

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, FEBRUARY 18, 2002 AT 4:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Janet Allwork (Chair)
Trish Angus (Non-Voting)
Laura Byrne
Ray Chapman
Edward Inoue
Ted James
Jan Lindsay
Kim Longmuir
Wilma Marshall
Elsie Neufeld
Brenda Pickard (Secretary)
Geraldine Street
Penny Swanson (Vice-Chair)
Carly Turner
Shaun Tyakoff
Wendy Wheeler
Des Wilson
Susan Witter (Ex-Officio)

Regrets:

Susan Meshwork
Arlene Patko
Graham Rodwell

Absent:

Leon Morel

Guests:

Joy Holmwood
Yasmin Irani
John McKendry
Linda von Tettenborn

2. APPROVAL OF THE AGENDA The Chair asked members to approve a fluid Agenda in order to accommodate guests as they arrived. The Agenda was approved.

3. APPROVAL OF THE MINUTES OF THE JANUARY 21, 2002 MEETING
The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

4.1 2002/2003 Budget Guidelines: P. Swanson alerted members that on page three, under "Services" the bullets did not refer to additional resources students may need who were in programs that required accreditation. She suggested adding an additional bullet: "Whether services are required for accreditation purposes of instructional programs." In response, John McKendry advised members that such costs were embedded in the programs.

Janet Allwork expressed a desire to take the words “peer and” and “more senior” out of the last bullet under “Disciplines/programs (departments) and courses” as these denote a hierarchical tone.

S. Witter added that she is waiting for the budget letter from the Ministry. She expects it will not arrive until two to six weeks after the provincial budget is announced on February 19, 2002. She noted that SMT is engaged in discussions regarding the College’s 2002/2003 budget and will forward its recommendations to the College community for feedback. She added that a final budget recommendation to the Board will not go forward for several months.

In response to a question, S. Witter advised members that raising tuition fees will not affect the 100 through 400 level Adult Basic Education (ABE) courses which currently do not charge tuition fees to students. Students in levels 300 and 400 are still required to pay a Student Union fee.

The President advised members that she will be consulting with other institutions regarding tuition fees to ensure a competitive and fair market for Douglas College.

- 4.2 Curriculum Committee Recommendations: S. Tyakoff noted an error in the submitted memo that MUSC 203 should read “Aural and Sight Singing Skills II”. Members commented that it is confusing having the same course title for MUSC 203 as MUSC 204. S. Tyakoff noted that she will take this comment back to the faculty and not seek Council’s approval for these two courses at this time.

S. Tyakoff thanked the Deans for providing a detailed memo with their submitted curriculum guidelines outlining the revisions to courses.

There was unanimous consent to short-cycle the Motion to approve the submitted curriculum guidelines excluding MUSC 203 and 204.

MOVED by R. Chapman, SECONDED by K. Longmuir,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for CRIM 260, CRIM 240, BUSN 330, BUSN 335, BUSN 350, BUSN 380, BUSN 400, BUSN 401, BUSN 403, FINC 340, CISY 110, CISY 200, CISY 210, CRWR 101, CRWR 102, CRWR 103, CRWR 200, CRWR 201, CRWR 202, CRWR 350, CRWR 401, SPSC 195, PHYS 207, PHYS 107, DOPT 100, DOPT 200, DOPT 400, DOPT 500, MUSC 202, MUSC 102, MODL 101, MODL 102, MODL 103, MODL 104, MODL 111, MODL 112, MODL 171, MODL 172, MODL 272, MODL 211, MODL 212, MODL 271, MODL 272 MODL 131,

MODL 132, MODL 151, MODL 152, MODL 231, MODL 232, MODL 251, and MODL 252.

The Motion was CARRIED.

5. NEW BUSINESS

- 5.1 American Sign Language Instructor Certificate: Full Program Proposal: A revised Consultation Control Sheet was distributed at the meeting. Jan Lindsay advised members that there is an increasing demand for qualified Sign Language Instructors and this program is the only one in British Columbia. She noted that in December 2000, the Ministry reviewed a Letter of Intent for this Program. Subsequent to this review, the Ministry of Advanced Education requested that a Full Program Proposal be submitted which included a change from a Citation to a Certificate. She added that, if approved, this program would become base funded. Jan noted that SMT has placed this program in fourth position on the Program Profile document.

In response to a question, Jan advised members that the minimum admission requirement would be completion of grade 10, completion of DVST 355, or EASL Level eight. Jan advised members that the oral component of assessment would not be used.

In response to a question, Jan advised members that the two additional courses from the Provincial Instructors Diploma (PID) program will continue to be offered at Vancouver Community College.

In response to a comment regarding the College moving toward block funding, both Jan and Susan Witter expressed a desire for faculty to continue developing new and revised curriculum.

It was noted that the Admission and Language Competency Committee had reviewed the proposal, that clarifications were requested, and that the Committee would bring forward a recommendation to Education Council before next month's meeting.

ACTION Please take this to your areas for feedback at next month's meeting.

- 5.2 Proposal to establish an affiliation agreement between Douglas College and

ABES 2000 Ltd.: The Chair introduced Linda von Tettenborn, CE/CT Programmer - Health Care, and Joy Holmwood, Dean of Health Sciences, to speak to this item.

By way of background, Linda advised members that there is a shortage of qualified mental health providers in Alberta. She added that, as a result of Douglas College's reputation in the health care field, the Health Sciences department was contacted by the Alberta Business and Education Services (ABES) 2000 Ltd. to look into the possibility of offering the Community Mental Health Worker Certificate Program in Alberta. This, she noted, would be a three-way agreement between Douglas College, ABES and the Northern Alberta Institute of Technology (NAIT). She added negotiations were at a preliminary stage. Douglas College faculty would be involved in training and orientation but would not teach in the program. The credential offered would be a Douglas College credential. Linda added that the proposal was approved by the Health Sciences Faculty Education Committee on February 4, 2002.

Linda advised members that ABES has been in operation for eleven years and has an affiliation agreement with NAIT. She added Douglas College also has an affiliation agreement with NAIT (Dispensing Optician Program). Linda noted that ABES appears to be a credible organization. She added that ABES has a copy of the Douglas College Affiliations Policy and is using it to develop a framework for discussions leading up to negotiations.

John McKendry added Douglas College has had a number of affiliation agreements within and outside British Columbia. One, he noted, was an affiliation agreement with a private college in the Maritimes. He added that the Maritime college uses our Therapeutic Recreation curriculum but does not grant a Douglas College credential. He added the Maritime college pays a royalty for use of the curriculum.

Questions and issues included the following:

- W. Marshall alerted the presenters to the possible implications of Alberta's different licensing bodies and requirements
- agreements such as these have generally been more prevalent with Continuing Education than with credit programs
- oversight provisions need to be built into the contract
- if Douglas College faculty do not teach the curriculum, what happens to the Direct Instruction requirement as outlined in the Credentials policy?
- the proposed agreement meets the requirements of the Educational Affiliations policy.

Linda advised members that a full set of attachments is available through the Council Secretary (4900) should they wish to review them.

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

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Educational Affiliation proposal between Douglas College and ABES 2000 Ltd.

The Motion was CARRIED.

- 5.3 Proposal to establish an affiliation agreement between Douglas College and Vancouver Downtown Eastside Community Groups: D. Wilson advised members that the Douglas Colleges Sports Institute is proposing an agreement with a consortium of reputable community organizations in the Downtown Eastside area of Vancouver. This agreement would include the Sports Institute offering training to twelve East Vancouver youth in developing the skills to organize and maintain a soccer league program for low income youth in the inner city. In addition to the involvement of the Sports Institute, the College has been requested to provide two credit courses in sports science, SPSC 292 (Sport Leadership) and COAC 241 (Introduction to the Administration of Leisure and Sport Services). D. Wilson added that the courses will be taught by two Douglas College faculty members (Alison Gill and Tim Frick) thus assuring high quality standards and adherence to College policies.

Funding for the program is provided by Human Resources Development Canada (HRDC).

D. Wilson advised members that the proposed affiliation was unanimously approved by the Faculty of Science and Technology Faculty Education Committee on January 23rd, 2002.

Several questions arose regarding:

- how students would be registered? (T. Angus asked to be included in the upcoming discussions);
- who would assess the students' readiness for admission? (these courses do not have formal pre-requisites. It would be up to the community groups to assess the readiness of students to take these courses).

D. Wilson advised members the proposal is at a preliminary stage and answers to these questions would be clarified through further discussions.

MOVED by C. Turner, SECONDED by E. Inoue,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the affiliation proposal between the Douglas College Sport Science/Sports Institute and the Vancouver Downtown Eastside Community Groups.

The Motion was CARRIED.

- 5.4. Policy Review: Research Ethics and Practices and Standardized Testing for Research Purposes: Referring to the memo in the package, the Chair asked members to take the two policies to their FECs/DEC for feedback. The Chair added it may be useful for members to consult with faculty in their areas who have an interest and/or expertise in the area of research.

ACTION Written feedback should be forwarded to Susan Meshwork directly by March 20th, 2002.

- 5.5 a) Bill 28: Public Education Flexibility and Choice Act; Ministry of Advanced Education 2002/03 - 2004/05 Service Plan Summary:
and,
b) Letter from the Canadian Association of University Teachers (CAUT) to Susan Witter; letter of response from Susan Witter to CAUT:

The Chair advised members that the introduction of Bill 28 interferes with the authority of Education Council in several ways: it gives management authority over class size, semester length, and distributed learning as a mode of instruction. She added these powers are now unilateral and there is no obligation to seek Education Council's advice as the College and Institute Act dictates. The Chair added that the Ministry has not provided clarification as to how the Bill will affect the operations of the College and governance functions in general nor is there any indication of the extent to which the accountability branch will enforce the Bill's provisions. S. Witter added the Ministry did not give institutions advance warning of the introduction of Bill 28. She added that no changes will be made to approval processes at the present time and she will continue with current practices of college-wide consultation.

In response to a question, S. Witter advised members that she will not be using Bill 28 as a means to balance this year's budget.

Referring to the letter the President received from CAUT, she informed members

that she is committed to maintaining strong labour relations with the College's unions.

6. REPORTS

6.1 Report from the Chair

The Chair encouraged members to respond to the P.D. Day questionnaire forwarded to "ALL" via GroupWise.

The Chair advised members that feedback regarding online learning from the Ed Apps Task Group will come to next month's meeting. She added that in light of Bill 28, these guidelines seem more necessary than ever.

The Chair advised members that in August she will be stepping down from Education Council and from the position of Education Council Chair. She added that she will be going on educational leave for a period of one year. An election will be held for a new Language, Literature and Performing Arts representative within the next couple of months.

It was announced that Dennis Lancien has been elected as the new student representative, replacing Ryan Wray.

6.2 Report from the President

The President advised members that the Government has appointed seven new Board members. She added that she was disappointed that the names of the new members were posted on the Queen's Press website prior to her and the replaced Board members being notified.

The names of the newly appointed members are: Candy Hodson, Director of Regional Sales and Development at Metro Valley Newspapers; Ben Kendall, investment advisor with CIBC Wood Gundy who serves on various boards and committees such as the royal City Rotary Club and the BC Coalition for the Elimination of Abuse to Seniors; Ann Kitching, former principal of both private and public colleges and a member of the Port Moody Economic, Tourism and Arts Development Committee; Diana Miles, human resource manager for Sears Canada Pacific Region; June O'Connor, certified general accountant, member of the New Westminster Rotary Club; Neal Steinman, civil and commercial litigation lawyer, member of the new Westminster Heritage Preservation Society, and an officer of the Canadian Jewish Congress; and Andrew Taylor, CEO of Crescent Custom Yachts and director of the Pitt Meadows airport.

The President noted that it was not the best timing to bring in a new Board, but she looked forward to the opportunity of working with the new appointees.

The Chair used this opportunity to advise Council members that Sandra Boyle's position on the Board had been rescinded. The Chair and President expressed

appreciation to Sandra for her work as Board liaison; they added it had been a pleasure to work with her.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Secretary

There was no report.

6.5 Report from the Standing Committee on Educational Policies

It was noted that the revision to the Curriculum policy and the new Policy on Policy Development and Review will come to Council's next meeting.

6.6 Report from the Standing Committee on Planning and Priorities

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 Educational Excellence Committee

W. Wheeler advised members that the Committee was seeking input about when best to hold the Excellence Awards Presentation. One suggestion had been to have the presentation at Graduation. The Registrar cautioned that, in her experience, holding the presentation at Graduation takes the focus off the graduates. Also, she is endeavoring to keep the graduation ceremonies as short as possible. Another suggestion was to have the presentation at the Employee Recognition Dinner. It was agreed that this item needed further consideration and would be placed on the March Education Council agenda with Fran Johnson, Educational Excellence Committee Chair, to be invited to the meeting. W. Wheeler reminded members of the April 15th, nomination deadline.

Included in the package for information was a Report to Education Council and the Notes from the November 29th meeting.

6.9 Report from the Curriculum Committee

There was no report.

6.10 Report from the Research Ethics Board

Included in the package for information was a Report to Education Council and the Minutes and Agenda of the January 22nd meeting.

6.11 Report from the Education Technology Forum

There was no report.

6.12 Report from the International Educational Education Advisory Committee

There was no report.

7. NEW BUSINESS - For Information and Circulation
 - 7.1 Policy A04.06.01 Self-Funded Activities
 - 7.2 Results from Fall Survey of David Lam Campus Students
 - 7.3 Data on Citizenship Development
 - 7.4 Results from Fall Survey of Thomas Haney Campus Students

A memo from John McKendry regarding the University of Phoenix was distributed at the meeting for information.

8. ADJOURNMENT Moved by K. Longmuir, Seconded by E. Inoue, the meeting adjourned at 5:50 p.m.

_____ Chair _____ Secretary