

DOUGLAS COLLEGE

MINUTES OF A MEETING OF EDUCATION COUNCIL

HELD ON MONDAY, FEBRUARY 15, 1999 AT 4:15 P.M. IN THE BOARD ROOM

1. ROLL CALL

Members Present:

Barbara Allen

Al Atkinson

Lawrence Becker

Paul Biscop

Darryl Flasch

Maria Iaquinta

Rashida Ismail (Secretary)

Kim Longmuir

Dawn McDonald

John McKendry

Beverley Miller

Carole Nelson (Ex-Officio)

Susan Oesterle

Debbie Smith

Julie Roper

Jim Sator

Jack Shehadeh

Meg Stainsby (Chair)

Joan Thomson

Joan Wenman (for S. Hochstein)

Stephanie Williams

Susan Witter (Ex-Officio)

Regrets:

Trish Angus (Non-Voting)

Georgina Ferguson

Sandra Hochstein

Guests:

Janet Allwork

Betsey Bruyere

Carol Ebner Howorth

Wilma McCrossan

Nancy Oike

The Chair opened the meeting at 4:20 p.m.. She introduced the new student member, Stephanie Williams, replacing Rosanna Wijenberg.

2. APPROVAL OF THE AGENDA: The agenda was approved as presented.

3. APPROVAL OF THE MINUTES OF THE JANUARY 18, 1998 MEETING: The following amendments were made: Item 4.3. add AJulie Roper volunteered to serve on the Curriculum Committee@. Item 5.1. add AKevin Barrington-Foote discussed the question of time release for members on Education Council@. The

Minutes were approved as amended.

4. BUSINESS ARISING FROM THE MINUTES:

4.1. Council Facilitation of College-Wide Discussion on Learning Outcomes, Flexible Assessment and Distributed Learning: Paul Biscop advised that the third session of the Grassroots Debate and Discussion Series will focus on facilitating the process on Prior Learning Assessment and Recognition (PLAR) led by the PLAR Service group. The discussion series will be held on Friday, February 19, 1999 from 12 noon to 2:00 p.m. in Room 2203. Members were encouraged to attend.

4.2. Semester Start-Up Dates for January and May, 2000: Al Atkinson informed members that, as recommended by Council, SMT agreed to start the Winter 2000, semester on January 6, and the Spring 2000 semester on May 8. The start-up dates will enable the Registrar=s Office to submit student grades to universities (especially SFU) in time. It was also clarified that services will be provided to the College community on January 4 and 5, 2000.

4.3. Policy on the New Program Approval Process: Members had received in advance (Jan.29) a revised copy of the New Program Approval Process Policy incorporating excerpts of the College=s Mission/Goal statement (s) in the Purpose of the Policy. The Chair referred to the Notice of Motion submitted at the December 14, 1998 meeting.

MOVED by Al Atkinson, **SECONDED** by Julie Roper:

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the New Program Approval Process Policy, as submitted, effective September 1, 1999.

The Motion was CARRIED.

4.4. College Tactical Plan -- List of Initial Contacts: The Chair reviewed a memo from the Institutional Research Office dated January 21, 1999 outlining initial contacts for annual monitoring of implementation status of the College Tactical Plan. Several members expressed concerns about the language of the Tactical Plan itself. The President indicated that the Plan will be reviewed in June.

The Chair requested that members respond to Bob Cowin directly with any concerns over the initial contacts, but send to her any further feedback on the Tactical Plan. She agreed to catalogue the latter and forward this to Institutional Research for the June review.

4.5. 1999-2000 Budget: Guidelines and Decision Process: The President stated that the budget guidelines, developed over the last 4 months following extensive consultation with the College community, will be submitted to the Board for approval at the February meeting. She then drew members= attention to the Decision Process document and asked for feedback. She also advised Council that budget assumptions will be sent out to the College community in the near future.

In response to a question concerning achievement of 100% official registration capacity, the President clarified that one of the factors considered in making any decisions will be to analyze enrolment trends in light of official registration capacity. Information on the enrolment trends is available should members be interested. She invited **further feedback to the Guidelines and the proposed Decision Process and dates for the completion of the budget.**

4.6 Conduct and Violence Policies: Members received the following policies for comments and feedback: (a) Standards of Student/User Conduct; (b) Standards of Employee Conduct; (c) Violence Prevention Involving Students/Users; (d) Violence Prevention Involving College Employees. **The Chair asked that members refer these policies to their constituent groups and solicit comments and feedback for Mia Gordon, as explained in her memorandum dated February 1, 1999.**

4.7. CIS Advanced Diploma Program -- 14 Point Proposal: The Chair clarified that while Council approved the CIS Post-Diploma Program on March 17, 1997, the 14-point proposal was not approved by Council. She further explained that since the approval of the program, the title has changed to the AAdvanced Diploma Program in Computer Information Systems, Software Development Specialist@. **The Chair asked that the 14-point proposal for the CIS Advanced Diploma Program be brought to the attention of the constituent groups for comments and input. In the meantime, should members have questions, they were directed to contact Sarah Stephen at 5974. The Notice of Motion for the approval of the proposal will be brought forward to the March meeting.**

5. NEW BUSINESS

5.1. Proposed New Policy -- Academic Standards for Curricula and Curricula Delivery: The Chair referred to a memorandum from the Faculty Education Committee of Commerce and Business Administration recommending Council to consider a proposed new policy on Academic Standards for Curricula and Curricula Delivery complementing the recently approved policy E02.03.08 -- Standards for the Development and Approval of New and Revised College Curricula.

MOVED by Barbara Allen, **SECONDED** by Jack Shehadeh,

BE IT RESOLVED:

THAT Education Council short-cycle the motion to refer the proposed Policy on Academic Standards for Curricula and Curricula Delivery to the Standing Committee on Educational Policies.

In the ensuing discussion, the process for submitting agenda items to Council was discussed. It was felt that the items should first come to Council for reference to appropriate standing committees. Council also discussed the merits of the proposed policy and questioned whether it fell within Council=s jurisdiction. Council asked that Rod Midgely be invited to attend the March meeting to address the proposed policy. **The Chair made a note to invite Rod Midgely to the meeting.**

The Motion was DEFEATED.

5.2. Council Representative on the Copyright Policy Committee: The Chair reviewed a request from Linda Valecourt for a Council representative on a committee to revise the Copyright Policy and **asked for a volunteer to serve on the committee. Interested members should contact the Chair as soon as possible.**

5.3. Shanghai Institute of Foreign Trade Program: **The Chair asked members to present the following three Notices of Motions to their constituent groups for feedback and decisions at the March meeting. Jim Sator clarified that the supporting documents will be sent to Council, in due course:**

(a) That Education Council approve the Financial Markets and Investment Management Diploma Program consisting of 60 credits, as submitted.

(b) That Education Council approve the setting aside of the English/Communications requirement in this diploma program as this program will be taught in China for Chinese students.

(c) That Education Council recommend to the Board to award a Diploma in Financial Markets and Investment Management to graduates of the program.

6. REPORTS

6.1. Report from the Chair

Council=s recommendations to withdraw the two Administrative Polices (A17.01.01 and A17.01.04),

effective September 1, 1999, have been accepted by SMT.

Several issues were discussed at the Co-Ed-Co meeting on February 6: allocation of Faculty seats on Council; length of semesters at other institutions; review-re-invention of AECBC and definitions of Acertificate@ and other credentials. The Chair will circulate to Council Co-Ed-Co=s correspondence to the Ministry re: the interpretation of the College and Institute Act regarding CE programs.

The Chair attended a meeting of the DCFA Executive on expanding Council membership. No decision was made due to lack of quorum.

Discussions on the revisions to the Board policy on program changes are underway. The ad hoc committee plans to present the draft policy in March.

The Chair expressed interest in attending the ACCC annual conference which will be held from May 29 - June 1, 1999 in Quebec City. It is likely that Council might be able to send two members. **Members were asked to let the Chair know should they be interested.** A process will be developed if more than two names were submitted.

The Chair wrote a brief article for the AInside@ on the educational policy review.

The Chair will be attending the Transition Forum scheduled for Thursday, February 18 from 7:00 - 9:30 p.m. at David Lam and encouraged others to attend.

6.2. Report from the President:

At the recent SMT Retreat, discussion was held on identifying Apressure points@ where delivery of services is problematic. The President was pleased with the College members= participation in the recent KPI and President=s Forums as these engendered some dialogue and discussion. A Forum on the Master Education Plan is scheduled for February 22 from 4:00 - 6:00 p.m. and the President encouraged members to attend. She also stated that a Transition Forum, involving School Districts and Douglas College, is scheduled for Thursday, February 18 at David Lam. She also encouraged members to read the document on Centre 2000 contained in the Council package.

6.3. Report from the Standing Committee on Educational Policies Committee:

(a) Minutes of the January 20, 1999 meeting with distributed in the package.

(b) Policies (For Information)

E.03.01.04 -- Program Advisory Committees: Janet Allwork reviewed the minor revisions to the policy (approved November 30, 1998) for information.

Policy E.04.11 -- Withdrawals, Course and Status Changes: Janet Allwork reviewed the revisions to the policy (approved November 30, 1998). Discussion followed. Betsey Bruyere was advised to bring her concerns to the attention of the appropriate FECs or give them directly to Janet. Students= and Instructors= roles in the student withdrawal procedure were also discussed; **a concern was expressed that policies at the departmental level are not made known to students. It was suggested that departmental-level policies might in future be submitted to the Educational Policies Committee for review and recommendations.. Rather than considering additional amendments to the already approved policy, there was agreement that the policy be implemented (September 1, 1999) and reviewed for its effectiveness after one year.**

(c) Policy E02.06.02 -- College-School District Relationship: Janet reviewed the policy and asked that AVice President, College Development@ be added to the AOverseen by:@ section. The following Notice of Motion was presented:

THAT Education Council approve Policy E02.06.02 -- College-School District Relationship. **The Chair**

requested that the policy be referred to the constituent groups for feedback to Janet Allwork (5295) in time for a decision at the March meeting.

Policy E02.04.03 -- Curriculum Breadth in College Credentials (currently Program Electives): The policy was reviewed and the following Notice of Motion was presented:

THAT Education Council approve Policy E02.04.03 -- Curriculum Breadth in College Credentials

It was suggested that the policy might need re-thinking, so that overarching employment skills/outcomes be considered, especially in the program areas. **The Chair requested that the policy be referred to the constituent groups for feedback to Janet Allwork (5295) before the March meeting.**

(d) Withdrawal of Policies: The Following Notice of Motion was presented:

THAT Education Council withdraw the following Policies:

E02.06.01 -- Establishment of College Credit Courses (or Programmes) with Secondary Schools (subsumed in Policy E02.06.02)

E02.06.03 -- Concurrent Studies (subsumed in Policy E02.06.02)

E02.03.12 -- Cooperative Education Policy Regarding Credits (to be withdrawn without replacement)

E02.03.14 -- Cooperative Education Designation (to be withdrawn without replacement).

(e) Policy E02.01.11 -- Admission: Janet Allwork referred to her memorandum dated February 1, 1999 and explained that since its approval on November 30, the policy has been expanded to include International Student Admission. She added that concerns already voiced about procedures surrounding the requirement of transcripts and other general admission requirements suggest the need for further examination of admission practices and procedures. For this reason, she recommended that an ad hoc committee be established to address issues related to Admission.

Council agreed that further revisions should await the report of the Admissions and Registrations Task Force, due at the end of March. The Chair was directed to strike an ad hoc task force at that point should this process seem appropriate. Council strongly supported removing the stipulation of how many years of study are required when a student completes secondary schooling or equivalent in a jurisdiction outside of BC.

6.4. Report from the Standing Committee on Planning and Priorities: Minutes of the January 20, 1999 meeting were distributed in the package. Maria Iaquinta stated that the next meeting of the Committee will be held on March 1, 1999.

6.5. Report from the Standing Committee on Admissions and Language Competency Standards: A written report from the Committee was distributed in the package.

6.6. Report from the Residency Credit Exemption Committee: There was no report. However, the Chair advised that the committee has been operational for the last three years. Currently, the College is gathering data on students who have gone through prior learning assessments in the past three years.

6.7. Report from the Educational Excellence Committee: There was no report. Minutes of the November 25 and December 15, 1998 meetings were distributed in the package.

6.8. Curriculum Committee: Julie Roper stated that she is currently reviewing revised course outlines and she and Janet Allwork are working on the Committee=s terms of reference.

6.9. Report from the Education Technology Forum: There was no report.

7. NEW BUSINESS -- FOR INFORMATION AND CIRCULATION

- 7.1. Multi-Lateral Task Force on Training, Career Pathing and Labour Mobility in the Community Social Service Sector
- 7.2. Memorandum of Understanding between Douglas College and Royal Roads University
- 7.3. Collaboration Agreement - Douglas College/Athabasca University
- 7.4. Task Force on Admissions and Registration Policies and Procedures Minutes of December 9, 1998 and January 8, 1999
- 7.5. Correspondence from the Ministry dated January 11, and January 7, 1999 re: Shortage of Funding for the Adult Basic Education Student Assistance Program and Training Assistance Benefits for 1998/99
- 7.6. Memorandum from Mia Gordon to SMT dated January 22, 1999 Re: Centre(s) 2000 -- Next Steps
- 7.7. Memorandum from Institutional Research dated January 8, 1999 Re: University Transfer
- 7.8. Memorandum from Institutional Research dated January 18, 1999 Re: Qualitative Research about the Transfer Experiences of Douglas College Students
- 7.9. Memorandum from Institutional Research dated January 21, 1999 Re: Results from former Student Follow-Up Survey
- 7.10. A Full-time enrolment flat in 1998", University Affairs, January 99, p.23
- 7.11. A Summary of Input Survey Results@, AECBC
- 7.12. A The Aboriginal Land Question in British Columbia: Competing Assumptions, Perceptions, and Preferences@, Paul Tennant, 1/99
- 7.13. A Moving from Innovation to Transformation in the Community College@, Paul Gianini, League for Innovation in the Community College
- 7.14. A From Pipelines to Cycles: Changing the Way We Think About Learning and Learners@, John Quinley and Melissa Quinley, League for Innovation in the Community College
- 7.15. A Technology: Common Opportunities and Challenges@, Leadership Connections, Winter 1999
8. ADJOURNMENT: The meeting adjourned at 6:10 p.m.

_____ Chair _____ Secretary