



**Douglas College**

**MINUTES OF A MEETING OF EDUCATION COUNCIL  
Held Monday, December 11, 2006 at 4:30 p.m.  
New Westminster Campus, Boardroom**

1. ROLL CALL:

**Members Present:**

Trish Angus (Non-Voting)  
Marilyn Brulhart  
Graeme Bowbrick (Vice-Chair)  
Jan Carrie  
Sam Cheng  
Anne Gapper (Acting Recorder)  
Gerry Gramozis  
Leon Guppy  
Bruce Hardy  
Sean Hibbitts  
Ted James  
Ann Kitching (Ex-Officio)  
Jan Lindsay  
Les Marshall  
Elizabeth McCausland  
Debbie McCloy  
Susan Meshwork (Chair)  
Colleen Murphy  
Jacqueline Smith  
Teryl Smith  
Susan Witter (Ex-Officio)

**Regrets:**

Sebastian Bubrick  
Kathy Denton

**Absent:**

Inderjit Gill

**Guests:**

Rosilyn Coulson  
Des Wilson

2. APPROVAL OF THE AGENDA: In order to accommodate the Guests, the Chairs asked members to approve a fluid agenda, Item 4.3 would be the first order of business followed by 4.4; the rest of the agenda would be as presented.

3. APPROVAL OF THE NOVEMBER 20, 2006 MINUTES: The Minutes were approved as submitted.

4. BUSINESS ARISING FROM THE MINUTES

4.1 a) Associated Studies  
There being no discussion.

**MOVED by T. James; SECONDED by L. Guppy,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve revisions to the Associated Studies policy and remove the “staffing section” from the policy under the subsection “Implementation”.**

**The Motion was CARRIED.**

4.1 b) Grading Policy Mastery System

T. James summarized that the change recommended by the Policy subcommittee was a compromise that met the varying needs of different parts of the College. He explained that the recommendation was to add a new grade of NM (Non-Mastery) and that a UNW grade (unofficial withdrawal) would replace the currently approved NCG (No credit granted). The recommendation was to have the following grades available for mastery graded courses: MAS, EXP, NM and UNW. All grade definitions were clarified in the documentation submitted.

T. Angus confirmed that the UNW would not be included in the grade point average and that this grading system governs credit programming only. T. James confirmed that the Policy Committee was aware of this when it was working on the policy.

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

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Douglas College Grading Systems Policy be amended under the section called “Mastery System” to include the following grade choices along with these definitions:**

**MAS Student has met and mastered the goals, criteria or competencies established for this course, practicum or field placement.**

**EXP Student has participated in course activities and is progressing but has not mastered the goals, criteria or competencies established for this course, practicum or field placement.**

**N M Student has participated in course activities but has not met the goals, criteria or competencies established for this course, practicum or field placement.**

**UNW Student completed less than 70% of the total evaluation of the course, or missed more than 30% of the classes where the instructor's Course Outline specifies that attendance is a course requirement.**

**Note: Only the MAS grade will satisfy pre-requisite requirements.**

**The Motion was CARRIED.**

After further discussion, T. Angus clarified that it would not be possible to implement this policy immediately as the Calendar will need to be changed and the changes will have to be announced to the college and community. The new wording will have to be included on the back of the transcript forms and as this paper is security paper and very expensive, it would take some time before the current stock is used up. It was suggested that the motion should be amended to include an implementation date. It was further confirmed that the grading policy change passed at the June 12, 2006 meeting would not be implemented for the above noted reasons.

There being no further discussion.

**MOVED by M. Brulhart; SECONDED by A. Kitching,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council amend the above Motion to change the Douglas College Grading Policy to include an effective date of May 2007.**

**The Motion was CARRIED.**

4.2 Final Draft of the Strategic Plan

The Chair explained that this item was the Vision and Summary of the Strategic Plan. The body of the Plan that had come before Council previously has now become Appendix D and is not included in this item on the agenda.

S. Witter explained that the changes that had been made were explained in her email to the College community, these changes could also be viewed on the College website. A. Kitching explained the Board did not see the Strategic Plan as administrative document but as a general guide for future directions the Board would like to see the College taken, for example the Board endorsed the broadness of the type of curriculum that the College was offering. She further explained the Board had tried to include ways in which the College could contribute to the community.

**ACTION: Please take this item back to your constituency groups for feedback and consideration of advice at the January and February Education Council meetings.**

- 4.3 Animal Health Technology Program Proposal  
There being no discussion.

**MOVED by M. Brulhart, SECONDED by T. Smith,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Diploma in Animal Health Technology Program Proposal as presented.**

**The Motion was CARRIED.**

**MOVED by C. Murphy, SECONDED by L. Guppy,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council recommend the Board establish the credential Diploma in Animal Health Technology.**

**The Motion was CARRIED.**

J. Lindsay complemented D. Wilson on all his hard work on this program, especially so as he is so close to retirement. She stated this was a significant accomplishment as it was an entirely different program for the College.

- 4.4 Educational Excellence Committee  
R. Coulson, Chair of the Education Excellence Committee, explained that the Committee had completed a review of its processes and mandate. They reviewed the Committee's Terms of Reference and the College and Institutes Act and had obtained feedback from G. Bowbrick on his interpretation of mandate. The review resulted in a decision and recommendation that the mandate of the Educational Excellence Committee should be involved in setting criteria for awards recognizing student academic excellence. The subcommittee recommended that reference to faculty, staff and administrators be removed from the Education Excellence subcommittee Terms of Reference. In response to a question that Items 2 and 4 of the revised Terms of Reference seemed very similar. R. Coulson advised that the Educational Excellence Committee serves as a nominating committee for awards given to students by external agencies and the subcommittee thought it was appropriate that they continue dealing with those awards as well as internal Douglas College student academic excellence awards. The Educational Excellence Committee has been doing this work for the last three to four years. R. Coulson confirmed that students apply for these external awards

(e.g. financial aid) independently, supplying their own documentation, and then Financial Aid presents the nominations to the Committee.

The words ‘the committee will’, under Item 3 of the Terms of Reference, will be removed to create parallelism.

In response to a question, there was discussion on the role of the Senior Management Team. R. Coulson confirmed that the Educational Excellence subcommittee thinks it is consistent with the committee’s mandate that Senior Management approve its recommendations for awards of student academic excellence. G. Bowbrick explained that Section 24 of the College and Institutes Act establishes that Education Council’s role is to set the criteria for the awards, and that Section 26 indicates the Institution’s role is to establish the awards.

In reference to the section of the revised Terms of Reference pertaining to the subcommittee’s role in publishing names of recommended award nominees, T. Angus asked if students would be asked to sign off and provide the committee with permission to publish their names because of concerns about the Freedom of Information and Protection of Privacy Act. R. Coulson agreed that once the Terms of Reference had been ratified the Committee would establish its processes and she did agree that a recommended student would probably need to agree to have their name published. She indicated she would speak with the College FOIPOP Officer about this.

There being no further discussion.

**MOVED by J. Smith; SECONDED by S. Hibbitts,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council ratify the Education Excellence Terms of Reference as submitted with the minor editing of making the points parallel.**

**The Motion was CARRIED.**

R. Coulson indicated that there was one outstanding item, which was the request made some time ago that the subcommittee consider a recommendation from the Faculty of Child, Family and Community Studies to set criteria and recommend awards for College community partners. The Education Excellence subcommittee reiterated that upon review of its mandate as stipulated in the College and Institutes Act, it was decided that it is not within its mandate to become involved in such awards.

- 4.5 Admission and Language Competency Committee Recommendations  
There being no discussion.

**There was unanimous consent to short-cycle the Admission and Language Competency Committee Recommendations as presented.**

**MOVED by J. Lindsay; SECONDED by T. Smith,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the amendment of the admission criteria for the Citation in Co-Occurring Disorders to English 12 with a C grade level.**

**The Motion was CARRIED.**

- 4.6 Curriculum Committee Recommendations  
There being no discussion.

**There was unanimous consent to short-cycle the Curriculum Committee Recommendations as presented.**

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

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted guidelines for INTR 1241, THRT 2306, CISY 2365, HORM 1135, HORM 1235, VOAC 0101, VOAC 0102, VOAC 0104, VOAC 0105, VOAC 0106, VOAC 0107, VOAC 0109, VOAC 0110, HCSW 1140, HCSW 1150, NURS 3300, NURS 3301, NURS 4100, CRWR 2200, CRWR 2202.**

**The Motion was CARRIED.**

5. NEW BUSINESS  
There was no new business.

6. REPORTS

- 6.1 Report from the Chair  
There was no report.

6.2 Report from the President

S. Witter reported that the Senior Management Team was working on the development of this year's budget. She reported that this was the most 'new money' to come into the budget in the College history. This was mainly due to the new FTE allocation by the Provincial Government to fund the six new programs being offered by the College. There will be funding for the expansion of David Lam, for new programs and initiatives and for extra staffing. The budget will be made public at the January Board meeting and then to the College community. She advised that forums would be held the third week in January.

**ACTION: The Chair reiterated that the Board meets before Education Council in February and March so formal advice on the budget will have to be formulated at the February Education Council business meeting. Once the budget is made public it will be very important for Members to take the information to their constituencies and bring the feedback to the February Education Council meeting. Formal advice will be formulated at the February Education Council meeting and delivered to the College Board at its March meeting**

S. Witter confirmed that the President's Report had gone out to the College Community on December 8, 2006.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Secretary

The Secretary reported that she was working on updating the Education Council website. Archived Minutes from September 2005 to the present have been put up onto the website and she hopes to have the balance of past minutes entered prior to the end of the year.

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:

T. James reported that this committee had changes in the membership. Consequently at the next meeting of Education Council he will have nominations for approval.

7. OTHER BUSINESS – For Information and Circulation:

7.1 Scholarly Activity Funding Recommendations:

A list of approved Scholarly Activity Funding projects was provided to the Members for information and circulation.

7.2 Memorandum of Understanding between Beijing Language and Culture University and Douglas College:

A copy of the signed Memorandum of Understanding was provided to the Members for information and circulation.

8. ADJOURNMENT:

Moved by C. Murphy; Seconded by S. Hibbitts, the meeting adjourned at 4.45 pm

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