

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, JANUARY 20, 2003 AT 4:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Hudson Andrews

Trish Angus (Non-Voting)

Marilyn Brulhart

Laura Byrne

Colin Campbell

Ray Chapman

Steve Gadsby

Ted James

Ann Kitching (ex-Officio)

Joel Koette

Jan Lindsay

Elsie Neufeld

Michael Ouellet

Arlene Patko

Brenda Pickard (Secretary)

Graham Rodwell

Penny Swanson (Chair)

Trevor Tombe

Carey Vivian

Wendy Wheeler

Des Wilson

Susan Witter (Ex-Officio)

Regrets:

Kim Longmuir

Susan Meshwork (Vice Chair)

Guests:

Brad Barber

Bob Cowin

Yasmin Irani

The Chair introduced Colin Campbell as the new Humanities and Social Sciences Faculty representative. The Chair expressed thanks to Wilma Marshall who has been a member of Education Council for three and a half years.

2. APPROVAL OF THE AGENDA The Chair asked members to add item 4.10 Change of Spring reading break from Thursday/Friday to Monday/Tuesday. The Agenda was approved as revised.
3. APPROVAL OF THE MINUTES OF THE DECEMBER 9, 2002 MEETING The Secretary advised members that Motion on item 4.2 of the December meeting should read: "THAT Education Council recommend approval in principle for submission to the Ministry the Nursing Degree - Letter of Intent". The Minutes were approved as revised.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Revised Research and Ethics and Practices Policy: P. Swanson reminded members to forward any comments regarding the policy directly to her as Chair of the Educational Policy Committee. She advised members that she will contact the Faculty of Humanities and Social Sciences with respect to their concerns.

4.2 On-line Content in Courses - Notifying Students: P. Swanson advised members that Faculty in the Library have noted some students are not aware that a number of courses have on-line requirements until after they have registered. She noted there are two lists on the web which itemize courses that are totally on-line, via Web CT, and courses that have some on-line component. She added that neither of these lists are linked to the Calendar and there is no specific place in the Course Outline that indicates the course is either totally or partially on-line.

T. Angus advised members that she has had discussions with John McKendry regarding this issue. She noted that DLS has the information but has not completed the project as yet. She noted that the current paper copy of the Calendar has the on-line (designated) information, in whole or in part, is listed on page 312.

The Chair advised members that she will meet with John McKendry and Trish Angus regarding this issue and bring further developments to a future Council meeting.

4.3 Strategic Plan: Several members expressed their appreciation that the Plan now includes the College Values.

MOVED by H. Andrews, SECONDED by A. Patko,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend that the College Board approve the Strategic Plan as presented.

The Motion was CARRIED.

4.4 Board Policy - B02.01.01 Operating Fund Surplus: There was no further feedback to the Policy.

4.5 Evaluation of meetings: The Chair thanked those who completed the survey. She

also thanked members for their support and for their assistance with respect to keeping the meetings running smoothly.

- 4.6 Applied Degree Standards Committee: H. Andrews advised members that the Committee met and looked at a wide spectrum of applied programs. He noted that the Committee will not proceed further until the provincial Quality Assessment Board makes their recommendations.

H. Andrews noted that on April 30, 2003 there will be a College-wide Forum on applied degrees sponsored by Douglas Development. He added the "Forum will consider the process for establishing Applied Degrees, Douglas College's plans for offering Applied Degrees, and perspectives on the impact of Applied Degrees across the College."

- 4.7 Student Success Task Force: There was no report. (See item 5.1.)
- 4.8 Curriculum Committee Recommendations: It was advised that the change to Psychology 300 require approval from the Standing Committee on Admissions and Language Competency. PSYC 300 was removed from the Motion.

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

MOVED by D. Wilson SECONDED by R. Chapman,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the curriculum guidelines for MUSC 260, MUSC 361, MUSC 461, CFCS 130 and DVST 399.

The Motion was CARRIED.

- 4.9 Admission and Language Competency Committee Recommendations: T. Angus advised members that the December meeting was cancelled due to a lack of quorum.
- 4.10 Change of Spring reading break from Thursday/Friday to Monday/Tuesday: The Chair advised members that there was some confusion regarding the intent of the Motion passed at last month's meeting. The Motion read "...that Spring Break in Winter 2004 be moved from Thursday and Friday to Monday and Tuesday...". She noted that strictly read it would mean the only time this change would happen would be in 2004. The Chair added that she had discussed this with Bob Nicholls and he indicated that the intent of the Motion was for the change to be permanent.

The Chair will ask the Faculty of Humanities and Social Sciences to clarify the intent and language of the Motion.

5. NEW BUSINESS

5.1 Student Success Task Force: Proposals Regarding Student Entry: The Chair reminded members that the process for reviewing the proposals is outlined in the memo, contained in the package, dated January 6, 2003. She asked that the proposals be dealt with individually at Council and at FEC/DEC.

5.1a) Proposal One: General College Admission (open enrolment)

- S. Gadsby advised members that, as a student, he was in favor of a requirement for a set admission criteria into open enrolment courses.
- In response to a question, T. James acknowledged that the proposed admission criteria may impede some students from registering in first year open enrolment courses, however he added that students who do not meet the criteria may take DVST courses to upgrade their skills. It was noted that students could also upgrade their skill level by taking Continuing Education courses.

5.1b) Proposal Two: Preferential Admission (closed programs)

- T. James advised members that the purpose of this Proposal is in attempt to have students register into closed programs on the basis of suitability rather than a first come first serve basis.
- It was noted that it would be up to the discretion of the program area as to what constituted "suitability".
- Appreciation was expressed regarding the flexibility of this proposal.

5.1c) Proposal Three: Priority Registration (open enrolment)

- It was noted that a number of the larger Lower Mainland colleges practice priority registration based on GPA.
- S. Gadsby expressed appreciation that the current registration process for open enrolment courses may be amended to increase the number of categories from three to six and that the GPA priority order descends in increments of 0.5.

It was noted that the Secretary and Ted James will distribute the document to the Chairs and Coordinators. (Subsequent to the meeting, the Chair forwarded the

document to “ALL” to elicit as much feedback as possible.)

Ted James wished to thank the Committee members for their hard work. The other Committee members are: Trish Angus, Bob Cowin, Joy Holmwood, Jan Lindsay, Lorna McCallum, Susan Meshwork, Arlene Patko, Graham Rodwell, Jim Sator, Trevor Tombe, Wendy Wheeler and Des Wilson.

ACTION **Please take this to your constituencies for feedback at the February meeting.**

- 5.2 Accountability Framework for the Post-secondary Education System: The Chair advised members that the Ministry released the working paper to institutions on December 20, 2002 and was requesting feedback by January 31, 2003. She noted the working paper outlines how institutions might be evaluated and it suggests linking evaluation to funding. (A letter of response from Susan Witter, drafted by Bob Cowin, was distributed at the meeting. Also distributed was an email from Jean Cockburn, Chair of the Unit Review Coordination Committee and past member of SCOEA in response to the paper.)

The Chair advised members that other Education Councils are providing their own response to the working paper. After a brief discussion, it was agreed that Council was satisfied with the letter distributed at the meeting and that Council would not submit their own response.

The Chair noted that it will be interesting to see how the framework will affect the Unit Review process that the College recently started. She referenced page 28 wherein it discusses the “linkage of the Framework to other Educational activities, including institutional and program evaluation”.

The President noted that she intended her response to be concise and focus on areas of the working paper where adjustments could be made. She noted the Board will be reviewing the letter on Thursday.

The Chair noted that the turn-around time was very short thus feedback from FECs/DECs would not be possible. She did encourage members to circulate the document to their constituents and advised members that she would forward, via email, the Ministry’s web address.

E. Neufeld commented that she was glad to see the response included an emphasis on social and cultural issues.

6. REPORTS

6.1 Report from the Chair

The Chair reported that the Board approved the Credential name changes in the Office Administration area and the Planned Changes to the Organization, Structure and Operation of Educational Programs and Services policy.

6.2 Report from the President

The President advised members that the "President's Report" was forwarded to the College community via email on Friday.

The President advised members that three documents have been recently released: draft document on the Quality Assessment Board; Accountability Framework; and, a discussion paper outlining the proposed framework for a new model for Industry Training in BC.

The President noted that the proposed budget for 2003/2004 will be presented to the Finance Committee of the Board on Wednesday, then will go to the Board for general support on Thursday then forwarded to the College community. She added that there will be a presentation on the Budget at the College Board meeting on Thursday.

The President encouraged member to attend the College Budget Forum on Wednesday, January 29th, at 4:00 p.m. in the Performing Arts Theatre.

The report of the BC Progress Board was also released. For Post-secondary education it suggested: 1) extending one University's mandate to Kelowna; 2) increasing international student to 50% by 2010; 3) look at the consolidation of administrations of all colleges and universities, starting with the Vancouver area; and 4) splitting some of BCIT's resources to put them in the Okanagan. The President indicated that she thought only numbers 1 and 4 might be given serious consideration.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Secretary

The Secretary advised members that, for those interested, March 5th from 12:00 - 2:00 p.m. there will be a workshop on Robert's Rules of Order sponsored by Douglas Development.

6.5 Report from the Standing Committee on Educational Policies

On behalf of K. Longmuir, P. Swanson advised members that the Committee has met and is looking at the policies that need to be revised this year. She noted that

seven policies will be reviewed as a result of the normal five year cycle. She added that the Committee will work closely with the Student Success Task Force to monitor any changes to policies as a result of the Task Force's proposals.

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

T. Angus advised members that Council elections will begin shortly. She asked members that, if they were not going to seek re-election, to please encourage other members from their department to put their names forward.

6.8 Report from the Educational Excellence Committee

L. Byrne advised members that a call for nominations for the Educational Excellence Awards has now gone out to the College community. She noted the nomination deadline is March 28th, 2003.

6.9 Report from the Curriculum Committee

There was no report.

6.10 Report from the Research Ethics Board (REB)

There was no report.

6.11 Report from the Education Technology Forum

There was no report.

The Chair advised members that on the meeting evaluation form, a member asked if some of the committees on the Agenda ever meet as there is seldom a report. She noted that the Minutes of the Education Technology Forum are available via the ETFForum listserv. If members are interested in joining the listserv, please contact Lynn Power at local 5389.

6.12 Report from the International Education Advisory Committee

There was no report.

7. NEW BUSINESS

7.1 Results of 2002 Former Student Follow-Up Survey

8. ADJOURNMENT Moved by H. Andrews. Seconded by G. Rodwell, the Meeting adjourned at 5:20 p.m.

_____ Chair _____ Secretary