

DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, MARCH 18, 2002 AT 4:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS

1. ROLL CALL

Members Present:

Janet Allwork (Chair)
Trish Angus (Non-Voting)
Laura Byrne
Ray Chapman
Edward Inoue
Jan Lindsay
Wilma Marshall
Elsie Neufeld
Arlene Patko
Brenda Pickard (Secretary)
Graham Rodwell
Geraldine Street
Penny Swanson (Vice-Chair)
Carly Turner
Shaun Tyakoff
Wendy Wheeler
Des Wilson

Regrets:

Ted James
Kim Longmuir
Susan Meshwork
Susan Witter (Ex-Officio)

Absent:

Dennis Lancien

Guests:

Mark Elliott
Jan Humphrey
Chris Jacob
Fran Johnson
Karen Maynes (A/ President)
Geri Paterson
Patricia Rachfall
Sharon Smith

2. APPROVAL OF THE AGENDA In order to accommodate the guests, items 4.2, 4.5 b) and 5.1 were moved to the beginning of the meeting. The Agenda was approved as reordered.

3. APPROVAL OF THE MINUTES OF THE FEBRUARY 18, 2002 MEETING The Secretary amended item 5.1, second paragraph, to read: "In response to a question, Jan advised members that the minimum admission requirement would be completion of grade 10, completion of DVST 355, **and level eight on the ASL Proficiency Interview scale.**" The Minutes were approved as amended.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Educational Excellence Awards Ceremony Fran Johnson, Chair of the Educational Excellence Committee, asked Council members for their feedback regarding when the awards might be presented. She noted the Committee agreed that the current several months is an unreasonable period of time for recipients to

wait for their awards. She added the Committee was considering presenting the awards prior to the summer break. She noted another suggestions for the presentation was the Employee Recognition Event in October.

D. Wilson advised members that the Deans suggested presenting the awards at Graduation. He explained that graduation would be fitting as students would receive their award in front of their peers and family and the ceremony would promote and celebrate student excellence. In response, Fran advised members that the Committee had met with people from a number of areas including the Registrar and it was suggested that graduation would not be an appropriate venue for the presentations adding that students receiving the awards are not necessarily graduating. She further added that the Registrar was making a concerted effort to keep graduation ceremonies short. On a related note, the Registrar noted that the Lieutenant Governor Awards are presented at graduation in recognition of student success.

A suggestion was made to split the presentations: awards to students at graduation; and, awards to faculty, staff and administrators at the Employee Recognition Event. Fran advised members that this option would be difficult to coordinate.

Another suggestion was to hold a single ceremony for the presentation of the educational excellence awards.

G. Street advised members that she would be in favour of presenting the awards at the Employee Recognition Event. She added that graduating Continuing Education students are not recognized through a formal graduation ceremony. She noted that having the awards at the Employee Recognition Event would allow both students and faculty to be recognized.

D. Wilson advised members that he will add this to the next VPAC agenda and bring forward feedback to Council's April meeting.

Fran agreed to take the feedback from Council members back to the Committee for further consideration, consult with others concerned, and report back to Council at its April meeting.

The Chair thanked Fran for speaking to this item.

- 4.2 American Sign Language Instructor Certificate: Full Program Proposal: The Chair reminded members that this had gone out to constituents for feedback after the last meeting and invited any comments from members. She introduced Jan Humphrey, Coordinator of the Program of Sign Language Interpretation, to speak to any concerns regarding this proposal.

Jan reminded members that the Ministry of Advanced Education had reviewed the Letter of Intent in December of 2000 and asked that a full program proposal be brought forward to the Ministry that would include a change from Citation to Certificate.

In response to a question regarding the College's Program Profile and recent budget developments, J. Lindsay noted she did not believe that the program would be offered in 2002.

MOVED by C. Turner, SECONDED by R. Chapman,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the American Sign Language Instructor Certificate: Full Program Proposal.

The Motion was CARRIED.

- 4.3 Budget Guidelines recommended by SMT to the Board: The Chair reminded members that the Budget Guidelines were distributed two months ago for feedback. She noted that the Guidelines, recommended by SMT to the Board and contained in the package, incorporated some of the feedback received.

Karen Maynes advised members that two requests for revisions from Education Council were discussed at SMT. She noted the request to take out "peer and" and "more senior" from the last bullet on page three under "(b) Disciplines/program (departments) and courses" has been made. In response to a request of an additional bullet regarding services for programs which required accreditation, Karen advised members that SMT felt this point was contained within other bullets in the document.

Karen added that the Budget Guidelines will go to the Board for approval on March 18, 2002.

- 4.4 Policy Revision: Curriculum Development and Approval Process: The Chair advised members the Policy Committee has been working diligently to incorporate feedback received on the policy and make it clearer. She noted the revised draft policy was in members' packages for further feedback. She added that the more substantive changes/additions are underlined. She noted the attached Template and that near the top of the page under the "New Course and Revision" boxes, additional questions regarding revision and effective dates have been added for clarity. Also under "L" the boxes for "requested" and "granted" have been removed. The Chair noted that minor changes had been made to the

Course Control Sheet adding that “n/a” is no longer offered as an option for consultation with the various areas of the College.

ACTION Please take this to your constituents for careful consideration. Please send written feedback to the Chair prior to next month’s meeting for incorporation into a revised document or bring feedback to the April meeting.

- 4.5 a) Curriculum Committee Recommendations: S. Tyakoff advised members that the Committee met and reviewed nineteen curriculum guidelines. She noted one amendment to the memo in the package and asked to defer the approval of ASLS 280 Non-standard ASL to the April meeting.

In response to a question, S. Tyakoff advised members that the changes to CMNS 115 were minor in nature, including clarification to the pre-requisite section and indication that the course is open to Prior Learning Assessment. L. Byrne asked for clarification as to whether the Faculty of Commerce and Business Administration had been consulted regarding the revisions. She expressed a desire, in future, for her Faculty to be fully consulted even regarding minor changes.

T. Angus noted that the calendar now includes a TOEFL and TWE score as possible writing assessment exemptions; however, she noted this addition has not been well communicated across Faculties.

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

MOVED by C. Turner, SECONDED by R. Chapman,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for CMNS 105; CMNS 110; CMNS 111; CMNS124; CMNS 215; CMNS 425; CMNS 216; CMNS 217; CMNS 125;CMNS 115; CMNS 118; MODL 192; MODL 291; MODL 292; MODL 191; JAPN 190; MODL 072; and PNUR 722.

The Motion was CARRIED.

- 4.5 b) New Certificate Program: Recreation Aide-Older Adult Certificate Program: The Chair advised members that the Curriculum Committee has reviewed the Program and is recommending its approval. The Chair welcomed Sharon Smith to speak to this item.

Sharon advised members that this is the first continuing education certificate program offered by the Therapeutic Recreation Department. She added it consists of seven courses and the Department is planning to offer the program in September 2002.

Sharon advised Council members that professionals in the social services field have requested for some time now a program that offers in-house training for their staff to enhance job skills/current credentials and to assist with career mobility.

She noted that considerable discussion had taken place with the Faculties of Humanities and Social Sciences, Health Sciences and others. She added that Learning Resources was consulted as well. Sharon added that she does not expect any unusual pressures on college resources.

In response to a question, Sharon advised members that a five hundred word written statement was part of the admission criteria. She added that the statement, accompanied by other documents, and a personal interview between herself and the student, would adequately enable her to determine if the student meets the oral and written requirements of the program.

In response to a question regarding transferability into the Therapeutic Recreation program itself, Sharon advised members students would continue to challenge or PLA the courses.

There was unanimous consent to short-cycle the Motion to approve the Program.

Moved by D. Wilson, Seconded by G. Street,

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the New Certificate Program:
Recreation Aide-Older Adult Certificate Program.**

The Motion was CARRIED.

- 4.5 c) Memo from John McKendry to Deans regarding College Courses 'On-line': As Chair of the Curriculum Committee, S. Tyakoff expressed concern regarding the June 2002 deadline date for a review of all courses. She noted the Committee cannot review more than fifty courses per month. A suggestion was made to create an ad hoc committee, if necessary, to assist in the review of additional courses. This ad hoc committee may consist of J. Allwork and R. Chapman.

T. Angus noted that any courses that have not been reviewed will have a blank web page on the site indicating "Under Review". S. Tyakoff responded that the College web site may wish to change the language, for clarification, to reflect that the courses are being "updated" rather than "reviewed".

It was fully supported by Council that the Curriculum Committee review no more than fifty curriculum guidelines, on a first come first serve basis, per month.

ACTION

S. Tyakoff asked members to advise their FECs/DECs that only courses that have not been reviewed within the past five years should come to the Committee at this time, and that submissions would be reviewed by the Committee on a first come first serve basis as the Committee is not able to review more than fifty courses each month.

- 4.6 Admissions and Language Competency Standards Committee Recommendations: T. Angus reported that the Committee is not asking for approval at this time of admission criteria for the Sign Language Instructor program, item 5 of the report. She added that the Committee will update members at next month's meeting.

There was unanimous consent to short-cycle the recommendations of the Admissions and Language Competency Committee.

MOVED by J. Lindsay, SECONDED by W. Marshall,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Home Support/Resident Care and EASL/Home Support/Resident Care; Psychiatric Nursing Access; Hotel and Restaurant Management; and Coaching program changes.

The Motion was CARRIED.

5. NEW BUSINESS

- 5.1 HORM Program Structure Alteration: The Chair introduced Mark Elliott, Chair of the Hotel and Restaurant Management Program, to speak to this item.

Mark advised members that the proposed changes to the HORM schedule were to balance students' course workload and place courses in the appropriate semester to facilitate student success.

A suggestion was made to change the course numbers to appropriately reflect the semester in which they are being offered.

In response to a question, Mark advised members that both CMNS 115 and ENGL 130 were offered as optional courses to this program as the common core agreement requires a communications course for writing business reports and business letters. This he added also satisfies the university transfer agreement.

ACTION Please take this to your constituents for feedback at next month's meeting.

The Chair thanked Mark for speaking to this item and invited him to attend the April 15th meeting.

- 5.2 Habitat Restoration Program Unit Review: Executive Summary: The Chair advised members that the Executive Summary is provided in the package for information. She noted that this is the first pilot review completed under the Unit Review Co-ordinating Committee, using the provincial Standing Committee on Evaluation and Accountability (SCOEA) guidelines.

In response to a question regarding the length of time it took to complete the review, the Chair reminded members that this was a pilot review. She added that once the pilots are complete, a series of measures will be put in place to review the process.

- 5.3 Policy revision: Admission: T. Angus referred to the memo in the package advising members that she and Diana Christie, Assessment Centre Co-ordinator, are recommending a change to the policy in order to limit students to taking assessment tests for admission to a course or program a maximum of two times. She added that this would hopefully prevent students from repeating the same assessment multiple times without attempting the recommended remediation. T. Angus added that students would continue to retain the right to appeal for special consideration.

ACTION Please take this to your constituents for feedback at next month's meeting.

- 5.4 New policy: Educational Policy Development and Review: The Chair advised

members that this item is now before Council as a Notice of Motion. She added the policy formally outlines the process of educational policy development at Douglas College. She noted the policy has gone through the Policy Committee.

ACTION Please take this to your constituents for feedback. Written feedback may be forwarded to the Chair prior to next month's meeting or brought to the April meeting.

- 5.5 Applied Degrees Policy Framework: The Chair advised members that this document was sent out under separate cover to provide members adequate time to peruse the document. She added that she would be attending a CoEdCo meeting on March 23 and would appreciate any feedback to the policy framework.

It was noted the third bullet from the bottom on page three - "the new applied degree programs will normally include a work experience term paid by industry, which reflects carefully structured learning" - may create major problems especially in the social services areas as they do not have the resources to provide those types of positions.

With respect to colleges offering the applied baccalaureate degrees, concern was expressed as to how resources would be allocated to fund such activities given that the document specifies no additional funding will be forthcoming. Karen Maynes advised members that the current budget guidelines will apply to 2002 - 2003 offerings. She noted that the guidelines will be reviewed again next year.

6. REPORTS

6.1 Report from the Chair

The Chair advised members that the college-wide professional development day February 13, 2002 survey results were on the side table for members' information.

She added that if members wished to participate in the planning of the PD Day for 2003, the next meeting will be March 25 in the Boardroom (NWC).

The Chair advised members that feedback from the EdApps Task Group regarding online learning will come to the April meeting.

The Chair and T. Angus reminded members of graduation day, June 6, and asked if members wished to attend to please contact Delinah Marples before April 3.

6.2 Report from the President

Karen Maynes, Acting President, advised members that the College received its budget letter from the Ministry. She added that the letter was in the process of being analyzed by the College. She added the College is seeking clarification as to which grants were included in the funding and which grants were not. Karen advised members that the College's budget plan would go out to the College community for feedback and would be presented to the Board for approval at its

June meeting.

Karen encouraged members to attend the Budget Forum on April 18th.

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 Standing Committee on Educational Policies

There was no report.

6.6 Report from the Standing Committee on Planning and Priorities

There was no report.

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

There was no report.

6.8 Report from the Educational Excellence Committee

There was no report.

6.9 Report from the Curriculum Committee

There was no report.

6.10 Report from the Research Ethics Board

There was no report.

6.11 Report from the Education Technology Forum

Minutes of the February 13, 2002 meeting were included in the package for information.

6.12 Report from the International Education Advisory Committee

There was no report.

7. NEW BUSINESS - For Information and Circulation

7.1 Letter from CAUT to S. Witter dated February 18, 2002

7.2 Letter from Gerry Armstrong to S. Witter dated February 14, 2002

7.3 SFU Undergraduate Curriculum Review

7.4 Former Student Feedback on Generic Skills

7.5 Public circulation of former student survey results

7.6 Special Analyses of 2001 Former Student Follow-Up Survey

7.7 Bill 28: Implications for Education Council - by Robin Russell, Education Council Chair, Kwantlen University College

T. Angus encouraged members to read item 7.3. She added that the results of the review of the undergraduate curricula may have a significant impact on the transferability of

students to SFU. She added that the College may wish to look at this and bring comments to Education Council.

It was agreed to include this as a discussion item in April's agenda with the affected Deans invited to the meeting to speak to its implications for their Departments.

8. ADJOURNMENT Moved by S. Tyakoff, Seconded by C. Turner, the meeting adjourned at 6:10 p.m.

_____ Chair _____ Secretary