



MINUTES OF A MEETING OF EDUCATION COUNCIL
Held Monday, September 18, 2006 at 4.30 p.m.
New Westminster Campus, Boardroom

1. ROLL CALL

Members Present:

Trish Angus (Non-Voting)
Graeme Bowbrick
Marilyn Brulhart
Sebastian Bubrick
Jan Carrie
Sam Cheng
Kathy Denton
Anne Gapper (Acting Recorder)
Inderjit Gill
Gerry Gramozis
Leon Guppy
Sam Hibbitts
Jan Lindsay
Les Marshall
Elizabeth McCausland
Susan Meshwork (Chair)
Colleen Murphy
Brenda Pickard (Secretary) (part of meeting)
Teryl Smith
Susan Witter

Regrets:

Ted James
Ann Kitching
Alan Yang

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2. APPROVAL OF THE AGENDA: The order of the Agenda was approved as distributed. The Chair indicated there was a correction to Item 4.4 where the words “Classroom &” were omitted in error from the credential “Classroom & Community Support Diploma: Behavioural Interventionist Specialty. The colon in this credential name should also be replaced with a comma. A correction to indicate that the program title should read Classroom and Community Support Diploma, Behavioural Interventionist was requested by the Child, Family & Community Services Department.
3. APPROVAL OF THE JUNE 19, 2006 MINUTES: It was pointed out that the Motion in 4.1 omitted to include the approval of the HORM program revision. This item will be corrected and deferred to the October 16, 2006 meeting for approval.

L. Marshall requested that under Item 4.5 the second sentence in the third paragraph be amended to read “Many other universities offer ethics courses **within their business departments** such as Business Ethics ...” The minutes of the June 19, 2006 meeting were approved as amended in Item 4.5 and with the exclusion of Item 4.1.

4. BUSINESS ARISING FROM THE MINUTES:

4.1 Elections

(a) Ratification of Elections – Position of Chair

The Secretary explained that Members had elected S. Meshwork as Chair at the April meeting. She called for any further nominations, there were none and S. Meshwork was duly elected. She accepted and congratulations were extended.

(b) Elections for the Position of Vice-Chair

The Secretary further stated that Members had elected A. Jajic as Vice-Chair at the April meeting. However A. Jajic had stepped down as a member of Council. Nominations were called for the position of Vice-Chair. E. McCausland nominated G. Bowbrick. There were no further nominations and G. Bowbrick was duly elected as Vice-Chair.

4.2 Legal Studies Program Proposal

L. Marshall questioned G. Bowbrick as to whether ECON 1150 had been added to the list of electives for this program. G. Bowbrick stated that as it was an open list he had not specifically added ECON 1150 but that he would be happy to do so. L. Marshall requested that this be done.

There being no further discussion.

MOVED by C. Murphy; SECONDED by G. Gramozis,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Legal Studies Program Proposal as amended to include ECON 1150 in the elective list.

The Motion was CARRIED.

4.3 College Signature Templates

The Chair introduced the item by explaining that when Education Council approved and supported the Academic Plan, Council also

approved the Core Competencies in relation to curriculum and the Essential Elements in relation to program development. The issue here was how these were going to be implemented. The Signature Implementation Steering Committee developed a series of templates and recommendations for Education Council to consider for approval. Education Council was being asked if they wished to use the templates as presented. It was important for Members to take these back to their constituents to get their feedback. She added that the Curriculum Committee would be able to give advice on operational issues such as the ease of use.

Jan Lindsay advised that the College had approved the Academic Plan but now needed to implement the Academic Signature required by the Academic plan. The next step was to assist faculty with templates for course guidelines so that faculty and students are clear on how to communicate information about the Douglas College Signature. If these templates need to be altered the Committee is open to amendments. She noted that G. Bowbrick had used them in the Full Program Plan for the Diploma in Legal Studies. She asked him how he had found the templates. He advised that it was hard to use them; it had taken some time, but that they were okay. He advised that they had not used them on individual courses yet.

Kathy Denton advised there has not been a great deal of formal feedback from Humanities & Social Sciences. She felt that it might not be wise or necessary to attach them to the curriculum guidelines because that could affect the articulation process negatively. She suggested that they could be attached as an addendum or appendix to curriculum guidelines and used internally.

The Chair advised that she found them complicated and wanted to make sure that members were comfortable with and understood the templates in their present format and what Educational Council was going to determine about their use in implementing the college signature.

K. Denton felt that if the templates were completed with a new or revised course, as content was added it would cause problems with articulation if the templates were sent out with the curriculum guidelines. T. Angus agreed that the templates should be an internal tool and not part of the curriculum guidelines.

E. McCausland, in her capacity as Curriculum Committee Chair, agreed with the previous comments. She pointed out that J. Lindsay's memo highlighted how the information could be passed on to students but she felt there was a better way to do that rather than with

the current templates. She felt checklists would be a better tool. Comments she had received back from faculty were that the templates seemed to be a lot of work and there was a need to streamline. She questioned what would be measured – what is taught and/or what is assessed – what is being assessed is not always talked about. She again stressed the preference for checklists. She confirmed that she had sent a memo to J. Lindsay clarifying the above points.

E. McCausland felt there had to be some separation from the curriculum guidelines and the templates as the college community would no doubt feel that the Curriculum Committee was responsible for vetting the templates if they were attached to the curriculum guidelines.

J. Lindsay responded that she felt E. McCausland had made some excellent comments. The Steering Committee needed feedback so that they could work with suggestions and come up with documents that are feasible and user friendly. She advised that the College has an obligation to inform students on how the Signature is being applied. The College has to be accountable and we need to find a way to make sure the Signature is being included in programs and taught in courses. She also confirmed that we want to make it as user friendly as possible but there still needs to be a mechanism in place.

L. Guppy asked if the templates would be introduced with course revisions. J. Lindsay confirmed that they would and that the College would be trying to do a 3 to 5 year revision of all courses (preferably a 3 year time frame) so that eventually all courses would have the templates completed.

E. McCausland, in her capacity as Language, Literature & Arts representative, reported that her FEC has concerns with the original Signature Framework Document. They felt that it needs to be organized more logically and gave examples of how the LLPA FEC imagined improving it.

J. Lindsay reported that the Steering Committee was meeting soon, as the templates were a work in progress, and they would be looking at all feedback and recommendations. The Steering Committee will also receive feedback on the Signature Framework document and recommend changes to the Vice Presidents' Academic Council as appropriate.

L. Marshall reported that his FEC had not met so he did not have any feedback. The Chair confirmed that the final decision on the

templates would not be looked at until either the October or November meeting depending on the nature of the feedback. Discussion thus far indicated there was need for further feedback at the next meeting.

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

4.4 Recommendation that the College Board establish the credential Classroom & Community Support Diploma, Behavioural Interventionist Specialty

It was not necessary to recommend the above credential to the Board as it was a revision of an existing program. As no action had been taken on this Motion the Chair requested that Council rescind the Motion from the June 19, 2006 meeting.

There was unanimous consent to short cycle a Motion to Rescind a Motion that Education Council recommend the College Board establish the credential Classroom & Community Support Diploma, Behavioural Interventionist Specialty

MOVED by M. Brulhart; SECONDED by E. McCausland,

BE IT AND IT WAS RESOLVED:

THAT Education Council agree to rescind the Motion that Education Council recommend the College Board establish the credential Classroom & Community Support Diploma, Behavioural Interventionist Specialty.

4.5 Admission and Language Competency Committee Recommendations
There were no recommendations.

4.6 Curriculum Committee Recommendations
There being no discussion,

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

MOVED by L. Marshall; SECONDED by T. Smith,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted guidelines for BHIN 1230, BHIN 1240, BHIN 1256, CCSD 1140, CCSD 1150, CCSD 1220, CCSD 2334, CCSD 2440, CFCS 1121, PHIL 3350.

And,

THAT Education Council approve the withdrawal of the submitted guidelines for THRT 321.

The Motion was CARRIED.

5. NEW BUSINESS:

5.1 Program Revision for Associate Degree in Applied Environmental Science

Notice of Motion for program revision was tabled and there was no discussion. This item will be brought forward for approval at the October Educational Council meeting.

ACTION: Please take this item back to your constituency groups for feedback and consideration of a Motion to Approve at the October meeting.

5.2 Affiliation Agreement between Douglas College and Beijing Language and Culture University, China-Notice of Motion
S. Witter indicated that an affiliation between Douglas College and the Beijing Language and Culture University would be a good match. Initially the Faculty of Commerce and Business Administration would be putting together some business. As the English language is both studied and spoken extensively at the University, there is a good possibility for student exchanges both ways.

ACTION: Please take this item back to your constituency groups for feedback and consideration for approval at the October Educational Council meeting.

5.3 Updated Strategic Plan

The Chair explained that Members of Council should bring comments from their constituencies to the October Education Council meeting because Education Council will give the College Board formal advice and feedback on the Strategic Plan at the October Board retreat. The Chair explained the procedures for compiling formal Educational Council advice. Education Council will discuss all feedback from all Education Council constituencies but would decide as a committee of the whole what advice to pass on to the College Board. The Chair further explained that all FEC approved feedback would be considered by Council and whatever advice Council supported would be passed on to the Board. FEC and

Education Council approved written submissions would be included in any advice to the Board and FEC and Education Council approved verbal submissions (provided at the October Education Council meeting) would be summarized by the Chair and presented to the Board, in writing, as formal advice. She stressed that the Strategic Plan Document was very important to setting the College educational directions and that Education Council had advisory responsibilities to provide input on these educational directions to the College Board. The Chair stressed the unique role of Education Council in providing the College Board formal advice on the document. She encouraged members to read the Plan and provide feedback from Members' departments as well as their FECs but to remember that the individual departmental responses should be discussed and approved at FEC before they can be considered for inclusion in formal Education Council advice to the College Board. The Chair requested that any written (FEC approved) feedback should be received by the Chair before the next agenda documentation package deadline. (October 5, 2006 at Noon).

S. Witter explained that the draft Strategic Plan basically comes from the Academic Plan and Students First, both of which have already been approved. Changes to the draft came out of the June forum and there will be another forum on October 13, 2006 which will give individual faculty another opportunity to provide feedback. Board approval would be sought in December/January. She confirmed that the language 'Student Charter' will be replaced with more appropriate wording.

S. Witter went on to explain that the Strategic Plan will probably be the last major document for the next three or four years, unless government recommendations come out of the Campus 2020 review. She reminded Council that the College Board approves the Strategic Plan.

Given the competitive enrolment environment, L. Marshall queried S. Witter as to what she anticipated would be the time lines for changes in courses that were seeing reduced demand. S. Witter replied that the College was already shifting resources and that the utilization rate had improved from 91% to 94%. She confirmed that they had made a strategic decision not to downsize. J. Lindsay added that they were addressing the issue but on a gradual basis. Deans were actively looking at courses and trying to manage resources, endeavouring to keep things equitable.

E. McCausland asked who the intended audience was for the Strategic Plan; S. Witter replied that it was both internal and external.

She further confirmed that the Ministry of Advanced Education requires that Douglas College have a strategic plan.

S. Witter explained that this Plan will affect how resources are allocated through the next few years; consequently it is a very important document. She confirmed that Education Council has advisory responsibilities in drafting the Plan. L. Guppy asked if once the Plan was approved if focus groups would be set up for individual aspects, i.e. scholarly activity. J. Lindsay confirmed that this was already in place with the appointment of a Scholarly Activity Coordinator.

6. REPORTS:

6.1 Report from the Chair

The Chair advised Members that the Ministry of Advanced Education had approved referring the Bachelor of Business Administration and the Bachelor of Arts Child and Youth Care degrees to DQAB (Degree Quality Assessment Board) for further assessment.

The Chair listed committee membership and asked those who had not signed up for committee work to do so.

T. Angus stated the Standing Committee on Admissions and Language Competency Standards needed a student representative. Sebastian Bubrick volunteered for this position.

6.2 Report from the President

S. Witter confirmed that the President's Report had gone out to the College community on Friday, September 15, 2006.

6.3 Report from the Board Representative

There was no report.

6.4 (a) Report from the Secretary – Education Council Regular Meeting Schedule

The meeting schedule was presented and approved unanimously with the one concern about the December meeting time at 2:30 pm, because it was in the middle of the exams period. The Chair agreed to discuss this with the Council secretary and report at the next Education Council meeting.

ACTION: The Education Council Chair and Secretary will discuss and report on this in October.

- 6.5 Report from the Curriculum Committee
L. McCausland confirmed she had distributed the Curriculum Committee meeting dates to the department assistants and had requested that they be posted.
- 6.6 Report from the Educational Excellence Committee
G. Gramozis reported the Education Excellence Committee had met on Friday, September 15, 2006 to discuss the Terms of Reference in relationship to the College and Institute Act. As a quorum was not achieved, another meeting will be scheduled for early in October.
- He explained that R. Coulson had stepped down as Chair, however she had agreed to assist the Committee during the current discussions regarding the Committee's mandate. He took the opportunity to thank her for all of her work to date as Chair of this Committee.
- 6.7 Report from the Research Ethics Board
There was no report.
- 6.8 Report from the Standing Committee on Admissions and Language Competency Standards
T. Angus confirmed that she would be scheduling an orientation for new members and that she would provide the Chair with a list of current members.
- 6.9 Report from the Standing Committee on Educational Policies
There was no report however the Chair reported that there was a lot of work to be done in the next few months on amendments to policies and on policy review.

7. OTHER BUSINESS – For Information and Circulation

- 7.1 Updated Articulation Agreement with the University of Phoenix
This was included in the package in order to keep Council informed of the update of the existing agreement.
- 7.2 Updated Transfer Agreement with Royal Roads University
This was included in the package in order to keep Council informed of the update of the existing agreement.
- 7.3 Transition Rates of High School Graduates into Douglas College
For Council's information.
- 7.4 Ministry of Advanced Education announcement – Review of the Bachelor of Physical Education and Coaching Degree
For Council's information.

7.5 2006 Douglas College Fact Book
For Council's information.

8. ADJOURNMENT:

Moved by M. Brulhart; Seconded by E. McCausland, the meeting adjourned
at 4:35 pm.

Chair _____ Secretary _____