



Douglas College

**MINUTES OF A MEETING OF EDUCATION COUNCIL**  
**Held Monday, January 16<sup>th</sup>, 2006 at 4:15 p.m.**  
**New Westminster Campus, Boardroom**

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1. ROLL CALL

**Members Present:**

Trish Angus (Non-Voting)  
Graeme Bowbrick  
Marilyn Brulhart  
Jan Carrie  
Sam Cheng  
Rosilyn Coulson  
Gerry Gramozis  
Elizabeth Helps  
Sean Hibbitts  
Rabey Husini  
Anna Jajic (Vice Chair)  
Ted James  
Ann Kitching (Ex-Officio)  
Jan Lindsay  
Les Marshall  
Elizabeth McCausland  
Susan Meshwork (Chair)  
Colleen Murphy  
Brenda Pickard (Secretary)  
Teryl Smith  
Heidi Taylor  
Susan Witter (Ex-Officio)

**Regrets:**

Lucia Fuentes  
David West

**Guests:**

Mark Elliott  
Blaine Jensen  
George Stroppa  
Brenda Walton

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2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Chair asked members to approve a fluid Agenda. The Agenda was approved.

3. APPROVAL OF THE MINUTES OF THE NOVEMBER 21<sup>st</sup>, 2005 MEETING:  
The minutes of the November 21<sup>st</sup>, 2006 meeting were approved. The Chair advised members that the December 12<sup>th</sup>, 2005 minutes will come to a future meeting for approval.

4. BUSINESS ARISING FROM THE DECEMBER 12, 2005 MEETING

- 4.1 Program and Service Evaluation Guide  
The Chair introduced Blaine Jensen, Vice President Educational Services to speak to this item.

Blaine advised members that the Guide was included in the Council package along with a summary sheet of revisions. Blaine highlighted that the terminology has been changed to use “reviews” rather than “evaluations”. He also noted that the language regarding access to reports and honouring our collective agreements has been clarified. He added that this will come to Council’s February meeting for formal advice.

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

- 4.2 Hotel and Restaurant Management Program – Program Change  
The Chair reminded members that this came before Council at its December meeting. She asked members if they had further feedback from their constituency groups. Hearing none,

**MOVED by L. Marshall; SECONDED by H. Taylor,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve moving the English courses to the first semester from the fourth in place of HORM 1140; and, in place of the English courses in the fourth semester, offer an Economics course ECON 1101 or ECON 1150 or ECON 1250 (depending on the student’s need).**

**The Motion was CARRIED.**

- 4.3 Grade Appeal; Petition; and, Appeal of Petition Forms  
Brenda Walton reviewed the feedback she received from the Chair and advised members if they had additional feedback to send it directly to her within the next two week. She noted the revised forms would come to Council within the next two to three months.

**ACTION Feedback should be sent directly to Brenda Walton.**

- 4.4 Policy Issues  
a) *Examination Policy – New*

T. James reminded members that the Policy Committee is looking at various ways to accommodate the one clear day before classes ending and exams beginning. He referred to the new Examination Policy and highlighted the language taken from the Curriculum Development and Approval policy regarding “no in-class written assessment or test, or combination thereof, valued at greater than 10% may be given within the last two weeks of class”. T. James also noted point number 2 on the second page has been revised to read “There shall be a minimum of one full day with no scheduled classes or mandatory activities for students between the end of classes and the beginning of the **final** examination period in each semester”.

T. James advised members that one way to accommodate the new policy would be to shorten the semester. (It was noted this would fall in line with some other institutions.)

M. Brulhart suggested that program areas that evaluate using the Mastery system be exempt from the shortened semester.

T. Angus expressed concern with the language contained in the “Policy Statement”. She asked for clarification on the wording “examinations are **established** by faculty members...” she also advised members that the statement “...will adhere to college-wide standards which determine such features as **when** examination can be held...” is incorrect as the Registrar’s Office is responsible for setting the final examination period.

E. McCausland advised members that the LLPA FEC is not supportive of shortening the semester by a day. She added her FEC does not see any benefit to students.

The Chair reminded members that Council SMT has the authority to approve shortening the semester length. Council does however have an advisory role and will exercise it when SMT makes its recommendations.

In response to a question, it was advised, if SMT approves shortening the semester length by one day, it would become effective Fall 2006.

**MOVED by H. Taylor; SECONDED by S. Hibbitts,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the creation of a new policy called “Examination Policy”.**

**The Motion was CARRIED.**

b) Curriculum Development and Approval Policy - Revision

Please see the discussion in item 4.4 a).

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

BE IT AND IT WAS RESOLVED:

**THAT Education approve the removal of the overlapping language from the Curriculum Development and Approval Policy now residing in the Examination Policy.**

**The Motion was CARRIED.**

4.5 Educational Excellence Awards

This portion of the meeting was held in-camera.

4.6 Admission and Language Competency Committee

There was no feedback.

**There was unanimous consent to short-cycle the Admission and Language Competency Committee recommendation.**

**MOVED by M. Brulhart; SECONDED by S. Cheng,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the access requirements for applicants to the Health Care Support Worker Certificate Program for Community Mental Health Worker Graduates.**

**The Motion was CARRIED.**

4.7 Curriculum Committee Recommendations

A. Jajic expressed concern that the Health Sciences FEC had not seen the BIOL 2401 curriculum guidelines. In response, E. McCausland noted the curriculum guideline had been signed by a coordinator in PNUR.

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

**MOVED by G. Gramozis; SECONDED by S. Cheng,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted curriculum guidelines for CRIM 3310; CRIM 3335; CRIM 4410; BIOL 2400; BIOL 2401; LWTP 0100; LWTP 0101; LWTP 0102; LWTP 0103; LWTP 0104; LWTP 0105; and, LWTP 0106.**

**The Motion was CARRIED.**

1 opposed

5. NEW BUSINESS

5.1 Revision to the Business Management Diploma Program – General Business Option

The Chair introduced George Stroppa to speak to this item.

George advised members that attrition primarily occurs in the first semester of the HORM program and students who leave the program tend to go into the Business program. He noted that, in an effort to make the Business Management Diploma program more accessible to student who have taken courses in the HORM program, the Commerce and Business Administration (CBA) FEC has approved the following proposed General Business option: 27 additional credits (nine courses) in the faculty of CBA. These 27 credits must be taken from any of the following disciplines, Accounting, Business, Computer Information Systems, Economics, Financial Services and Marketing **as well as the inclusion of HORM 1110, 1140, 2240, 2330, 2340, 2440, 1320+2410 (3 credits), and 1210+1310 (3 credits)**. This, he added, will now increase the number of options for students.

Council commented that a revision to the HORM program may be needed in future.

**There was unanimous consent to short-cycle the motion.**

**MOVED by J. Lindsay; SECONDED by C. Murphy,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the revision to the Business Management Diploma Program to include HORM 1110, 1140, 2240, 2330, 2340, 2440, 1320+2410 (3 credits), and 1210+1310 (3 credits) as optional courses.**

**The Motion was CARRIED.**

It was noted that the change will be effective immediately.

6. REPORTS6.1 Report from the Chair

The Chair reported that she is reconsidering the function of the Budget and Planned Change advisory committee. She noted that it might best function as an advisory committee on planned change and that budget response times are usually too short for the committee structure to work correctly. For now, she added, Council will proceed with providing budget advice to the Board by discussion of the committee of the whole rather than through the sub committee structure. She noted this will come back to council at a later date as a regular business item.

6.2 Report from the President

The President encouraged members to read the President's Report sent to "ALL" last week.

The President advised members that the budget is in the process of being developed. She noted it will be presented in the open session of the Board later in the week. She noted two Budget Forums will be held on January 25<sup>th</sup> – David Lam Campus at 12 noon and New West Campus at 4:00 p.m. She encouraged all members to attend.

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

Ted reported that he had set up a blog *on myDouglas* for students and employees to provide comments on the Appeal's policy. He noted that it did not "create much traffic".

7. OTHER BUSINESS For Information and Circulation
  - 7.1 Signed agreement between Douglas College and Luoyang University, China
  
8. ADJOURNMENT: Moved by G. Gramozis, Seconded by S. Hibbits, the meeting adjourned at 5:15 p.m.

\_\_\_\_\_ Chair \_\_\_\_\_ Secretary