

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, APRIL 14, 2003 AT 4:15 P.M. IN THE BOARD ROOM  
NEW WESTMINSTER CAMPUS**

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1. ROLL CALL

**Members Present:**

Hudson Andrews  
Trish Angus (Non-Voting)  
Marilyn Brulhart  
Laura Byrne  
Colin Campbell  
Ray Chapman  
Ted James  
Ann Kitching (Ex-Officio)  
Jan Lindsay  
Kim Longmuir  
Susan Meshwork (Vice Chair)  
Arlene Patko  
Brenda Pickard (Secretary)  
Graham Rodwell  
Penny Swanson (Chair)  
Trevor Tombe  
Carey Vivian  
Wendy Wheeler  
Des Wilson  
Susan Witter (Ex-Officio)

**Regrets:**

Steve Gadsby  
Joel Koette  
Elsie Neufeld  
Michael Ouellet

**Guests:**

Joyce Cameron (for E. Neufeld)  
Keith Ellis  
Allison Gill  
John McKendry

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The Chair advised members that Staff elections to Council have concluded. She advised members that Arlene Patko has been re-elected. She added Diana Christie from the Registrar's Office will join Council. The Chair thanked Kim Longmuir for her hard work. The Chair added that the Administrators have also been appointed. Ted James and Graham Rodwell will remain with Council. John McKendry and the Dean-elect from Commerce and Business Administration will join Council. The Chair thanked Des Wilson and Jan Lindsay for their work and contribution to Council.

2. APPROVAL OF THE AGENDA In order to accommodate a guest, the Chair asked to move item 4.4 to the top of the Agenda. The Agenda was approved as re-ordered.

3. APPROVAL OF THE MINUTES OF THE MARCH 17, 2003 MEETING The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

- 4.1 Policy review: Withdrawals, Courses and Status Changes: The Chair advised members that this has been brought forward from discussions last month. She noted a memo from Brenda Walton. The memo indicated that in the Fall of 2002 there were a total of 118 course repeat requests approved 4 of which were DVST courses. For the Winter 2003 semester there were a total of 108 course repeat requests approved of which 3 were DVST courses.

A memo from Joyce Cameron was distributed at the meeting. The Faculty of Developmental Studies offered the following revision to the "Limitations" section of the Policy: **"During the regular registration period, a student may register for the same courses as a credit or audit student a maximum of two times. During the late registration period, a student may be permitted to enroll in a course for a third time with instructor approval subject to the availability of a seat in the class"**.

The following discussion ensued:

- The Registrar noted that 95 to 98 percent of course repeat requests are approved. She added that her Office looks at the students overall academic record not just their academic achievement in a single course before approving a student repeating a course more than two times. The Registrar added that she frequently speaks with instructors in advance of meeting with the student to get an impression of what the student was like in the class and to determine whether or not a student can become successful.
- The Registrar noted it would be very difficult for her Office to implement the change contained in the revision from the Faculty of Developmental Studies.
- Joyce Cameron advised members that Developmental students have a number of reasons why they may have to repeat a course more than two times. She noted that having to meet with the Registrar may present an additional barrier for students.
- It was noted that students in a Mastery-evaluated course may repeat the course three times. The policy refers to graded courses only.
- W. Wheeler noted the Department of Science and Technology also have developmental courses and the Faculty have not expressed concern regarding the limit of repeating a course two times.

- It was suggested that the Developmental Studies Faculty may wish to meet with the Registrar's Office.
- It was agreed to call the question and monitor the situation. If the policy needs to be revised it will come back to Council for further consideration.

**MOVED by M. Brulhart, SECONDED by W. Wheeler,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the revision to the Withdrawals Policy.**

**The Motion was CARRIED.**

- 4.2 Motion from Humanities and Social Sciences regarding Study Break: The Chair reminded members that this has been brought forward from the last meeting and asked members for further discussion.

On behalf of the Faculty of Humanities and Social Sciences, C. Campbell expressed a desire to permanently schedule the Study Break to Monday and Tuesday of week six instead of the Thursday and Friday as is current practice.

It was noted that scheduling the Study Break to Monday and Tuesday will present problems for students with practicums in the Health Sciences and Child Family and Community Studies departments.

A question was raised as to why the College needs a study break. It was noted that Simon Fraser University was considering cancelling their study break. On a related note, L. Byrne advised members of a study that showed an increase in suicide rates among students attending universities with no study or reading breaks. She added that she would make the study available to members.

S. Meshwork advised members that her department noted that if spring break was Thursday and Friday then only the night class on Thursday would be affected. She added if it was on Monday and Tuesday then two night classes would be affected.

The Chair noted that since a resolution could not be made at this time, interested members may wish to create a small group, including the Registrar, to explore this issue.

- 4.3 Student Success Task Force Recommendations 4 - 6: The Chair asked for

feedback on Proposal 4.

- On behalf of the Faculty of Humanities and Social Sciences, C. Campbell expressed great concern regarding the pedagogical issues arising from the proposal. He added that the Task Force should have had more Faculty representation. He noted there was a limited perspective based on student success and that there is no mention of students taking responsibility for their own success.
- C. Campbell also noted a great concern regarding workload issues i.e., formalizing the Campus Pipeline software. He questioned how often instructors will have to update the data.
- C. Campbell noted a lack of detail regarding resource implications for training Faculty on Campus Pipeline.
- The Chair noted that workload issues are present in all of the proposals. She added that Council's responsibility is to focus on the educational implications. She noted the workload issues would be dealt with through SMT and the DCFA.
- Some members felt that raising the minimum GPA from 1.5 to 1.71 was too high. Others felt the number was reasonable.
- Members were supportive of the new Academic Alert category.
- There was a mixed response regarding an orientation for new students. Some felt it more important to broaden or expand the services the College currently has in place e.g., the Learning Centre.
- There was a great deal of support for expanding the resources of the Learning Centre.

**MOVED by K. Longmuir, SECONDED by T. Tombe,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council support in principle Proposal 4.**

**The Motion was CARRIED.**

Two votes against (including C. Campbell) and one abstention.

The Chair asked for feedback on Proposal 5.

- T. James advised members that the Outcomes data (Cowin, 2002) shows that students feel they receive high quality instruction at Douglas College. He noted that the study also revealed a lack of student participation in College activities outside the classroom. For example 40% of students

admitted they never had checked out books from the Library; 48% had never made an appointment with an instructor during office hours; and, 52% had never discussed career/and or educational plans, interests, and ambitions with an instructor.

- A. Kitching expressed concern that students were not receiving a broader/ richer educational experience. She noted there are few extra curricular activities for students.
- It was suggested that services to enhance student success could be added to the curriculum guidelines. It was noted that many instructors are currently doing this.
- Members felt that tutor-led study groups and online tutoring were good ideas (alumni model).
- A suggestion for the first page on the Campus Pipeline web page was to highlight services available to students instead of focusing on administrative business.
- It was noted that skill development courses are in such high demand that students often cannot get into them until the final semester.
- Members agreed that there are several workload issues in this proposal.
- Concern was expressed as to possible funding cuts to the Learning Centre.
- It was noted that 10 - 20 percent of students ignore pedagogical advice from instructors. Instead, they adopt a “minimalist” strategy i.e., the least amount of effort for the best academic return.
- It was suggested that if students are able to download notes from Campus Pipeline it will decrease the incentive to attend classes.
- It was noted that it would be very difficult to change the timetable matrix to include a common activity time block during which students could attend extra-curricular activities. Also noted was that space is an issue.

**MOVED by A. Patko, SECONDED by C. Vivian,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council support in principle Proposal 5.**

**The Motion was CARRIED.**

Proposal 6: Members have had an opportunity to review the proposal. However, due to time constraints, the Chair asked members to forward any feedback regarding Proposal 6 to T. James directly.

**MOVED by A. Patko, SECONDED by C. Vivian,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council support in principle Proposal 6.****The Motion was CARRIED.**

- 4.4 Education Technology Capital Requests: M Brulhart advised members that the majority of the Capital Requests were approved. She noted that 1.150 million dollars came from the College, 30K came from gaming proceeds and 80K came from a one-time only transfer from the government. She noted the total budget was 1.260 million dollars with 1.162 million committed to the total of education technology requests. She added that approximately \$100,000 was proposed to the Technology Planning Management Committee (TPMC) to use as a contingency fund for breakdowns.

M. Brulhart advised members that systems is currently working on updating all personal computers in order to have video streamline capability.

M. Brulhart advised members that video conferencing will continue. She added there will be one Polycam unit at each campus.

In response to a question, Keith Ellis advised members that all classrooms have nodes for internet access; however, not all connections are live. Keith will take this concern to Poitr Kisiel.

M. Brulhart advised members to submit any Capital requests, for next year, to their FEC/DEC by December 2003. She noted the requests would be granted not on seniority but on need.

- 4.5 Policy revisions: Program Approval Process - New and Revised Credit Programs: This item was deferred to the May meeting.

- 4.6 Applied Degree Standards Committee: H. Andrews distributed a draft document "Applied Degrees Guiding Principles and Characteristics".

H. Andrews encouraged all members to attend the College Forum on Applied Degrees - April 30<sup>th</sup>, 2003 in the Boardroom (NWC).

**ACTION Please take this to your constituency groups for feedback. Feedback should be forwarded to H. Andrews directly.**

- 4.7 Student Success Task Force: There was no further report.

- 4.8 Admission and Language Competency Committee Recommendations: There being no discussion,

**There was unanimous consent to short-cycle the Motion to approve the recommendations from the Admission and Language Competency Committee.**

**MOVED by D. Wilson, SECONDED by K. Longmuir,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve: 1) the changes to the admission criteria for Sports Science and, 2) that BC Principles of Math 12 with a “B” or better will exempt applicants from the CISO Aptitude Test.**

**The Motion was CARRIED.**

- 4.9 Curriculum Committee Recommendations: It was noted that OADM 252 and OADM 261 will not be withdrawn at this time.

**There was unanimous consent to short-cycle the Motion to approve the submitted curriculum guidelines.**

**MOVED by H. Andrews, SECONDED by R. Chapman**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the submitted curriculum guidelines for OADM 103, 114, 151, 214, 227, 245, 303, 322, 325, 345, 218, 219, 238, 239, 256, 265, 326, 327, 328, 329, 426, 427, 428, 429, 338, 339, 356, 400, 401, 425, 203, 215, 216, 217, 237, 255, 308, 315, 317, 318, 337; CISO 230, 240, 250, 260, 420, 440, 450, 460, 650; ACCT 110, 210, 310, 320, 420, 350; HIST 204, 209, 210, 241, 250, 251, 261; THRT 110, 114, 121, 210, 221, 222, 130, 230, 330, 430; PRFU 100, 102, 201, 230, 310, 350, 370, 330, 340, 400, 450, 290, 470, 490; CMNS 125, 210, 215, 216; CFCS 121, 220, 221; ECED 183; PNUR 720, 730; BIOL 110; and GEOL 120 & 121.**

**The Motion was CARRIED.**

5. NEW BUSINESS

- 5.1 Sport Science Diploma in Coaching - revisions: There was no feedback.

**ACTION Please take this to your constituency groups for feedback at the May meeting.**

- 5.2 Policy review: Accessibility to College Program, Courses and Services for Persons with Disabilities: Deferred.

**ACTION** Please take this to your constituency groups for feedback at the May meeting.

- 5.3 Changes to the Admission policy: Deferred.

**ACTION** Please take this to your constituency groups for feedback at the May meeting.

- 5.4 Policy review: Research Ethics Policy: Deferred.

**ACTION** Please take this to your constituency groups for feedback at the May meeting.

- 5.5 SFU GPA for Associate Degree graduates from Douglas College: Deferred.

**ACTION** Please take this to your constituency groups for feedback at the May meeting.

6. REPORTS

- 6.1 Report from the Chair  
There was no report.

- 6.2 Report from the President  
The President advised members that the President's Report is out via GroupWise.

- 6.3 Report from the Board Representative  
There was no report.

- 6.4 Report from the Secretary  
The Secretary reminded members that the Annual Reports are due April 30<sup>th</sup>, 2003.

- 6.5 Report from the Standing Committee on Educational Policies  
There was no report.

- 6.6 Report from the Standing Committee on Planning and Priorities  
There was no report.

- 6.7 Report from the Standing Committee on Admissions and Language Competency Standards  
There was no report.
- 6.8 Report from the Educational Excellence Committee  
There was no report.
- 6.9 Report from the Curriculum Committee  
There was no report.
- 6.10 Report from the Research Ethics Board (REB)  
There was no report.
- 6.11 Report from the Education Technology Forum  
There was no report.
- 6.12 Report from the International Education Advisory Committee  
There was no report.
  
- 7. NEW BUSINESS - For Information and Circulation
  - 7.1 Letter regarding Submission for Bachelor of Science in Nursing
  - 7.2 Letter regarding Diploma in Psychiatric Nursing
  - 7.3 Internet Use Policy
  - 7.4 Agreement with Royal Roads University
  - 7.5 CCSSE Highlights: Appreciative Inquiry
  
- 8. ADJOURNMENT Moved by T. Tombe, Seconded by W. Wheeler, the meeting adjourned at 6:15 p.m.

\_\_\_\_\_ Chair

\_\_\_\_\_ Secretary