

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, DECEMBER 8<sup>TH</sup>, 2003 AT 2:15 P.M. IN THE BOARD ROOM  
NEW WESTMINSTER CAMPUS**

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1. ROLL CALL

**Members Present:**

Trish Angus (Non-Voting)  
Kevin Barrington-Foote  
Marilyn Brulhart  
Laura Byrne  
Colin Campbell  
Diana Christie  
Rosilyn Coulson  
Kuros Gadareh  
Ann Kitching (Ex-Officio)  
Ted James  
John McKendry  
Susan Meshwork (Vice Chair)  
Elsie Neufeld  
Michael Ouellet  
Arlene Patko  
Brenda Pickard (Secretary)  
Graham Rodwell  
Janice Spencer  
Penny Swanson (Chair)  
Susan Witter (Ex-Officio)

**Regrets:**

Heather Barnes  
Fran Johnson

**Guests:**

Mike Bourke  
Carole Compton-Smith  
Anish Dwivedi  
Debra Flewelling  
Gretchen Goertz  
Yasmin Irani  
Laurie Kenward  
Joel Koette  
Eric Meyer  
Carly Turner

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2. APPROVAL OF THE AGENDA: In order to accommodate a guest, item 5.1 was moved to the top of the Agenda. The Agenda was approved as re-ordered.

3. APPROVAL OF THE MINUTES OF THE NOVEMBER 17<sup>TH</sup>, 2003 MEETING: The Secretary advised members of the following changes: Graham Rodwell should not have been in the "Regrets" column; the Motion from the Students' Union should have read "BE IT RESOLVED THAT Education Council allow students to attend the CFS National Day of Action without academic penalty between the hours of 10:00 a.m. and 4:00 p.m. on February 4, 2004"; and, under item 4.5 - Kevin Barrington-Foote was not part of the group looking at the course renumbering issue.

The Minutes were approved as revised.

4. NEW BUSINESS

- 4.1 Program Revision: CISY program structure alteration: There being no further feedback:

**MOVED by R. Coulson; SECONDED by L. Byrne,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the revisions to the CISY program structure effective Fall, 2004.**

**The Motion was CARRIED.**

- 4.2 Education Council Rules and Procedures Revision Regarding Roles and Functions of Chair (3.1.1.12), Chair of the Education Council Appeal Tribunal: P. Swanson advised members that, in response to a concern, a revision has been made to 3.2.1.3 which will now read "To Chair the Education Council Appeal Tribunal if the Chair is unavailable for a particular appeal". She also advised members that the last two sentences (proposed at the November meeting) under "Membership" will be deleted.

**MOVED by M. Brulhart; SECONDED by R. Coulson,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the revision to the Rules and Procedures - The duties of the Vice Chair - to include "3.2.1.2 To sit on the Education Council Appeal Tribunal"; "3.2.1.3 To Chair the Education Council Appeal Tribunal if the Chair is unavailable for a particular appeal" and, under Membership - "Membership comprises the Chair, Vice Chair and one (1) other elected member.....".**

**The Motion was CARRIED.**

- 4.3 Education Council Bylaws revision: There being no further feedback:

**MOVED by T. James; SECONDED by E. Neufeld,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the revision to the Bylaws to read "1.1.1 An Education Council must make bylaws for the conduct of the business of the Education Council including bylaws specifying the**

**duties of members of the Education Council in a conflict of interest situations”.**

**The Motion was CARRIED.**

4.4 Ad Hoc Committee on Grading Practices: There being no further feedback:

**MOVED by K. Barrington-Foote; SECONDED by T. James;**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Terms of Reference for the Ad Hoc Committee on Grading and Evaluation Practices.**

**The Motion was CARRIED.**

4.5 Course Renumbering: T. James advised members that he has had discussions with Des Wilson and Lorna McCallum regarding establishing criteria for “0” designated college preparatory courses. He noted this is on the next VPAC agenda. He added that an update would be made at Council’s January meeting.

4.6 Deadlines and Dates: There was no further feedback.

4.7 Administrative Policy: *Planned Changes to the Organization, Structure and Operation of Educational Programs and Services*: The Chair reminded members that this has come to Council so that members could think about how it would handle program changes due to re-allocations. She noted that this is one of the areas on which Council advises the Board. The Chair reminded members that Councils’ mandate is to look at the educational implications of re-allocations.

The President advised members that Senior Management is looking at this policy in terms of making changes to two or three program areas.

4.8 Motion from the Students’ Union - National Day of Action: M. Ouellet advised members that the motion has been amended to include students making alternate arrangements with their instructors to complete exams and/or assignments. He noted that the DCFA Executive Council supports the motion.

M. Ouellet advised members that this is not a free day for students. He added that students would seek academic amnesty for the period of 10:00 a.m. - 4:00 p.m. He noted this would not affect students in night classes.

The Chair advised members that Education Council does not have the power to direct instructors on how to manage their students should they choose to attend the national day of action on February 4<sup>th</sup>.

M. Ouellet advised members that he felt strongly about receiving Council's support for the motion. He noted that tuition fees could go up another 30% and the day of action was to protest against any future fee increases. He added that the University of Victoria's Senate had approved the motion. He also noted that the Education Council's at Kwantlen, Vancouver Community College (VCC) and Malaspina College have all approved the motion to support students. In response to a question, M. Ouellet advised members that VCC's Education Council approved the motion at its' December 2<sup>nd</sup> meeting.

J. McKendry cautioned members that passing this motion would potentially open the door to future political debate. He added that Council was not the place for this type of discussion.

There was discussion as to whether it was in Education Council's purview to develop a policy concerning specific political absences. It was noted that a policy does exist regarding exams and evaluations of students.

It was noted that most instructors, in the past, have not penalized students for attending the day of action. It was added that there are specific circumstances such as a practicum placements which students would not be able to miss.

At this point in the meeting, the students advised members that they would revise the motion and bring it back at the end of the meeting. The following is the revised motion:

“Be it resolved that the Education Council encourage all Faculty members to allow students to attend the Douglas Students' Union and Canadian Federation of Students National Day of Action without academic penalty between the hours of 10:00 a.m. and 4:00 p.m. and, be it further resolved that the Education Council recognise that in some cases, it will not be possible for instructors to reschedule exams or assignments and, be it further resolved that students be required to make alternate arrangements with instructors prior to February 4”.

At this point the motion was tabled as discussion ensued regarding adding “strongly encourage.....” All members except for three, were in favour of adding the word “strongly”. Council members also asked that the motion be revised once again. Therefore:

**MOVED by K. Barrington-Foote; SECONDED by T. James,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council strongly encourage all Faculty members to allow students to attend the Douglas Students' Union and Canadian Federation of Students National Day of Action without academic penalty between the hours of 10:00 a.m. and 4:00 p.m. and, be it further resolved that students be required to make alternate arrangements with instructors prior to February 4 and, be it further resolved that the Education Council recognise that in some cases, it will not be possible for instructors to reschedule exams or assignments.**

The Motion was **CARRIED**.

**One opposed.**

- 4.9 Applied Degree Standards Committee: Members were advised that the Committee has met and is working on identifying a series of tasks. This list of tasks will come to the next Council meeting.
- 4.10 Admission and Language Competency Committee Recommendations: The Registrar advised members that the recommendation to remove the requirement of completion of the Douglas College Writing Assessment for the Hotel and Restaurant Management Program is to minimize redundancy. She noted the requirement for English with a "C" is now a College-wide admission requirement. The Registrar also added that a notation will be made to remind students that they will have to complete the DCWA before they register for their Communications course in the second semester.

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

**MOVED by R. Coulson; SECONDED by E. Neufeld,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the recommendation to remove the requirement of completion of the Douglas College Writing Assessment for the Hotel and Restaurant Management Program as an admission requirement.**

The Motion was **CARRIED**.

- 4.11 Curriculum Committee Recommendations: In response to a question, T. James

explained that the original class size for CAEP 100 was 12. He noted that over the years the class size was increased to 16 to allow more students to go through the assessment process. He added that when the resources were cut to that area the class size should have been changed back to 12. He is asking that the curriculum guidelines be revised at this time.

Concern was expressed regarding the dates the Committee meets. Some members expressed concern that the Committee meets on the first Wednesday of the month. They noted it is extremely difficult for items approved at FEC/DEC to be ready for submission to the Committee.

There was some discussion regarding the consultation sheet. It was noted that this form will be revised in future.

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

**MOVED by C. Campbell; SECONDED by T. James,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted curriculum guidelines for CFCS 1260, CSSW 1100, CSSW 1122, CSSW 1200, CSSW 1222, CSSW 1223, CSSW 1240, CSSW 2322, CSSW 2340, CSSW 2363, CSSW 2422, CSSW 2433, CSSW 2440, CSSW 2462, ITEC 110, ITEC 140, ITEC 160, OADM 332, CAEP 100, CPHI 210, CPHI 100, CPHI 200, DVST 110, DVST 140, DVST 220, DVST 230, DVST 241, DVST 245, DVST 250, DVST 260, EASL 475, EASL 835, EASL 865, EASL 875, EASL 885 and FINA 100.**

**and,**

**THAT Education Council approve the withdrawal CFCS 261, CFCS 461, CFCS 462, CFCS 463, CSSW 140, STSU 103, STSU 104 and STSU 105.**

**The Motions were CARRIED.**

5. NEW BUSINESS

- 5.1 Proposed Change in Course Sequencing - HISP program: The Chair introduced Laurie Kenward - HISP Coordinator to speak to this item.

Laurie advised members that she had met with George Stroppa - Chair of Business and Rosilyn Coulson - Dean of Commerce and Business Administration to discuss a number of issues concerning BUSN 335 - Business Probability and

Statistics. She noted the issues were not new and have been occurring over a number of years.

In response to a question, Laurie advised members that the proposed changes would include switching BUSN 335 and CISY 410 so that CISY 410 will be offered in semester 2 and BUSN 335 move to semester 3, and the HISP Coordinator would administer a short math test in the Fall of semester 1. She noted that students could then assess whether they need to pick up an additional math course prior to taking BUSN 335.

Laurie advised members that students would benefit greatly from the course re-sequencing in that: statistics would be offered in the second year and placed closer to HISP 420; that, if needed, there would be time and opportunity made available for students to take an extra math course to improve their skills; students would have been exposed to and have practice in using Excel; and the re-sequencing should increase overall student success rate in the Statistics course.

Laurie advised members that the Health Sciences FEC approved the changes at their September 8<sup>th</sup> meeting.

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

- 5.2      Private Course Credit Articulation Agreements: R. Coulson advised members that the Hotel and Restaurant Management Program (HORM) has entered into two forma course credit articulation agreements with two private hospitality programs and is seeking formal approval from Education Council. She noted the two programs are Vancouver Premiere College (VPC) - Hotel Management Diploma and, Canadian Tourism College (CTC) - Hotel and Resort Management Diploma. She referenced the memo in the package and added that VPC has been in existence for five years and CTC for over 20 years. She noted that both Colleges attend the annual Tourism Educators Conference and sit on the Provincial Hospitality Articulation Committees. R. Coulson added that both are currently in the process of listing with BCCAT and, she added, VPC is applying for applied degree granting status. She noted that HORM has entered into these agreements to provide greater access to the second year of the program. She added that the majority of students coming into the second year of the program will be international students. She added that the standard Math and English entrance requirements will apply.

The Registrar expressed significant concern regarding offering seats to international students when the College is required to first offer the seats to domestic students.

Concern was expressed as to process. It was noted that articulation agreements

with institutions who are not affiliated with BCCAT come to Council first for approval. It was noted that both agreements have already been formally signed by both institutions.

**ACTION** Please take this to you constituency groups for feedback at the next meeting.

5.3 Academic Performance Policy Revision: The Chair advised members that the Educational Policy Committee is looking at the Academic Performance policy in order to implement some of the Student Success Task Force (SSTF) recommendations. She added that T. James has revised the policy (contained in the package).

T. James highlighted three features of the policy:

- If a students' GPA falls between 1.99 and 1.71 they will be placed on Academic Alert and notified by the College. The student will be encouraged to seek help to improve his/her academic performance.
- Should a students' GPA fall below 1.71 (based on at least nine credits attempted in a semester) the student will be placed on Academic Probation. The student will then be required to see a Counsellor to remain enrolled. If the student does not see a Counsellor, he or she will be de-registered from all courses and will not be permitted to re-register until such a meeting takes place.
- T. James highlighted the Gold Cord Award. This award will be given to a student whose GPA ranks in the top ten percent of student GPA scores in each Faculty/credential and will be recognized at graduation.

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

5.4 Business Management Diploma Program - Changes to Program Electives: There being no initial feedback:

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

## 6. REPORTS

**Due to the lateness of the hour, there were no reports.**

- 6.1 Report from the Chair
  - 6.2 Report from the President
  - 6.3 Report from the Board Representative
  - 6.4 Report from the Secretary
  - 6.5 Report from the Research Ethics Board (**S. Meshwork**)
  - 6.6 Report from the Standing Committee on Educational Policies (**T. James**)
  - 6.7 Report from the Standing Committee on Admissions and Language Competency Standards (**T. Angus**)
  - 6.8 Report from the Educational Excellence Committee (**K. Barrington-Foote**)
  - 6.9 Report from the Curriculum Committee (**C. Campbell**)
  - 6.10 Report from the Education Technology Forum (**G. Rodwell**)
7. NEW BUSINESS - For Information and Circulation
- 7.1 Community College Survey of Student Engagement
  - 7.2 Memorandum of Understanding Between Douglas College, Canada and Shanghai Administration Institute, China
8. ADJOURNMENT: Moved by M. Brulhart, Seconded by J. Spencer, the meeting adjourned at 4:20 p.m.

Penny Swanson thanked members for their support during her time as Chair. Penny wished everyone well and noted she will start her new position at SFU in January.

The Secretary, President and Vice Chair thanked Penny for her work as Chair of Council and wished her well.

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