



Douglas College

**MINUTES OF A MEETING OF EDUCATION COUNCIL**  
**Held Monday, April 16, 2007 at 4:30 pm**  
**New Westminster Campus, Boardroom**

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1. ROLL CALL:

**Members Present:**

Trish Angus (Ex-Officio)  
Graeme Bowbrick (Vice-Chair)  
Marilyn Brulhart  
Sebastian Bubrick  
Jan Carrie  
Kathy Denton  
Anne Gapper (Acting Recorder)  
Gerry Gramozis  
Leon Guppy  
Bruce Hardy  
Dianne Hewitt  
Ted James  
Ann Kitching (Ex-Officio)  
Les Marshall  
Elizabeth McCausland  
Debbie McCloy  
Susan Meshwork (Chair)  
Colleen Murphy  
Jacqueline Smith  
Susan Witter (Ex-Officio)

**Regrets:**

Jan Lindsay  
Teryl Smith

**Absent:**

Inderjit Gill  
Sean Hibbitts

**Guests:**

Ken Anderson  
Ted Littlewood  
Raymond Yu

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2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Chair asked members to approve a fluid agenda. Council agreed.
3. APPROVAL OF THE MARCH 19, 2007 MINUTES: There was a correction to the second paragraph of 4.2. This paragraph should now read:

**There was discussion on whether four months was too long for a course to be completed but it was pointed out that in some courses students would be in practicums and this timeframe should be shortened.**

Item 5.1, second paragraph was amended as follows:

‘T. Angus states that the requirements were very similar to the College’s admission requirements’ should be replaced by:

**T. Angus states that the requirements were very similar to the approved list of substitutions for Math 11.**

The Minutes were approved as amended.

#### 4. BUSINESS ARISING FROM THE MINUTES

##### 4.1 Policy Item – Grading Policy Revision

The Chair gave Council the option of discussing constituencies’ feedback to the Notice of Motion before formulating a final motion. A straw poll indicated all members were in agreement to this process.

The main points brought forward by members and from their constituencies were as follows:

##### Incomplete Grade (I)

- The Science & Technology FEC said they would like to see a list of situations where the I grade would not be appropriate
- G. Bowbrick suggested there was no need to specify limitations on the terms of any contract.
- The Language, Literature and Performing Arts FEC suggested that the second paragraph should state “when final grades are due” rather than “when posted on line.”

##### Amending Grades

- There was extensive discussion and agreement that the proposed two week time limit allowing instructors to amend grades was not long enough. Suggestions were made to extend the time limit to eight or sixteen weeks.
- The Language, Literature and Performing Arts FEC wondered why there would be a time limit at all when there had been an error by an instructor and asked for information about the advantage of any time limit. LLPA wondered if a time limit would force students to appeal for grade amendment when instructors made grade posting errors.
- T. Angus pointed out the Registrar is under an obligation to notify any institution of a change in grade for a student who has transferred. If grades were to be changed after a lengthy delay, this could have a multitude of ramifications for the new institution and the student.
- K. Denton pointed out that allowing a lengthy time period to amend grades could also pose problems with sessional instructors.

Discussion of all points was lengthy.

There being no further discussion,

**MOVED by B. Hardy; SECONDED by T. James**

**THAT Education Council amend the Grading Systems Policy to include the changes contained in the documentation received from The Chair, Policy Subcommittee dated March 7 2007.**

There was a friendly amendment proposed by E. McCausland that the section dealing with Incomplete Grades be amended to read ‘... after the 9<sup>th</sup> week of a semester-based class and before **final grades are due** in the semester.’

This friendly amendment was accepted by the Mover, B. Hardy.

T. James clarified that if Education Council approved the proposed Motion and amendments a student who wanted an Incomplete Contract and grade, but did not negotiate this after the 9<sup>th</sup> week and before final grades were due, would have then have to make use of the Appeal Policy.

There was a friendly amendment to change ‘within two weeks of grades being submitted’ to ‘within four months of grades being submitted.’ on the “Amending Grades section of the proposed policy language

This friendly amendment was accepted by the Mover, B. Hardy.

T. James proposed that the last sentence be removed from this section as it was now redundant. This friendly amendment was accepted by the Mover, B. Hardy.

There being no further discussion,

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council amend the Grading Systems Policy to include the following additions and changes:**

**Incomplete Grade (I)**

**The Incomplete “I” grade allows registered students to defer course deadlines when extraordinary and/or unexpected circumstances make it impossible to complete their course work within one semester.**

**Examples include but are not limited to, sudden medical emergencies, serious physical or mental illness, serious physical or mental illness of a loved one, death of a loved one, family emergency, trauma, funeral attendance, jury duty etc.**

**Students are responsible for initiating requests for Incomplete grades and will contact their instructors to negotiate Incomplete contracts after the ninth week of a semester-based class and before final grades are due in the semester. (Deadlines will be pro-rated for courses of shorter duration).**

**Instructors will decide if Incomplete grades are appropriate after consideration of students' circumstances and the course requirements and structure. When requests for Incomplete grades are denied by instructors, students have recourse (under the Student Appeals Policy) to consult with the relevant Department Chair/Coordinator and subsequently the Dean for reconsideration of the denial of their request.**

**An Incomplete Grade Contract will specify the assignments and/or examinations required to complete a course and will be completed within four months from the date it is set. There is no limit to the number of I (Incomplete) grades a student may carry. I (Incomplete) Grades do not satisfy prerequisite requirements.**

#### **Amending Grades**

**Once grades are submitted to the Registrar's Office they are official.**

**Within four months of grades being submitted, a change can be made on the recommendation of an Instructor, with approval of a Dean, if evidence is provided that substantiates a calculation error or new information is provided that was unavailable at the time the grade was assigned.**

#### **The Motion was CARRIED.**

- 4.2 Computing Science and Information Services – Full Program Proposals  
Raymond Yu was invited to the table to speak to this item. L. Guppy questioned R. Yu about whether MATH 1130 would be moved to the fourth semester as agreed, as this was not reflected in the documentation presented to Council. R. Yu explained that this will happen next year as the schedule had already been set and he confirmed the Mathematics Department scheduling would not be affected in any way by the program as presented.

In reply to a question, R. Yu also confirmed that Developmental Studies would be added to the list of departments consulted on future program revisions.

A. Kitching inquired if there would be enough students to carry on to the second year to fill the courses if a Certificate was an option. R. Yu replied

that there was a shortage of Information Technology workers so most students did intend carrying on to the second year.

There being no further discussion,

**MOVED by B. Hardy; SECONDED by J. Carrie,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the program proposal for the Diploma in Computing Science and Information Systems (with Specialty)**

**The Motion was CARRIED.**

**MOVED by G. Gramozis; SECONDED by M. Brulhart,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the program proposal for the Diploma in Computing Science and Information Systems (with Double Specialty)**

**The Motion was CARRIED.**

**MOVED by J. Smith; SECONDED by E. McCausland,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the program proposal for the Diploma in Computing Science and Information Systems (General)**

**The Motion was CARRIED.**

**MOVED by J. Smith; SECONDED by L. Marshall,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the program proposal for the Certificate in Computing Science and Information Systems**

**The Motion was CARRIED.**

4.3 Computer Information Systems Diploma Program – Recommendation that the College Board approve the Certificate and Diploma Credentials

There being no discussion,

**MOVED by C. Murphy; SECONDED by B. Hardy,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council recommend the College Board approve the credential, Diploma in Computing Science and Information Systems.**

**The Motion was CARRIED.**

**MOVED by J. Smith; SECONDED by E. McCausland**

**THAT Education Council recommend the College Board approve the credential, Certificate in Computing Science and Information Systems.**

**The Motion was CARRIED.**

- 4.4 Affiliation Agreements  
There being no discussion.

**MOVED by J. Smith; SECONDED by E. McCausland,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Affiliation Agreements with Kino University, The Technical & Professional School of Sonora, The Centre for Higher Education for the State of Sonora and the Technical University of Hermosillo in Mexico**

**The Motion was CARRIED.**

- 4.5 Curriculum Committee Recommendations  
There being no discussion.

**There was unanimous consent to short-cycle a motion to approve the Curriculum Committee Recommendations.**

**MOVED by G. Gramozis; SECONDED by J. Smith,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted guidelines for HORM 2330, HORM 2430, HORM 2455, OADM 1222, OADM 1238, OADM 1239, OADM 1256, OADM 1328, OADM 1329, OADM 1432, OADM 1433, OADM 1437, HIST 2260, HIST 2261, CMNS 1111, CMNS 1115**

**The Motion was CARRIED.**

5. NEW BUSINESS

- 5.1 Bachelor of Physical Education and Coaching – Program Revision  
Ken Anderson was invited to the table to speak to this item. It was explained that due to a typographical error the required Elementary stream elective total in the program proposal was 33 credits, and should have read 30 credits. K. Anderson explained that his department wanted to send information out to the School Districts about the program as soon as possible, hence their request to short-cycle this revision.

There being no further discussion.

**There was unanimous consent to short-cycle a motion to approve the program revision.**

**MOVED by J. Smith; SECONDED by C. Murphy,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the program revisions to the Bachelor of Physical Education & Coaching to change the required Elementary stream elective totals from 33 credits to 30 credits.**

**The Motion was CARRIED.**

- 5.2 Dispensing Optician Program - Program Revision  
Ted Littlewood was invited to the table to speak to this item. Current practice for most Health Sciences and for all Dispensing Optician graded program courses requires a minimum passing grade of 'C'. This minimum grade requirement was not included in the original Dispensing Optician program proposal and so was never approved by Education Council. The requirement is not clearly documented in all Dispensing Optician program literature. The department is requesting that Education Council approve a program revision that stipulates that a grade of C is the minimum passing grade for all courses within the Dispensing Optician program. In response to a question T. Littlewood confirmed that if a student gets a 'C-' they have to retake the course.

**ACTION: Please take this to your constituencies for feedback and consideration for approval at the May Education Council meeting.**

- 5.3 Affiliation Agreement with the University of Colima  
The Chair explained that this affiliation has been in place since 2001 prior to Education Council having an Educational Affiliations Policy. This document describes a renewal of the agreement. The Chair explained that Education Council should consider the VP Education Services' request to formally approve the affiliation agreement at this time. S. Witter reported

that there have been student exchanges and visiting faculty between Douglas College and the University of Colima.

**ACTION: Please take this to your constituencies for feedback and consideration for approval at the May Education Council meeting.**

6. REPORTS

6.1 Report from the Chair

There was no report.

6.2 Report from the President

S. Witter confirmed that the President's report had been emailed to the College community on April 16, 2007.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Secretary

The Secretary reminded Education Council Sub-Committee Chairs that their annual reports are due by June 7, 2007. Please submit these to the Education Council Secretary by that date.

The Secretary provided the new meeting schedule for 2007/08 indicating that the meetings would commence at 4.15 pm to reflect the new matrix. She also pointed out that the meetings in April and May would be held on the 2<sup>nd</sup> Monday of the month due to a major religious holiday and the May long weekend. The Secretary will add the superscript <sup>4</sup> to the May and June meetings indicating that they commence at 2.15 pm and will provide an amended schedule in the May Agenda package.

6.5 Report from the Curriculum Committee

There was no report.

6.6 Report from the Educational Excellence Committee

There was no report.

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

There was no report.

6.9 Report from the Standing Committee on Educational Policies

There was no report.

7. OTHER BUSINESS – For Information and Circulation

7.1 Child and Youth Care Certificate Program

For information and circulation

7.2 Educational Technology Plan and Budget

For further information please contact Sarah Stephens, Educational Technology Coordinator.

7.3 Institutional Research Report on Provincial Results from Former College Students Survey

This report was provided by B. Cowin for information and circulation

7.4 Policy Reviews

a) Educational Policy Development and Review Policy – Policy Review

b) Language Competency Policy – Policy Review

The Chair requested written feedback from individuals be sent to the Education Council Secretary by May 25, 2007.

7.5 Academic Signature Framework and Implementation Templates

For information and circulation.

7.6 Continuing Education – Health Sciences Health Promotion and Prevention – Concept Paper

For information and circulation.

7.7 Memo from B. Pickard

For information.

8. ADJOURNMENT

Moved by J. Smith; Seconded by C. Murphy the meeting adjourned at 5.45 pm.

Chair \_\_\_\_\_

Secretary \_\_\_\_\_