



Douglas College

MINUTES OF A MEETING OF EDUCATION COUNCIL
Held Monday, February 19, 2007 at 4:30 pm
New Westminster Campus, Boardroom

1. ROLL CALL:

Members Present:

Trish Angus (Ex-Officio)
Graeme Bowbrick (Vice-Chair)
Marilyn Brulhart
Sebastian Bubrick
Jan Carrie
Kathy Denton
Anne Gapper (Acting Recorder)
Gerry Gramozis
Leon Guppy
Bruce Hardy
Dianne Hewitt
Ted James
Ann Kitching (Ex-Officio)
Jan Lindsay
Elizabeth McCausland
Susan Meshwork (Chair)
Colleen Murphy
Jacqueline Smith
Teryl Smith
Susan Witter (Ex-Officio)

Regrets:

Inderjit Gill
Sean Hibbitts
Debbie McCloy

Absent:

Les Marshall

Guests:

Christine Dewar
Anna Helewka (alternate for
Health Sciences)
Laurie Kenward
Wayne Ratcliffe
Brian Storey
Brenda Welock

2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Chair asked members to approve a fluid agenda, Items 5.2, 4.3, 4.4, 4.5, 4.6 and 5.1 would be the first order of business followed by the rest of the agenda as presented.

3. APPROVAL OF THE JANUARY 15, 2007 MINUTES: The Minutes were approved as submitted.

4. BUSINESS ARISING FROM THE MINUTES:4.1 Withdrawals, Course and Status Changes

T. James explained that the Committee had brought Council several recommendations over the last year and, based on the straw poll taken at the Education Council meeting in June 2006, the Committee had put together the current proposal which supports the original intent of the policy but clarifies the language to make it easier to understand. The proposed changes are:

- Clarification that if a student cannot attend the first class he/she should contact the instructor prior to the scheduled start of the second class or be in danger of losing their seat
- The statement on the requirement for instructor's signatures to change or withdraw from a course has been removed
- The heading of 'Limitations' has been removed
- The statement on excessive absence and the right of an instructor to remove a student from a class has been changed to specify that the instructor's course outline and/or department policy must specify the definition of excessive absence and will further specify the consequences of excessive absence to the student.

T. James confirmed that the proposed changes were basically cleaning up the language in the policy and that the original intent had not been changed. There was discussion and clarification of some points. M. Brulhart commented that the proposed new policy wordings were "Inspired Simplicity".

ACTION: Please take this item back to your constituencies for feedback and consideration for approval at the March Education Council meeting.

4.2 Strategic Plan Vision and Summary Statements

There were no further comments. The Chair confirmed that she would advise the College Board that Education Council was comfortable and supportive of the new Draft Strategic Vision and Goal statement. Council agreed to send this advice forward to the College Board

4.3 Veterinary Office Assistant CE Program – Program Revision

Brenda Welock was called to the table to address this item. She briefly summarized the proposed revision as reported in the January 15, 2007 Education Council minutes. There were no further questions and there being no further discussion.

MOVED by B. Hardy; SECONDED by M. Brulhart,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the program revisions of moving VOAC 0102 to the first semester and VOAC 0110 to the second semester of the Veterinary Office and Animal Care certificate program.

The Motion was CARRIED.

4.4 Accounting Assistant Certificate – Program Revision

Wayne Ratcliffe was called to the table to address this item. He briefly summarized the proposed program revision as reported in the January 15, 2007 Education Council minutes. In response to a question as to whether OADM 1222 had been approved by the Curriculum Guideline Committee, he explained that this would be brought to the Committee as part of the whole package. The Chair explained that this was common practice as stipulated by the Non-Degree Program Approval Policy for Non-Degree Program Proposals or revisions.

M. Brulhart commented that she felt it was important that Departments consulted Developmental Studies when considering inclusion of courses requiring English or Math prerequisites. She was not concerned with the OADM course under discussion but wanted to alert Council that DVST wanted to be added to the “consulted Departments list” of Program Consultation and Development Control Sheets. The Chair indicated that this was an issue that required a policy change and was not relevant to the discussion of approval of the program revision Council was considering. The Chair noted for the minutes that DVST was requesting some policy work be done to address the Consultation Control Sheet sign off list.

In response to a question as to how the revision would affect students currently enrolled in the program, W. Ratcliffe confirmed that they would do as they had in the past, which was to run additional sections of the original courses to cover those currently enrolled.

There being no further discussion.

MOVED by C. Murphy; SECONDED by S. Bubrick,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the change in name of the Accounting Assistant Certificate Program to Applied Bookkeeping Certificate Program and to replace OADM 1227 with OADM 1222 – Spreadsheet and Business Calculations.

The Motion was CARRIED.

MOVED by J. Smith; SECONDED by C. Murphy,

THAT Education Council recommend the College Board establish the credential Applied Bookkeeping Certificate Program.

4.5 Administrative Assistant Certificate – Program Revision

Wayne Ratcliffe spoke to this item and summarized the proposed changes, as reported in the January 15, 2007 Education Council minutes.

There being no further discussion.

MOVED by J. Smith; SECONDED by J. Lindsay,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the program revisions of replacing OADM 1338 - Accounting Procedures II with OADM 1222 – Spreadsheets & Business Calculations and that OADM 1222 would be introduced in the first semester and OADM 1345 – Administrative Procedures would be moved to the second semester.

The Motion was CARRIED.

4.6 Bachelor of Physical Education and Coaching – Program Revision

The Chair advised Council that these revisions had been approved by the Vice Presidents' Academic Council. Brian Storey was invited to the table to speak to this item.

There being no further discussion.

MOVED by K. Denton; SECONDED by J. Carrie,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the program revisions to the graduating requirements in the Bachelor of Physical Education and Coaching Degree as submitted.

The Motion was CARRIED.

4.7 Admission and Language Competency Committee Recommendations

A side table item was added to the recommendations for changes to the admission requirements for the Bachelor of Physical Education and Coaching which had been approved by the Committee in January but had not been approved by the Vice Presidents' Academic Council before the January 15, 2007 Education Council meeting.

There being no discussion.

There was unanimous consent to short-cycle the Admission and Language Competency Committee recommendations as presented.

MOVED by K. Denton; SECONDED by E. McCausland,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the change to the admission requirements for the Douglas College/University College of the Fraser Valley Bachelor of Arts Criminal Justice program; that Education Council approve the additional admission category for the Associate of Arts for Future Teachers; and that Education Council approve the changes to the admission requirements for the Bachelor of Physical Education and Coaching as presented.

The Motion was CARRIED.

4.8 Curriculum Committee Recommendations

E. McCausland requested members remove CSIS 3495 – Applied Research Project from the list of submitted curriculum guidelines. There was also a side table item introduced for an addition of OADM 1152 – Veterinary Administrative Procedures

There being no further discussion.

There was unanimous consent to short-cycle the Curriculum Committee recommendations as presented.

MOVED by C. Murphy; SECONDED by B. Hardy,

BE IT AND IT WAS RESOLVED:

THAT Education Council approved the submitted guidelines for CSIS 1110, CSIS 1140, CSIS 1150, CSIS 1155, CSIS 1175, CSIS 1275, CSIS 1280, CSIS 2200, CSIS 2280, CSIS 2300, CSIS 2365, CSIS 2375, CSIS 2380, CSIS 2475, CSIS 3150, CSIS 3275, CSIS 3495, CSIS 3540, CYCC 2201, THRT 2333, SPSC 1100, SPSC 1200, SPSC 2100, SPSC 2200, SPSC 3100, SPSC 3200, SPSC 4100, SPSC 4200, OADM 1152.

The Motion was CARRIED.

5. NEW BUSINESS

5.1 HISP (Health Information Services Program) – Program Revision

Laurie Kenward was invited to the table to speak to this item. She confirmed that she had received approval from the Commerce & Business

Administration FEC since her submission to Council. She explained that they would like to change the name of the program from Health Information Services (HISP) to Health Information Management (HIMP) effective September 2008 to reflect the name change of the national professional association and to more accurately reflect the role their profession plays in the health care field.

There being no further discussion.

There was unanimous consent to short-cycle the request for program revisions for the Health Information Services Program.

MOVED by J. Smith; SECONDED by K. Denton,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the change in name of the Health Information Services Program to the Health Information Management Program.

The Motion was CARRIED.

MOVED by B. Hardy; SECONDED by M. Brulhart,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend the College Board establish the credential Health Information Management Program.

- 5.2 Performing and Fine Arts Certificate – Program Revision
Christine Dewar was invited to the table to speak to this item. She explained that the proposed program revision would add new courses in the elective options of the Performing and Fine Arts certificate, namely PEFA 1216 – Canadian Film Studies and PEFA 1120 – Introduction to Acting which would replace THEA 1110 – Acting for the Stage 1. Under the Stagecraft Options they propose to add STGE 1100 – Drafting for Stage. Under the Music options they propose to add MUSC 1182 – Intro to Music Technology and MUSC 1282 – Audio Recording Techniques. They also propose adding PHIL 1245 – Philosophy of Art under Electives.

ACTION: Please take this item back to your constituencies for feedback and consideration for approval at the March Education Council meeting.

- 5.3 Health Sciences – Bachelor of Psychiatric Nursing Degree Program
Anna Helewka was invited to the table to speak to this item. She explained that Health Sciences were proposing to expand the required Math statistics requirements to include either MATH 1160 or PSYCH 2300. They had decided not to request Computing Science as another alternative, stating

that this had been a temporary measure only to accommodate a particular group of students. L. Guppy stated that the Science and Technology FEC were pleased to see that the statistics course would be included.

A. Helewka confirmed that the Philosophy Department would be teaching the PHIL 3125 –Ethics course. They were proposing to remove the upper level 3-credit course from the program which would result in a permanent reduction of credits from 126.5 to 123.5 which would still be in the range of credits for a baccalaureate degree and would still meet all internal degree credit requirements. This would lighten the workload for semester 8 which is currently extremely heavy.

ACTION: Please take this item back to your constituencies for feedback and consideration for approval at the March Education Council meeting.

6. REPORTS

6.1 Report from the Chair

The Chair reported that the public consultation on the 2007/08 draft Budget had been delayed due to various recent Government decisions; consequently the Budget and Planned Change Committee will again not have time to review the draft budget for Council. Education Council will therefore review the proposed draft budget and formulate advice to the Board as a committee of the whole during the March Education Council meeting. The Chair stressed that it was very important to have this item on constituencies' meeting agendas before the next Education Council meeting on March 19, 2007, so that feedback could be discussed at that time. She advised that because Education Council meets after the Board does, Education Council would forward its advice electronically to the individual Board members. The Chair will give the College Board a verbal report on Education Council advice as necessary at the April Board meeting, before the Board votes on approving the draft 2007/08 budget. The Chair reminded Council that it would follow the same procedures as in the past and would consider all FEC/constituency supported feedback and then decide together what advice to send to the College Board. The Chair explained it was desirable to provide constituency/FEC feedback in writing so it could be included in the March Education Council package which will be distributed on March 6, 2007. She urged members to attend the Budget forums being held on February 20, 2007.

ACTION: Please take this item back to your constituencies for feedback at the March Education Council meeting.

6.2 Report from the President

S. Witter referred members to her budget newsletter which had been sent out on February 16, 2007 to the College as a whole. She explained Douglas College was receiving \$3.85 million new funds but there had been unexpected changes on the part of the Ministry and Treasury Board. They had initially removed the \$1.3 million inflationary grant and then last Wednesday had reallocated 48 of expected new Douglas FTEs. Many other institutions had lost more FTEs than we had to the reallocations. She advised that to manage this sudden requirement for budget reduction the Senior Management Team proposed, and the College Board agreed, to make reductions in low enrollment UT and other courses, keeping in mind the educational needs of students. This reduction could be achieved by reducing multiple sections in most cases. She confirmed that the College would be moving ahead with the 7 new programs as planned and confirmed that the new programs were doing very well on enrollments. She advised there was a lot of new growth, a large proportion of which was related to the opening of the David Lam campus. She advised that she and Karen Maynes would be willing to go to any smaller meeting for Faculty who could not make the forums.

G. Bowbrick commented that it seemed that Douglas College had fared well compared to some other institutions. S. Witter replied that this was because our utilization rate had been good last year. She confirmed that she would be continuing to follow up with the Government.

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 Curriculum Committee

There was no report.

6.6 Report from the Educational Excellence Committee

There was no report.

6.7 Report from the Research Ethics Board

There was no report.

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

There was no report.

6.9 Report from the Standing Committee on Educational Policies

There was no report.

7. OTHER BUSINESS – For Information and Circulation

7.1 Academic Engagement of Transfer Students at University

This report was provided by B. Cowin to the members for information and circulation.

7.2 Letter of Intent between Douglas College, Faculty of Humanities & Social Sciences and Simon Fraser University, Faculty of Education

This was provided to members for information and circulation.

8. ADJOURNMENT:

Moved by M. Brulhart; Seconded by K. Denton, the meeting adjourned at 5.40 pm

Chair _____

Secretary _____