the HORM program. He noted this move is intended to increase student success.

**ACTION Please refer this item to your constituencies for feedback and advice. This item will come for approval at the November meeting.**

5.6 Animal Health Technician – Program Revision

The Chair invited Diane Boyle to speak to this item.

Diane advised member that the Animal Health Technology Program has been in operation for two years, graduating its first class in June of 2009. She noted the revisions are to improve the structure of the program and course content, as well as implement minor changes suggested during the course of our 3 accreditations last year.

**ACTION** Please refer this item to your constituencies for feedback and advice. This item will come for approval at the November meeting.

6. **REPORTS**

6.1 Report from the Chair

The Chair welcomed the two newly appointed Administrators to Council: Kathy Denton, Dean of Humanities and Social Sciences and Thor Borgford, Dean of Science and Technology.

The Chair advised members that a by-election is being held for the vacant Student Representative position at the New Westminster Campus.

6.2 Report from the President

The President advised members his President's Report was sent to the Community today. He highlighted several issues contained in the Report.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Secretary

The revised Education Council Membership list was received in the package.

**The Secretary reminded members that the November 16<sup>th</sup> meeting will be held in room 5220 at 4:15 p.m.**

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 Committee

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 Citation in Medical Office Assistant – Concept Paper
- 7.2 Census Data

8. **NEXT MEETING**

Monday, November 16<sup>th</sup>, 2009 at 4:15 p.m. **ROOM 5220.**

9. **ADJOURNMENT** Moved by D. Valeri; Seconded by G. Gramozis, the meeting adjourned at 6:10 p.m.

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Chair

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Secretary