

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, JANUARY 21, 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)

Sandra Boyle (Ex-Officio)

Laura Byrne

Ray Chapman

Edward Inoue

Ted James

Jan Lindsay

Kim Longmuir

Wilma Marshall

Susan Meshwork

Elsie Neufeld

Arlene Patko

Brenda Pickard (Secretary)

Graham Rodwell

Geraldine Street

Penny Swanson (Vice-Chair)

Carly Turner

Shaun Tyakoff

Wendy Wheeler

Des Wilson

Susan Witter (Ex-Officio)

Regrets:

Leon Morel

Guests:

Al Atkinson

Caroline Hunt

Yasmin Irani

Karen Malcolm

John McKendry

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2. APPROVAL OF THE AGENDA In order to accommodate the guests, the Chair asked that items 4.3b and 4.4 precede item 4.1. The Agenda was approved as reordered.

3. APPROVAL OF THE MINUTES OF THE DECEMBER 10, 2001 MEETING
The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

- 4.1 Policy revision: *Educational Affiliations*: The Chair invited members' feedback to the revised Educational Affiliations policy and noted that with respect to the underlined revisions to the policy, one suggestion received at the last meeting was to include transfer guidelines from other provinces.

Al Atkinson reported that he had had a conversation with Frank Gelin, CEO of BCCAT (British Columbia Council on Admission and Transfer), who indicated that many provinces do not have formal transfer guidelines nor a formal process to facilitate articulation. He added that the current process is not meant to be arduous nor a barrier to articulation agreements between provinces.

MOVED by S. Meshwork, SECONDED by G. Street,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Educational Affiliations policy as revised.

The Motion was CARRIED.

The Chair advised members that the changes will be made to the web version of the policy.

The Chair thanked Al for speaking to this item.

ACTION Please take this to your constituents for information.

- 4.2 Governance Evaluation: Referring to her report last month on a SCOEA (Standing Committee on Evaluation and Accountability) workshop she attended which discussed the now required governance evaluation of Education Councils, P. Swanson advised Council that she, Kim Longmuir and Laura Byrne would work on devising a formal evaluation procedure for Education Council. The Chair added that the Unit Review Co-ordinating Committee is currently establishing guidelines/procedures for review of all areas mandated by SCOEA including governance bodies such as Education Council and the Board and that these guidelines/procedures would provide the framework for the work of this small group.

She invited other members who were interested to join the group. It was added that a recommendation will be brought forward to Council in the spring.

4.3 Curriculum Committee Recommendations

- a) New and Revised Curriculum Guidelines: S. Tyakoff expressed appreciation to those who added a detailed memo outlining the revisions/changes to their submitted curriculum guidelines.

S. Tyakoff advised members that there were two errors in the Committee's report: HIST 270 First Nations - Settler Relations should have been included and, PSYC 342 should read "Developmental Psychopathology".

In response to a question, S. Tyakoff advised members that the change in class size to NURS 318 was a reduction in seats from forty to thirty six. She also clarified that the revisions to "methods of instruction" for nursing courses were not related to on-line instruction.

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

MOVED by R. Chapman, SECONDED by A. Patko,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revised submitted curriculum guidelines for PSYC 100, PSYC 110, PSYC 120, PSYC 130, PSYC 200, PSYC 300, PSYC 301, PSYC 304, PSYC 308, PSYC 315, PSYC 320, PSYC 321, PSYC 322, PSYC 330, PSYC 331, PSYC 341, PSYC 342, PSYC 360, PSYC 365, PSYC 370, SOSC 140, NURS 307, NURS 115, NURS 209, NURS 219, NURS 318, NURS 113, NURS 123, NURS 108, NURS 118, NURS 208, NURS 218, NURS 308, NURS 305, NURS 314, NURS 315, CHEM 108, CHEM 110, CHEM 210, CHEM 410, BIOL 105, SPSC 309, SPSC 321, SPSC 480 and HIST 270.

The Motion was CARRIED.

- b) Revised Continuing Education Certificate Program: Psychiatric Nursing Refresher: The Chair reminded members that past practice has been to short-cycle the motion to approve Continuing Education Programs after the Curriculum Committee has reviewed them in detail. She noted the Committee is recommending approval of the revisions to the CE Psychiatric Nursing Refresher Program.

Caroline Hunt, Advanced Diploma Co-ordinator in Psychiatric Nursing, advised members the revisions included updating textbooks and materials. She noted that the Health Sciences FEC approved the revisions on November 5, 2001 and Dean Holmwood approved them on November 16, 2001. She added she was hopeful the program would go through the accreditation process in Fall 2002.

There was unanimous consent to short-cycle the Motion to approve the

revisions to the Psychiatric Nursing Refresher Program.

MOVED by S. Tyakoff, **SECONDED** by S. Meshwork,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revised Continuing Education Psychiatric Nursing Refresher Program.

The Motion was CARRIED.

- 4.4 Direct Instruction Exemption for Sign Language Interpreting Student:
J. Lindsay introduced Karen Malcolm, Co-ordinator of the Sign Language Interpreting Program.

Karen Malcolm advised members that a request for residency exemption was before Council. She noted that the student had applied under the previous residency policy when decisions such as these were dealt with by the Residency Credit Exemption Committee. The revised policy now requires that requests for exemption, with the support of the appropriate FEC/DEC, come to Education Council. She added that she did not anticipate any further requests coming to Council as all new students are advised of the twenty five percent direct instruction requirement.

Karen added the student has demonstrably met the learning outcomes of the curriculum. She noted that the Child, Family & Community Studies FEC has approved the exemption.

There was unanimous consent to short-cycle the approval of the direct instruction exemption.

MOVED by C. Turner, **SECONDED** by S. Meshwork,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the exemption of the direct instruction requirement for the INTR student.

The Motion was CARRIED.

5. NEW BUSINESS

5.1 2002/2003 Budget Developmenta) Budget Guidelines

S. Witter advised members that the Guidelines have been distributed College-wide. She noted that SMT is reviewing the Guidelines on a regular basis. She added that the Guidelines will go to the Board for approval in March.

ACTION

Please take this document to your constituents for feedback. Any specific written changes/additions should be brought forward to the next Education Council meeting.

b) Services Taxonomy

The President advised members that this document has been developed to assist in the budget development process and to be used as an awareness tool for the College community to see the array of services and support offered to students.

In response to a question, the President advised members that any comments regarding the Services Taxonomy should be forwarded through their respective Vice President.

c) Board policy: Planned Changes to the Organization, Structure and Operation of Educational Programmes and Services

The President noted that this policy was attached for their information.

The President reminded members of an email she forwarded to “ALL” regarding some of the cuts to Ministry programs and services. She advised members that such programs and services as the Matching Endowment Fund, Work Study Program, Student Summer Works Program and others did not fit into the government’s New Era Commitments and are not considered by the government as part of their core services. She added that the government is looking into other cuts to funding such as the Part Time Vocational envelope. The President added that the government is increasing funding for seats to areas such as health care, engineering and computer science. She does not expect a decision regarding the tuition freeze until close to Budget Day, February 19th. She added that she will continue to keep the College abreast of future developments.

Appreciation was expressed to the President for advising the College community of unfolding events.

5.2 Semester Length: Decision by SMT to move to a 13.5 week semester: The

President briefly reviewed the history of discussions that have taken place in the past several years, including the recommendation of the Semester Length Review Task Force. She added that the recommendation to schedule exams on Saturdays had been neither a permanent nor adequate solution. She noted, with the Registrar, the growing issue of exam conflicts, ninety six in the Fall semester alone. The President advised members that VPAC (Vice President's Academic Council) had reviewed the issue and made a recommendation to SMT (Senior Management Team). She noted VPAC's recommendation was to change from 14 weeks of instruction and 1 week of exam/assessment to 13.5 weeks of instruction and 1.5 weeks of exam/assessment. She added it was necessary for SMT to make a decision quickly to meet calendar deadlines. She also noted this is not a final decision but rather an interim solution to a growing problem.

The Chair expressed concern that this decision was made without the knowledge of Education Council and without consultation with Education Council and/or member(s) of the Semester Length Review Task Force.

In response, the President acknowledged that the process for decision-making in this case could have been improved.

Trish Angus noted that the work of the Semester Length Review Task Force and the input of Education Council and the College community had been fully considered in discussions which had taken place at VPAC. John McKendry added VPAC consulted extensively with the Registrar in reviewing the six options recommended by the Task Force as well as other options.

The Chair noted that in future she hoped Education Council would be informed when discussions of this nature are underway, especially those which pertain to its advisory role.

ACTION **Please take this to your constituents for information.**

- 5.3 Notes of a meeting between the Education Council Appeal Tribunal and the Educational Policy Appeals Committee: The Chair advised members that the notes were included in the package to give them a permanent home so they are retraceable when the Student Appeals policy comes up for review in September 2002. She reminded members of the Committee that had been struck which included Trish Angus, Brenda Walton, Des Wilson, Susan Meshwork and Stephanie Williams to explore possible changes to the appeal process. Trish noted that she hoped the Committee would complete its work before semester's end.

6. REPORTS

6.1 Report from the Chair

The Chair advised members that the Policy Committee will meet on January 28th and if members had further feedback to the Curriculum Policy please forward their comments to the Secretary by January 24th.

The Chair asked members to remind their constituents that day classes are cancelled for the college-wide professional development day, February 13th. She added that night classes will take place as scheduled.

The Chair advised members that she is in the process of writing a policy on policy development and review as requested by a former Education Council. She asked for agreement from members to take the policy first to the Policy Committee and then bring it to Council. This was agreed.

6.2 Report from the President

The President reported that the Board has drafted a letter to nine MLAs in an attempt to impress upon them the implications of the announced cuts from the Ministry. The President added that she, the Chair and Vice Chair of the Board will be meeting with a number of MLAs in the next couple of weeks.

The President reported that the College will lose four Board members. She added that she will impress upon the MLAs the need for a full Board.

The President advised members that a memo has been distributed to faculty from Ron Brown encouraging them to accommodate students in the same way as they would for other types of absences if students chose to participate in the National Day of Action February 6th. (C. Turner made available a Fact Sheet for members perusal.)

6.3 Report from the Board Representative

On behalf of the Board, S. Boyle expressed appreciation to the Curriculum Committee and past Chair of the Committee Ray Chapman for their hard work in reviewing the many curriculum guidelines.

6.4 Report from the Secretary

There was no report.

6.5 Report from the Standing Committee on Educational Policies

There was no report.

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
There was no report.
- 6.9 Report from the Curriculum Committee
There was no report.
- 6.10 Report from the Research Ethics Board
S. Meshwork advised member that the REB has met once and will meet again on January 22nd. She provided a written report (distributed at the meeting). She added the REB is currently discussing who might be approached to sit on their Board as an external member.
- 6.11 Report from the Education Technology Forum
D. Wilson and G. Rodwell reported that the Committee is currently discussing the kind of data and type of form used to support Ed Tech requests. They added that the contract with Microserve has expired and the Committee is preparing to send a request for proposal for a new technology partner.
- 6.12 Report from the International Educational Education Advisory Committee
There was no report.
7. NEW BUSINESS - For Information and Circulation
- 7.1 Web calendar and the printing of a two year calendar
 - 7.2 Results from 2001 Former Student Follow-Up Survey
 - 7.3 Council of Presidents Position Paper on On-line Learning Strategy
 - 7.4 Council of Presidents Key Issues Document
 - 7.5 Learning at Community Colleges Compared to Universities
 - 7.6 BCCAT Research Results December 2001
 - 7.7 Results from 2001 Former Student Follow-Up Survey (BC College and Institute Student Outcomes Survey) (distributed at the meeting)
- P. Swanson reminded members of the President's Writing Contest and asked members to encourage their students to participate.**
8. ADJOURNMENT: Moved by C. Turner, Seconded by S. Tyakoff, the meeting adjourned at 5:15 p.m.

_____ Chair _____ Secretary