

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, APRIL 19TH, 2004 AT 4:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Heather Barnes
Kevin Barrington-Foote
Marilyn Brulhart
Laura Byrne (Vice Chair)
Colin Campbell
Rosilyn Coulson
Debra Flewelling
Kuros Gadareh
Ted James
Fran Johnson
Ann Kitching
Susan Meshwork (Chair)
Elsie Neufeld
Arlene Patko
Brenda Pickard (Secretary)
Graham Rodwell

Janice Spencer
Susan Witter (Ex-Officio)

Regrets:

Trish Angus (Non-Voting)
John McKendry

Guests:

Kathy Denton
Jan Lindsay
Brenda Walton (for T. Angus)

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2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Chair asked members to move items 7.1 and 7.2 to the top of the Agenda. The Agenda was approved as re-ordered.
3. APPROVAL OF THE MARCH 15TH, 2004 MINUTES: The Secretary advised members of two revisions she has received: 4.1 Basic Musicianship Program Changes - page two end of third paragraph should read “She noted the latter would require students to have higher English *level as entrance requirements* to continue beyond the certificate level”; and item 4.4 Learning First - Foundation Experience - page 3 last sentence to read “..... the definition of preparatory courses is intentionally broad and includes high school, pre-college courses *and college level courses*”. The Minutes were approved as revised.
4. BUSINESS ARISING FROM THE MINUTES

- 4.1 Mechanism for Education Council to advise the Board regarding pedagogical impacts of budgetary and planned change issues: The Chair advised members that a copy of the revised Terms of Reference were on the side table. The Chair asked members for feedback from their FECs/DECs.

In response to a question, S. Meshwork advised members that the Committee will establish criteria and decision-making parameters once they have met.

S. Meshwork asked Council to forward their names to herself or the Secretary if interested in joining the Committee.

MOVED by H. Barnes; SECONDED by K. Barrington-Foote,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Terms of Reference of the Budget and Planned Change Advisory Committee of Education Council.

The Motion was CARRIED.

- 4.2 Discussion Paper: College Vision and Academic Planning: The Chair asked for any feedback from FECs/DECs.

F. Johnson alerted members that, when looking at a vision paper such as this, great consideration should be given to the structure of the organization.

Please be reminded of the College-wide Forum schedule for Monday, April 26th, from 3:00 - 5:00 p.m.

- 4.3 Standing Committee on Educational Policies - Credentials Awarded at Douglas College: T. James advised members that the two key changes to the policy is to add the *Honours Diploma* and *Applied Bachelor's Degree* definitions under "Types of Credential". The Honours Diploma definition is to implement in policy the approved recommendation of the Student Success Task Force; and, the Applied Bachelor's Degree definition to recognize the expanded mandate of the College.

T. James advised members that under "Qualifying Students for Graduation" section - "General Rules" (contained in the memo) the Committee was unable to

reach consensus whether or not to include the guidelines regarding a students' ability to receive multiple credentials at graduation. He noted that some Committee members felt the language provided by the Registrar's Office was too restrictive, especially at a time when the Accountability Framework includes the *number of credentials awarded* as a criterion.

In response to a question, T. James advised members that the requirement for overall GPA of 2.0 was not included in the policy. He added that there was some confusion regarding the issue of the exit requirement - must a student achieve a GPA of 2.0 in each course or is it a combined GPA of 2.0?

A suggestion was made to include "upper level course work" under the definition of "Enriched study". T. James accepted this revision as a friendly amendment to the Motion.

MOVED by H. Barnes; SECONDED by T. James,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revised *Credentials Awarded at Douglas College* policy.

The Motion was CARRIED.

- 4.4 Applied Degree Standards Committee: F. Johnson advised members that the last meeting was cancelled. She noted that she will be meeting with Susan Meshwork in the near future to clarify the role and function of the Committee.
- 4.5 Admission Language Competency Committee Recommendations: There were no recommendations.
- 4.6 Curriculum Committee Recommendations: C. Campbell advised members that the Committee reviewed 39 curriculum guidelines.

C. Campbell advised members that it is not necessary for Departments to send curriculum guidelines which contain course re-numbering only to the Curriculum Committee. Those, he added, may be sent to the Registrar's office directly.

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

MOVED by C. Campbell; SECONDED by E. Neufeld,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve te submitted curriculum guidelines for CFCS 1120, CFCS 2320, CFCS 2390, THRT 1130, THRT 2310, THRT 2410, MUSC 182, HORM 1420, ITEC 200, ITEC 245, ITEC 260, LR 1111, LR 1113, DVST 210, HIST 2202, CRIM 1170, CRIM 2140, CRIM 2251, CRIM 2252, CRIM 2256 and, CRIM 2275.

and,

THAT Education Council approve the withdrawal of ASL 099, CFCS 100, CFCS 140, CFCS 141, CFCS 320, CFCS 240, CFCS 400, LR 1115, DECAP 101, LERN 100, RESS 100, RESS 110, STSU 080, IDST 100 and, IDST 110.

The Motions were CARRIED.

5. NEW BUSINESS

5.1 Elections of Chair and Vice Chair (2004/2005) - move to May from June: S. Meshwork advised members that it is past practice to hold elections for the two positions in June. She referred to the memo in the package which indicates her willingness to run for the position of Chair for the 04/05 term. She highlighted that, if she were re-elected to the position, the Counselling Department would need to hire a half time replacement for her. She noted it would be more convenient for the selection committee and potential candidates to meet in June rather than in the summer months of July and August.

S. Meshwork also indicated that Laura Byrne was willing to run for the Vice Chair position again.

(Should members wish to let their name stand for either position, please advise the President or Secretary.)

Members were supportive of elections being held in May.

It was suggested that the Council bylaws could be changed to reflect this practice in future. (The Secretary noted this and advised members that minor revisions will be made to the bylaws in the near future.)

6. REPORTS

6.1 Report from the Chair

The Chair advised members that she will attend the ACCC conference in May.

6.2 Report from the President

The President advised members that the College Board approved the 2004/2005 budget which saw an increase in tuition fees of 6% and added a tuition fee of 70% (of regular tuition) to 300 and 400 level DVST courses for students who have received a dogwood certificate. She noted that the Board approved moving \$30,000.00 of additional ABESAP funding to assist these 300 and 400 level students who demonstrate a financial need.

The President reported that a number of Faculty are traveling to China next month to participate in a variety of projects with “our” international partners.

The President reported that the College has received the budget letter from the Ministry. She noted this is the first time in five to six years that Douglas has been given new funded FTE. She added Douglas will receive 99 FTE in 04/05, 141 FTE in 05/06 and 331 FTE in 06/07. The President added that, although this is good news, space issues at the College are at a critical point.

The President noted that SMT is also trying to solve the Faculty office space issue.

In response to a question, the President advised members that preliminary discussions are taking place regarding possible changes to the matrix. Members and the College community will be consulted on this issue before a decision is made.

6.3 Report from the Board representative

There was no report.

6.4 Report from the Secretary

The Secretary advised members that **all new and returning members will meet at 2:00 p.m.** to elect a Chair and Vice Chair for the 04/05 term on May 17th, 2004.

NOTE: Please be reminded that the May and June Education Council meetings commence at 2:15 p.m.

6.5 Report from the Research Ethics Board

There was no report.

6.6 Report from the Standing Committee on Educational Policies

T. James noted that the Committee is working feverishly on the Program Approval policy. He added the Committee is developing a program development manual which aligns policy language with the new applied degree process. T. James noted the policy and manual might come to Council in May.

6.7 Report from the Standing Committee on Admissions and Language Competency
There was no report.

6.8 Report from the Educational Excellence Committee
K. Barrington-Foote advised members that the close for nominations was March 31st. He added that the Committee will be meeting on May 5th to finalize the recommendations.

6.9 Report from the Curriculum Committee
There was no report.

6.10 Report from the Education Technology Forum
S. Meshwork advised members that the Educational Technology Capital Budget (now approved) is in the package for information.

7. NEW BUSINESS - For Information and Circulation

7.1 Partnership between UCFV and Douglas to offer 3rd and 4th year university courses in Psychology at Douglas College

The Chair advised members that this item is coming to Education Council for information only because the Educational Affiliations policy requires Council to be notified when institutions *included* in the BCCAT system are partnering with Douglas.

In response to a question regarding cohorts, Kathy Denton advised members that students would not necessarily take classes together during the first and second year; however, by the third and fourth year they would be taking the same classes.

The Chair thanked Kathy for speaking to this item.

7.2 Douglas College and University College of the Fraser Valley (UCFV) - Bachelor of Child and Youth Care Degree Development

Jan Lindsay advised members that Faculty were very excited to have the opportunity to develop a Child and Youth Care degree with a specialization in Youth Justice.

Jan advised members that demand for UCFV’s Bachelor of Child and Youth Care significantly exceeds the number of available seats. She noted the strong demand for seats initiated discussions between Douglas and UCFV.

Jan advised members that UCFV is planning on offering two third-year Bachelor of Child and Youth Care courses at Douglas in both the Fall and Winter (04/05) terms. She noted that a plan is being developed that will outline a gradual shift of responsibility for delivery of a New Westminster campus based Bachelor of Child and Youth Care degree. She added that this will outline a gradual shift of course delivery costs from UCFV to Douglas and the commitment of UCFV to support Douglas in its’ process of obtaining degree granting status for a Bachelor of Child and Youth Care with a Youth Justice specialty.

In response to a question, Jan advised members that first year students will not require additional resources i.e., Library resources/loans etc. She added that this is one of the issues being looked at.

The Chair thanked Jan for speaking to this item.

7.3 2004/2005 Educational Technology Capital Budget

The Chair advised members that this Budget was approved at the last Board meeting.

7.4 Education Exchange Agreement between Douglas College and Shanghai Only College, People’s Republic of China

The President advised members that Douglas has entered into a new relationship with the Shanghai Only College.

The Chair noted that Education Council has a role to play with respect to these types of arrangements. She noted a revised Affiliations policy will probably come to the May meeting.

- 8. Adjournment: Moved by E. Neufeld, Seconded by A. Patko, the meeting adjourned at 5:15 p.m.

_____ Chair

_____ Secretary