

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, JUNE 16<sup>th</sup>, 2003 AT 2:15 P.M. IN THE BOARD ROOM  
NEW WESTMINSTER CAMPUS**

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1. ROLL CALL

**Members Present:**

Trish Angus (Non-Voting)  
Marilyn Brulhart  
Laura Byrne  
Colin Campbell  
Ray Chapman  
Ted James  
Joel Koette  
Jan Lindsay  
Susan Meshwork (Vice Chair)  
Michael Ouellet  
Arlene Patko  
Brenda Pickard (Secretary)  
Graham Rodwell  
Penny Swanson (Chair)  
Trevor Tombe  
Carey Vivian  
Wendy Wheeler  
Des Wilson

**Regrets:**

Hudson Andrews  
Ann Kitching (Ex-Officio)  
Kim Longmuir  
Elsie Neufeld  
Susan Witter (Ex-Officio)

**Guests:**

Heather Barnes  
Kevin Barrington-Foote  
Joyce Cameron (for E. Neufeld)  
Rosilyn Coulson  
Kathy Denton  
Kuros Gadareh  
Jeremy Gervan  
Yasmin Irani  
John McKendry (A/President)  
Robin Wylie

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The Chair welcomed the new members and guests to the meeting.

2. APPROVAL OF THE AGENDA: The Chair asked members to add item 5.5 - Ministry White Paper on the College and Institute Act. The Agenda was approved as revised.
3. APPROVAL OF THE MINUTES OF THE MAY 12, 2003 MEETING: The Minutes were approved as circulated.
4. BUSINESS ARISING FROM THE MINUTES
  - 4.1 Associate of Arts Degree: closed enrolment option: P. Swanson advised

members that the Library supports this option. She added that Faculty would like to see Associate Degrees treated as goals in themselves and should be automatically awarded to students who have met the requirements rather than students having to apply for it. In response, the Registrar advised members that all students must apply to be awarded a degree.

There was general support from all members regarding the Associate of Arts Closed Enrolment option.

**MOVED by A. Patko, SECONDED by D. Wilson,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Associate of Arts Closed Enrolment option.**

**The Motion was CARRIED.**

- 4.2 Student Success Task Force Proposals 8, 10, 11 and 12: The Chair asked for feedback on the Proposals.

Proposal 8 - Goals Alignment:

- L. Byrne advised members that the Faculty of Commerce and Business Administration (CBA) were generally supportive of recommendation #2 - "Academic Exploration / unclassified" designation; however, they would like to see the number of credits increased to 30 from 15 for students who have not declared their academic objectives. L. Byrne added that the Faculty was not in favor of restricting students to taking only 100 and 200 level courses if they have not declared their course of study after 30 credits.
- It was reiterated that student who are goal directed are more likely to succeed academically than those who are not.
- Concern was expressed as to whether or not holding back students in 100 and 200 level courses would eventually lead to large waiting lists for 300 and 400 level courses.
- It was noted that "pushing" some students to declare a goal may have a negative impact on them.
- It was reiterated that the purpose of this recommendation is to encourage students have clear educational goals and not "waste" time and money on courses that may not transfer or benefit the student in future.

**MOVED by W. Wheeler, SECONDED by J. Lindsay,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council support in principle Proposal 8.**

**The Motion was CARRIED.**

**Two Opposed**

Proposal #10 - General Orientation for New Students:

- Several comments were made that the proposed Orientation did not differ much from past practice, which was not very successful.
- There was discussion regarding whether the Orientation should be mandatory. If it was mandatory, what would be the consequences should students refuse to, or not attend?
- A suggestion was made that students be given language competency testing in case there is a need to place students in upgrading courses before taking university transfer courses.
- A suggestion was made to add comma after “faculty” in the first line of recommendation #3.

**MOVED by R. Chapman, SECONDED by W. Wheeler,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council support in principle Proposal 10.**

**The Motion was CARRIED.**

Proposal #11 - Grading Practices Review:

- It was noted that grading practices vary across the College even within the same discipline.
- A question was asked as to whether a survey had been conducted to determine if this was a significant concern for students. It was noted that the first recommendation of the proposal is to establish a steering committee to address this issue.
- It was noted that a new policy would require allowing for variations throughout the College.
- It was noted that the development of a new policy was philosophically supported by most members.

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

BE IT AND IT WAS RESOLVED:

**THAT Education Council support in principle Proposal 11.**

**The Motion was CARRIED.**

**One Abstention**

Proposal 12 - Supplemental Final Examinations:

- It was felt that the issue around student responsibility regarding the seriousness of their education and course work will be in jeopardy should this proposal be put in place.
- Increased faculty workload will be an issue if faculty are required to produce and administer supplemental exams.
- It was suggested that in a few cases this may be a good option.
- It was noted that this might affect transferability for students.
- It was noted that supplemental exams should be made available to all students not just those who may fail the course.
- It was clarified that the supplemental exam does not replace the "I Contract".
- A question was raised as to exactly what this proposal was addressing. Is it an attempt to solve or resolve an issue?
- It was reiterated that this proposal was intended for the student who performs well during a semester but for some reason performs slightly under a pass mark on a final exam. It was added that the supplemental exam would allow the student a second chance to perform better instead of having to re-take the course, thus freeing up a seat for another student.
- A suggestion was made to stipulate that the supplemental exam be only for those who make a maximum grade of "P" or "C-".
- This item will be referred to another group to take a broader look at this issue.

**MOVED by D. Wilson, SECONDED by W. Wheeler,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council support in principle Proposal 12.**

**The Motion was CARRIED.**

**Five Opposed**

- 4.3 New Policy proposal: Priority Registration: P. Swanson advised members that the Educational Policy Committee has reviewed this policy and has made some minor wording changes. She noted the Committee is recommending the approval of this policy for implementation in 2004. The Registrar clarified that it would

not be possible to implement this until 2005.

It was suggested to amend the policy to clearly identify the math requirement as “BC Principles of Math”.

The Registrar noted that the policy must be explicit regarding the changes to registration procedures and, these must be clearly articulated to high school advisors.

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

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the *Priority Registration* policy.**

**The Motion was CARRIED.**

**One Opposed**

- 4.4 FTE Growth and Master Education Plan: Joyce Cameron stated that the information was difficult to interpret and somewhat misleading as currently presented.

**ACTION Members, please forward any additional feedback to Susan Witter directly.**

- 4.5 Internet Use policy: There was some discussion regarding the level of privacy with respect to internet use. It was clarified that there is no privacy on the use of email; however, it was not clear about the use of the internet. A concern was also raised regarding privacy for students who will be using Campus Pipeline.

The Chair advised members that she will forward members comments to Al Atkinson.

- 4.6 Applied Degree Standards Committee: There was no report.
- 4.7 Student Success Task Force: T. James advised members that a final report will soon be available.

- 4.8 Admission and Language Competency Committee Recommendations: A revised memo was on the side table for pick up.

T. Angus advised members that the Community Mental Health Worker program is currently a Continuing Education offering. She noted the Committee is

recommending that revisions to the admission requirement incorporate the General College Admission requirements, providing access for mature students.

L. Byrne commented that the memo from the Committee should be consistent indicating that the requirement of "Math 11" is in fact "BC Principles of Math". She added that this standard should be consistent throughout the College.

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

**MOVED by W. Wheeler, SECONDED by J. Lindsay,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the revisions to the Community Mental Health Worker program; Associate of Arts Degree Closed Enrolment option; Admissions Policy English 12 with a minimum grade of "C"; and, Equivalencies for the new requirement in PSYC 300 - BC Principles of Math with a minimum grade of "C" (approved at the January meeting) be implemented in Summer, 2004.**

**The Motion was CARRIED.**

4.9 Curriculum Committee Recommendations:

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

**MOVED by W. Wheeler, SECONDED by M. Brulhart,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted curriculum guidelines for STGE 100, 106, 112, 202, 207, 212, 220, 260, 302, 306, 307, 311, 312, 405, 411, 412 and 430; CMNS 316; PNUR 140, 144, 240, 244, 340, 344, 440, 444, 540, 541, 544, 640 and 644; DOPT 310; HSRC 102; CFCS 110 and 410; INTR 100; POLI 202; FINC 231; and LWTP 100; 101; 102; 103; 104; 105 and 106.**

**The Motion was CARRIED.**

5. NEW BUSINESS

- 5.1 Recommendation to withdraw policy: Standardized Testing for Research Purposes: T. James advised members that, after the Research Ethics Policy was approved by Council, the Research Ethics Board (REB) reviewed this policy and found it to be redundant. He noted that the REB is asking Council to delete the Standardized Testing policy from the set of Educational policies.

It was decided that this item did not need to go back to FECs/DECs for further consideration.

It was noted that the Secretary will revise the Council website and Education Council Member Handbook.

MOVED by J. Lindsay, SECONDED by S. Meshwork,

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the removal of the Standardized Testing for Research Purposes policy.**

**The Motion was CARRIED.**

- 5.2 Access to Post-Secondary Education: Collaborative Solutions: By way of background, members were advised that the document was in response to a request from the Ministry to propose expanding access to post-secondary education in the North Fraser/ Fraser Valley region over the next ten years.

J. McKendry advised members that discussion regarding this issue between Douglas College, Simons Fraser University, Kwantlen University College and the University College of the Fraser Valley commenced in the late 1980's. One result, he noted, was the creation of the University of Northern British Columbia. He added that this document will now be used to generate further discussion regarding the expansion of post-secondary education. J. McKendry asked members to forward their feedback to the President.

P. Swanson added that these discussions are significant as it could potentially change the context in which Douglas College offers programs.

P. Swanson noted that there will be a College-wide forum in the Fall.

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

- 5.3 Student Success Task Force: Proposals 7, 9 and 13:

**ACTION** Please take **Proposal #7: Transfer Availability; Proposal #9: Institutional Comparison; and, Proposal #13: Transitions to Employment to your constituency groups for feedback at the September meeting.**

- 5.4 Citation name change: Working with Street Involved Youth at High Risk: Mental Health Specialty: R. Chapman advised members that the program was previously offered in Vancouver with a mental health specialty. He noted the name of the Citation is being changed to more accurately describe the youth with whom graduates will be working. He added that the Citation will be offered in Surrey where students will work in a variety of settings with youth who are at high risk but not necessarily street-involved. He also noted that the credits for the Citation will be changed from 13.5 to 12. This will come to Education Council in the fall.

The Registrar noted a concern regarding changing the name of the Citation every time there is a change in the focus of the program. The concern was noted.

In order to meet calendar deadlines, the Chair asked members if they would agree to short-cycle the Motion for approval.

**There was unanimous consent to short-cycle the Motion to approve the name change to the Working with Youth at High Risk: Mental Health Focus program.**

**MOVED by R. Chapman, SECONDED by J. Lindsay,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the name of the Citation “Working with Street-involved Youth: Mental Health Specialty” be changed to “Working with Youth at High Risk: Mental Health Focus”.**

**The Motion was CARRIED.**

- 5.5 Ministry White Paper on the College and Institute Act: The Chair advised members that the Ministry’s White Paper will be presented to all institutions requesting feedback in July. She noted that there may be a very short turn-around time for response. The Chair asked members to forward any feedback they have (electronically) to the small ad hoc Committee comprising of J. Koette, M. Brulhart, C. Campbell, S. Meshwork and P. Swanson.

(Subsequent to the meeting, it was learned that the Council will have until September 15 to respond to the Ministry paper.)

6. REPORTS

6.1 Report from the Chair

The Chair thanked the outgoing members for their service and dedication to Education Council. Specifically noted was Kim Longmuir (six years), Ray Chapman (four years) and Des Wilson (four years).

The 2002-2003 Annual Report was in the package.

6.2 Report from the President

The President's Report was out 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

The 2002-2003 Annual Report was in the package.

6.6 Report from the Standing Committee on Educational Policies

The 2002-2003 Annual Report was in the package.

6.7 Report from the Standing Committee on Admissions and Language Competency Standards

The 2002-2003 Annual Report was in the package.

6.8 Report from the Educational Excellence Committee

The 2002-2003 Annual Report was in the package.

6.9 Report from the Curriculum Committee

The 2002-2003 Annual Report was in the package.

6.10 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 Strategic Enrollment Management Task Force to Meet “AVED” Service Delivery Targets - Final Report
  - 7.2 Letter from Simon Fraser University
  
8. ADJOURNMENT Moved by A. Patko, Seconded by W. Wheeler, the meeting adjourned at 4:15 p.m.

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