

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, DECEMBER 9, 2002 AT 2:15 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  
Ray Chapman  
Steve Gadsby  
Ted James  
Ann Kitching (ex-Officio)  
Joel Koette  
Jan Lindsay  
Kim Longmuir  
Wilma Marshall  
Susan Meshwork (Vice Chair)  
Elsie Neufeld  
Michael Ouellet  
Arlene Patko  
Brenda Pickard (Secretary)  
Graham Rodwell  
Penny Swanson (Chair)

Trevor Tombe  
Carey Vivian  
Wendy Wheeler  
Des Wilson  
Susan Witter (Ex-Officio)

**Guests:**

Al Atkinson  
Doreen Dewell  
Norma Goldie  
Yasmin Irani  
Maureen Nicholson  
Linda Pickthall

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The Chair welcomed Steve Gadsby as the new student representative. She noted that Steve will represent the Thomas Haney Centre student body.

2. APPROVAL OF THE AGENDA In order to accommodate the guests, the Chair asked members to approve a fluid Agenda. The Agenda was approved.
3. APPROVAL OF THE MINUTES OF THE NOVEMBER 18, 2002 MEETING The Secretary advised members that the second Motion under item 4.4 is revised to take out the “online” designation to the Legal Administrative Assistant Citation credential. The Minutes were approved as revised.
4. BUSINESS ARISING

- 4.1 Admission and Language Competency Committee Recommendation: The Chair reminded members that this is being brought forward from the November meeting as a result of a question concerning the Print Future's Program dropping the requirement for applicants to write the Douglas College Writing Assessment and only screen students through the Program's selection process. The Chair welcomed Maureen Nicholson to speak to this item.

Maureen advised members that the rationale for the changes are as follows:

- application for admission is on-line or in-person;
- applicants must attend a two hour orientation;
- a two hour group interview is held which includes an invigilated and closed-book grammar and summary exercise, and applicants bring their resumes, writing samples, letter of application, and letters of reference;
- and, if needed, an individual interview.

Maureen advised members that the Writing Assessment takes approximately two hours as scheduled with a turnaround period of one to two months. She noted it seemed unnecessarily complex, and the Faculty is concerned that they might lose qualified applicants because of the time and coordination of assessments. She added that few if any applicants fail to obtain the necessary recommendation in the Writing Assessment.

Maureen concluded that, although the Writing Assessment is an important requirement for entry into writing-intensive courses, the Print Futures Program have other admission requirements that provide the Department with sufficient and relevant information about the applicants' writing ability.

In response to a question, Maureen advised members that unsuccessful applicants are given specific feedback as to which courses they need to take in order to be successful in the Program in the future.

It was noted that there is adequate documentation in the event of an appeal.

**MOVED by C. Vivian, SECONDED by H. Andrews,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve dropping the requirement of the Douglas College Writing Assessment for the Print Futures Program.**

**The Motion was CARRIED.**

- 4.2 Applied Nursing Degree proposal: The Chair introduced Linda Pickthall and Norma Goldie to speak to this item.

Norma advised members that the Nursing program at Douglas College is highly regarded and has received national accreditation for seven years.

Susan Witter explained the process for approving a Letter of Intent (LoI): approval in principle from Education Council; the LoI is forwarded to the Ministry for approval; it comes back to the College via the consortium and goes through the internal process; finally through the degree approval process (as it stands now).

**MOVED by J. Lindsay, SECONDED by A. Patko,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council recommend approval in principle to the Board for the Nursing Degree - Letter of Intent.**

**The Motion was CARRIED.**

- 4.3 Revised Research Ethics and Practices Policy: The Chair advised members that according to the policy on Policy Development, the Research Ethics and Practices policy needs to go through the Policy Committee. From there, she added, the policy will be forwarded to Bob Cowin to ensure consistency of language. Therefore, Council will not make a decision on the policy until it has gone through the appropriate process.

**ACTION Should members have any feedback, please forward your comments to Penny Swanson.**

- 4.4 Science and Technology Budget Reduction Proposal: The Chair reminded members that Education Council's role is to look at any educational implications of the proposal. She noted that budget implications will come forward next year for feedback as with all other budget proposals. She therefore advised members that Council's decision is either to agree or not agree with the 'overarching principles' of the budget proposal.

Arlene Patko introduced Doreen Dewell. She noted that Doreen has worked at the College since 1992, has a Masters Degree in Science and works as the Biology lab supervisor.

Doreen Dewell advised members that her presentation was on behalf of the staff of the Biology Department.

Doreen noted that it was clear that the College must pay attention to the issue of accountability, adding that it is imperative the College implement measures to maximize student success rates and minimize attrition in order to retain Ministry funding. She advised members that the staff in the Biology Department do not believe that the proposed budget plan, tabled at the November meeting, can accomplish these mandates.

Doreen noted the following concerns:

- The Biology Department proposes to eliminate lab reviews and midterm exams and reduce staff. She noted that, if there are fewer staff in the lab, students will receive less lab instruction than at most other post-secondary institutions.
- Removal of lab reviews was tried in the past and resulted in students not bothering to complete lab activities. Students failed lab exams and/or dropped out. A single exam at the end of the term is not an effective evaluation of learning and will result in poor performance and reduced success. The weekly reviews provide valuable formative evaluation and feedback that enhance learning for the student.
- In the Fall of 2003, Faculty will have reduced lab assignments and staff may be reduced. She noted that students are supposed to have access to an open lab with someone to help them. She noted that the staff does not believe that a high quality of instruction can be maintained if accessibility and lab hours are reduced.
- Students require mastery of cognitive, psychomotor and affective skills. She added the best place to learn and master psychomotor skills is in a laboratory setting adding it also reinforces learning in the cognitive and affective domains. She noted that other institutions require science courses that include a lab component as a criterion for transferability.
- If the Biology lab is reduced to a voluntary drop-in arrangement, students will not be able to fulfill the learning outcomes required for transferability. Students will be less prepared when they leave Douglas College and continue to have lower success rates than students from other post-secondary institutions. She added that the quality of the learner profile will decrease.

Doreen advised members that the Biology staff have prepared an alternate budget proposal that would achieve the goals of improving student success and save

money. She added that the primary focus of the proposals is to change from an open lab to scheduled labs.

In response to a question, Doreen advised members that the Biology DEC did reject the staff proposal; however, she wished Council to know that an alternate proposal did exist.

The following points regarding the educational implications of the proposal approved at SMT are as follows:

- In response to a question, D. Wilson advised members that the Chemistry lab hours will be reduced from three to two hours per week and a reduction in the cost of marking student lab reports. He added that both SFU and UBC have reduced their first year lab activity in recent years, and it is anticipated that there will be no loss of student transfer credit.
- D. Wilson advised members that safety issues in labs will not be compromised.
- Concern was expressed to the decrease in lab reviews.
- J. Koette expressed a concern regarding students in Fall 2003 not receiving the same amount/level of instruction as previous students.

The President advised members that Council's role is to advise the Board regarding educational implications of the proposal.

**MOVED by J. Lindsay, SECONDED by W. Wheeler,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council support the Science and Technology Budget Reduction Proposal as approved by SMT.**

**The Motion was CARRIED.**

The Chair thanked Doreen for her presentation.

- 4.5 Winter 2004 Spring Break proposal: The Chair reminded members of the request to change the Spring Break for Winter 2004 from Thursday and Friday to Monday and Tuesday so all evening classes have thirteen classes.

It was advised it will be necessary to monitor this change from year to year as Easter holidays may interfere with the change.

A caution was noted that this change may have a significant impact on three hour

high content classes.

There was some discussion about the impact on the Health Sciences classes in terms of missing clinical days.

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

BE IT AND IT WAS RESOLVED:

**THAT Education Council recommend to the Board that Spring Break in Winter 2004 be moved from Thursday and Friday to Monday and Tuesday in order that there be thirteen classes for all evening sections.**

**The Motion was CARRIED with one abstention.**

4.6 Applied Degree Standards Committee: There was no report.

4.7 Review of Student Appeal and Petition Issues: The Chair advised members that this item came to the September meeting with a request for feedback. She apologized to Trish Angus for not bringing this forward to the October meeting.

Trish Angus advised members that some of the recommendations have already been implemented.

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

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the recommendations regarding student appeals and petition issues as submitted.**

**The Motion was CARRIED.**

4.8 Student Success Task Force: T. James advised members that the Task Force is considering issues around policy changes, for example, changes to minimum entrance requirements for all courses. He noted the process for policy changes would be the same as usual i.e., forwarded to the Policy Committee, discussion at FECs and DEC's, and to Education Council for approval.

T. James distributed a "Topic Discussion Template" that will be used to solicit feedback.

T. James advised members that the first recommendations will come to Council in January.

- 4.9 Curriculum Committee Recommendations: P. Swanson advised members that Carey Vivian has agreed to Chair the Committee.

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

**MOVED by, H. Andrews, SECONDED by K. Longmuir,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the curriculum guidelines for SPSC 263, SPSC 362, MATH 160, MATH 191, MATH 232, MATH 321, MATH 421, CHEM 210, PHYS 110, PHYS 210, and BIOL 302.**

**The Motion was CARRIED.**

- 4.9 a) Semester Length: The Chair reminded members of the suggestion that came forward from the Faculty of Science and Technology. She noted that the faculty suggested that future curriculum guideline submissions indicate that courses are “regular semester length” under section “G Number of Contact Hours per week/semester for each descriptor”. It was noted that most British Columbia institutions would understand the suggested terminology; however, those not familiar with Douglas College and those from across Canada and the United States may not understand. It was therefore agreed to use “15 weeks” in this section rather than “regular semester length”. (The Secretary will advise all Departmental Assistants of this decision.)
- 4.10 Admission and Language Competency Committee Recommendations: T. Angus advised members that the Admissions’ Committee has agreed to accept responsibility for non-research standardized testing as it relates to admission criteria or pre-requisites. She noted that the Terms of Reference for this Committee will need to be revised to reflect this change.
- 4.11 Distributed Learning: This item was deferred to the January meeting.

## 5. NEW BUSINESS

- 5.1 Revised Strategic Plan: The President advised members that the revised Strategic Plan was in the package for information and feedback. She advised members that the revisions are as a result of feedback obtained from the College Forum, Board Retreat and Education Council.

T. Tombe noted that part G of the Student Profile/Perceptions survey indicates the number of student who receive student loans and borrow to pay for the current semester. He noted that perhaps indicator 3.b) “increase financial aid available to students” of the Strategic Plan could indicate the effectiveness of financial aid.

Council members expressed appreciation for the inclusion of the College Values and Mission statement.

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

5.2 Board Policy - B02.01.01 Operating Fund Surplus: The President advised members that all Board policies will be reviewed.

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

## 6. REPORTS

6.1 Report from the Chair  
There was no report.

6.2 Report from the President  
The President advised members that a primary focus is on the budget development. She noted that tuition fees may rise another 30% next year which, she added, is consistent with other mainland colleges.

The President encouraged members to attend the College-wide Budget Forum scheduled for January 29<sup>th</sup>, 2003.

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  
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)  
S. Meshwork advised members that the REB will meet on December 11<sup>th</sup>, to look at several proposals.
  - 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
- 7.1 SFU Senate Summary and newspaper article dated November 25, 2002
- The Chair asked members if they wanted to co-sponsor a forum with the Chair of the SFU Senate sub-committee on undergraduate curricula. Members indicated its interest in doing so.
8. ADJOURNMENT Moved by H. Andrews. Seconded by T. James, the Meeting adjourned at 4:20 p.m.

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