

**DOUGLAS COLLEGE**  
**MINUTES OF A MEETING OF EDUCATION COUNCIL**  
**HELD MONDAY, JANUARY 17<sup>TH</sup>, 2005 AT 4:15 P.M. IN THE BOARD ROOM**  
**NEW WESTMINSTER CAMPUS**

---

1. ROLL CALL

**Members Present:**

Trish Angus (Non-Voting)  
Kevin Barrington-Foote  
Marilyn Brulhart  
Laura Byrne (Vice-Chair)  
Colin Campbell  
Diana Christie  
Rosilyn Coulson  
Debra Flewelling  
Kuros Gadareh  
Anna Jajic  
Ted James  
Ann Kitching (Ex-Officio)  
Susan Meshwork (Chair)  
Elsie Neufeld  
Jan Lindsay  
Arlene Patko  
Brenda Pickard (Secretary)  
Graham Rodwell  
Janice Spencer

**Regrets:**

Khai Rosli  
Susan Witter (Ex-Officio)

**Absent:**

Joel Koette  
Peter Tong

**Guests:**

Pat Brown  
Julie Crothers  
Geri Paterson  
Brian Storey  
Sandi Strate  
Geraldine Street  
Gary Tennant  
Des Wilson

- 
2. APPROVAL OF THE AGENDA: The Chair asked members to: add as item 5.6 - Notice of Motion to approve an Affiliation Agreement with Seneca College; and, add as item 7.3 - Review of College Timetable Scheduling Pattern. The Chair further asked members to approve a fluid Agenda to accommodate the guests. The Agenda was Approved as revised.
3. APPROVAL OF THE MINUTES OF THE DECEMBER 13<sup>TH</sup>, 2004 MEETING: The Chair advised members that, due to a technical problem with the Secretary's computer, the Minutes of the December meeting will not come to Council for approval until the February meeting. (Subsequent to the meeting, the Secretary advised the Chair that no formal Minutes will be issued for the December meeting. Notes of the December meeting will come in April for approval.)
4. BUSINESS ARISING FROM THE MINUTES

- 4.1 Full Program Proposal - Bachelor of Therapeutic Recreation and Recreation Health Promotion Degree: The Chair reminded members that this came before Council last month as a Notice of Motion. She asked members if they had any further feedback before she called the question.

The Chair introduced Geri Paterson and Pat Brown to address members' questions.

K. Barrington-Foote commented that his Department was pleased to see the English/Communications course(s) moved closer to the beginning of the degree stream.

Geri advised members that, after a meeting with the Health Sciences FEC, it was decided to increase the English requirement from a "C" to a "C+". This she noted will be reflected in a revised version of the Full Program Proposal.

Considerable discussion ensued when it was noted the College-wide standard for university transfer (UT) English is a grade 12 with a "B" and the impact this will have on students who wish to take a UT English course. It was added that it may be confusing to students when they note the Departmental requirement for the Therapeutic Recreation program is English 12 with a grade of "C+" and yet the College standard is UT English 12 with a "B". It was noted that students may take an assessment test and, if they assess high enough, they then can register for a UT English course.

In response to a question, Geri noted that students are advised of the College-wide admission requirements for UT English. She added that students will be advised to upgrade their English in the first year if needed.

**MOVED by J. Lindsay, SECONDED by T. James,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the Full Program Proposal - Bachelor of Therapeutic Recreation and Recreation Health Promotion Degree as amended.**

**The Motion was CARRIED.**

- 4.2 Education Policy topics:
- a) Priority Registration  
This item was deferred to the February meeting.

- b) Course Outlines  
This item was deferred to the February meeting.
- c) Continuing Education Program Approval Policy  
By way of background, it was noted that Geraldine Street (CE Programmer) is asking Council to revise the Program Approval Policy for Continuing Education. It was noted that the only CE offerings the College can count as FTE are those that come through Education Council for approval and for curriculum review. It was added that all CE programs that offer certificates of completion do come through Council now; however, much of what CE teaches does not come through Council as the Program Approval Policy defines a CE programs as "...a *cluster* of non-credit courses with learning outcomes...". The policy language that CE is proposing is as follows: "Continuing Education Certificate Program: a *non-credit course or number of non-credit courses* with learning outcomes..."

A brief discussion ensued regarding the number of contact hours in a program and whether this would be considered a factor when determining which FTE's could be counted.

**MOVED by J. Lindsay; SECONDED by A. Patko,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve a revision to the Program Approval policy for Continuing Education courses: "Continuing Education Certificate Program: a *non-credit course or a number of non-credit courses* with learning outcomes, assignments and evaluative components for which a certificate is awarded indicating successful program completion".**

**The Motion was CARRIED.**

- d) Withdrawals, Status and Course Change Policy  
This item was deferred to the February meeting.

- 4.3 Academic Plan - Response to the Board: The Chair advised members that a number of suggestions Council gave regarding the Academic Plan have now been incorporated into the document. She noted that the three written submissions from the Departments have been forwarded to those working on the Plan.

- 4.4 Applied Degree Standards Committee: L. Byrne advised members that a revised Applied Degree Standards Worksheet was in the package. She noted this worksheet was before Council for approval.

A question was raised as to why this was coming before Council prior to the Academic Plan being approved by the College Board. In response, L. Byrne advised members that the Committee felt it appropriate for this to come forward at this time. She added that if this worksheet is not approved the Committee would not be able to continue its' work.

A number of individual members expressed appreciation and noted that they were impressed with the document.

**MOVED by J. Spencer; SECONDED by E. Neufeld,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the Applied Degree Standards Worksheet.**

**The Motion was CARRIED.**

- 4.5 Admission and Language Competency Committee: There was no report.

- 4.6 Curriculum Committee Recommendations:

- a) Therapeutic Recreation and Recreation Health Promotion Degree Curriculum Guidelines

C. Campbell advised members that there are 29 not 28 (as indicated in the memo) curriculum guidelines to approve.

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

**MOVED by C. Campbell, SECONDED by A. Patko,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the submitted curriculum guidelines for THRT 1101; THRT 1102; THRT 1201; THRT 1203; THRT 1204; THRT 1205; THRT 2301; THRT 2306; THRT 2307; THRT 2308; THRT 2309; THRT 2406; THRT 2407; THRT 2408; THRT 2455; THRT 2477; THRT 3504; THRT 3505; THRT 3506; THRT 3601; THRT 3602; THRT 4701;**

**THRT 4704; THRT 4705; THRT 4802; THRT 4806; THRT 4855; THRT 4901; and, THRT 4905.**

**The Motion was CARRIED.**

- b) Curriculum Guidelines for the Post Degree Diploma in Physical Education courses

**ACTION Please take this to your constituency groups for feedback and decision at the February meeting.**

- c) Curriculum Committee Recommendations: C. Campbell advised members that the Committee reviewed 21 curriculum guidelines.

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

**MOVED by C. Campbell; SECONDED by A. Patko,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the submitted curriculum guidelines for DVST 0356; DVST 0455; CFCS 2410; CCSD 1240; CYCC 1150; CYCC 1240; CYCC 1250; OADM 1400; OADM 1401; OADM 1434; CISY 3540**

**and,**

**THAT Education Council approve the withdrawal of OADM 233; OADM 236; OADM 321; OADM 395; DVST 470; DVST 472; DVST 473; DVST 474; and, DVST 476.**

**The Motion was CARRIED.**

**5. NEW BUSINESS**

- 5.1 Office Administration Certificate and Citation Program Changes: The Chair introduced Julie Crothers to speak to these items.

Julie Crothers advised members that, as a result of OADM 1400 and OADM 1401

changing credit value, the following certificate programs will need to reflect this change: 1) Legal Administrative Assistant Certificate; 2) Medical Office Assistant Certificate; 3) Accounting Assistant Certificate; and, 4) Administrative Assistant Certificate. Julie noted that students in the full-time program will take 15 credits in the first semester, 14 credits in the second semester and 1 credit in the third semester. She added that presently full-time students take 15 credits in the first semester, 13.5 credits in the second semester and 1.5 credits in the third semester.

**There was unanimous consent to short-cycle the Motion to revise the program changes.**

**MOVED by A. Jajic; SECONDED by J. Spence,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the revision to the 1) Legal Administrative Assistant Certificate; 2) Medical Office Assistant Certificate; 3) Accounting Assistant Certificate; and, 4) Administrative Assistant Certificate programs.**

**The Motion was CARRIED.**

Julie advised members that OADM's Legal Administrative Assistant Citation program has been offered for a number of years now. She noted that the Department has collaborated with colleges involved in a BCcampus legal program and now would like to offer the citation program through BCcampus. She noted that the content of both the programs are very similar, noting the main difference is the way the courses have been packaged. She added that, apart from the course numbers, the courses have the same name and length of hours as all other participating colleges in BC.

A brief discussion ensued regarding the 25% residency requirement.

**There was unanimous consent to short-cycle the Motion to approve the program change.**

**MOVED by J. Spencer; SECONDED by A. Patko,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the program change to the Legal Administrative Assistant Citation program.**

**The Motion was CARRIED.**

- 5.2 New Program Concept Statements: Building Environmental Systems (BES) Program; and, Animal Health Technician (AHT) Program: The Chair introduced Des Wilson to speak to this item.

Des advised members that Douglas College has recently acquired, from Seneca College, the rights to offer the curriculum for a new program in Building Environment Systems. He noted that the program contains up to fifteen separate courses or subjects which after successful completion will entitle a student to acquire a Certificate in Energy Operations and/or Management. Des added that the “objective of the program is to enable students, likely practitioners in the field of building operations, to treat the operations and management of large buildings or building complexes from a holistic point of view with respect to the conservation of energy and water, air quality and waste management”. He noted that initially this will be offered as a Continuing Education program under the joint direction of the Faculty of Science and Technology and The Training Group.

**(Pls. note: the discussion regarding the affiliation agreement with Seneca College is added as item 5.6)**

Des advised members of a new concept paper for the Animal Health Technology Diploma Program. He noted the only program in B.C. which graduates Veterinary Technicians is at the University of the Cariboo where the number of applicants exceeds the number of seats available. Des advised members that in the Fall of 2003 a preliminary market analysis of the training needs in the veterinary care industry was completed by Dr. Diane Boyle, veterinary surgeon. He noted that Dr. Boyle concluded that “there is a clear potential for a successful Veterinary Health Technician program together with opportunities for continuing professional education and training of Veterinary Office Assistants”. Des noted that the largest pool of applicants for the program would be from the Lower Mainland thus placing Douglas in the highest training demand area.

- 5.3 Policy Committee Recommendation to add a Post Degree Diploma to the Credentials Awarded at Douglas College policy: T. James advised members that the Policy Committee has been asked to add a new Post Degree Diploma to the *Credentials Awarded at Douglas College* policy. He noted that the definition of the credential will be: Post-Degree Diploma credentials will range from 30 - 60 credits depending on the level of specialization training provided.

In response to a question regarding why a new credential needs to be created, and not call it a certificate for example, Des advised members that the common

nomenclature for this type of offering is a Post Degree. This he added allows for flexibility.

**ACTION** Please take this to your constituency groups for feedback and decision at the February meeting.

- 5.4 Post Degree Diploma in Physical Education: The Chair advised members that the Dean of Science and Technology requested Council consider the Full Program Proposal without first looking at the concept paper as there is some urgency in getting the program approved, advertised and running by the Fall, 2005 semester. She then introduced Brian Storey and Des Wilson to speak to this item.

Brian Storey advised members that the primary goal of the Diploma is to improve the health and fitness outcomes and attitudes of children in the school system by training generalist teachers in contact with those students to become “Physical Education Specialists”. This goal, he noted, will be achieved through innovative curriculum and teaching practices that will lead to graduates of the Post-degree Diploma in Physical Education who will be able to create and implement innovative physical education units, lessons, and activity plans that excite students about the possibilities of physical activity and meet the needs outlined in the BC Ministry of Education curriculum for physical education.

In response to a question, Brian advised members that he was hopeful to have twenty four students for the Fall 2005 intake.

**ACTION** Please take this back to your constituency groups for feedback and decision at the February meeting.

- 5.5 Concept Paper: Bachelor Degree in Child and Youth Care, the Development of a Partnership between University College of the Fraser Valley and Douglas College:

The Chair introduced Gary Tennant and Pat Brown to speak to this item.

Member were advised that, in partnership with the University College of the Fraser Valley (UCFV) and with the support of the Child and Youth Care Educators Consortium, Douglas College will develop a Child and Youth Care Bachelor Degree designed to meet the needs of Douglas Diploma graduates and child and youth care practitioners in the Lower Mainland. It was added that the Douglas degree will build on the CYC Diploma, adding depth and breadth in third and fourth years. It was noted that Douglas will take the necessary steps to achieve the authority to grant the Bachelor degree in Child and Youth Care by 07/08.

- 5.6 Affiliation Agreement with Seneca College: The Chair asked Des Wilson to speak to this item.

Des advised members that Seneca is the largest community college in Canada and has successfully offered the Building Environmental Systems program for over thirty years. He added that Seneca is a bonafide and credible institution.

**ACTION** Please take this to your constituency groups for feedback and approval at the February meeting.

## 6. REPORTS

- 6.1 Report from the Chair  
There was no report.
- 6.2 Report from the President  
The President's Report has been sent via email to the College community.
- 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 Research Ethics Board  
There was no report.
- 6.6 Report from the Standing Committee on Educational Policies  
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 Education Technology Forum

There was no report.

7. NEW BUSINESS - For information and circulation

7.1 Letter from (former) Minister Shirley Bond to President Witter regarding the Bachelor of Science in Nursing Degree

7.2 Third set of results from Student Profile and Perceptions Survey

7.3 Review of College Timetable Scheduling Pattern

8. ADJOURNMENT: Moved by E. Neufeld; Seconded by K. Barrington-Foote; the meeting adjourned 6:18 p.m.

---

Chair

Secretary