



Douglas College

MINUTES OF A MEETING OF EDUCATION COUNCIL
Held Monday, December 12th, 2005 at 2:15 p.m.
New Westminster Campus, Boardroom

1. ROLL CALL

Members Present:

Trish Angus (Non-Voting)
Graeme Bowbrick
Marilyn Brulhart
Jan Carrie
Rich Chambers
Sam Cheng
Rosilyn Coulson
Gerry Gramozis
Elizabeth Helps
Sean Hibbitts
Anna Jajic (Vice-Chair)
Ted James
Ann Kitching (Ex-Officio)
Jan Lindsay
Elizabeth McCausland
Susan Meshwork (Chair)
Colleen Murphy
Brenda Pickard (Secretary)
Heidi Taylor
Susan Witter (Ex-Officio)

Regrets:

Lucia Fuentes
Les Marshall
David West

Absent:

Rabey Husini

Guests:

Mary Blachut
Mark Elliott
Blaine Jensen
Miriam Tynski

2. APPROVAL OF THE AGENDA: The Chair advised members that item 4.2 will be deferred to the January meeting as L. Fuentes is unable to be here today. 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 21st MEETING: The Chair advised members that Minutes of this meeting have been delayed. They will come to the January meeting for approval.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Program and Service Evaluation Guide

The Chair advised members that providing formal advice to the Program and Service Evaluation Guide falls within Council's mandate. She introduced Blaine Jensen to speak to this item.

Blaine advised members that previous program reviews have been unsuccessful in providing a sustainable process and acceptable results. He noted that work began in 2004 to develop a new review mechanism. He added that a draft document was circulated to Council, VPAC and Divisional Management committees for feedback at that time. He noted that the feedback was generally supportive; however, there were a number of suggestions in the way of "fine tuning". He noted there were no substantive changes recommended. Blaine advised members that the most noteworthy change sees "periodic reviews" becoming "comprehensive reviews" which will be conducted on an as-needed basis rather than a predetermined cycle. He added that the very occasional "rationalizations" will now become "restructuring reviews".

The following feedback was received:

- C. Murphy advised Blaine that her FEC has passed a motion to withhold support at this time until there has been more opportunity for review and input on advisory committees.
- In response to a question, Blaine advised members that the document is a final draft; however he is seeking formal feedback from Council.
- In response to a question, Blaine advised members that he has not sought formal feedback from the DCFA.
- E. McCausland advised that her FEC expressed a concern regarding the language in the "Annual Review of Instruction Units" form. She noted that under the checklist for "Breadth of curriculum, Currency of curriculum, Transferability of courses and, Flexibility and variety of delivery methods" the options are "adequate, somewhat inadequate or very inadequate". She asked that a term more positive than "adequate" be used.
- In response to a question, Blaine advised members there are plans to pilot these forms on a couple of departments before it goes college-wide.
- It was suggested to use the term "review" instead of "evaluation".

ACTION

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

4.2 Educational Excellence Awards

This item was deferred to the January meeting as requested by L. Fuentes.

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

MOVED by R. Coulson; SECONDED by R. Chambers,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revised entrance requirements for the third year of the Therapeutic Recreation degree.

The Motion was CARRIED.

- 4.4 Curriculum Committee Recommendations

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

MOVED by C. Murphy; SECONDED by S. Cheng,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for HORM 1115; HORM 1325; HORM 2330; HORM 2340; HORM 2415; HORM 2440; OADM 1347; OADM 1438; PSYC 3361; and, CJPP 0101.

The Motion was CARRIED.

5. NEW BUSINESS

- 5.1 Bachelor of Science in Nursing – Program Change
The Chair introduced Miriam Tynski to speak to this item.

Miriam circulated and summarized a revised memo outlining the changes to the elective completion dates for English 1130. For “Generic Students” the request is to move the course from semester V to semester I; for “Access I Students” move the course from semester V to semester III and, for “Access II Students” move the course from semester V to semester IV. She noted that since the General Nursing program has been changed to a degree granting program, it was felt that students need to be better prepared in their academic writing abilities.

In response to a question, Miriam advised members that not passing ENGL 1130 in the first semester will hold students up. She added that students will be

strongly encouraged to take the course while they are on the waitlist for the program.

Miriam advised members that she is asking Council to short-cycle the motion as she would like the requirement in place for January, 2006.

There was unanimous consent to short-cycle the Motion.

MOVED by E. McCausland; SECONDED by S. Hibbitts,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the above changes to the Elective Completion Dates.

The Motion was CARRIED.

- 5.2 Hotel and Restaurant Management (HORM) Program – Program Change
The Chair introduced Mark Elliott and Mary Blachut to speak to this item.

Mark advised members that HORM has been working over the past year to evaluate student perception of the current curriculum and has been using feedback from student surveys to construct a revised curriculum with the objective of reducing attrition, improving student success and remaining within the Provincial Hospitality Common Core guidelines.

The Chair noted that the principle changes to include revising the two marketing courses to create a Hospitality Sales and Advertising course HORM 2415 and a Hospitality Marketing Principles HORM 1325 and the combining of HORM 1110 Intro to Business and Org. Effect with HORM 1140 Intro to Hospitality Tourism and Travel which will be called HORM 1115 Tourism Business Structure are matters for the Curriculum Committee.

The Chair advised members that the two bullets which describe moving English courses to the first semester from 4th in place of HORM 1140 and, in place of the English courses in 4th semester offering Economics course ECON 1101 or ECON 1150 or ECON 1250 (depending on the student's need) are Education Council issues.

In response to a question, Mark advised members that he was aware that moving the English requirement to the first semester may pose a barrier to students. He noted that students will be strongly encouraged to meet the English requirement prior to entry into the program.

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

5.3 Grade Appeal; Petition; and, Appeal of Petition Forms

The Chair advised members that Brenda Walton was unable to be at the meeting today. The Chair provided members with a brief history of the issue. She noted that in the fall of 2001 a Task Force was struck by Education Council to consider issues regarding petitions and educational policy appeals. The changes to the forms are intended to increase student responsibility for collecting information relevant to their appeals/petitions. She noted the recommendations from the Task Force were presented to Council in June, 2002 for information and discussion. The changes, she noted, are administrative in nature and Council provided feedback at that time. She added the development of the new forms took place during the 2002/2003 year. The Chair noted that an acceptable form was completed for proofing in March 2004; however, due to other emergent needs proceeding with the new forms was pushed to a lower priority. She added that this issue is now ready for implementation.

It was noted that the forms have gone through VPAC.

The following feedback was received:

- A suggestion was to send the forms to members electronically as the printed version was difficult to read.
- Medical forms could be used for students who miss an exam due to illness.
- Forms do contain clearer instructions.
- Forms are quite helpful for students – they will now know what information is required.
- H. Taylor advised members that the appeal process is complicated for students; however the revised forms will help clear up the process.
- Item 3 – perhaps add a flow chart which clearly indicates the timelines students have to appeal - clearly identify the process.
- On the Petition Appeal Form – perhaps the steps could be laid out in point form.
- Clear the wording on the title of the Petition Form – perhaps state that the student is seeking a petition for exemption to a policy.
- It would be helpful if a list of contact names was provided so students would know who to contact and when.

The Chair thanked members for their feedback and advised that she will forward their comments to Brenda Walton. This item will come forward again early next year.

ACTION Please take this to your constituency groups for feedback at a future meeting.

5.4 Policy Issuesa) *Examination Policy – New*

The Chair advised members that Education Council has explicit power over setting policies concerning examinations. She advised members that Council had previously approved a motion that the Educational Policy Sub-committee look at providing one day without scheduled classes before the beginning of exams.

T. James advised members that Council had previously voted on a motion to provide one clear day without scheduled classes before the beginning of the examination period. He noted the Policy Sub-committee was asked to create policy language to enact this motion. He noted the only existing policy which addresses examinations is the Curriculum Development and Approval policy which limits student evaluations in the two weeks prior to the examination period. He noted this section only focuses on evaluation not the examination period itself. As a result, he advised members a new Education policy needed to be created. He referred to the policy in the package and noted the congruent language on the 10% rule from the Curriculum Development and Approval policy has been shifted into the new policy.

T. James advised members that the Policy Sub-committee has two motions before Council: 1) that Education Council approve the creation of a new policy called “Examination Policy”; and 2) that Education Council approves the removal of the overlapping language from the Curriculum Development and Approval policy.

T. James advised members that he has discussed the issue of reducing the semester length in order to accommodate the one clear day with the Registrar and the Vice President, Educational Services. The Chair noted that Council does not have the authority to approve the academic schedule but does have an advisory role.

A question was raised as to whether a reduction to the semester length would apply to all areas of the College. The Chair advised that Council does not have the authority to resolve this issue.

ACTION

Please take this to your constituency groups for feedback and decision at the January meeting.

b) *Curriculum Development and Approval Policy – Revision*

A motion was presented to remove the overlapping language on the 10% rule from the Curriculum Development and Approval policy. See the discussion in item 5.4 a).

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

5.5 Affiliation Agreement between Douglas College, the University of Alberta and Lakeland College

J. Carrie advised members this is a Notice of Intent to sign an agreement with the University of Alberta and Lakeland College in Edmonton, Alberta. She noted that the affiliation will provide an opportunity for Douglas College and the Alberta institutions to work together to offer the Douglas College Sign Language Interpretation Diploma Program in Edmonton. She noted that no other institution west of Edmonton offers the Interpretation diploma. She added that Douglas will run the program on a cost recovery basis.

In response to a question, the Chair advised members that financial compensation for curriculum development is not within Education Council's mandate. She did advise however, that it is Council's responsibility to look at the purpose, credibility and educational rationale of the affiliation.

There was unanimous consent to short-cycle the Motion.

MOVED by A. Jajic; SECONDED by C. Murphy,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Notice of Intent of an agreement between Douglas College, University of Alberta and Lakeland College (Edmonton, Alberta)

The Motion was CARRIED.

6. REPORTS

6.1 Report from the Chair

The Chair reported that the Appeal Tribunal currently has a matter before them and explained the role of the Tribunal.

6.2 Report from the President

The President advised members that her report was sent out to the College community last Friday.

The President asked J. Lindsay to report on the TR site visit. Jan reported that the Therapeutic Recreation site visit was on December 5th. She acknowledged the CFCS faculty for their hard work on the degree. She was hopeful that a

positive recommendation would be presented to the Degree Quality Assessment Board (DQAB).

The President reported that she and Ann will be meeting with MLA's to discuss the Ministry's current policy on FTE maintenance and degree granting capability.

The President reported that David Lam Campus costs have come in on target and the request for proposals have gone out to tender. She was hopeful that groundbreaking would begin in February or March.

The President encouraged all to attend the Seasonal Social on Thursday.

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 Curriculum Committee

There was no report.

6.6 Report from the Educational Excellence Committee

R. Coulson reported that four awards were presented at the November 24th Employee Recognition event.

6.7 Report from the Research Ethics Board

S. Meshwork reported that the Board has reviewed a number of proposals.

6.8 Report from the Standing Committee on Admissions and Language Competency Standards

T. Angus advised members that the Committee is reviewing the terms of reference and may revise the number of members present to achieve quorum.

6.9 Report from the Standing Committee on Educational Policies

T. James advised members that a "blog" has been created within *myDouglas* to permit all users (students and employees) to post comments on the Student Appeals policy as feedback for the Education Subcommittee which will be reviewing the policy. An email will be sent to "ALL" advising the College community of the blog.

7. OTHER BUSINESS

7.1 Proposed Changes to the College Graduation Ceremonies

- 7.2 Letter from Arlene Paton (Assistant Deputy Minister) to Susan Witter regarding the proposed Bachelor of Business Administration in Financial Management degree
 - 7.3 Douglas College Results from Provincial ABE Survey
 - 7.4 Health Care Support Worker Brochure – available to members at the meeting
8. ADJOURNMENT: Moved by S. Cheng; Seconded by M. Brulhart, the meeting adjourned at 3:45 p.m.

_____ Chair _____ Secretary