

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD ON MONDAY, MARCH 20, 2000 AT 4:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Barbara Allen (Vice Chair)
Janet Allwork (Chair)
Trish Angus (Non-Voting)
Michael Belfare
Ray Chapman
Terry Farrell
Cristina Gecolea
Sarah Hossack
Edward Inoue
Anna Jajic
Ted James
Kim Longmuir
Wilma Marshall
Dawn McDonald
Carole Nelson (Ex-Officio)
Brenda Pickard (Secretary)

Elliot Fox Povey
David Samuel
Dave Seaweed
Des Wilson
Michael Wilson
Susan Witter (Ex-Officio)

Guests:

Al Atkinson
Roberta Bend
Susan Greathouse
Dennis Lancien

2. APPROVAL OF THE AGENDA: To accommodate a guest, the Chair asked that item 5.2 be moved to the beginning of the Agenda.

The Agenda was approved as amended.

3. APPROVAL OF THE MINUTES OF THE FEBRUARY 21, 2000 MEETING: The Chair noted that the motion in 4.4 should read “Academic Dishonesty” not “Academic Honesty”. Under 5.4, page 8, paragraph 1, A. Atkinson requested the wording to reflect that “TPMC/ETF considers the provision of educational technology to instructional faculty and staff *one of many competing high priorities of the college* and.....

The Minutes were approved as amended.

4. BUSINESS ARISING FROM THE MINUTES

- 4.1 Policy Revision - Student Appeals: As discussed at the last meeting, the Chair noted changes to the policy were largely housekeeping in nature. She clarified that the changes are the addition of a Limitations section which defines Council's role, changes to names of committees, updated terminology and minor language clarifications throughout.

MOVED by M. Wilson, SECONDED by B. Allen,

BE IT AND IT WAS RESOLVED:

THAT Education Council adopt the Student Appeals policy as an educational policy.

The Motion was CARRIED.

MOVED by B. Allen, SECONDED by M. Wilson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Student Appeals policy as submitted.

The Motion was CARRIED.

This policy will become effective May 1, 2000.

- 4.2 Policy Revision - Admission: The Chair highlighted possible changes to the definition of "equivalent" in the General Admission Requirements to address the concerns expressed at the last meeting. The revised asterisk defining "equivalent" might therefore read as follows:

*defined for the purposes of this policy as at least seventeen years of age on the first day of the first semester of attendance and having met **university-level** admission requirements in his or her own **jurisdiction**. **Eligibility for admission does not preclude the need to meet entry-level requirements specified for individual courses and programs.***

It was felt that "jurisdiction" in itself was ambiguous, and that the statement should be clarified to read "home jurisdiction".

MOVED by, K. Longmuir, SECONDED by D. McDonald,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Admission policy as revised, with the definition of “equivalent” changed from “calculated as twelve years of instruction” to “at least seventeen years of age on the first day of the first semester of attendance and having met university-level admission requirements in his or her home jurisdiction. Eligibility for admission does not preclude the need to meet entry-level requirements specified for individual courses and programs”.

The Motion was **CARRIED**.

This change will come into effect immediately.

- 4.3 Policy Referral - Withdrawals, Course and Status Changes: In order to bring this policy in compliance with provincial guidelines, the Policy Committee agreed to recommend changing the date a student may withdraw without academic penalty from week 10 to week 9.

The Chair added that attempts to alter more radically the withdrawals date — to week 5 for example — were entertained at the time the policy was revised last year and ultimately rejected because they posed problems for areas with substantial essay components which require several weeks of teaching preparation and subsequent weeks of marking time before students receive a clear indication of their performance.

The Chair noted that the review date for this policy will be September 2001 and this may be a more appropriate time for more substantial changes to the policy.

ACTION: Please take this back to your constituents for feedback/comments. Council will vote on this next month.

- 4.4 Faculty of Science and Technology Statement of Concern with respect to Education Technology: The Chair reminded members that the motion from Science and Technology asks that the provision of computer hardware and software to instructional faculty and staff in their offices/workstations be made the highest educational priority in order to meet the College’s goals and objectives for curriculum development and instruction.

In the discussion that followed, a number of members spoke in favor of the motion, commenting strongly that they did not have access to the necessary hardware and software to meet curriculum development and instruction needs in

their areas. They noted that in many cases student equipment is more advanced than the equipment of their instructors, and in fact, some instructors must use their home computer programs to interact with students.

Others expressed concern about the divisiveness of the motion, commenting that areas of the College not addressed by this motion also had acute needs for up-to-date educational technology.

A. Atkinson reiterated that there is one pool of money to support all technology requirements throughout the College.

MOVED by T. Farrell, SECONDED by D. Samuel,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend to the Education Technology Forum (ETF) and the Technology Planning and Management Committee (TPMC) that the 2000-2001 update of the College Educational Technology Tactical Plan be amended to make the provision of computer hardware and software, to current operating standards, for all employees in their offices/workstations, a significantly higher educational priority than it has been to date in order to meet the College's goals and objectives for curriculum development and instruction.

The Motion was **CARRIED**.

3 opposed, 2 abstentions

The Chair noted that Council's decision will go to SMT and the Board as information and advice and will be theirs to act on as they decide.

The Chair thanked the guests for their participation.

- 4.5 Advanced Diploma Credential Definition: The Chair referred to J. McKendry's memo outlining a definition agreed upon by the Deans and brought to Council for circulation to constituent groups. If agreed to, this definition will be incorporated into the Credentials policy. The Chair noted that it has been decided to withdraw the Advanced Certificate credential which is currently offered only in the Habitat Restoration area. She noted that this program will likely recast itself as a diploma or advanced diploma.

ACTION: Please take this to your areas for feedback. Council will vote on this at next month's meeting.

- 4.6 Curriculum Committee Recommendations:

- (a) New and Revised Curriculum Guidelines: R. Chapman explained that the submitted change for Stagecraft 306 now includes Stagecraft 100 as a prerequisite.

MOVED by B. Allen, SECONDED by M. Wilson,

BE IT AND IT WAS RESOLVED:

THAT Education Council short-cycle the motion to approve the submitted revised curriculum guideline.

The Motion was CARRIED.

MOVED by M. Wilson, SECONDED by K. Longmuir,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guideline for STGE 306.

The Motion was CARRIED.

- (b) Definition of “major” and “minor” revisions in Curriculum Development and Approval policy: The Chair reminded members of the recommendation of the Curriculum Committee and the Educational Policy Committee to amend the Curriculum Development and Approval policy so that section Q -- assessment -- is a major change, not a minor one.

MOVED by R. Chapman, SECONDED by K. Longmuir,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the following change to the Curriculum Development and Approval Policy: Section B, Minor Revisions, be amended to read “Changes to these aspects of the Curriculum Guideline are reflected by changes to any of sections A-D, N and/or P of the standard form”.

The Motion was CARRIED.

- 4.7 Policy Revision E04.01.12 - Academic Dishonesty: After a brief discussion, it was agreed that the implementation date for this policy will be September 1, 2000.

MOVED by D. McDonald, SECONDED by M. Wilson,

BE IT AND IT WAS RESOLVED:

THAT Education Council withdraw E04.01.12 (1995), effective September 1, 2000.

The Motion was CARRIED.

- 4.8 Semester Length Review Task Force: All members were invited to attend the next meeting scheduled for March 29th, at 4:15 p.m. in room 3410.
- 4.9 Task Group on Open Enrollment Admissions: The Chair advised members that both the February and March meetings were canceled — one due to the strike and the other due to a conflict with a DCFA meeting.
- 4.10 Education Council Climate Check - Constituent Communication Loop:

Faculty: A concern was expressed that without time release, faculty members are limited as to how actively they can contribute as Council members and as members of their FECs/DECs.

Another concern was that, while communication from Council members to FECs and DECes works fairly well, below that, from FECs and DECes to faculty members in departments/programs, communication is not nearly so effective. Council members expressed the need to explore how communication at this level can be strengthened.

Other challenges were noted for members who represent particular constituencies who may not meet together as a unit.

Staff: K. Longmuir reiterated concerns raised at the last meeting about the difficulty of ensuring staff are informed about and have the opportunity to comment on Council business of concern to them.

Student: E. Fox Povey commented on the desirability of enhancing communication between student Council members and the DSU.

5. NEW BUSINESS

- 5.1 Learner Support and Success: T. James explained that the research team's focus was the changing student body, what expectations there may be from future students, how to make effective use of technologies, and how education in the modern world will be organized. Ted asked members to take the Executive

Summary and Recommendations back to their constituents to explore what some of the implications will be for Douglas College. A. Atkinson advised members that he is the Douglas College representative to SESOC and will take this feedback to the provincial group.

ACTION: Please take this back to your areas for feedback at the April meeting.

5.2 Continuing Education Certificate Program Approval - Community Mental Health Worker:

- (a) Curriculum Guidelines: The Chair advised members that the Community Mental Health Worker program is the first Continuing Education (CE) program before Council. She noted that in accordance with the CE Program Approval Process approved last year, Council could agree to short-cycle the approval of both the curriculum and the program itself upon the recommendation of the Curriculum Committee.

R. Chapman indicated that after a review of the curriculum guidelines, the Curriculum Committee had no reservations in recommending them and the program for approval.

In response to a question, R. Bend clarified that language competency issues have been addressed through a specially designed assessment of speaking, listening, reading and writing skills.

R. Bend informed members that a letter of intent is being drafted to apply for base funding and will be brought to Education Council before being submitted to the Ministry.

MOVED by A. Jajic, SECONDED by D. McDonald.

BE IT AND IT WAS RESOLVED:

THAT Education Council short-cycle the motion to approve the submitted curriculum guidelines for the Mental Health Worker Program.

The Motion was CARRIED.

MOVED by B. Allen, SECONDED by D. McDonald,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for the Mental Health Worker Program.

The Motion was CARRIED.

(b) Community Mental Health Worker Program:

MOVED by K. Longmuir, SECONDED by R. Chapman,

BE IT AND IT WAS RESOLVED:

THAT Education Council short-cycle the approval of the Community Mental Health Worker Program.

The Motion was CARRIED.

MOVED by R. Chapman, SECONDED by A. Jajic,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Community Mental Health Worker Program.

The Motion was CARRIED.

The Chair thanked Roberta Bend for bringing the first Continuing Education submission to Council.

6. REPORTS

6.1 Report from the Chair

The Chair reminded members of the Joint Council/Board dinner/discussion following the Council meeting.

The Chair asked for one administrative and one staff member of Council to participate with her on a committee to rank LIC proposals. A meeting will be scheduled on either the 3rd, 4th or 5th of April. T. Farrell volunteered to be the Administrative representative. The Staff representative will be determined soon.

The Chair invited those interested to peruse the Kaleidoscope 2000 conference

materials.

The May and June meetings will commence at 2:00 p.m. in the Board Room.

The Chair advised members that the appeal thought to be coming to the Council Appeal Tribunal is being resolved through another avenue. She noted that Council does have a committee in place should an appeal be forthcoming. The committee members are J. Allwork, B. Allen and D. Samuel. The Chair thanked Barbara and David for their agreement to stand in wait.

The Chair announced that the Revision of Values Steering Committee will hold its first meeting on March 24th, prior to the Appreciation evening.

6.2 Report from the President

The President reported that the College's budget for next year is expected to be out in April. At this time, Program Profile discussions for the coming fiscal year will begin.

The President noted that the Ministry priorities are adult basic education, high technology, general nursing and perhaps psychiatric nursing.

6.3 Report from the Board Representative

C. Nelson encouraged all members to attend the joint Council/Board dinner and discussion.

6.4 Report from the Standing Committee on Educational Policies

There was no report.

6.5 Report from the Standing Committee on Planning and Priorities

D. McDonald thanked S. Witter for attending and participating in the last meeting. Dawn advised members that the Committee's listserv is now operational.

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

There was no report.

6.7 Report from the Residency Credit Exemption Committee

There was no report.

6.8 Report from the Educational Excellence Committee

C. Guillou advised members that the brochures for the five awards were ready. The deadline for nominations is June 1, 2000.

The Committee will make brochures available to each area of the College and are currently working on distribution methods. Questions should be directed to Fran Johnson.

6.9 Report from the Curriculum Committee

There was no report.

6.10 Report from the Research and Standardized Testing Committee

There was no report.

6.11 Report from the Education Technology Forum

ETF meetings occur the second Wednesday of the month at 4:15 p.m. The next meeting will focus on budget rationalizations.

7. NEW BUSINESS - For Information and Circulation

7.1 Kaleidoscope 2000

7.2 Feedback from Former Students on Student Services

8. ADJOURNMENT Moved by K. Longmuir, Seconded by B. Allen, the meeting adjourned at 6:20 p.m.

Items to take back: 4.3, 4.5, 5.1

Chair

Secretary