

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD ON MONDAY, APRIL 17, 2000 AT 4:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Barbara Allen (Vice Chair)
Janet Allwork (Chair)
Trish Angus (Non-Voting)
Ray Chapman
Martha Entin (for Michael Blefare)
Sandra Hochstein (for Christian Guillou)
Anna Jajic
Ted James
Kim Longmuir
Wilma Marshall
Dawn McDonald
Carole Nelson (Ex-Officio)
Brenda Pickard (Secretary)
David Samuel
Dave Seaweed
Des Wilson
Michael Wilson
Susan Witter (Ex-Officio)

Regrets:

Michael Blefare
Terry Farrell
Christian Guillou
Edward Inoue

Absent:

Cristina Gecolea
Sarah Hossack
Elliot Fox Povey

Guests:

Brad Barber
Martha Entin
Sandra Hochstein
Fran Johnson

2. APPROVAL OF THE AGENDA: In order to accommodate guests, the Chair asked to reorder the Agenda to move item 5.4 to the beginning of the meeting and item 6.8 to follow 4.1.

The Agenda was approved as amended.

3. APPROVAL OF THE MINUTES OF THE MARCH 20, 2000 MEETING: The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES:

- 4.1 Educational Excellence Committee Terms of Reference: The Chair reminded members that at the November meeting, Council approved the Committee's criteria for the awards of excellence. She added that the Terms of Reference are now before Council as a Notice of Motion.

Fran Johnson highlighted some of the revisions to the Terms of Reference. She explained that the Committee has been in the process of reviewing and revising its roles and responsibilities with respect to the awards process.

Discussion ensued as to the awards process and specifically to the appropriateness of publicising a complete list of those who had been nominated for awards. Fran noted that only the names of those nominated who met the criteria would be forwarded to Council, with one award recipient specified in each category and all other nominees listed alphabetically. It was the Committee's intention that the full list of names - award recipient and nominees - be publicised in order to highlight their achievement. Council members were invited to solicit feedback from their constituents as to whether the full list or just the award recipients should be honoured.

It was clarified that recommendations for successful awards winners will be carefully examined by the Committee and forwarded to Council at its September meeting for ratification. It was noted that since the Committee will have already ranked the nominations, Council's role, unless specific concerns are raised, will be to accept the Committee's recommendations rather than redo its work. The Chair added that if all agreed, Council should be able to short-cycle the approval of the Committee's recommendations in September.

A suggestion was made to broaden the Committee's membership when appropriate to accommodate person(s) from the nominee's constituency for consultation. Fran indicated that under "Awards Process" (point ten), the Terms of Reference allow the Committee an opportunity to "consult with selected members of the appropriate constituency regarding the quality of the application vis-a-vis the criteria". It was agreed that this statement should also be included in the "Membership" section.

Education Council was asked to contemplate the possibility of subsequent awards including an additional consideration - tuition waivers or PD funds, for example. It was agreed to postpone consideration of this issue until this year's awards process was complete.

ACTION Please take the draft Terms of Reference and questions raised about the awards process back to your constituents for feedback before the next

meeting.

4.2 Policy Revision - Withdrawals, Course and Status Changes:

MOVED by R. Chapman, SECONDED by K. Longmuir,

BE IT AND IT WAS RESOLVED:

THAT Education Council adopt the Withdrawals policy as amended with Procedure 1c changed to read “students may withdraw from individual courses, or withdraw completely from the College, until the end of the ninth week of classes” effective September 2001.

The Motion was CARRIED.

ACTION

Members were asked to publicise the September 2001 effective date in their areas.

4.3 Advanced Diploma Credential Definition: The Chair invited feedback to John McKendry’s memo outlining a definition of the Advanced Diploma.

Concern was expressed as to the meaning of “advanced” since some courses required within an Advanced Diploma in one subject area might be requirements of a general Diploma in another subject area. It was agreed that “advanced” is a relative term, measured by the course work that precedes it. It was clarified that this should not be a contentious issue as graduate programs also require undergraduate work.

MOVED by B. Miller, SECONDED by B. Allen,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted definition of *Advanced Diploma* to be included in the *Credentials* policy.

The Motion was CARRIED.

W. Marshall’s abstention was noted for the record.

The Chair indicated she will meet with John McKendry about the discussions that are taking place to recast the Advanced Certificate currently offered in the Habitat Restoration program.

- 4.4 Learner Support and Success: There was general consensus that the needs of learners were well capsulized in the document. There were, however, some areas of concern.

D. McDonald noted that Continuing Education (CE) students do not receive the level of support credit students do and asked that this issue be kept in mind.

J. Allwork reported that her FEC noted Item 1b, in the Recommendations as an opportunity to consider issues like language competency and how prepared the College is to fund support services like the Assessment Centre, the Learning Centre, student success initiatives etc. She also noted that high quality information technology and technical support, in-service training and re-training in Items 14a, b were considered crucial. The FEC members also felt items 11,12, and 13 were beyond the report's purview in their focus on fund-raising and for-profit initiatives. Also noted was the section on page 9 entitled "Adjusting Attitudes"; the statement that "calling them learners rather than students is a small change indicating a huge shift in focus" was not a shift LLPA FEC members appreciated.

S. Hochstein noted that the Library was strongly in favor of Item 5b but added that information literacy skills would also allow students to become critical information consumers not just using the new technology but also the old.

A copy of Julia Robinson's feedback regarding the Learning Centre was made available to Council members.

T. James apprised members that this is a system-wide document. He thanked members for their feedback and noted that this information would be forwarded to SESOC through A. Atkinson.

- 4.5 Curriculum Committee Recommendations:

MOVED by B. Allen, SECONDED by D. McDonald,

BE IT AND IT WAS RESOLVED:

THAT Education Council short-cycle the motion to approve the submitted new and revised curriculum guidelines.

The Motion was CARRIED.

MOVED by B. Allen, SECONDED by M. Wilson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for ANTH 240, MUSC 160, MUSC 260, COOP 099, COOP 100, COOP 200, COOP 300 and COOP 400.

The Motion was CARRIED.

- 4.6 Semester Length Review Task Force: D. Samuel reported that the Task Force tabulated the results of the questionnaire, and the majority of respondents preferred the status quo.

It was clarified that the status quo will no longer be an option as there are too many exams to schedule.

Council will receive a full report at its next meeting. In the absence of consensus within the College community, Council will then have to act.

ACTION **The Chair asked members to ensure that their constituents realised that the status quo is not an option and to bring suggestions for next steps to the next meeting.**

- 4.7 Task Group on Open Enrollment Admissions: A meeting is scheduled for Wednesday, April 19th at 2:00 p.m.
- 4.8 Education Council Climate Check: The Chair suggested that Council hold a planning session at 1:00 p.m. after the Values meeting and before the May Council meeting to solicit feedback about educational issues and initiatives Council should be addressing in the coming academic year. This is in response to discussions surrounding the Council communication loop and specifically the concern that communication beyond FECs and DEC's to faculty generally as well as to students, staff and administrators is not easy to achieve. It was suggested that the Chair send a GroupWise "ALL" message inviting the College community to attend this session.

5 NEW BUSINESS

- 5.1 Program Profile Planning 2001 - 2002: The President reported that the College has not received its budget from the Ministry as of yet. She did note though that the College is expecting to receive between 250 and 270 FTE's which would allow for the opening of a summer semester at David Lam next year.

The President noted that the Ministry has targeted FTE's to PNUR and GNUR. She explained further that the College has requested FTE's for ESL, high technology, UT Arts, adult education and ESL. She noted that the program profile will mirror in part this year's profile. She clarified that the Youth Justice Worker program, approved by Council this year, will definitely be part of the profile and added that any other Letters of Intent presented to Council and approved before June will be funding priorities.

The President advised members that more detailed information will come forward to May's meeting.

- 5.2 Language Competency: As outlined in his memo, D. Wilson asked for Council's support to commission an analysis to determine whether a correlation exists between language competency and subsequent performance in courses.

T. Angus advised members that her Office is capable of retrieving the information required. Bob Cowin will be asked to do an analysis of the data.

The ensuing discussion focused on our current language competency policy, the benefits of a college-wide standard and different assessment methods.

It was agreed that measures of competency should encompass reading, writing, listening and speaking as the policy dictates.

ACTION

The Chair asked members to undertake with their FECs/DECs and other constituent groups a formal process of discussion and analysis of the consequences of establishing a clear language competency standard in their areas so that when the numbers are in, Council will be in a position to discuss issues surrounding implementation of such a standard.

- 5.3 Joint Board/Education Council discussion follow-up - Advisory Role of Council to the Board: The Chair noted that at the joint Board/Council meeting, several areas of Council's advisory role to the Board were flagged in which policy is not well worked out.

Evaluation of Programs and Educational Services: The Chair stated that, although the College does have a Unit Review policy, it is an administrative policy and is out-of-date and in need of being repealed/replaced. She noted that Bob Cowin suggested pilot testing a new review model based on the Report of the Unit Review Task Force approved in principle by Council in October, 1999 before institutionalising a policy; this would also give SCOEA time for its continuing deliberations on institutional evaluation. She explained that the

resulting policy may need to be a joint policy since areas other than educational ones will be reviewed.

Terms for Affiliation with other post-secondary bodies: The Chair noted that at present, block-transfer and major partnership affiliations come to Council for information rather than advice. The Chair explained that it would be helpful to articulate in policy the principles that undergird decisions regarding affiliations with other institutions and perhaps also to discuss process. The Chair noted that she is in the process of gathering information from other institutions about their policy in this area and would like to pass this information along to the Policy Committee for their guidance in establishing policy related to external alliances.

MOVED by R. Chapman, SECONDED by B. Allen,

BE IT AND IT WAS RESOLVED:

THAT Education Council short-cycle the referral of policy development in this area to the Policy Committee.

The Motion was CARRIED.

MOVED by D. McDonald, SECONDED by B. Miller,

BE IT AND IT WAS RESOLVED:

THAT Education Council refer the development of a policy regarding external alliances or affiliations to the Policy Committee as information becomes available.

The Motion was CARRIED.

Policies concerning Library and Resource Centres: The Chair noted that she has asked C. Guillou to gather together the library policies currently in place in which Council might reasonably be expected to have an interest so that Council can start to think about its role regarding the library and perhaps establish a policy in this area. She noted that when the information has been gathered, it will be forwarded to the Policy Committee with the full participation of Christian and other library employees.

It was suggested and agreed that this policy work should not be undertaken until a new Library Director was in place.

MOVED by K. Longmuir, SECONDED by R. Chapman,

BE IT AND IT WAS RESOLVED:

THAT Education Council short-cycle the referral of policy development in this area to the Policy Committee.

The Motion was CARRIED.

MOVED by K. Longmuir, SECONDED by R. Chapman,

BE IT AND IT WAS RESOLVED:

THAT Education Council refer the development of a policy regarding library and resource centre to the Policy Committee as information becomes available, with the work to begin after a new Director is in place.

The Motion was CARRIED.

Policies on faculty member qualifications: The Chair noted that other institutions have policy outlining the minimum qualifications for faculty positions in each discipline area. She will discuss this with DCFA president Ron Brown at a later time.

- 5.4 Instructor Course Outline Template: The Chair advised members that when the new Curriculum policy was approved, Brad Barber, Director of CMO, suggested that Council might wish to formalize the presentation of Instructor's Course Outlines in order that these outlines might present to students a clear, consistent image from all areas of the College. She referred Council members to the memo and draft template included in the package.

Concerns were raised about the use of templates and the desirability of standardising course outline presentation.

ACTION The Chair asked members to take the draft template back to their areas for further input and feedback.

6. REPORTS

6.1 Report from the Chair

The Chair advised member that she attended a portion of a recent meeting of the Council of Education Council Chairs (COEDCO). She noted that the discussion focused on KPI's and accountability measures. She advised members that after

she left the meeting, a resolution was passed saying that COEDCO supports the development of appropriate measures of the quality of education but recommends that they be developed by a collaborative process with gives voice to all stakeholders, that they capture the value added by the education process and that their use be governed by clearly articulated objectives. She noted that if this becomes a formal position statement, it may perhaps come before Council for ratification at an upcoming meeting.

Part II of the International Education Roundtable is scheduled for April 26th 4 - 6 p.m. in the Douglas Room. The Chair advised members that the International Education Advisory Committee will now have a standing report on the Agenda.

The Chair reported that the Revision of Values Steering Committee has met twice and has scheduled a workshop which everyone is encouraged to attend for the morning of May 15th. The purpose of this workshop will be to share ideas about what process can be developed to engage people throughout the College in thinking through what we value most for the education of our students. Lunch will be provided.

The Chair reminded members that the **May Council meeting will commence at 1:00 p.m. (for the planning session from 1:00 - 2:00 p.m.). The June Council meeting will begin at 2:00 p.m.**

The Chair noted that elections for Chair and Vice-Chair of Council for the 2000-2001 academic year will take place at the June meeting. Both she and Barbara Allen are willing to serve as Chair and Vice-Chair respectively for another term. Others might also wish to put their names forward at the June meeting.

ACTION

The Chair asked that item 7.1 - Student Awards Policy - be distributed to constituents and feedback directed to Mia Gordon.

- 6.2 Report from the President:
The President reported that OLA has been transferred to the Ministry of Agriculture, Food and Fisheries.
- 6.3 Report from the Board Representative
There was no report.
- 6.4 Report from the Standing Committee on Educational Policies
There was no report.

- 6.5 Report from the Standing Committee on Planning and Priorities
There was no report.
- 6.6 Report from the Standing Committee on Admissions and Language Competency Standards
There was no report.
- 6.7 Report from the Residency Credit Exemption Committee
T. Angus reported that the Committee is in the process of preparing a report for Council's consideration.
- 6.8 Report from the Educational Excellence Committee
Fran discussed the publicity efforts that have taken place so far, including wide distribution of posters and brochures to all campuses, an email to ALL, publication in the InSide and the Other Press, having Pat Thomasson send out a voicemail to everyone, and co-ordination with 30th anniversary activities.

A memorandum dated March 22 was received in the package.

The Notes of a meeting held March 8, 2000 were received in the package.

- 6.9 Report from the Curriculum Committee
R. Chapman advised members that the new course control sheet is now available in the print shop.

ACTION Please ensure that your areas recycle the old forms and use the new ones from now on.

- 6.10 Report from the Research and Standardized Testing Committee
T. James reported that the Committee's framework is being expanded. He added that a report will be forthcoming to Council's June meeting.
- 6.11 Report from the Education Technology Forum
D. Wilson reported that, as a result of a change of priorities, a significant number of laptops may be added to faculty and staff workstations.
- 6.12 Report from the International Education Advisory Committee
The Notes of a meeting held on January 26, 2000 were received in the package.

7. NEW BUSINESS

- 7.1 New Draft Administrative Policy "Acceptance of Student Award Funds"
7.2 Student Debt

7.3 BCCAT Principles and Guidelines for Transfer in B.C.

8. ADJOURNMENT Moved by D. Samuel, Seconded by B. Allen, the meeting adjourned at 6:20 p.m.

_____ Chair

_____ Secretary