

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, JUNE 17, 2002 AT 2:15 P.M. IN THE BOARD ROOM  
NEW WESTMINSTER CAMPUS**

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1. ROLL CALL

**Members Present:**

Janet Allwork (Chair)  
Laura Byrne  
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

**Regrets:**

Trish Angus (Non-Voting)  
Ray Chapman  
Ted James  
Ann Kitching (Ex-Officio)

**Regrets continued:**

Jan Lindsay  
Susan Witter (Ex-Officio)

**Absent:**

Edward Inoue  
Dennis Lancien

**Guests:**

Al Atkinson (A/President)  
Brad Barber  
Kathryn Cernauskas  
Kathy Denton  
Yasmin Irani  
Fran Johnson  
Lorna McCallum  
Michael McPhee  
Michael Ouellet  
Naomi Tabata  
Trevor Tombe  
Carey Vivian  
Brenda Walton (for T. Angus)  
Robin Wylie

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The Chair introduced Carey Vivian as the new Council representative from the Faculty of Language, Literature and Performing Arts. She also introduced two of the four new student representatives: Trevor Tombe and Michael Ouellet.

2. APPROVAL OF THE AGENDA The Chair asked members to approve a fluid Agenda in order to accommodate the guests. The Agenda was approved.
3. APPROVAL OF THE MINUTES OF THE MAY 13, 2002 MEETING The Chair advised members that, in response to a request, a minor grammatical revision had been made to the May Minutes. The Minutes were approved as revised.
4. NEW BUSINESS
  - 4.1 Educational Excellence Awards - Honourable Mention Category: Fran Johnson advised members that the Educational Excellence Committee was seeking input regarding an "Honourable Mention" category as a permanent feature of the awards.

The following discussion ensued:

- S. Meshwork's Department was in favour of recognizing excellence in employees and students when and wherever possible;
- perhaps an Honourable Mention category might "water down" the awards;
- not having the Honourable Mention category may work against the nominee being a successful award recipient in future.

E. Neufeld expressed concern that the Committee was recommending no longer offering the Student Academic Award of Excellence. She advised Fran that many instructors and students in her area were not even aware of the award. Elsie asked the Committee to reconsider its decision not to offer the award. She asked that the award continue with more explicit criteria.

Fran thanked members for their comments adding she will forward the feedback to the Educational Excellence Committee.

On a related note, Fran advised members that the Committee recommends that Douglas College nominate two students for the Fairfax Financial Holdings Limited Scholarship: Johanna Beemster, Associate Degree of Arts program and Stephanie Schaab, Youth Justice Worker program. Fran noted that the Fairfax Financial Holdings Limited Scholarship is an external award for which the College must make the nomination.

Al Atkinson agreed to take this recommendation forward.

The Chair thanked Fran for speaking to this item.

- 4.2 2002 - 2003 Budget - update: The Chair advised members that Council's recommendation on the Budget was presented to the Board at its last meeting at which there were also two delegations: one regarding the proposed closure of the Habitat Restoration Program and one regarding the proposed closure of the Thomas Haney Campus. She added the Board will make its decision at the June 27<sup>th</sup> meeting.
- 4.3 Proposed Course Schedule - Habitat Restoration Program (HRP); Response to the Habitat Restoration Program Unit Review: The Chair referred to a letter from Des Wilson regarding the proposed program closure and a proposed course schedule for 2002-2003. She noted that the program revisions have not come to Education Council for approval. She alerted members about the need to ensure that process and policies are complied with in the event of proposed program closures and that if the current policies and practices are not adequate, Council may need to consider drafting specific ones to adequately address the issues.

Michael McPhee highlighted two main issues regarding the process of the proposed closure of the HRP. He expressed concern that certain principles were not followed as there was no discussion with faculty and staff at the program level, no discussion at the Faculty Education Committee (FEC), nor was there any consultation/discussion with Education Council. Michael expressed concern regarding access to particular courses for students in the Fall and Winter

semesters. Michael also alerted members to the pedagogical issues, noting that students graduating with the Habitat Restoration credential should be entitled to the same kind of training, treatment and education that previous students in the program had received. He added that the courses under consideration to be phased out provide skills based training and give students excellent employability skills.

D. Wilson advised members that not all options are on the table; there will be further discussion regarding the phasing out of courses in the Winter semester.

Robin Wylie expressed concern regarding the pedagogical issues underlying the proposed course schedule and the lack of consultation with those involved in the program area and the respective FEC.

In response to a question, Michael reiterated that he had not been consulted about the proposed course schedule and did not see the document until it had already been sent to students.

Al Atkinson agreed, in future, there will be a need to follow a process for proposed program closures by which meaningful consultations take place with all appropriate parties.

4.4 Advertising Policy: The Chair invited feedback to the policy.

- it was requested that the guidelines be made clearer and less reliant on the judgement of unnamed individuals;
- members were uncomfortable with the vagueness of the criteria and scope of the policy;
- concern was expressed regarding not allowing any kind of advertising in classrooms as it can be a catalyst for dialogue;
- a clarification was made that the policy does not apply to advertising in the Student Union building;
- under “Detailed Guidelines” on page two, clarification was requested as to whether number two included the College Calendar;
- concern was expressed about allowing election advertising in and around the College;
- a request was made that the policy include a statement about academic freedom and the right to question/challenge within an educational context the practices/policies of a company or organization whose advertising the College may accept.

**ACTION**

Additional feedback about the policy should be forwarded to Brad directly.

4.5 SFU Undergraduate Curricula Review: The Chair reminded members that the Review was in the package several months ago as an information item and it was requested that Council put it on the Agenda as a discussion item with the Deans from areas most involved in university transfer present.

Graham Rodwell advised members that a proposal to adapt the General Education requirements for the SFU undergraduate degree is going back to the SFU Senate in July with a good likelihood that it will be approved. He noted that these requirements will then apply to all undergraduate programs and to all students transferring into those program.

Graham advised members of the three main parts to the proposal: a proposal to clarify and increase the Writing requirement, a proposal to clarify and increase the Quantitative requirement and, a proposal to clarify the Breadth requirement.

He noted that students will meet the writing requirement by taking at least two courses that have been given a "W" designation in their program. These courses have to be taken within the first 30 credits at SFU. He noted that one of these courses may be transferred from another institution. He added that the prerequisite for registration in these courses will be a designated score on the LPI test but noted that students with a grade of 80% or higher in English 12 (or equivalent) will be exempt from this prerequisite.

Graham further explained that students will meet the Math requirement by taking at least two courses that have been given a "Q" designation. These courses also have to be taken within the first 30 credits at SFU and one of these courses may be transferred from another institution. He added that the prerequisite for these courses will be a designated score in a Math Placement Test which is to be developed. He noted that students with a high grade in Principles of Math 11 or equivalent will be exempt from this prerequisite.

Graham added that students will meet the Breadth requirement by taking a set number of courses from outside of their major discipline that have been given a "B" designation. All of the "B" credits may be transferred from other institutions.

Graham added that it is likely that these proposals, if approved, will be implemented over a three year period and that there will be opportunities to work with SFU in this implementation. Areas in which joint work will benefit students might include clarification of the equivalency status of some of the College's Math and English courses, acquisition of "Q" and "W" status for existing transfer courses, and the development of new "B", "Q" and "W" courses.

S. Tyakoff advised members to keep this information in mind when attending articulation meetings.

- 4.6 Education Council Governance Evaluation: P. Swanson reminded members that a sub-committee was struck in January to formulate a plan, based on the SCOEA model, for the evaluation of Education Councils in concert with the work of the Unit Review Coordinating Committee. She advised members that the framework, contained in the package, is generic in nature. She added that so far, no clear direction has been brought forward by the Government; however, the Government has indicated that accountability will be a focus.

Penny noted that Council may wish to establish a process to create specific goals regarding Council activities for the next academic year. This she noted could include input from various constituency levels and FECs. It was suggested that the incoming Chair (September 2002) could organize these discussions and

prepare for implementation in 2003.

Penny thanked Laura Byrne and Kim Longmuir for their help on the Committee.

- 4.7 Review of Student Appeal and Petition Issues: The Chair reminded members that last May, during the meeting to address Standing Committee Terms of Reference, T. Angus raised the issue of the increasing number of Student Appeals the Registrar's Office was addressing. It was agreed to create a sub-committee to address the issue. She noted the document in the package contains the recommendations from the sub-committee.

Brenda Walton highlighted the sub-committee's recommendations to address the increased volume of petitions and appeals:

- provide a standard medical form for use by students throughout the College;
- implement a graduated late registration fee if the student is requesting to add a course after the published deadline date;
- develop a form to be completed by instructors where a student is seeking to drop a course after the published deadline date;
- develop a new petition and appeal process document which would replace the Petition/Appeal form;
- publicize the petition and appeal deadline on the WEB and in other appropriate publications;
- develop a "frequently asked questions" document which would cover items such as the four-month appeal deadline and the consequences of particular grades on the GPA;
- amend the drop/add form to include process information on the form;
- require faculty to use the final class list issued after the late registration period to advise students who are not registered;
- the Associate Registrar - Admissions and Information Services will consider requests to waive the four-month appeal deadline;
- use e-mail and WEB sites to notify and post information concerning deadlines and other registration matters.

It was noted that the recommendations are not intended to block access for students to appeal; rather, the intention is to reduce the volume of appeals.

The Chair thanked Brenda Walton and the Committee for their work.

- 4.8 Curriculum Committee Recommendations: S. Tyakoff advised members that the Committee, with the assistance of J. Allwork, reviewed 113 curriculum guidelines. She noted that the Committee is not asking for Council to approve the DVST 100 course as it has been sent back for clarification. She noted though that she and J. Allwork reviewed curriculum guidelines for MUSC 161, MUSC 133 and MUSC 233 just prior to the meeting and they were not included in the package or the memo distributed at the meeting.

S. Tyakoff advised members that the curriculum guidelines submitted from Development Studies indicate the 13.5 semester length. She added that the majority of other guidelines still indicate a 14 week semester. It was suggested that this issue be referred to SMT for their consideration.

**There was unanimous consent to short-cycle the Motion to approve the submitted curriculum guidelines with the addition of MUSC 161, MUSC 133 and MUSC 233.**

**MOVED BY C. Turner, SECONDED by A. Patko,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the submitted curriculum guidelines for MUSC 142, MUSC 242, MUSC 342, MUSC 442, MUSC 156, MUSC 256, MUSC 250, MUSC 350, MUSC 450, MUSC 131, MUSC 231, MUSC 331, MUSC 431, MUSC 130, MUSC 230, MUSC 330, MUSC 430, MUSC 151, MUSC 251, MUSC 351, MUSC 451, MUSC 101, MUSC 201, MUSC 220, MUSC 320, MUSC 420, MUSC 140, MUSC 240, MUSC 340, MUSC 440, MUSC 141, MUSC 241, MUSC 163, MUSC 164, SOCI 125, SOCI 145, SOCI 155, ANTH 111, ANTH 112, ANTH 120, ANTH 130, ANTH 160, ANTH 170, ANTH 210, GEOG 110, GEOG 120, GEOG 160, GEOG 180, CRIM 120, CRIM 150, CRIM 180, CRIM 253, CRIM 255, CRIM 340, CRIM 128, IDST 110, POLI 101, POLI 102, POLI 103, POLI 209, HIST 260, HIST 240, HIST 209, HIST 114, HIST 113, HIST 203, HIST 104, HIST 103, HIST 201, PHIL 170, PHIL 151, PHIL 135, PHIL 103, HUMS 101, PHIL 102, HISP 120, HISP 170, HISP 220, HISP 270, HISP 275, HISP 320, HISP 330, HISP 370, HISP 420, HISP 470, HISP 575, HISP 520, SPSC 241, SPSC 442, SPSC 477, SPSC 377, SPSC 350, SPSC 355, DVST 110, DVST 210, DVST 310, DVST 411, DVST 155, DVST 255, DOPT 100, DOPT 112, DOPT, DOPT 212, DOPT 400, DOPT 410, DOPT 412, DOPT 500, DOPT 510, and DOPT 512.**

**The Motion was CARRIED.**

It was noted that the Course Control Sheet should be made available on the WEB appended to the Curriculum policy rather than in the current NCR form.

- 4.9 Admission and Language Competency Committee Recommendations: Brenda Walton advised members that the Community Mental Health Worker program is requesting a change to the English Language skills assessment. She noted that the programmers have decided to recommend that students take the Douglas College Writing Assessment and will need to demonstrate a minimum level of "writing skills review" (English 124) within the last two years. She added that there will continue to be exemptions and equivalencies.

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

**MOVED by G. Street, SECONDED by K. Longmuir,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the change to the English Language skills requirement in the Community Mental Health Worker program.**

The Motion was CARRIED.

5. NEW BUSINESS

- 5.1 Program revision: Music: The Chair introduced Lorna McCallum, Dean of Language, Literature & Performing Arts and Kathryn Cernauskas, Coordinator of Music to speak to this item.

Kathryn advised members that the number of Vocal Jazz students is declining. She asked that Council approve a revision to the Music program which would eliminate Vocal Jazz as a credit course in order to redistribute the vocal ensemble hours among the College Chorus, Chamber Singers, and Guitar Ensemble. She noted that there are no resource implications to this proposal.

The Chair advised members that it was normal practice to take program revisions back to constituent groups. Since constituent groups would not meet again until September and since the proposed revision did not appear to have implications for areas outside of Music, the Chair asked members if they were comfortable short-cycling the Motion.

**It was Moved, Seconded and Approved to short-cycle the Motion to approve the change to the Music program.**

**MOVED by D. Wilson, SECONDED by S. Meshwork,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the elimination of Vocal Jazz as a credit course and approve the redistribution of vocal ensemble hours among College Chorus, Chamber Singers, and Guitar Ensemble.**

The Motion was CARRIED.

- 5.2 Educational Technology Tactical Plan: Progress Report: The Educational Technology Tactical Plan Update was received in the package for information.
- 5.3 2002/2003 follow-up issues: The Chair advised members that she has drafted a list of some of the issues which will need to be addressed by Council in the coming academic year.
- a) Distributed Learning Services Sub-Committee recommendations regarding online learning/ Guidelines for online learning.  
The Chair referred to the memo in the package which contained a recommendation that Education Council develop curriculum guidelines specifically tailored for distributed learning courses.
  - b) Accountability framework/ Unit Review process and implementation.  
Referring to the letter in the package, the Chair reminded members that Council would need to reconsider the unit review process when the government's accountability framework is in place.
  - c) Student Success Committee - update.

A memo from Ted James was in the package for information.

- d) Change to program approval process to replace Letter of Intent/ Fourteen Point Proposal.  
The Chair referred to the document distributed at the meeting. She noted that the document is a close-to-final draft with implementation anticipated in July. She added that it is problematic at this point, with the legislated authority of Education Council in the approval of curriculum not explicitly acknowledged. She added that the Ministry's approach to this as to other situations is monitoring after the fact rather than approval before implementation. She noted that Education Council will need to revise its New and Revised Program Approval Process in the fall to accommodate the new requirements when they are in place.
- e) Strategic Plan Development.  
The Chair advised members that Susan Witter plans to begin this in the fall.
- f) Process and consultation for proposed program closures.  
The Chair referred to the discussion that had taken place earlier related to the proposed Habitat Restoration program closure, and reiterated the need for discussion (or policy, if deemed necessary) to ensure that Education Council's legislated authority for curriculum content and academic standards is respected.

## 6. REPORTS

### 6.1 Report from the Chair

The Chair advised members the Education Council Annual Report was on the side table.

The Chair thanked the outgoing members and presented those present a certificate of appreciation. The outgoing members are Geraldine Street, Edward Inoue, Carly Turner and Dennis Lancien.

The Chair announced the election results for Fall 2002: Penny Swanson has been elected Chair and Susan Meshwork has been elected Vice-Chair. (Election results are appended to the Minutes.)

### 6.2 Report from the President

Al Atkinson, acting on behalf of Susan Witter, advised members that an interim Strategic Plan will begin to be developed in the fall. He added that SMT will meet July 22<sup>nd</sup> to look at revising the goals and objectives of the College.

Al thanked Janet Allwork for her dedication and hard work as Chair of Education Council for the past three years.

### 6.3 Report from the Board Representative

There was no report.

### 6.4 Report from the Secretary

The Secretary advised members that the draft meeting schedule has been revised. She asked members to change the September meeting date from September 16<sup>th</sup> to September 23<sup>rd</sup>.

The Secretary advised members that Leon Morel, former student representative, had suddenly passed away. She noted that donations can be made through Van City Credit Union, an account set up by the Morel family to provide aid to a needy Douglas College student.

- 6.5. Report from the Standing Committee on Educational Policies  
The Annual Report was in the package for information.
  - 6.6. Report from the Standing Committee on Planning and Priorities  
The Committee had no specific function this past year, but was looking forward to being reactivated in the fall. The Committee members are Joan Wenman (Chair), Terry McCann, Ryan Wray, Melissa Mack and Elsie Neufeld.
  - 6.7. Report from the Standing Committee on Admissions and Language Competency Standards  
The Annual Report was in the package for information.
  - 6.8. Report from the Educational Excellence Committee  
The Annual Report was distributed at the meeting.
  - 6.9. Report from the Curriculum Committee  
The Annual Report was in the package for information.
  - 6.10. Report from the Research Ethics Board  
The Annual Report was in the package for information.
  - 6.11. Report from the Education Technology Forum  
There was no report.
  - 6.12. Report from the International Education Advisory Committee  
There was no report.
7. NEW BUSINESS - For Information and Circulation
    - 7.1 C<sup>2</sup>T<sup>2</sup> News
    - 7.2 Request for Proposal - Canadian College Partnership Program
  8. ADJOURNMENT: Moved by W. Wheeler, Seconded by E. Neufeld, the meeting adjourned at 4:25 p.m.

**DOUGLAS COLLEGE  
EDUCATION COUNCIL  
JUNE 17, 2002  
ELECTIONS FOR SEPTEMBER 2002 - AUGUST 2003**

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**Present:**

Janet Allwork  
Al Atkinson (Ex-Officio)  
Laura Byrne  
Kim Longmuir  
Susan Meshwork  
Elsie Neufeld  
Michael Ouellet

Brenda Pickard (Secretary)  
Penny Swanson  
Trevor Tombe  
Shaun Tyakoff  
Carey Vivian  
Wendy Wheeler  
Des Wilson

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Janet Allwork called the meeting to order at 1:50 p.m.

1. Election of Chair:  
Janet called for nominations for the position of Chair. Kim Longmuir nominated Penny Swanson. Penny allowed her name to stand. Further nominations were invited from the floor. There being no further nominations, nominations for the Chair were closed. **Penny Swanson was elected by acclamation.**
  
2. Election of Vice Chair:  
Janet called for nominations for the position of Vice Chair. Penny Swanson nominated Susan Meshwork. Susan allowed her name to stand. Further nominations were invited from the floor. There being no further nominations, nominations for the Vice Chair were closed. **Susan Meshwork was elected by acclamation.**