

DOUGLAS COLLEGE

MINUTES OF A MEETING OF EDUCATION COUNCIL

HELD ON MONDAY, JANUARY 18, 1999 AT 4:15 P.M. - BOARD ROOM

1. ROLL CALL

Members Present:

Barbara Allen Jack Shehadeh

Trish Angus (Non-Voting) Meg Stainsby (Chair)

Al Atkinson Joan Thompson

Lawrence Becker Susan Witter (Ex-Officio)

Paul Biscop

Darryl Flasch **Regrets:**

Sandra Hochstein

Georgina Ferguson

Maria Iaquinta

Kim Longmuir **Guests:**

Dawn McDonald Janet Allwork

John McKendry Kevin Barrington-Foote

Beverley Miller Carol Ebner Howorth

Carole Nelson (Ex-Officio) Dave Seaweed

Susan Oesterle

Brenda Pickard (Acting Secretary)

Debbie Smith

Julie Roper

Jim Sator

The Chair called the Meeting to Order at 4:15 p.m.

2. APPROVAL OF THE AGENDA

The following item was added to the Agenda: 5.6 Semester Start-up Dates, for January and May, 2000.
The Agenda was approved as amended.

3. APPROVAL OF THE MINUTES OF THE DECEMBER 14, 1998 MEETING: The Minutes of the December 14

meeting were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Council Facilitation of College-Wide Discussion on Learning Outcomes, Flexible Assessment and Distributed Learning

Paul Biscop informed Council the next presentation is scheduled for Friday, January 22 from 11:00 a.m. - 1:00 p.m. in room 2203 on Learning Outcomes. Paul encouraged all members to attend.

4.2 New Program Approval Process

Members agreed to delay this discussion in order to receive more consultation, comments and suggested changes to the policy.

MOVED by Jim Sator, **SECONDED** by Barbara Allen:

BE IT AND IT WAS RESOLED:

THAT Education Council defer this item to the February 15, 1999 meeting.

The Motion was CARRIED.

4.3 Curriculum Committee -- Membership (Election)

The Chair indicated that a member is required as Chair of the Curriculum Committee. It was noted that the Committee would not have any role to play until the policies go into effect - September of 1999; however, it was suggested that the Committee could receive course outlines as information and refine the Terms of Reference, prior to September 1999.

5. NEW BUSINESS

5.1 1999-2000 Education Council Elections

Call for nominations for faculty and staff vacancies will go out in March as per usual. Any suggestions regarding distribution of faculty seats should be directed to Kevin Barrington-Foote (DCFA) before the end of the week.

Kevin Barrington-Foote reported to Council on DCFA Executive Council discussions of faculty seats, and indicated that at Wednesday=s General Membership meeting, faculty would entertain a motion to suggest apportioning faculty seats according to FTE rather than by Faculty.

5.2 Orientation for New Council Members (volunteer(s) needed)

Sandra Hochstein, Kim Longmuir and Jack Shehadeh volunteered to assist the Chair in refining the Orientation Guide for new members.

5.3 Master Education Planning Process

Referring to Bob Cowin=s memo re: MEP (dated December 15, 1998), Susan Witter expressed her appreciation of Bob=s hard work and reminded members the next college-wide forum will be held on February 22, 1999 from 4:00 - 6:00 p.m. It was noted that the Forum could be available to the David Lam Campus through DLS if needed.

5.4 Progress Report from Unit Review Task Force

The Chair drew members' attention to the fact that Council has a significant role to play with respect to evaluations for programs and services.

The Chair clarified that the three questions on the front page of the progress report are of a rhetorical nature, and that Bob Cowin would appreciate any feedback on them or on the Tentative Conclusions in the report before the Committee work proceed much further. **Members are asked to draw these items to the attention of their constituencies and to forward any concerns directly to Bob Cowin.**

5.5 Key Performance Indicator Forum, February 4, 1999 -- 4:00 - 8:00 p.m.

John McKendry discussed briefly the history of Key Performance Indicators (KPIs). John noted that Gerry Sieben, Peter Jones, Barbara Leigh Smith (Washington) and Bill Bruneau (UBC) will be attending the forum, all of whom have a broad understanding of KPIs. He encouraged all to attend the KPI Forum in February and asked members to please invite colleagues from their areas to attend. **NOTE:** there *will be* catering and a no-host bar.

5.6 Semester Start-up Date, for January and May, 2000

The Chair brought a motion to the table from the Department of English asking Council to discuss delaying the onset of the Winter term in the year 2000. At the Chair's request,

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

BE IT AND IT WAS RESOLVED:

THAT Education Council short-cycle this issue for discussion.

The Motion was CARRIED.

MOVED by Paul Biscop, **SECONDED** by Al Atkinson:

BE IT AND IT WAS RESOLVED:

THAT Education Council charge the Chair of Council to receive feedback by January 25th regarding the start-up date of the Winter 2000 semester and report to SMT on January 26.

The Motion was CARRIED.

The Chair asked members to acquaint faculty of the implications for themselves and for students of the short turnaround time at the end of this year and relay their concerns back to her via voicemail or the listserv.

6. REPORTS

6.1 Report from the Chair

a) Education Committee of the College Board -- Terms of Reference:

Carole Nelson is the Chair of the Committee. Any question about the Terms of Reference or the Committee should be directed to Meg or Carole.

A task force has been set up to develop an approval process for CE certificate programs. The group consists of Mia Gordon, Meg Stainsby, Jan Selman, Joy Holmwood and Geraldine Murphy Street. One of the tasks this group may consider is preparing an information package to present to Education Council outlining what CE does and what it is.

The Chair informed members that a task force has been set up to review the Board policy on APlanned Change@ and bring suggested revisions to Education Council, the Board and SMT.

The Chair encouraged members to send feedback to her on budget guidelines/criteria as they evolve. To date, the Chair has received no comments or feedback.

With respect to upcoming events: the Chair apprised members of the spring CoEdCo meeting on February 6 and that representatives of AECBC will be meeting with the Chair and members of the Board on January 21. Currently, AECBC is trying to re-invent itself and is seeking input. Please forward any comments concerning possible directions AECBC could take in the near future to the Chair.

The Chair will be communicating with a number of people seeking suggestions as to what Council could do regarding GSD.

The Chair encouraged members to attend the KPI Forum - February 4 stating that the information could be useful when Council considers future submissions.

In an effort to streamline monthly packages and reduce unnecessary photocopying, members were informed that part of Education Council materials will be distributed with circulation slips attached. PLEASE NOTE: When you receive materials, please copy on an **as-necessary-basis** and forward to the next member promptly.

The Chair advised members that she will be placing an article (on policy changes) in an upcoming issues of the InSide and asked if members have ideas or other items that bear publicizing to please pass them on to her.

The Chair asked members to consider Council co-sponsoring (with the College Board and Douglas Development) a half day workshop with registered parliamentarian Eli Mina who has highly interactive and useful sessions on Roberts Rules of Order & making meetings work, and is familiar with the post-secondary governance system in BC. Members were interested and suggested that May might be a good time and to invite the new Council members.

Upon reflection of the amount of work Council has done since Fall '98, the Chair suggested that members have a "Council Appreciation Day". The Chair asked for permission to pursue this - all agreed.

6.2. Report from the President

The President brought to members= attention a letter she received from the British Columbia Council on Admissions & Transfer dated January 4, 1998. She noted that in the first report "Transfer Experiences of Students from Community College to University", that most Douglas College students were successful in transferring from here to Simon Fraser University. The President noted that BCCAT invites college personnel to visit their website and download the full report. (<http://www.bccat.bc.ca>)

In the President's report to the Board she will address growing concerns of an expressed dramatic shift of students' inability to move on from the college level to university. This concern was also reflected in the survey and is being addressed at the Ministry level.

The President reported that the revisions to the budget criteria are being developed.

The President encouraged members to participate in the next President=s Forum February 10 from 4:00 - 6:00 p.m. on the topic of "Future Visions for Douglas College@.

6.3 Report from the Standing Committee on Education Policies

a) Minutes of the December 16, 1998 meeting

Circulated in the Council package.

b) Up-date on the status of policy changes to date

Circulated in the Council package.

c) Process of Policy Distribution

Members agreed that an index of the College policies be available in each department for easy access. Possible support for the Secretary of Education Council to maintain all policies in her office was also considered. Discussions to continue.

d) Withdrawal of Policies appended to the December 2, 1998 memorandum

MOVED by Al Atkinson, **SECONDED** by Paul Biscop,

BE IT AND IT WAS RESOLVED:

THAT Education Council withdraw educational policies, as listed, and **THAT** Education Council recommend that Senior Management withdraw administrative policies, as listed.

The Motion was CARRIED

6.4 Report from the Standing Committee on Planning and Priorities

Maria Iaquina expressed a need for a staff member on the Committee. Joan Wenman is the Chair of the Committee. Also noted, it is difficult to get student representation on committees and task forces.

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

There was no report.

6.6 Report from the Residency Credit Exemption Committee

There was no report.

6.7 Report from the Educational Excellence Committee

There was no report.

6.8 Report from the Education Technology Forum

Barbara Allen distributed a list of members= e-mail addresses to be checked for accuracy and report any changes to her as she is updating the listserv.

Barbara informed members that at the end of this semester access to the internet from home will not be available and that the College supports only 12 lines for mail access. Council discussed a number of implications for instructors/ students who teach/ learn via on-line courses. This development leaves the instructor in a position of either coming in to the College to teach or purchasing their own ISP for home, which raised a question of whether or not this would constitute employees subsidizing the College.

Barbara Allen reminded that the deadline for Capital Requests is March 14. She asked members to advise their colleagues to prioritize their requests, be clear as to whether the request is for hardware or software, and be very specific regarding the faculty members=/ Faculty=s technological needs when submitting their requests.

7. NEW BUSINESS -- FOR INFORMATION AND CIRCULATION

7.1 Charting a New Course, Provincial Standing Committee: Mandate and Terms of Reference

7.2 Minutes of the November 30, 1998 Meeting of the Task force on Admission and Registration Policies and Procedures

7.3 Letter of Intent: Shanghai Second Medical University and Douglas College

The Chair noted that this item is not a Letter of Intent requiring Council approval.

7.4 Letter from the Ministry dated December 7, 1998 Re: Ministry Policy Review of Private Training

7.5 Memorandum from Al Atkinson to SMT dated December 14, 1998 Re: Recommendation for the College Matrix

7.6 Memorandum from Institutional Research dated December 17, 1998 Re: SFU Course Grades of Douglas College Transfer Students

7.7 Memorandum from Institutional Research dated December 9, 1998 Re: Highlights from UVic Undergraduate Survey

7.8 Memorandum from Institutional Research dated December 9, 1998 Re: Detailed Student Survey Results

7.9 "Making the Learning Paradigm a Reality", Live via Satellite,

February 4, 1999 (PBS)

The Chair asked if Council would agree to co-sponsor and participate in this event. In addition, the Chair noted the schedule of events was in eastern time.

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

_____ Chair _____ Secretary