

1. **ROLL CALL**

Members Present:

Trish Angus (Non-Voting)
Kevin Barrington-Foote
Laura Byrne (Vice-Chair)
Colin Campbell
Diana Christie
Rosilyn Coulson
Debra Flewelling
Kuros Gadareh
Anna Jajic
Ted James
Ann Kitching (Ex-Officio)
Joel Koette
Susan Meshwork (Chair)
Elsie Neufeld
Arlene Patko
Brenda Pickard (Secretary)
Khai Rosli
Peter Tong
Susan Witter (Ex-Officio)

Regrets:

Marilyn Brulhart
Jan Lindsay
Graham Rodwell
Janice Spencer

Absent:

Heidi Taylor

Guests:

Janet Allwork
Joyce Cameron
Rita Chudnovsky
Christine Dewar
Blaine Jensen
Lin Langley
Lorna McCallum
Susan Smythe
Sarah Stephens
Don Valeri
Brenda Walton

2. APPROVAL OF THE AGENDA

The Chair asked members to add as item 3.1 - Approval of the January 17th, 2005 Minutes. In order to accommodate the guests, the Chair asked members to approve a fluid Agenda. The Agenda was approved as revised.

3. APPROVAL OF THE FEBRUARY 21ST, 2005 MINUTES

The Minutes were approved as presented.

3.1 APPROVAL OF THE JANUARY 17TH, 2005 MINUTES

The Minutes were Approved as presented (side table).

4. BUSINESS ARISING FROM THE MINUTES

- 4.1 Certificate in Performing and Fine Arts: The Chair introduced Lorna McCallum and Christine Dewar. The Chair then asked members for feedback from their constituency groups. There being no further feedback:

MOVED by K. Barrington-Foote; SECONDED by P. Tong,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve as a new credential the Certificate in Performing and Fine Arts, to be offered by Douglas College commencing September 2005.

The Motion was CARRIED.

- 4.2 Possible Extension of Semester and Possible Change to Final Exam Schedule:

The Chair advised members that the semester has been extended by two days and, the exam schedule has been changed and published.

- 4.3 Applied Degree Standards Committee: There was no report.

- 4.4 Curriculum Committee Recommendations: C. Campbell advised members that a few revisions to his emailed memo needed to be made: Page 2 under Commerce and Business - change MARK 4410 to MARK **4440**; page 3 in the table - change COSY 2346 to **CISY** 2346; page three **add MARK 3315 and MARK 4440** to the Commerce and Business Administration table.

There was unanimous consent to short-cycle the Curriculum Committee recommendations.

MOVED by C. Campbell; SECONDED by R. Coulson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for STAC 1101; BEST 1100; BEST 1101; BEST 1102; BEST 1103; BEST 1104; BEST 1105; BEST 1106; BEST 1107; BEST 1108; BEST 1109; BEST 1110; ACCT 2310; ACCT 2320; ACCT 2410; ACCT 2420; CISY 2255; CISY 2346;

**HORM 1135; HORM 1235; HORM 2255; HORM 2455; MARK 3315;
MARK 4440; PHIL 1240**

and,

**THAT Education Council approve the withdrawal of EASL 935; EASL 936;
EASL 975; EASL 976; EASL 0001; EASL 0490; EASL 0491; EASL 0495;
EASL 0496; EASL 0497 and, EASL 0498.**

The Mover and Secunder agreed to a friendly amendment to withdraw the approval of SCIE 1108 until jurisdictional issues have been resolved.

The Motions were CARRIED.

5. NEW BUSINESS

5.1 Program Revisions:

- a) Accounting Management Diploma Program: R. Coulson advised members that the rationale for the change in requirements to the Diploma Program was to be consistent with the Accounting Certificate Program which allows FINC 1231 as an alternative to BUSN 1330. She noted that FINC 1231 also meets all requirements of the Accounting Management Diploma. She added that in addition, the Department wanted to make seamless laddering possible from the Certificate to the Diploma program. She noted that this would be accomplished by accepting FINC 1231 as an alternative to BUSN 1330. She added that all 10 of the courses in the Certificate Program will transfer to the Diploma Program.
- b) Computer Information Systems Diploma Program: The Chair introduced Sarah Stephens to speak to this item.

Sarah advised members that the proposed program revision is to add CISY 2255 - Hardware maintenance Concepts as this knowledge is now considered a foundation for virtually all entry-level IT specialists and, CISY XXXX Website design/development which will provide foundation skills in setting up websites. She noted the proposed revision will delete two courses: CISY 2375 and CISY 2310. Sarah added that an alternative course is proposed - CISY 2346 which is similar to CISY 2345; however, will use the Cisco Networking Academy CCNA I online curriculum to present many concepts.

ACTION Please take these items to your constituency groups for discussion and

approval at the April meeting.

- 5.2 College Program and Course Signature Elements: The Chair advised members that Jan Lindsay has brought this forward from VPAC to Education Council for feedback. She noted that VPAC has developed a template which may assist in the review of programs and curriculum guidelines within the context of “Core Competencies and Academic Signature” elements. The Chair added that the program grid relates to program approval and the course grid relates to curriculum approval. J. Lindsay is requesting the Curriculum Committee review the grid on behalf of Education Council.

MOVED by K. Barrington-Foote; SECONDED by E. Neufeld,

BE IT AND IT WAS RESOLVED:

THAT Education Council refer the College program issue to the Curriculum Committee for consideration.

The Motion was CARRIED.

- 5.3 Budget Response and Advice: S. Meshwork advised members that the Budget and Planned Change Subcommittee received two responses to the proposed 2005/06 budget. She noted one was from the Student Development Department Education Committee and one from Robin Wyle, DCFA President. She noted the Committee was seeking Council’s advice on whether the documentation should be forwarded to SMT and asked Council for a formal motion.

MOVED by A. Jajic; SECONDED by E. Neufeld,

BE IT AND IT WAS RESOLVED:

THAT Education Council supports sending to SMT the two documents submitted to the Budget and Planned Change Subcommittee regarding the draft 2005/06 budget.

The Motion was CARRIED.

- 5.4 Policy Issues:

- a) Curriculum Development and Approval Policy: The Chair advised members that the current policy (Appendix 2) states that no assignment or exam worth more than 10% can be given in the last two weeks prior to final examination. She noted the current policy states “all variances under this section must be approved by the Faculty Education Committee and passed to the Dean/Director and to Education Council for information prior to their implementation”. The Chair referred to her memo in the Council package which outlines a discussion with past Chair - Janet Allwork. The Chair then advised members that Janet agreed that the rule should not have been changed to give FECs the authority to approve any variance and, the current policy should be revised to reflect this.

T. Angus provided members with some background regarding previous discussions at Council regarding the variance rule. She noted that Council approved a motion to leave approval of the variance with Education Council and not FECs.

It was agreed that a clerical error had been made and the policy would be changed to reflect that any variance to the 10% rule will be approved by Education Council.

ACTION Please take this to your constituency groups for information.

- b) Credentials Awarded at Douglas College Policy: The Chair received support from members to forward the request (to the Policy Subcommittee) to add “Degree” designation to the Credentials policy.

- 5.5 Motion to Change the College Final Exam Timetable: The Chair introduced Don Valeri to speak to the motion.

Don advised members that the Commerce and Business Administration FEC approved the following motion: “Education Council shall direct the Education Council Policy Subcommittee to develop, or add, a policy that shall stipulate that there must be at least one day following the last day of classes and the commencement of the final exam period, when exams will not be given”.

Don advised members that the current timetabling starts the exam period the day after classes end. This he noted imposes hardship on students and the schedule appears to them to be punitive, unfair and demoralizing. He added that it does not allow students to demonstrate their best academic work.

Don noted pedagogical impacts of the schedule such as Faculty feeling rushed to prepare exam materials.

In response to a comment regarding the possibility of revising the schedule to that of BCIT, SFU, UBC and Capilano College i.e., ending classes on a Friday and commencing examinations on the following Monday, T. Angus advised members that the above mentioned institutions work with a 13 week semester as opposed to Douglas which has a 13.5 week semester.

The following discussion ensued:

- J. Koette commented that revising the schedule would be beneficial for students, especially those in major program areas.
- It was suggested that one possible solution might be to have one less day of instruction.
- Another suggestion was to shorten the length of time for instructors to submit grades.
- Another suggestion was to schedule exams on Saturdays. In response, the Registrar cautioned members that the collective agreement may contain language which would prohibit Faculty coming in on Saturdays if they do not usually teach on the weekend. (The Chair will follow up with the Faculty Association.)
- A further suggestion was to run the exam schedule one extra day.
- In response to the last point, the Registrar advised members that her office requires seven days for exams and two additional days to process results, post marks and, send transcripts to receiving institutions.
- It was noted that the Fall semester is the only time there is no day between classes and final exams.

ACTION: Please take these suggestions to your constituency groups for feedback at the April meeting.

- 5.6 Notice of Motion for the Vice President, Educational Services and SMT to Review the Refund Rules: The Chair referred to the memo in the package. She noted the Motion from the Developmental Education Department Education Committee: “That Education Council ask the VP of Educational Services and the Senior Management Team to review the current refund rules and develop a coherent policy which establishes how the fee refund rules are to be developed and implemented at the College”.

The following discussion ensued:

- It was clarified that this request is not an attempt to change the current waitlist system, it however, is an attempt to open discussion regarding the implementation of new fee penalties during the first week of late registration for Winter 05 i.e., penalizing students for dropping a class or changing sections.

- Students need to be aware that they are being charged a fee for adding/dropping classes and changing sections online.
- A student member advised Joyce that a petition is being circulated.
- It was cautioned that Douglas is currently marketing our institution as “friendly”; however, with the new fee penalties the perception may not be that the College is “all that friendly”.
- It was noted that students often have other responsibilities such as work and home life and it is not unreasonable to assume that they may have to adjust the times of their classes. This new rule is punitive and unfair to such students.
- It was noted that students are required to be registered in 3 classes prior to receiving a student loan. Some of these students register for whatever courses they can get in order to obtain their loan. After the fee payment deadline, students then try to register for classes they really need. They are now penalized for doing so.
- It was noted that the new refund rule is creating additional barriers for students. It was added that students have already endured several high increases in tuition.
- It was noted that this new rule could be a means to assist students in making wiser class choices. It was added that students who add a class in the second week of the semester typically have poorer results.
- A comment was made that the 30% penalty was arbitrary and too high.
- It was noted that some instructors are allowing students who are registered in another section to take their class to avoid the penalty.

Members were reminded that this is before Council so that a determination as to whether the new refund rule is working well can be made.

ACTION Please take this to your constituency groups for feedback and decision at the April meeting. Should you wish to provide feedback prior to the meeting, please forward it to Blaine Jensen (jensenb@douglas.bc.ca) directly.

- 5.7 Douglas Development: Next Steps for the College-wide PD Day: The Chair advised members that Douglas Development is seeking Council’s advice and feedback on three issues. The Chair then introduced Rita Chudnovsky and Susan Smythe to speak to the issues.

Susan Smythe drew members attention to the first item: “We are requesting that Education Council, in its role of advising on the Academic Calendar, recommend to Senior Management that a Douglas College PD Day be scheduled and supported in the 2005/06 Academic Year”.

In response to a question, Susan Smythe advised members that continuing with the original two year cycle will mean that the College will lose a professional development day.

ACTION**Chair**

After a brief discussion, Council agreed to forward a recommendation to SMT that a Douglas College PD Day be scheduled and supported in the 2005/06 academic year.

The Chair advised members that the second item related to the Theme and Focus of the proposed 2005/06 PD Day. She added that this item may not fall within Council's mandate and asked members for their advice.

Susan Smythe advised members that the DD Committee is eager to receive feedback regarding the theme and focus of the proposed Day as this will guide the new planning committee. Rita added that a great deal of effort went into the planning of the 2005 PD Day. She asked members if they would support a PD Day in 2006 with the same theme.

Many members responded very positively to keeping the same theme - Ethics and Education.

ACTION

Please take this item to your constituency groups. Further feedback should be forwarded to Douglas Development directly.

The third item dealt with a question as to whether Education Council is interested in designating one or two liaison members to the next PD Day Planning Committee.

There was some discussion as to whether the current Council should make a decision regarding this matter as most members will be replaced in the upcoming academic year.

Janet Allwork advised members the PD Day needs college-wide support and added that Education Council could help facilitate expanding the profile of the Day.

Blaine Jensen advised members that Education Council's role would assist with the flow of information and participation but Council would not have a part in the decision-making process.

Several members agreed that Education Council should liaise with Douglas

Development on the development of future PD Days.

- 5.8 Student Appeals Policy Review: The Chair introduced Blaine Jensen to speak to this item.

Blaine advised members that he did not intend the tone of the memo, included in the package, to be disparaging. He noted that he has every confidence in the Registrar and added that she has great integrity.

Blaine advised members that he is asking Council to refer the Student Appeals policy to the Policy subcommittee for two reasons. 1) The number of appeals considered by the Appeals Committee has largely come from the Registration area. He noted a more closer examination of the role of the Registrar as Chair was required as the Registrar's position could be perceived as having a conflict of interest when hearing appeals from within the operations of Registration. 2) Blaine suggested that Education Council consider introducing a mechanism where students may challenge any ruling or decision that they see as unjust, unfair or prejudicial and has a direct negative impact on their academic progress. He noted there is no provision for challenging an unjust policy.

Blaine advised members that the Deans may also be in a perceived conflict of interest as they are asked to be involved informally when a problem arises and then, formally when an appeal is heard.

Blaine further advised members that the current policy does not address the issue of a students' status while they are waiting for a conclusion to the appeal process.

It was agreed to forward the first issue to the Policy subcommittee Blaine will make himself available to the Subcommittee.

- 5.9 Administration Policy: Scholarly Activity: This item was deferred to the April meeting.

6. REPORTS

6.1 Report from the Chair

The Chair advised members that elections for Education Council have now concluded. She noted that there will be a large turnover of current members. **She noted the Education Council Orientation is scheduled for May 26th at 1:00**

p.m. and asked members if they would be willing to attend to share their experiences.

The Chair reminded members that the May 16th meeting commences at 2:15 p.m.

- 6.2 Report from the President
The President advised members that cabinet approved the expansion of the David Lam Campus last week. She added a public announcement was scheduled for April 15th at the David Lam Campus.
- 6.3 Report from the Board Representative
There was no report
- 6.4 Report from the Secretary
The Secretary advised members that the deadline for document submission for the June meeting will be early. **Please Note: Documents for the June meeting need to be submitted to the Secretary no later than Tuesday, May 31st by 12 noon.**
- 6.5 Report from the Research Ethics Board
It was reported that the REB now has full membership and is now currently reviewing a number of proposals.
- 6.6 Report from the Standing Committee on Educational Policies
It was noted that the Program Approval policies will come to Council in April.
- 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 Education Technology Forum
There was no report.
7. NEW BUSINESS - For information and circulation
 - 7.1 Concept Paper: Diploma in Applied environmental Science
 - 7.2 Tactical Planning
 - 7.3 Memorandum of Understanding - Chiang Mai Rajabhat University (Thailand) and Douglas College

8. ADJOURNMENT: Moved by E. Neufeld, Seconded by A. Patko, the meeting adjourned at 6:05 p.m.

_____ Chair _____ Secretary