



MINUTES OF A MEETING OF EDUCATION COUNCIL

**HELD MONDAY, SEPTEMBER 16, 2013 AT 9:00AM
BOARDROOM - NEW WESTMINSTER CAMPUS**

1. ROLL CALL:

Members Present:

Sheilagh Badanic
Mark Darville (Ex-Officio)
Kathy Denton
Brenna Gray
Todd Harper (Chair)
Anna Helewka
Sandra Hochstein
Ted James (Ex-Officio)
Katrinya Koenig
Barbara Leighs
Scott McAlpine (Ex-Officio)
Jasmine Nicholsfigueiredo (Vice Chair)
Madison Paradis-Woodman
Lorne Patterson
Catherine Sales
Jenny Shin
Doug Simak
Erin Smith
George Stroppa
Richard Tardiff
Brian Thomas-Peter
Hailea Williams
Silvia Wilson

Regrets:

Guests:

Rosilyn Coulson
Sharron Gibbs
Tracy Ho
Wesley Snider
Lori Townsend

Jo-Anne Bilquist (Recorder)

2. APPROVAL OF THE AGENDA

The Chair asked members to approve a fluid Agenda; Council agreed and the Agenda was re-ordered.

The Chair also noted that item 5.3 Program Revision: Childbirth Educator Training Program will be discussed as a Notice of Motion rather than Motion to Approve at this meeting.

3. APPROVAL OF MINUTES

The Secretary noted an error in the Roll Call section of the previously distributed Draft Minutes. The error has been corrected.

The June 17, 2013 Minutes were approved as amended.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Ratification of Education Council Chair and Vice-Chair Elections

Council Secretary J. Bilquist directed members to the Minutes of the April 15, 2013 Education Council Elections.

The Secretary advised that Todd Harper had been elected by acclamation. Following three further calls for additional nominations, and hearing none, the Secretary declared Todd Harper elected by acclamation to the position of Chair for the 2013 – 2014 term.

The Secretary indicated that Jasmine Nicholsfigueiredo had been elected as Vice-Chair by acclamation. Again, hearing no further nominations following three calls, Jasmine Nicholsfigueiredo was elected by acclamation to the position of Vice-Chair for the 2013 – 2014 term.

4.2 Curriculum Items

a) Curriculum Committee Recommendations

Committee Chair B. Grey advised, as noted by a Council member, that the Economics course 3201 is Microeconomics, rather than Macroeconomics as it appears in the Memo.

There being no further discussion,

There was unanimous consent to Short-cycle the proposed Motion.

MOVED by S. Wilson; SECONDED by K. Koenig, THAT Education Council approve the submitted guidelines for: ECON 3201; MUSC 1102, 1155, 1156, 1255, and 1256.

The Motion was CARRIED.

4.3 Policy Items

a) Program Approval Policy

Wesley Snider, Educational Policies Committee Chair, was welcomed to speak to this item.

EdCo Chair T. Harper advised that feedback had been received requesting additional review of this policy by the Educational Policies Committee prior to approval.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by K. Denton; SECONDED by A. Helewka, THAT Education Council refer this item to the Educational Policy Committee.

The Motion was CARRIED.

4.4 Variance Request: BSPN Residency Requirement

The Chair welcomed Lori Townsend to speak to this item.

Lori reiterated that the Bachelor of Psychiatric Nursing program offers the online completion option for students already holding their RN and RPN diplomas, however students who have obtained their diplomas at institutions other than Douglas College are not able to meet the 25% College residency requirement due to a shortage of available online electives. Currently they review graduates on a case-by-case basis, but would like to see an approved process.

One Council member expressed their constituents' concerns about setting a precedent for lowering the residency requirement and the need to maintain quality standards. It was pointed out that the number of students requiring this variance is very small and is unlikely to serve as a precedent.

The Chair advised that at the June meeting, following discussion, there was general agreement that the variance could be granted for a specific time period, possibly five years, and revisited at that time. He agreed that there are no guarantees that the number of online electives will increase in that timeframe, however felt it would be a workable solution to the current request.

There being no further discussion,

MOVED by B. Thomas-Peter; SECONDED by D. Simak, THAT Education Council grant a residency variance of 15% to the Bachelor of Science Psychiatric Nursing (BSPN) Degree Completion program for a period of five years.

The Motion was CARRIED.

4.5 Program Proposal: Minor in Business

The Chair welcomed Rosilyn Coulson to speak to this item.

Rosilyn reiterated that students would complete eight courses, four required and four electives, to complete their Business Minor.

There being no further discussion,

MOVED by G. Stroppa; SECONDED by S. Hochstein, THAT Education Council approve the proposed Minor in Business.

The Motion was CARRIED.

4.6 Program Cancellation Policy

Kathy Denton gave a bit of background, indicating that Administrative Policies do not generally go out for advice, but that the content of this particular policy is directly related to Academics, and therefore she felt that it would be appropriate to incorporate the additional step of requesting feedback.

One Council member noted their constituents' discussion of the Responsibilities section, and wanting to ensure there is wording noting that the Dean/Responsible Administrator understands that the information needs to get to faculty. They felt the description of Responsibilities as it stands is too vague.

The Chair will summarize the feedback and provide it to the Senior Management Team for their consideration.

5. NEW BUSINESS

5.1 Budget Guidelines

The Chair welcomed President Scott McAlpine to speak to this item.

S. McAlpine advised that Education Council is required by legislation to provide advice on the Budget Guidelines; he noted that the Guidelines will go to the Board for approval in November.

He noted that the Budget Guidelines are exactly the same as last year and the previous year with one exception, as noted in the third bullet, the removal of specific policy names, given that the new policy on program cancellation is in the works.

ACTION: Please refer this item to your constituency groups for feedback and advice at the October meeting.

5.2 Calendar of Events

Ted James, Registrar, was welcomed to speak to this item.

T. James noted a change in Registration dates for Fall 2014 and Fall 2015; proposing to start on the 19th of June in 2014 and the 18th of June in 2015. This is in response to complaints from students that the earlier registration dates fall prior to the mid-semester point and they felt it was unfair to be asked to register before they know their standing in their current courses.

Council members noted a couple of typos, which were noted by T. James. As well, a Council member asked whether the Sunday deadlines for adding classes or dropping classes could be rescheduled to a later day when the College is open. He indicated that doing so would create a more fair process for students who may not have access to computers. Another member indicated that often CEIT schedules work on the system on Sundays, making various options unavailable. T. James advised that he would find out why Sundays have traditionally been named as the deadline day, and see if the deadline can be advanced into the following week.

Another concern raised was that the practice of refunding only 50% of a paid tuition if the class is dropped after only one day seems overly punitive. The Council member acknowledged the need to charge a processing fee, but felt the

refund could be higher. T. James advised that the tuition refund amount is governed by the College's policy on refunds, and that he will look into the matter with the Finance Department.

It was also noted that the College-wide Professional Development day was not listed in the Calendar of Events.

ACTION: Please refer this item to your constituency groups for feedback and advice at the October meeting.

5.3 Program Revision: Childbirth Educator Training Program

The Chair reminded Council members that this item is now considered a Notice of Motion on the agenda. He welcomed Sharron Gibbs to speak to this item.

Sharron advised that this program moved from Vancouver Community College to Douglas College in 2003, and in 2005 required a significant update. At that time, the program became accredited with Lamaze International. Since then, administrative difficulties with the organization has lead program coordinators to look at other options for program delivery. With the use of Blackboard, the program leaders feel they can offer a high standard program. Curriculum content and documents providing thorough course descriptions and clear outcomes will be provided to Council for next month.

Responding to a query as to whether there are any proprietary concerns where Lamaze International is concerned, Sharron advised that the current courses have been written based on the original model at Douglas College, consciously avoiding using any of their material. She noted that much of the content is Canadian-based, which they feel is a positive approach.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October meeting.

5.4 Credential Name Change: Bachelor of Arts in Criminology

The Chair welcomed Kathy Denton to speak to this item.

K. Denton noted that this program was approved by EdCo in May 2012, and has been awaiting Ministry approval. The College has had to make a case for sufficient labour market and student demand. The Ministry advised the College that the proposed name change would differentiate this program from other programs. The College would like to approve the name change now so that it is not a barrier when the Ministry is ready to move the degree forward.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion.

MOVED by G. Stroppa; SECONDED by H. Williams, THAT Education Council approve the credential name change from Bachelor of Arts in Criminology

and Bachelor of Arts in Criminology – Honours to Bachelor of Arts in Applied Criminology and Bachelor of Arts in Applied Criminology - Honours.

The Motion was CARRIED.

And,

MOVED by B. Thomas-Peter; SECONDED by L. Patterson, THAT Education Council recommend that the College Board withdraw the credentials Bachelor of Arts in Criminology and Bachelor of Arts in Criminology – Honours and establish the credentials Bachelor of Arts in Applied Criminology and Bachelor of Arts in Applied Criminology – Honours.

The Motion was CARRIED.

6. REPORTS

6.1 Report from the Chair

a) Report to the College Board

The Chair noted the list of members for each of the Standing Committees (see attached).

6.2 Report from the President

S. McAlpine welcomed Council members to the “new year”. He thanked everyone around the table, and indeed all the FECs, for their hard work, noting that demand for courses at Douglas College has never been higher.

Scott advised that he and Board Chair Shelley Williams, had met with the new Minister of Advanced Education, Minister Virk, for a robust conversation. Scott noted that the Minister has a good understanding of post-secondary education, and he is pleased with our pathways initiatives into, within, and outward from the College. Scott noted that we look forward to a good working relationship with the Minister and the new Deputy Minister.

As well, Scott advised that his September President’s Report will be out today, with much recognition of good people doing good things.

6.3 Report from the Vice President, Academic & Provost

K. Denton advised that other than the Criminology degree already discussed, there is nothing external to report.

She echoed Scott’s appreciation of the efforts of chairs, selection committees, and staff in every department in getting so many demand courses up and launched before the start of the semester. She credited good behind-the-scenes work in helping us to respond even before we see waitlists emerge. Thanks to all.

6.4 Report from the Board Representative

M. Darville advised that the Board wished to extend thanks to Elizabeth McCausland for her contributions during her terms as EdCo Chair. The Board

greatly benefitted from her advice and wish her the best. They also extended welcome to Todd, who will attend Board Meetings as an ex-officio member.

Mark also noted that the Board looks to continue their good working relationship with Education Council, and with the retirement of former liaison Bruce Clarke, he is happy to take over that task.

6.5 Report from the Secretary
a) Draft Meeting Schedule

J. Bilquist noted that the Meeting Schedule was created with an eye to making sure the dates do not conflict with any religious holidays, and asked Council members whether any of the dates would need changing. None were noted, therefore the schedule is considered ratified.

J. Bilquist advised that the agenda packages for this meeting and the October meeting will be in print format, due to the updates currently underway on the Content Management System. She hopes to be able to post the documents in November. At that time, she will canvas Council members as to their preference for print or electronic packages.

As well, she requested that any Council members requiring a videoconference link to the Coquitlam campus should advise her by the Wednesday of the week prior to the meeting. She will remind Council of this when she notifies via email that the agenda packages have gone out.

6.6 Report from the Curriculum Committee

There was nothing further to report.

6.7 Report from the Educational Excellence Committee

There was no report.

6.8 Report from the Committee on Admissions and Language Competency Standards

There was no report.

6.9 Report from the Committee on Educational Policies

There was nothing further to report.

6.10 Report from the Committee on International Education

G. Stroppa advised that this committee, new last year, experienced some difficulty in defining their role through their first few meetings. With the help of Elizabeth McCausland, the Committee's direction has been clarified. They expect to have a draft of a revised International Education policy shortly.

7. OTHER BUSINESS

There was no other business.

8. NEXT MEETING

Monday, October 21, 2013 at 9:00am in the Boardroom (4920), New Westminster Campus.

9. **ADJOURNMENT**

MOVED by S. Wilson; **SECONDED** by K. Denton, that the meeting be adjourned.

The meeting adjourned at approximately 10:40 am.

Chair

Secretary