

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD ON MONDAY, FEBRUARY 19, 2001 AT 4:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Barbara Allen (Vice-Chair)
Janet Allwork (Chair)
Michael Blefare
Sandra Boyle (Ex-Officio)
Ray Chapman
Terry Farrell
Christian Guillou
Edward Inoue
Dennis Lancien
Jan Lindsay
Kim Longmuir
Wilma Marshall
Brenda Pickard (Secretary)
David Samuel
Dave Seaweed
Geraldine Street
Michael Wilson
Susan Witter (Ex-Officio)
Ryan Wray

Regrets:

Trish Angus (Non-Voting)
Anna Jajic
Ted James
Des Wilson

Absent:

Catherine Willems

Guests:

Roberta Bend
Joy Holmwood
Jan Humphrey
Ted Littlewood
Brenda Walton

2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Chair asked that items 5.1, 5.2 and 5.3 be moved to the beginning of the Agenda. The Agenda was approved as reordered.

3. APPROVAL OF THE MINUTES OF THE JANUARY 15, 2001 MEETING: The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES:

4.1 Open Enrollment Task Group - Final Report: The Chair introduced Brenda Walton acting on behalf of Trish Angus and advised members that Susan Witter would be receiving feedback on behalf of SMT. The Chair reminded members that this item was on the Agenda for feedback. To facilitate the discussion, the

Chair suggested members address each recommendation separately.

Admission Standards: “Education Council and SMT ensure that Admission Standards for Arts, Science, Business and General Studies are developed and recommended to the Board for timely implementation.”

Discussion was deferred until the next meeting at which feedback to the Admissions Standards Sub-committee report will be offered.

August 1 Application Cut-Off Date: “That applications for the Fall semester be accepted in-person after August 1 for open enrollment programs.”

There was general agreement to support this recommendation.

Registration Process: “The Registration process be changed so that registration priority is based on an application cut off date.”

It was agreed that the changes to the priority on which applications are processed would be fairer to new students and students whose GPA is less than 2.0.

Late Registration: “There be a one week Late Registration period during the first week of classes in which students Late Register by telephone or the WEB only with in-person registration continuing for currently designated groups such as DVST and EASL students.”

Concern was expressed about the impact of a one week late registration period in areas like DVST/EASL where assessments and reassessments may necessitate students moving from one class to another. It was suggested that background be sought from the two DVST/EASL faculty who had served on the Open-Enrollment Task Group and that discussions take place between these areas and the Registrar’s Office.

E. Inoue indicated that students are cautious about registering via the WEB as there is a concern about the WEB being up to date.

Special Permission to Register: “That Instructors no longer have the discretion to admit students to classes during Late Registration. The College will continue to address issues around College errors. This would be the only mechanism for students to be admitted to class other than through regular registration process.”

Serious concerns were reiterated from the last Council meeting by W. Marshall on behalf of the Faculty of Humanities and Social Sciences regarding special permission to register and the implication that faculty might not use this provision fairly and reasonably. Instructors in Humanities and Social Sciences do support the idea of students being registered on a “first come first served basis” through the Registrar’s Office during one week of late registration. Most, however, seriously object to surrendering totally the right to give students special permission to register.

Other discussion points were:

- the recommendation would be more fair and less discriminatory toward students
- denying special permission to register has equal potential for unfairness
- the recommendation takes away instructors’ ability to look at students on a case-by-case basis
- although the recommendation would alleviate the considerable pressure instructors currently feel during late registration, and faculty are generally supportive of the Registrar handling wait lists during the late registration week, most instructors are not prepared to ask the registrar to increase their class sizes to accommodate attrition
- the recommendation could result in smaller class sizes and negatively affect FTE funding in the future
- First Nations students need a flexible registration system that accommodates special permission
- DVST/EASL felt that special permission to register could be handled at the Department/Faculty level.

Refund Deadline / Processing Fee: “Refund deadlines be altered. Students will be eligible for a 100% refund for courses dropped more than 5 days prior to the beginning of classes. Students dropping courses in the 5-day period prior to the beginning of classes will receive a 50% refund. A processing fee will be charged in both cases to those students who drop all their classes. No refunds will be issued after classes begin.”

There was general agreement to support this recommendation.

Add / Drop Refunds: “Students will pay the full tuition fee for courses added during the 50% refund period. Exchanging courses without cost during this period will no longer be allowed.”

In response to a question, it was clarified that, although this may not be an Education Council issue, Council was being asked to offer feedback.

Concern was expressed that asking students to pay full fees for exchanges was punitive and that students might stay in classes they don't want to be in simply because of the costs of getting out of them.

Orientation of Students to Course Expectation and Content: "Provide a three day event in June for the Fall intake where representatives from each department would be available to meet students."

It was suggested that the orientation time might be more useful at the end of the Winter semester instead of being held in June.

- 4.2 Admissions requirements for Open Enrollment programs: The Chair reminded members that this item has now gone to FECs/DECs and Departments for discussion. She noted that many are finding the proximity of this item with the Open Enrollment recommendations confusing and that implications related to access are part of the open enrollment recommendations. She noted that the Admissions recommendation as it currently stands does not inhibit access as it only provides students with advice.

D. Samuel indicated that, if the admission requirement is established for open-enrollment areas, his DEC recommends a college-wide committee that would monitor assessment issues and student success.

ACTION **The Chair reminded Wilma Marshall, Michael Wilson and Barbara Allen to submit the survey forms from each of the Departments in their Faculties by February 26th.** W. Marshall advised members that it may be useful to circulate the DCWA information along with the survey.

ACTION **This item will return for feedback and endorsement at the March 19, 2001 meeting.**

- 4.3 Policy revisions: Curriculum Development and Approval; Admissions: The Chair noted that policy revisions were in the package. The revisions are contained in the boxes and are italicized.

Brenda Walton indicated that she will forward her suggested revisions to the Course Control Sheet directly to R. Chapman.

ACTION Please take this to your constituents for feedback. This item will come to the March meeting for a vote.

- 4.4 Education Council Standing Committee Review: The Chair advised members that she has drafted a memo that will be forwarded to Standing Committee Chairs outlining the process for the Terms of Reference review. Receiving no further feedback, the Chair advised members the memo would be sent immediately.

NOTE: The Chair advised members that the date for May's Education Council meeting and the Terms of Reference review conflicted with ACCC's Annual Conference this year. **It was requested to change the date of May's Education Council meeting and the Terms of Reference review from May 28th to May 14th, 2001.** Two members noted difficulties with this date. These difficulties were noted, one regret received, and the date changed.

Monday, May 14th Board Room (NWC)

Agenda

9:00 a.m. - coffee/muffins

9:30 a.m. - 12:00 p.m. Terms of Reference Review (Education Council members/ Standing Committee Chairs/liaisons/ interested Standing Committee members)

12:00 p.m. - lunch provided

2:15 p.m. Education Council Meeting - Board Room (NWC)

NOTE: Please advise the Chair of Agenda submissions by Wednesday, May 2nd. All documentation must be received by the Secretary no later than Thursday, May 3rd.

- 4.5 Curriculum Committee Recommendations: R. Chapman reported that his Committee reviewed thirty six curriculum guidelines. He noted that all steps in the development and approval of new courses, as well as in the deletion of or major revisions to existing courses have been followed.

There was unanimous consent to short-cycle the Motion to approve the submitted curriculum guidelines.

MOVED by M. Wilson, SECONDED by J. Lindsay,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for MARK 340, HORM 110, HORM 120, HORM 130, HORM 140, HORM 210, HORM 220, HORM 230, HORM 240, HORM 320, OADM 203, OADM 240, OADM 255, OADM 303, OADM 355, WSGR 101, GEOL 420, PHED 322, CHEM 303, CHEM 410, DOPT 100, DOPT 200, DOPT 212, DOPT 310, DOPT 400, DOPT 410, DOPT 412, DOPT 500, DOPT 510, DOPT 512, DOPT 610, CMHW 101, CMHW 102, CMHW 103, CMHW 104 and CMHW 110.

The Motion was CARRIED.

5. NEW BUSINESS

- 5.1 Full program proposal - Community Mental Health Worker Citation Program:
The Chair advised members that the Letter of Intent for the Community Mental Health Worker (CMHW) program was approved at Education Council's June 2000 meeting. She noted that the letter from the Ministry responding to the full program proposal was included in the package.

The Chair introduced Roberta Bend and Joy Holmwood to speak to this item.

Roberta Bend advised members that the program has been successfully run as a Continuing Education program under SEP funding twice and is now in its third offering. Roberta added that graduates have been well received in the Mental Health field. She noted that Council is now being asked to approve the full program proposal for CMHW as a base-funded program.

In response to a question, Joy Holmwood explained revisions to the admission requirements. Joy noted that the reason the Registrar's signature was crossed off the Consultation Control Sheet was the Admissions and Language Competency Standards Committee had asked the programmers to re-word the exemptions. The Registrar had endorsed these changes.

In order to receive timely funding approval, Joy Holmwood asked that the approval of the program be short-cycled.

In response to the request, the Chair advised members that a two-thirds majority vote is required to short-cycle a Motion.

MOVED by G. Street, SECONDED by J. Lindsay,

BE IT AND IT WAS RESOLVED:

THAT Education Council short-cycle the Motion to approve the Community Mental Health Worker Citation Program.

The Motion was DEFEATED.

ACTION Please take this to your areas for feedback. Please forward direct feedback/comments to either Roberta Bend (5020) or Joy Holmwood (5052) prior to next month's meeting. This will come to the March meeting for a vote.

- 5.2 Program revision - Dispensing Optician: Ted Littlewood advised members that the changes to the program reflected changes to DOPT external licencing body requirements. He noted that there was one change to the Mathematics admission criteria. He added that the admission standards were revised to allow easier access for students to the program.

Joy Holmwood noted that the Admissions and Language Competency Committee has approved the changes to the Math admission requirement.

It was noted that there was an increase in hours to both the theoretical and practicum components of the program. Joy Holmwood advised members that CISY 110 and BUSN 251 were being deleted from the program and the Communications requirement has changed.

A question was raised as to why consultation with the First Nations Coordinator was not applicable for this and other programs. It was agreed that this should be brought forward as a discussion item when the First Nations Coordinator is present.

ACTION Please take this to your areas for feedback. Please forward direct questions or comments to Ted Littlewood (5823) or Joy Holmwood (5052) prior to next month's meeting.

- 5.3 Revised Letter of Intent - American Sign Language: The Chair reminded members that the Letter of Intent was approved at Council's June meeting. Jan

Humphrey advised that the Ministry has requested the credential be changed from citation to certificate. She added that based on research done by the Provincial Advisory Committee, it was recommended that the program offer the two additional courses from the Provincial Instructors Diploma program. Jan Humphrey added that the revised program would include courses on Language and Culture, 2nd Language Instruction and three to six credits of Personal Enrichment.

W. Marshall indicated a willingness to work with Jan on integrating a Psychology course into the program.

The Chair noted that Council was being asked to short-cycle the Motion as the implications for other areas of the College have not changed since Council approved the original Letter of Intent.

There was unanimous consent to short-cycle the Motion to approve the revised Letter of Intent for the American Sign Language Instructor Certificate program.

MOVED by G. Street, SECONDED by W. Marshall,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revised Letter of Intent for the American Sign Language Instructor Certificate program.

The Motion was CARRIED.

6. REPORTS

6.1 Report from the Chair

The Chair noted that the call for nominations for both Education Council and the Board have gone out to the College community.

Orientation for new Council members is tentatively scheduled for May 7th from 10:00 a.m. - 12noon.

The Chair advised members that the final Values workshop was held last

Thursday. She noted that the draft Statement has now gone to a small group of writers for final review. She added that the Statement will likely be in the March Council package.

The Chair congratulated Brenda Pickard for her election as staff representative to the Board in December.

The Chair advised members that there still seems to be some confusion regarding the process for program revisions and new program submissions. She added that these submissions often come to Council at the last minute with Control Sheets frequently not adequately completed. Sometimes the Curriculum Guidelines have not gone to the Curriculum Committee. The Chair suggested that it may be helpful for all FEC/DEC representatives to review the various policies and familiarize their FECs/DECs with the processes. She added that it may be useful for Deans who are Council members to take a copy of the policies to the Deans' meeting for review and feedback.

6.2 Report from the President

The President reported that she had recently held a retreat with the Deans, Vice Presidents and Managers focusing on budgetary issues. She later met with constituency group leaders to identify institutional pressure points. The President noted that it has been difficult to address these issues as the Ministry has not yet released its budget.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Standing Committee on Educational Policies

Minutes of meetings held on November 6th, 2000 and January 22nd, 2001 were included in the package.

6.5 Report from the Standing Committee on Planning and Priorities

There was no report.

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

A Report of a meeting held on January 31st, 2001 was included in the package.

6.7 Report from the Residency Credit Exemption Committee

There was no report.

6.8 Report from the Educational Excellence Committee

There was no report.

6.9 Report from the Curriculum Committee

There was no report.

6.10 Report from the Research and Standardized Testing Committee

There was no report.

6.11 Report from the Education Technology Forum

Web Task Group Objectives and related discussion paper was included in the package.

6.12 Report from the International Education Advisory Committee

There was no report.

7. NEW BUSINESS - For Information and Circulation

7.1 Results from 2000 Former Student Follow-up Survey

7.2 BCCAT: Articulation Committees

8. ADJOURNMENT: Moved by E. Inoue, Seconded by R. Chapman, the meeting adjourned at 6:05 p.m.

_____ Chair _____

_____ Secretary