

DOUGLAS COLLEGE

MINUTES OF A MEETING OF EDUCATION COUNCIL

HELD ON MONDAY, FEBRUARY 16, 1998 AT 4:15 P.M. -- BOARD BOOM

1. ROLL CALL

Members Present:

Barbara Allen

Trish Angus (Non-Voting)

Al Atkinson

Lawrence Becker

Paul Biscop

Darryl Flasch

Victoria Foley

Susan Hamm

Sandra Hochstein

Maria Iaquinta

Rashida Ismail (Secretary)

Dawn McDonald

John McKendry

Beverley Miller

Christa Peters

Julie Roper

Jim Sator

Gerry Sieben (Board Rep. - Ex Off.)

Debbie Smith

Meg Stainsby (Chair)

Susan Witter (President, Ex Off.)

Regrets:

Georgina Ferguson

Kim Longmuir

Absent:

Ivor Shank

Guests:

Mary Beck

Joy Fletcher

Mia Gordon

Joy Holmwood

Laurie Kenward

Nancy Oike

The Chair opened the meeting at 4:15 p.m.

2. APPROVAL OF THE AGENDA

The Agenda was approved as presented.

3. APPROVAL OF THE MINUTES OF THE JANUARY 19, 1998 MEETING

The Minutes of the January 19, 1998 meeting were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

4.1. Discussion Paper "System-Level Program Planning and Rationalization"

Pursuant to the discussions held at the January meeting of Council, the Chair reviewed a draft summary of the feedback received from the various constituent groups in response to the above Discussion Paper. Further discussion ensued in relation to the process for the response as a number of constituent and governing bodies in the College were engaged in preparing a response to the Ministry's initiative. The general will was to coordinate centrally the feedback from the various groups and submit one response. It was suggested that the response should be proactive and cautionary, and focus more on program rationalization in a logical, justifiable manner. **The Chair requested further feedback and stated that she would work with the other constituent/governing groups in the College in an effort to offer an integrated response to the Ministry.**

4.2. HISP -- Recommendation for Discussion

Council received a discussion paper containing a decision and delineating future directions of the HIS Program following receipt of the final report from Chimera Consulting Group. John McKendry reviewed the Inquiry Report highlighting the proposed recommendation to institute a two-year 60-credit program with an intake of 30 students every other year. Joy Holmwood noted that Council had already received the background information to this Inquiry. Both Laurie Kenward and Joy Fletcher responded to questions and discussed the implications of this alternate intake, expressing concerns over issues such as recruitment, practicum placements, access for part-time and disabled students.

In response to a question, and after much discussion of appropriate process, it was determined that Council would not entertain a motion to re-instate the HIS Program; rather, given that the original one-year suspension of intake had now lapsed, Council understood its role to be to respond to any forthcoming submissions of proposed curricular changes/redesign.

Council received J. McKendry's report, proposing the continuation of the program as a 60-credit diploma, as information. Members are asked to circulate the document to constituent groups, in advance of receiving proposed new curriculum, and to direct queries or concerns to Joy Fletcher or Laurie Kenward.

4.3. Education Council By-Laws

(a) By-Laws Revisions

The following Notice of Motion was presented:

THAT Education Council approve the revisions to the "Education Council By-Laws" and "Education Council Rules and Procedures" as submitted.

The Chair reviewed briefly the rationales for these minor changes, as submitted. She then requested **members to refer the proposed amendments to their respective groups for comments.**

(b) Standing Committees

The Chair, while reviewing her memorandum dated February 5, 1998 proposing changes to Council's sub-committees, explained that the duties and responsibilities of Council, as stipulated in the Act, were reviewed by the task force and attempts were made to incorporate these in the revised committee structures.

The following Notice of Motions were presented:

THAT Council approve in principle the creation of a new "Curriculum Committee", as proposed;

THAT Council approve in principle the creation of a new "Educational Excellence Committee", as proposed;

THAT Council approve in principle the expansion of the current "Planning and Priorities Committee" to a "College-wide Planning and Priorities Committee", as proposed.

A comment was made to the effect that a large number of committees may be problematic for Council. **Members were asked to refer these changes to constituent groups and to direct further comments or questions to the Chair or to Rashida in advance of the March meeting.**

The Chair distributed a recent survey of Council sub-committees throughout BC, as information. **This survey is appended to the Minutes".**

4.4. Legal Program Change of Name

At the request of the Chair, Nancy Oike explained the rationales for the proposed name changes. **MOVED** by Jim Sator, **SECONDED** by Barbara Allen:

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the program name of "Legal Secretary Certificate" in place of the current name, "Legal Office Assistant Certificate".

The motion was **CARRIED.**

MOVED By Maria Iaquinta, **SECONDED** by Jim Sator:

BE IT AND IT WAS RESOLVED:

THAT the name "Citation Program in Legal Stenography" be changed to "Legal Secretary Citation."

The motion was **CARRIED.**

5. ON-GOING BUSINESS

5.1. Report from the Chair

The Chair **attended a two-day Co-Ed-Co session**. The first day was hosted by CCTT: initiatives such as learning outcomes, PLA and distributed learning were addressed. CCTT was appreciative of Council's feedback to the Provincial PLA guidelines and the Public-Private Articulation Discussion paper. A Think Tank is scheduled for March re: PLA and the PLA Committee's recommendation to continue to designate PLA on transcripts. Final guidelines on PLA transcript notation will be forthcoming by the Fall.

In the context of **distributed learning**, Council is expected to discuss the CCTT document "Access and Choice" with Senior Administration. CCTT's Educational Technology Institutional Planning Team is available to discuss with Council

and /or College officials provincial initiatives, and to offer advice on policy development for distributed learning. The Chair is currently discussing this proposal with Al Atkinson.

Revisions of the **Educational Policies** are underway by Janet Allwork who has suggested that an **ad hoc committee**, representing a diversity of programs across the College, be established to deal with College Policy "E.02.03.01: Assignment of Credit to College Courses and Programs" from 1977. **The Chair asked members to discuss this request with their respective groups and identify individuals who would be willing to serve on the committee on a short-term basis. Please forward names to her by March 5.**

A Student Forum hosted by the Instructional Division will be held on Tuesday, February 24, 1998 from noon - 1:30 p.m. in the Upper Cafeteria to outline and address issues facing students at the College. Members are encouraged to attend the Forum and inform their respective constituent groups of this event.

The External Audit Team of the **Institutional Self-Study** will be on campus the week of February 23 and a luncheon has been scheduled for Thursday, February 26 from noon to 1:30 p.m. **If members are interested in meeting the Self-Study Team, they are asked to contact the Chair.**

As a result of the article on cheating recently submitted to Council by John McKendry, a request has been received to review the College's **academic dishonesty policy**. This item will be placed on the March agenda. In the meantime, **members were encouraged to let the Chair have any comments or feedback to the policy by March 4 for inclusion in the Council package.**

Education policies currently under review may require detailed discussion by Council. For this purpose, the Chair suggested an **extraordinary meeting of Council could be held on Monday, March 30. She asked members to think about this proposal and let her know if they could attend.**

A revised version of the Self-Funded Activities policy will be sent to members this week. **Members were requested to refer the policy to their respective constituent groups for feedback and discussion at the March meeting.**

5.2. Report from the President

The President has seen a number of students over the past few days concerning the events at DCSS. Further update on the budget-related matters, including a projected deficit, will be forthcoming, following two SMT sessions. The President commended Council for undertaking the task for Education policy review and revisions. A consortium of colleges has been established to advise the Ministry on resource efficiencies relevant to program offerings at the Technical University. The President was looking forward to the visit of the External Audit Team to validate the College's Self-Study.

5.3. Report from the Learning Outcomes Coordinator

In her role as Learning Outcomes Coordinator, Nancy Oike presented an activity report for the month of February, **a copy of which is appended to the minutes.**

5.4. Report from the Standing Committee on Education Policies

Minutes of the January 21 and February 4 meetings of the Education Policies Committee were distributed to members for information.

(a) **Revised Student Appeals Policy** -- A revised policy was sent to members along with a rationale for the revisions. **Members were encouraged to refer the policy to their constituent groups and forward questions and or feedback directly to Susan Hamm prior to the consideration of the following Notice of Motion at the March meeting:**

THAT Education Council approve the revisions to the Policy A.17.02.01, Student Appeals , as presented.

It was thought that the phrase "natural justice" needs to be defined. Susan Hamm explained that some of the advice from the Provincial Ombudsperson was incorporated in the revisions; however, the request to include legal representation was not supported.

(b) **Terms of Reference** -- The following Notice of Motion was presented to Council:

THAT Education Council approve the Revised Terms of Reference of the Standing Committee on Education Policies.

The Chair requested Council to bring the revised Terms of Reference to their respective constituencies for feedback.

(c) **Board Policy** -- Susan Hamm indicated that the minutes of February 4 meeting include wording of a proposed policy on Board-Council relations, for information. The official policy proposal will appear in due course.

(d) **New Program Approval Process** -- A process for the approval of New Program Proposals was submitted to Council as prepared by an Ad Hoc Committee. **Council was requested to provide feedback to the proposal by March 13 to Susan Hamm.**

The Chair extended a vote of thanks to the Education Policy Committee members for their extensive work.

5.5. Report from the Standing Committee on Planning and Priorities

There was no report from the Committee.

5.6. Report from the Standing Committee on Standards and Admissions

There was no report from the Committee.

5.7. Report from the Residency Credit Exemption Committee

Lawrence Becker reported that a meeting is scheduled for February 19 to review a request for residency credit exemption for a program area.

5.8. Report from the Education Technology Forum

Barbara Allen reported that new computers were purchased for the College use. AST brand computers or parts are no longer available as the company has gone out of business. She distributed some information on the process followed by ETF in approving the College's Innovative Projects. **Some of the projects have been approved and members were asked to contact Lynn Power (5389) concerning the status of their project(s).**

The Chair informed Council that Barbara Allen has taken over co-ordinating the development of a Website for Council.

5.9. Report from the Matrix Committee

Debbie Smith reported that the Committee is undertaking a student survey of the proposed four models to determine their needs.

5.10. Board/Council Joint Workshop -- Follow up discussion

This item was deferred until the **March meeting**.

5.11. 1998-99 Budget Development

The Chair stated that documentation relating to the 1998-1999 Budget criteria and initial projections was sent to members last week for **input from the constituent groups**. These budget assumptions and projections will be presented to the Board for approval at its March 19 meeting. Two information sessions will be organized by the Vice President, Finance and Administration on budget: International Education and Centre(s) 2000. Further details will be forthcoming on these sessions. **Members are encouraged to attend.**

6. NEW BUSINESS

6.1. Home Support/Resident Care Attendant Program

The initial proposal for amalgamation of the Home Support and Resident Care Attendant programs was approved by Council on May 12, 1997. Council now received for consideration the new design for the Home Support/Resident Care Attendant Program. Both Joy Holmwood and Mary Beck attended the meeting and clarified questions concerning the proposed shared and new courses. The new program will also incorporate a supervised practicum for students. The following Notices of Motions were presented:

THAT Education Council approve the Home Support/Resident Care Attendant Program Design, as presented; and

THAT Education Council approve the offering of a Citation in the Home Support/Resident Care Attendant Program.

Members are asked to take the proposals back to FECs/DECs.

6.2. Thomas Haney Centre

Mia Gordon attended the meeting and stated that the College community has received a memorandum dated February 6, 1998 providing an update and background information on Thomas Haney. Questions and comments may be directed to Mia Gordon concerning the progress on Thomas Haney.

6.3. New Policy on Fundraising at Douglas College (Replaces Policies A.04.04.02 and A.04.04.03)

Members were reminded to forward any feedback to the above policy to Peter Greenwood or Mark Crozet by the end of March.

6.4. Internal Process and Criteria for Selection of LIC Proposals

A document outlining the internal Process and Criteria for Selection of LIC Proposals was submitted to Council. The Chair pointed out that Council had a role to play in ranking the proposals and it was felt that this responsibility might be given to the proposed newly constituted College-wide Planning and Priorities Committee. Mia Gordon informed members that a Call for the LIC proposals had been received from C2T2 and the notice will be sent to the Deans some time this week. **Members were asked to inform their constituent groups of this new process.**

Items 6.5. through to 6.8 of the Agenda were sent to Council for information.

7. ADJOURNMENT The meeting adjourned at 6:00 p.m.

_____ Chair _____ Secretary