

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD ON MONDAY, MARCH 19, 2001 AT 4:15 P.M. IN THE BOARD ROOM  
NEW WESTMINSTER CAMPUS**

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1. ROLL CALL

**Members Present:**

Barbara Allen (Vice-Chair)  
Janet Allwork (Chair)  
Trish Angus (Non-Voting)  
Michael Belfare  
Sandra Boyle (Ex-Officio)  
Ray Chapman  
Terry Farrell  
Christian Guillou  
Edward Inoue  
Jan Lindsay  
Kim Longmuir  
Wilma Marshall  
Brenda Pickard (Secretary)  
David Samuel  
Dave Seaweed  
Geraldine Street  
Des Wilson  
Michael Wilson  
Susan Witter  
Ryan Wray

**Regrets:**

Ted James  
Dennis Lancien  
Catherine Willems

**Absent:**

Anna Jajic

**Guests:**

Al Atkinson  
Roberta Bend  
Mark Elliott  
Anton Kosztyo  
Len Millis  
Susan Smythe

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2. APPROVAL OF THE AGENDA: The Agenda was approved.

3. APPROVAL OF THE MINUTES OF THE FEBRUARY 19, 2001 MEETING: The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES:

4.1 Full program proposal - Community Mental Health Worker Citation Program:  
Roberta Bend advised members that she had met with faculty in the Communications Department to address their concerns about jurisdictional overlap. She also noted a minor change under "Admission Requirements"; item 3

of the exemption section should include "EASL 345 and 375".

In response to the issue of consultation with the First Nations Coordinator raised at last month's meeting, D. Seaweed advised members that he has the opportunity to review agenda packages for a number of meetings and, if he has a concern, will address it appropriately.

It was suggested that in the future Education Council may wish to look at reviewing its current approval process for Continuing Education Certificate programs, if these programs are now more likely to become base-funded.

**MOVED by G. Street, SECONDED by J. Lindsay,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Full Program Proposal for the Community Mental Health Worker Program.**

**The Motion was CARRIED.**

The Chair thanked Roberta Bend for her work on this proposal.

- 4.2 Program revision - Dispensing Optician: In response to a question, Ted Littlewood advised members that, although there is no concrete way to measure the level of computer skills students have when entering the program, they appear to exhibit the level of skill required. He added that students are given training in PowerPoint.

J. Allwork reported that the Faculty of Language, Literature and Performing Arts are concerned about diminishing admission standards within the College as a whole. She added that an EASL or DVST course would be a useful option for those students in this program who do not meet the threshold of Writing Skills Review.

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

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the changes to the Dispensing Optician program.**

**The Motion was CARRIED.**

The Chair thanked Ted Littlewood for speaking to these program changes.

- 4.3 Admission requirements for Open Enrollment programs: The Chair reminded members that in order to facilitate the fullest discussion of this item at both the FEC and Department level, Council had sent this out for two months with a survey form for open-enrollment Departments to complete to indicate their support or lack of support for the proposal. She noted that some Departments had not responded. She asked the affected open-enrollment Faculties to comment on the discussions that had taken place in their areas.

**Commerce and Business Administration:**

B. Allen advised members that her Faculty voted as a group to support the proposal in general. She added, however, that individual Departments were not at this time prepared to list courses for which they believe the pre-requisite would be appropriate. To them, this represented a “divide and conquer” approach which they did not support.

**Language, Literature and Performing Arts:**

J. Allwork advised members that the preference of many in several of the Departments, especially English and Communications, was that the Admission Standard include a mandatory threshold - not the advisory threshold proposed - so that students who do not achieve the minimum level of Writing Skills Review on the assessment would be barred from taking open-enrollment courses. She noted, though, that Modern Languages and Music performance courses would be seriously disadvantaged by a pre-requisite threshold because English language proficiency is not a requirement for such courses. She added that the recommendation did receive support - with the wish on the part of many that it could go further to be a mandatory threshold but with the understanding that it cannot without the provision for Departmental exemptions.

**Humanities and Social Sciences:**

W. Marshall advised members that her Faculty voted thirteen to four to support the recommendation. She noted that the Departments of Sociology and Anthropology were not in favour of restrictive admission standards.

**Science and Technology:**

M. Wilson advised members that, in general, his Faculty supported the recommendation. He noted that his Faculty is concerned that the proposed pre-requisite may have an impact on student numbers. He added that, at present, there are a number of students who do not possess adequate English language skills.

D. Wilson added that Chemistry has informally implemented competency

standards (WHMIS training) to ensure safety in the labs.

Other discussion included the following comments:

It was noted that Departments should be able to specify the particular skills they wish students to have and therefore the skills that should be measured. The Registrar replied that such flexibility would be nearly impossible to manage.

In response to a question, a student responded that he felt students would support the proposal which might result in fewer seats being taken by students who do not have the necessary skills to succeed.

In response to a question from the Chair, members advised that they felt sufficient consultation had occurred and they were ready to vote on the motion to endorse the recommendation.

**MOVED by B. Allen, SECONDED by J. Lindsay,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council endorse completion of the Douglas College Writing Assessment (or a substitute or equivalent assessment) as a requirement for admission to open-enrollment courses within the Faculties of LLPA, Sci. & Tech., CBA and H&SS with Departments who so wish to establish a minimum level of Writing Skills Review on the Douglas College Writing Assessment as a threshold for registration in all or particular courses.**

**The Motion was CARRIED.**

- 4.4 Policy revisions: Curriculum Development and Approval; Admissions: There being no discussion:

**MOVED by D. Seaweed, SECONDED by K. Longmuir,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the revisions to the *Curriculum Development and Approval* policy and the *Admissions* policy as submitted.**

**The Motion was CARRIED.**

**These changes will be effective immediately.**

R. Chapman and J. Allwork will discuss corresponding revisions to the Course Control Sheet.

- 4.5 Curriculum Committee Recommendations: R. Chapman advised members that the Committee reviewed eight curriculum guidelines and is recommending Council approve the revisions.

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

**MOVED by M. Wilson, SECONDED by R. Chapman,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted curriculum guidelines for OADM 308, BIOL 110, BIOL 210, ECED 100, ECED 182, ECED 282, ECED 312 and ECED 382.**

**The Motion was CARRIED.**

5. NEW BUSINESS

- 5.1 Draft New College Values Statement: S. Witter advised members that she is pleased with the Draft Values Statement. She referred to the “Values Review: Chronology” (included in the package) and added that the process included consultation with over 300 people. She added that the Values Statement is now being sent through Education Council and SMT for final consultation and endorsement prior to being presented to the Board for approval.

Susan Smythe advised members that the Committee wanted to express to the community at large the values of Douglas College in a statement that was heartfelt and jargon free. She commented on the struggles the Committee had encountered to come up with language that pleased everyone.

**ACTION** **The Chair noted that Council is being asked to take this statement to their areas for endorsement.** She added that, as the memo indicates, the Committee is asking constituencies to review the Statement in its entirety and not to focus on wordsmithing.

The Chair thanked Susan Smythe for her participation.

- 5.2 Letter of Intent: Club Management Diploma Program: The Chair introduced Anton Kosztyo and Mark Elliott to speak to this item.

Anton advised members that consultation with industry representatives confirmed a need for this type of program. He added that this program would be unique to Western Canada. Anton noted that the initial intake of 35 students would be in addition to the eighty existing intakes in the HORM program. In response to a question, Anton advised members that consultation did go beyond golf clubs e.g., yacht clubs, curling clubs etc. and added that he would provide members with additional letters of support.

In response to a question, Mark advised members that students would be asked at the beginning of the program which stream they wished to pursue in their second year. He added that it was not anticipated that the demand for Club Management courses would exceed HORM courses.

In response to a question, Anton advised members that this program is being brought forward as a Letter of Intent even though it contains only five new courses. He added that these courses add unique curriculum to the program and therefore should not be considered a program revision. He noted also that the intention was to maintain some commonalities with the current HORM program. Mark noted that submitting a Letter of Intent enables them to request the additional 35 FTE.

Other discussion points included:

- how was the program innovative;
- have cross-cultural issues been addressed;
- what is the definition of a club;
- what are the practicum requirements of this program;
- how will recruitment be addressed?

A revised sheet was handed out which reflected the most recent revisions to the program's curriculum. Program designers noted that revisions were ongoing but asked that Council members take the documentation they had received in their package as well as the amended sheet out to their areas for feedback. Anton agreed to incorporate some of the suggestions already received at this meeting into a redrafted document to be brought forward in next month's package.

**ACTION**      **Please take this out to your areas for feedback to bring to next month's meeting.**

5.3      Program revision: Business Management Diploma: As no one was in attendance to speak to this item, it was not discussed.

6. REPORTS6.1 Report from the Chair

The Chair reported that not all of the spaces on Education Council have been filled for the next term. She added that the Registrar has extended the deadline to March 23<sup>rd</sup>. T. Angus reported that all student seats have been filled but five faculty and one staff position are still vacant.

**ACTION The Chair asked members to encourage people from their areas to consider putting their name forward for Council.**

The Chair advised members that she attended the COEDCO meeting. She noted some of the issues discussed were the re-structuring of AECBC; program revision submissions to the Ministry; C2T2's approval of Applied Business Technology (ABT) course revisions; Associate of Arts Degree programs through E-merge.

Also discussed was the fact that several colleges have a Nominating Committee to facilitate the elections of Chair and Vice Chair on Council. The Chair asked members whether they wished to establish such a Nominating Committee. S. Witter noted that the function of the Committee was fairly informal in nature and provided an inclusive opportunity for all members to have a voice. As well, it could facilitate a transparent and streamlined process.

**ACTION Please take this to your areas for discussion. Feedback should be brought to the May 14<sup>th</sup> Standing Committee Terms of Reference meeting.**

The Chair reminded Committee members that a memo has been sent to Committee Chairs outlining the process for the Standing Committee Terms of Reference review and inviting them to the May 14<sup>th</sup> meeting.

The Chair advised members that the Appeals Tribunal has received another appeal. She noted that, during her meeting at COEDCO, Douglas College was the only college of those present that experienced appeals to the Education Council Appeal Tribunal. She added that other colleges seem to have more steps before the Tribunal and issues are addressed by these earlier bodies or individuals. She noted that Council may wish to consider changes to its policy to address this.

**ACTION The Chair asked members to put the New, Revised and CE Program Approval policies on their FEC agendas for review.** She noted that there

appears to be some confusion as to proper process for submissions. The Chair asked members to familiarize themselves with the policies so they can ensure that processes are thoroughly understood and followed at their FEC/DEC. She added that the Deans might find it useful to review the policies at the Deans' meeting and bring forward any feedback or suggestions.

6.2 Report from the President

The President reported that she is expecting a fairly positive budget from the Ministry to be released within the next few weeks.

She noted that she has been working closely with Ministry officials and is confident they will approve the Youth Justice Worker program.

The President advised members that C2T2 is looking at providing close to a million dollars for provincially initiated curriculum to look at cross-institutional curriculum that will be offered online. She noted that all participating institutions will benefit from this program.

6.3 Report from the Board Representative

There was no report.

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

There was no report.

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 forms for the five awards will be sent out shortly. He noted the deadline to apply is May 15.

6.9 Report from the Curriculum Committee

There was no report.

6.10 Report from the Research and Standardized Testing Committee

On behalf of T. James, the Chair advised members that the Committee's Terms of

Reference have gone to the research committees at SFU and UVIC for comment. It was requested that the Minutes record the names of the individuals to whom these have been sent. These are SFU (Hal Weinberger) and UVIC (Howard Brunt).

Meeting Notes of the February 5, 2001 were on the side table for pick-up.

6.11 Report from the Education Technology Forum

It was reported that the "Ed Apps" report is available through the College's website. The Chair asked members to familiarize themselves with the report.

6.12 Report from the International Education Advisory Committee

T. Farrell advised members that the Committee will be sponsoring an Open Forum during the Fall semester to address questions.

Minutes of a meeting held on January 22, 2001 were in the package for information

7. NEW BUSINESS - For Information and Circulation

7.1 Course Supply and Demand at SFU

7.2 Private Training Institutions - Feedback from Former Students

7.3 Unmet Student Enrolment Demand at BC Universities

7.4 BCCAT Research Report

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

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Chair

Secretary