



**MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY DECEMBER 14, 2009 AT 4:15 PM
BOARDROOM - NEW WESTMINSTER CAMPUS**

1. ROLL CALL:

Members Present:

Samirah Abid
Deb Anderson (A/ Vice-Chair)
Thor Borgford
Jan Carrie (A/ VP-Education)
Rajbinder Dehal
Kathy Denton
Gerry Gramozis
Leon Guppy
Dianne Hewitt
Ted James
Peter Kendrick (Ex-Officio)
Scott McAlpine (Ex-Officio)
Elizabeth McCausland (A/ Chair)
Debbie McCloy
Zaheeda Merchant
Michael Phillips
Brenda Pickard (Secretary)
Don Valeri
Brenda Walton (Ex-Officio)
Kate Yoshitomi

Regrets:

Bruce Hardy
Susan Meshwork (Chair)
Robin Wylie

Absent:

Donna Rose

Guests:

Diane Batty
Laurie Kenward
Dianne Maxwell
Ross Nichol
Joy Page
Geri Paterson
Wayne Ratcliffe
Lori Townsend
Tanvir Uppal

2. APPROVAL OF THE AGENDA

The Chair asked members to approve a fluid Agenda to accommodate the guests, Council agreed and the Agenda was approved as presented.

**3. APPROVAL OF THE SEPTEMBER 21, 2009 AND NOVEMBER 16, 2009
MINUTES**

The September 21, 2009 and November 16, 2009 Minutes were approved as presented.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Policy Items

4.1 a) *Credentials Awarded at Douglas College* Policy

The Chair advised members this item has been postponed and will come to a future Education Council Agenda.

4.1 b) Revision of the *College/School District* Policy

ACTION Please refer this item to your constituency groups for discussion/advice at the January 2010 meeting.

4.2 Administrative Policy – Draft *Program and Service Review* Policy

The Chair introduced Joy Page to speak to this item.

The following points were discussed:

- Science and Technology FEC reported they were comfortable with the existing language.
- It was noted that Faculty would prefer to have flexibility regarding reviews and not be mandated to do so. In response, Joy reminded members that many reviews are regulated and mandated by external pressures.
- A comment was made that the “end of the Academic Year” (page 5) is in fact August. In response, Joy advised members that the data required for the review would be sent to appropriate folks in June.
- It was advised that the Report include name of those who participated in the review.
- It was asked that department members be able to review/ respond to the final Report prior to it going to the Board.
- It was suggested that the language be cleared up under “Definitions” then “Scope” to separate more clearly reviews of “Programs” and reviews of “Services”.
- It was noted that Faculty previously have felt that a great deal of work has been invested to conduct reviews, but the reports have been “put on a shelf to collect dust”. It was asked if any measures would be in place to ensure the recommendations would be received as a high priority in future.

The Chair thanked members for their feedback and advised that she will provide Senior Management with the above advice as per Education Council’s mandate within the *College and Institute Act*.

4.3 Revision of the Education Council Policy Review Approval Process

4.3 a) Revision of the Education Council Policy Review Group's Terms of Reference

The Chair referred to the documents brought forward from previous meetings. She highlighted that legislation contained in the *College and Institute Act* gives Education Councils explicit authority to set policies affecting student standing. She noted that some authority on these matters is also given to College Boards or Senior Administrators at the request of the Boards or Education Councils, but the *Act* does not give responsibility or authority to set policies affecting student standing to individual College Faculties/ Departments or programs.

The Chair advised member that the above language is important because the *Act* defines who sets policies very clearly. She added that if Faculties/Departments and programs continue to make and apply "policy" affecting student standing, decisions made will continue to be indefensible on appeal. She added that all the particular and varied current Faculty/ Department/ program "policies" cannot become College wide educational policies. Thus she added it is sensible and necessary that Education Council change the approved Policy Review Process somewhat.

A sufficient amount of feedback resulted in Council recommending the Chair prepare a document detailing the proposed approval process and refer this item to the Standing Committee on Educational Policies for review/ advice and clarification.

ACTION Please bring forward (b/f) this item to the January, 2010 meeting.

4.4 Stagecraft – Program Revision

The Chair invited Ross Nichol to speak to this item.

There being no further discussion,

MOVED by K. Denton; SECONDED by G. Gramozis,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve a one-term-only revision to the Stagecraft Program.

The Motion was CARRIED.

- 4.5 Health Information Management – Program Revision
The Chair invited Laurie Kenward to speak to this item.

There being no further discussion,

MOVED by D. McCloy; SECONDED by L. Guppy,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Health Information Management Program revisions.

The Motion was CARRIED.

- 4.6 Bachelor of Therapeutic Recreation – Program Revision
The Chair invited Geri Paterson to speak to this item.

There being no further discussion,

MOVED by K. Yoshitomi, SECONDED by J. Carrie,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Bachelor of Therapeutic Recreation Program revisions.

The Motion was CARRIED.

- 4.7 Curriculum Committee Recommendations
There was unanimous consent to Short-cycle the Motion to approve the submitted Curriculum Committee recommendations.

MOVED by K. Denton; SECONDED by G. Gramozis,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for CYCC 1220, HCSW 1101, HCSW 1102, HCSW 1103, HCSW 1104, HCSW 1105, HCSW 1106, HCSW 1107, HCSW 1108, HCSW 1109, HIMP 1270, HIMP 1275, HIMP 2520, CRIM 2220, CRIM 2251, CRIM 2254, CRIM 2262, CRIM 2276, ENGL 1107 and, BIOL 1104.

The Motion was CARRIED.

- 4.8 Admission and Language Competency Committee Recommendations
There was unanimous consent to Short-cycle the Motion to approve the submitted recommendations from the Admissions and Language Competency Committee.

Moved by J. Carrie; SECONDED by L. Guppy,

**BE IT AND IT WAS RESOLVED:
THAT Education Council approve the revisions to the Nursing Access I and Nursing Access II courses.**

The Motion was CARRIED.

5. NEW BUSINESS

- 5.1 Revision to the Academic Performance Policy (Gold Cord Award) – Request for Referral to Policy Committee

The Chair referred to the documentation in the package including previous discussions regarding this issue in May of 2006.

Don Valeri advised members that, since we have a second set of graduates in the Winter now, the size of graduations from any credential can be quite small. Awarding the Gold Cord to the top10% of graduates (last Winter Graduation) resulted in a student receiving the award with only a C+ average. To avoid this occurring again, Don advised members the Commerce and Business Administration Faculty Education Committee unanimously approved a motion to ask the Policy Committee to review the *Academic Performance* policy to include a minimum GPA average of 3.5 to the criteria.

The following points were discussed:

- Discussion regarding inequities currently in the policy language;
- Some members were favourable to the change;
- Students expressed concern regarding setting the bar at a GPA of 3.5;
- Will this standard be the same as the Honour Roll criteria;
- Should there be a College-wide standard or should this be set at the Department level;
- Could a decision be made to maintain the top 10% policy language and add language regarding a minimum GPA standard;
- Concern was expressed regarding the “optics” of different Faculties/ programs having different GPA standards for the award.

**There was unanimous consent to Short-cycle the Motion to refer this item to the Standing Committee on Educational Policies.
MOVED by K. Denton; SECONDED by D. Valeri;**

BE IT AND IT WAS RESOLVED:

THAT Education Council refer to the Standing Committee on Educational Policies the discussion regarding adding language to the criteria in the *Academic Performance* policy to maintain a minimum GPA of 3.5 within the top 10% of graduates to receive Gold Cord status.

The Motion was CARRIED.

5.2 Revision to the *Evaluation* Policy (Field Schools) – Request for Referral to Policy Committee

The Chair asked Kathy Denton to speak to her memo in the package.

Kathy advised members that the field school experience is very intense and the program quality and integrity is maintained at BCCAT standards. She noted the issue of class attendance and participation is extremely important prior to students leaving for international field schools.

Kathy advised members that, based on advice from faculty who have taught courses in past international field schools, she is requesting that Education Council ask the Policy Committee to revise the *Evaluation* Policy to include specific language at the end of the “Class Attendance and Participation” section as follows:

“For courses that are offered in the context of an International Field School, it is expected that students will attend all classes regularly. Prior to departure, students who do not complete the assigned work, or who otherwise fail to demonstrate progress in their studies, and/or who do not attend classes may be dismissed from the program at the discretion of the Dean(s).”

After a brief discussion,

There was unanimous consent to Short-cycle the Motion to refer this discussion to the Standing Committee on Educational Policies.

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

BE IT AND IT WAS RESOLVED:

THAT Education Council refer the request for additional language to the *Evaluation Policy* to the Standing Committee on Educational Policies. The Motion was CARRIED.

- 5.3 Office Administration – Medical Office Assistant Citation Program Proposal
The Chair advised members this proposal will go to the Admission and Language Competency Committee within the next week. She asked members if they were willing to commence discussion with this in mind. Members agreed.

The Chair introduced Wayne Ratcliffe to speak to this item.

In response to a question, Wayne advised members the majority of the program content will be offered by delivering the credential through BCCampus in on-line format. He noted this will enable students to gain greater access to the program throughout British Columbia. He added the residency requirement will be maintained as stipulated by policy.

ACTION Please refer this item to your constituencies for feedback/advice at the March, 2010 meeting.

- 5.4 Health Care Assistant Certificate (Previously Home Care Support Worker)
The Chair advised members this is a Short-cycle request. She noted the program revision has not yet been reviewed by the Admissions and Language Competency Committee, although their recommendations will come to the January meeting. Members agreed to proceed with the discussion.

The Chair invited Dianne Maxwell and Diane Batty to speak to this item.

Dianne Maxwell advised members the currently used curriculum for the Health Care Support Worker program dates back to 1992. She noted that, as a result of many changes in the health care environment in the past 17 years, current care providers require updated and expanded education.

Dianne advised members that updated curriculum was undertaken in 2007, funded by the former Ministry of Advanced Education. She noted the resulting *Health Care Assistant Program Provincial Curriculum Guide 2008* offers an up to date curriculum for the education of unregulated health care providers.

Dianne noted in order for Douglas College students to meet the guidelines presented in the Health Care Assistant Program Provincial Curriculum 2008, the HCSW Department is proposing to offer a new credential, the *Health Care Assistant Certificate*. She advised that once implemented, Douglas will no longer offer the Home Support/Resident Care Citation, as this program will no longer

fully meet the needs of graduates as they enter the workforce in the health care sector.

In response to a question, Dianne advised members that previous graduates of the current program will be grandfathered; however, they will be required to take and pass Foodsafe Level 1.

In response to an additional question, Dianne advised members that the program title change falls in line with the Provincial curriculum.

Dianne advised members that she is asking this item to be Short-cycled as the Department would like to begin recruitment and marketing activities for a Fall 2010 intake. She noted that all other BC public colleges will have or will be implementing the HCA program by September 2010, and it is important that Douglas remains current in its offerings.

There being no further discussion:

There was unanimous consent to Short-cycle the Motion to approve the Health Care Assistant Certificate.

MOVED by D. McCloy; SECONDED by D. Hewitt,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Health Care Assistant Certificate (Previously Home Care Support Worker).

The Motion was CARRIED.

- 5.4 a) Recommendation that the College Board approve the Credential Health Care Assistant Certificate.

There was unanimous consent to Short-cycle the Motion that the Board approve the credential Health Care Assistant Certificate.

MOVED by D. McCloy; SECONDED by D. Hewitt,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend the Board approve the credential Health Care Assistant Certificate.

The Motion was CARRIED.

5.5 Request for Leave of Absence

The Chair referred to the memo in the package and asked members if they had any objection to the request.

Hearing none, Susan Meshwork's request for a Leave of Absence for a period of three months was granted. It was suggested to revise the dates in the memo.

6. REPORTS

6.1 Report from the Chair

The Chair highlighted the two documents under her report.

The Chair advised members that the Appeal Tribunal has received an appeal.

6.2 Report from the President

The President reported his "Report to the Board" has now gone out to the College community. He highlighted that upcoming College-wide consultations regarding the Strategic Planning process will commence mid January and encouraged all to attend some of the many forums planned.

The President acknowledged the hard work and academic excellence the College community has engaged in over the past number of years.

The President expressed appreciation on behalf of himself and the Board regarding an "outstanding Fall semester". He was excited to announce that enrolments are up and the Winter semester looks promising.

6.3 Report from the Board Representative

Peter Kendrick advised members that he has been travelling for the past several months. He was pleased to be at his first meeting of Education Council and looks forward to future discussions.

6.4 Report from the Secretary

The Secretary reminded members of the January 7th documentation submission and, that there will be no February Education Council meeting.

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 Standing Committee on Admissions and Language Competency Standards

There was no report.

6.8 Report from the Standing Committee on Educational Policies

There was no report.

7. **OTHER BUSINESS – For Information and Circulation**

There was no other business.

8. **NEXT MEETING**

January 18, 2010 at 4:15 p.m. in the Boardroom, New Westminster Campus

9. **ADJOURNMENT**

The meeting adjourned at 5:30 p.m.

Chair

Secretary