

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, DECEMBER 10, 2001 AT 2:15 P.M. IN THE BOARD ROOM  
NEW WESTMINSTER CAMPUS**

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1. ROLL CALL

**Members Present:**

Janet Allwork (Chair)

Trish Angus (Non - Voting)

Sandra Boyle (Ex-Officio)

Laura Byrne

Ray Chapman

Edward Inoue

Ted James

Jan Lindsay

Kim Longmuir

Wilma Marshall

Elsie Neufeld

Arlene Patko

Brenda Pickard (Secretary)

Graham Rodwell

Geraldine Street

Penny Swanson (Vice-Chair)

Carly Turner

Shaun Tyakoff

Wendy Wheeler

Des Wilson

Susan Witter (Ex-Officio)

**Regrets:**

Susan Meshwork

**Absent:**

Leon Morel

**Guests:**

John McKendry

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2. APPROVAL OF THE AGENDA

3. APPROVAL OF THE MINUTES OF THE NOVEMBER 19, 2001 MEETING  
(circulated)

4. BUSINESS ARISING FROM THE MINUTES

- 4.1 2002/2003 Academic Calendar: The Chair reminded members that this item comes before Council each year for review.

In response to a question, T. Angus advised members that the schedule did not reflect a shortened semester length. D. Wilson advised members that the Vice President's Academic Council (VPAC) has been asked to review the semester length issue and to make their recommendation to the Registrar in early January. T. Angus advised members that scheduling

final exams is becoming increasingly difficult and that it resulted in ninety-six conflicts this term. She added scheduling exams on Saturdays has been problematic in itself as no exams are allowed to be scheduled at the David Lam campus on Saturdays and there are significant problems with room set-up at the New Westminster campus.

The Chair raised a concern as to whether Education Council will have input into the final decision given that “setting of the academic schedule” is an advisory role of Council to the Board.

It was suggested that the schedule be consistent about indicating the reason for college closures, i.e., statutory holidays etc.

It was noted the revised schedule reflects that day time classes will be canceled on February 13, 2002 for the College-wide PD Day; however, evening classes will continue as scheduled.

**ACTION**

**Further feedback regarding the Academic Schedule should be forwarded to T. Angus directly before January 15, 2002.**

- 4.2 Policy revision: Educational Affiliations: The Chair advised members that discussions had occurred between Al Atkinson, Geraldine Street, John McKendry and herself. She noted changes in the policy resulting from these discussions were underlined. The Chair advised members that another change (not underlined) was to add “Subject to College Board approval,” to the third paragraph under “Procedures” on page two as Council had an advisory role in the matter of educational affiliations, not sole authority.

It was suggested that the underlined changes be expanded to include transfer guidelines from other provinces.

**ACTION**

**Please take this to your constituents for feedback and vote at January’s meeting.**

- 4.3 Memorandum of Agreement: Douglas College and the University of Phoenix: The Chair advised members that she had received further information regarding the University of Phoenix, included in the Council package. She noted that, according to the British Columbia Council on Admissions and Transfer (BCCAT), the University of Phoenix has not applied to be included in the BC Transfer Guide. She added that she had been told the University is in the final stages of being accredited by the Private Post-Secondary Education Commission (PPSEC) which is an important step for consideration for inclusion in the Transfer Guide. The

Chair also noted that the University has apparently not sought an agreement such as this with other Colleges.

J. Allwork advised members that the Faculty of Language, Literature and Performing Arts would like clarification as to whether the agreement is reciprocal or not. She noted the document specifies Douglas College's role as the transferring institution and not as the receiving institution. Yet a key statement in the agreement refers to Douglas College and the University of Phoenix as "active educational partners in providing educational opportunities for currently enrolled and potential students of both institutions". The Chair suggested that perhaps the language in the agreement could be changed to be less ambiguous.

**ACTION**

**Please take this back to your constituents for further consideration. Please forward any feedback to your Dean who will forward it to the Vice President - Instruction.**

- 4.3 Curriculum Committee Recommendations: S. Tyakoff reported that the Committee reviewed fifty six curriculum guidelines. She added that most of the revisions were straightforward and adhered to College policies. She noted that the curriculum guidelines for JO38A, JO28A, JO34A, JO36A and JO26A have been sent back to the faculty for clarification and should therefore not be approved at this time.

S. Tyakoff reminded members that a memo should be attached to the curriculum guidelines indicating what revisions have been made and the rationale for the changes/additions. She added that she will be forwarding a memo to FECs/DECs reinforcing this requirement.

T. Angus advised members that, for consistency and due to the new Banner system, it is important that all courses use a proper four digit name and number.

In response to a question, R. Chapman advised members that the Committee usually receives a higher number of curriculum guidelines at this time of year. John McKendry added that there is no correlation between the currency review and the number of course revisions being forwarded to the Curriculum Committee at this time. Language, Literature and Performing Arts and Health Sciences both noted that their curriculum guidelines were being reviewed as a result of the recommendation at the May 14, 2001 Education Council meeting that there be a review of curriculum guidelines to ensure their currency before being posted to the web.

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

**MOVED by R. Chapman, SECONDED by C. Turner,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the submitted curriculum guidelines for ACCT 110 & 210, BUSN 111, BUSN 200, BUSN 210, BUSN 250, BUSN 251, BUSN 252, BUSN 253, BUSN 254, BUSN 305, BUSN315, BUSN 320, FINC 460, HORM 410, HORM 430, HORM 440, HORM 340, HORM 330, HORM 310, HORM 230, HORM 320, HORM 250, HORM 240, HORM 130, HORM 220, , HORM 110, HORM 120, HORM 210, HORM 140, HORM 420 CSWK 334, CSWK 380, CSWK 230, CSWK 440, CSWK 420, YJWD 300, YJWD 470, THRT 414, THRT 420, THRT 323, THRT 322, THRT 412, THRT 120, THRT 220, STSU 100, JO32A, JO30A, OADM 107, OADM 104, OADM 108 and OADM 106.**

**The Motion was CARRIED.**

4.5 Admission and Language Competency Committee Recommendations: The Committee did not meet.

5. NEW BUSINESS

5.1 SCOEA Workshop: Strategic Planning and Governance Evaluation in the new Institutional Evaluation Framework: P. Swanson advised members that she attended the SCOEA Workshop where institutional evaluation mechanisms were discussed. She noted the majority of evaluation processes reviewed were Board evaluations. She noted the three processes specified for Education Councils were an annual review; in-depth evaluation; and, an audit of the evaluation process. She added the in-depth evaluation would occur within a five year period and would include membership from outside Education Council.

P. Swanson advised members that Boards viewed their evaluation not just as a reporting process but as a learning process, i.e., what was working and what was not.

The Chair advised members that the Unit Review Coordinating Committee is currently putting in place procedures for reviews of all areas mandated by SCOEA including governance bodies such as Education Council and the Board. She added one of the tasks of the Coordinating Committee is to devise a formal evaluation procedure for Education Council. She added that, as a result of a roundtable held two years ago, an orientation session with the Board and an end-of-term open forum for all members of the College community was arranged to look at possible issues Education Council could be addressing. The Chair noted that some of the issues arising from the open forum that Council has addressed are establishing a committee to consider admission standards for open-enrollment areas; facilitating discussion of issues related to on-line learning; and, filling policy gaps such as terms for affiliations with other educational institutions. The Chair added that last year all Standing Committee Terms of Reference were revised.

The Chair added that Education Council is therefore familiar with evaluation but it does need a formal mechanism to measure itself, one that Council will need to establish in the near future.

- 5.2 End-of-term Roundtable and Climate Check: The Chair reminded members that Council has been doing a climate check for the past couple of years to elicit comments and feedback on what is working and what is not.

The following feedback was received:

- ▶ Several members expressed interest in receiving digital copies of items they are asked to take to their constituencies for discussion and feedback. It was noted, though, that a number of employees do not have access to computers.
- ▶ Staff and students expressed frustration with not being able to set up a formal communication loop with their constituents and with lack of clarity as to the extent of their roles and responsibilities.
- ▶ Some faculty members were unclear regarding their role as liaison between Council and FECs/DECs and whether they should attend their entire FEC/DEC meeting. Most members reported they attended the full meeting.
- ▶ In a multi-campus environment, communication is difficult. A suggestion was made to hold some Council meetings at the David Lam campus.
- ▶ It is important that Education Council not be perceived as a roadblock to innovative ideas.
- ▶ Council should move towards being more pro-active rather

than reactive.

- ▶ Council should focus more on decision-making items and less on discussion/advisory items.
- ▶ Council members should vote according to the best interests of the College as a whole, which may conflict with the wishes of individual constituent areas.
- ▶ Clarification was sought as to the role and mandate of the Standing Committee on Planning and Priorities. Is their role to develop strategies for the College or to be overseers of College activities?
- ▶ To ensure discussion is focused at meetings, a suggestion was made to place the Motion on the table first then have the discussion.
- ▶ Members were appreciative of the detail and history provided in the Council packages.
- ▶ Appreciation was expressed to the Chair for her work. Also noted was the respectful atmosphere during Council meetings.

P. Swanson expressed personal appreciation for the hearing equipment. She noted that she has a power point presentation members can borrow to familiarise their constituents with Council's advisory/decision making roles.

The Chair thanked members for their thoughtful contributions.

## 6. REPORTS

### 6.1 Report from the Chair

The Chair reminded members that they were asked to take the *Curriculum Development and Approval* policy to their constituents for feedback. She advised members that a report from the Policy Committee and a memo from the Curriculum Committee were in the package (item 6.5) which suggested some changes to the policy.

**ACTION** **Please forward any feedback on the *Curriculum Development and Approval* policy to the Secretary by January 18, 2002.**

The Chair reminded members that **day-time classes** are canceled February 13, 2002 for the College-wide PD day. She asked members to highlight this with their constituents, especially faculty preparing course outlines.

The Chair reminded members that agenda items for the January 21, 2002 meeting must be submitted by **January 9, 2002**.

The Chair wished everyone a restful holiday season.

6.2 Report from the President

The President referred to an email (contained in the package) from the Ministry, requesting Douglas College's program profile for 2002/03. She noted the very short turn-around period for the College to respond. The President advised members that the only concrete information the College has received from the Ministry is that there will be no overall increase to the budget. She added that she was uncertain if the new Ministry directives would result in program cancellations. The President also noted that no new programs will be funded. She noted that draft budget criteria will come to Council and the Board in January.

The President referred to the position paper (distributed under separate cover) that the Council of Presidents sent to the Ministry outlining the benefits to students if current non-degree granting colleges were permitted authority to grant applied degrees. She noted the growth in degree granting institutions and its impact on non-degree granting colleges. Also noted was the potential impact on colleges should private degree granting institutes be permitted to offer degrees.

The President advised members that she has been in close contact with the Ministry, advocating for minimal Board reappointments. She added that the new appointments would probably be made in early January.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Secretary

There was no report.

6.5 Report from the Standing Committee on Educational Policies

Notes of a meeting held November 26, 2001 were in the package for information.

Memo: Review of the Curriculum Development and Approval policy was in the package for feedback by January 18, 2002.

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 Residency Credit Exemption Committee  
There was no report.
- 6.9 Report from the Educational Excellence Committee  
There was no report.
- 6.10 Report from the Curriculum Committee  
There was no report.
- 6.11 Report from the Education Technology Forum  
There was no report.
- 6.12 Report from the International Educational Education Advisory Committee  
There was no report.
- 7. NEW BUSINESS - For Information and Circulation
  - 7.1 C2T2 News November 2001.
- 8. ADJOURNMENT: Moved by K. Longmuir, Seconded by E. Inoue, the meeting adjourned at 4:00 p.m.

\_\_\_\_\_ Chair \_\_\_\_\_ Secretary