



Douglas College

**MINUTES OF A MEETING OF EDUCATION COUNCIL**  
**Held Monday, March 19, 2007 at 4:30 pm**  
**New Westminster Campus, Boardroom**

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1. ROLL CALL:

**Members Present:**

Trish Angus (Ex-Officio)  
Graeme Bowbrick (Vice-Chair)  
Marilyn Brulhart  
Sebastian Bubrick  
Jan Carrie  
Kathy Denton  
Anne Gapper (Acting Recorder)  
Inderjit Gill  
Gerry Gramozis  
Leon Guppy  
Bruce Hardy  
Dianne Hewitt  
Sean Hibbitts  
Ted James  
Jan Lindsay  
Les Marshall  
Elizabeth McCausland  
Debbie McCloy  
Susan Meshwork (Chair)  
Colleen Murphy  
Jacqueline Smith  
Teryl Smith  
Susan Witter (Ex-Officio)

**Regrets:**

Ann Kitching (Ex-Officio)

**Guests:**

Christine Dewar  
Anna Helewka  
Kathie Lindstrom  
Raymond Yu

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2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Chair asked members to approve a fluid agenda. Council agreed.

3. APPROVAL OF THE FEBRUARY 19, 2007 MINUTES: There was a typographical error in 4.8 of the February 19, 2007 minutes. The curriculum guideline to be removed was CSIS 3495 not CSIS 2495. The Minutes were approved as amended.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Withdrawals, Course and Status Changes Policy Revision

There was extensive discussion whether to add 'at least one hour' prior to the scheduled start of the second class. However, it was finally agreed that this was not practical and members decided to vote on the motion to approve the amendments to the policy as originally presented.

There being no further discussion,

**MOVED by T. James; SECONDED by C. Murphy,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council amend the Withdrawals, Course and Status Changes Policy as recommended by the Policy Committee.**

**The Motion was CARRIED.**

4.2 Grading Policy Revision

T. James explained that the intention to this revision was to put into the Grading Policy an existing grade, i.e. Incomplete Grade which is currently included in the general information in the Calendar.

There was discussion on whether four months was too long for the course to be completed but it was pointed out that in some courses students would be in practicums so this timeframe should be shortened.

There was extensive discussion on the timeframe that should be available for instructors to change any grade. The comment was made that many faculty and students leave the College and/or the Province at Christmas time or summer time so the 2 week time limit was too short. After much discussion the Chair took a straw poll and the majority of members would prefer to see an 8 week period instead of 2 weeks. The suggestion that the time limit should be 16 weeks rather than 2 or 8 weeks was discussed. T. Angus advised that a longer than 8 week period would probably not be practical, especially if contract faculty were involved.

T. Angus asked what would happen if a student did not fulfill conditions as set out by an instructor. Currently the instructor sets the grade that should be assigned and she would like to see that included in this policy. T. James explained that the Policy Committee were trying not to include too many procedural items and were trying to keep the language as clean as possible. Suggestion was made that the language needed to clarify that a student could not get an I grade on an uncompleted I contract and another suggestion was made that the language as written would preclude that possibility.

**ACTION: Please take this item, together with the timeframe options, back to your constituencies for feedback and consideration for approval at the April Education Council meeting.**

4.3 Draft College Budget 2007/2008  
There being no further discussion, the Chair stated she would advise the College Board that the constituencies are satisfied with the budget as presented.

4.4 Performing and Fine Arts Certificate Program Revision  
There being no further discussion,

**MOVED by K. Denton; SECONDED by B. Hardy,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the addition of PEFA 1216 and replacing THEA 1110 with PEFA 1120 to the elective options of the Performing and Fine Arts Certificate; the addition of STGE 1100 under the Stagecraft option; the addition of MUSC 1182 and MUSC 1282 to the Music options; and the addition of PHIL 1245 to the electives.**

**The Motion was CARRIED.**

4.5 Health Sciences – Bachelor of Science in Psychiatric Nursing Degree Program  
There being no further discussion,

**MOVED by K. Denton; SECONDED by S. Bubrick,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the addition of MATH 1160 or PSYCH 2300 to the Mathematic Statistics requirements of the Bachelor of Science in Psychiatric Nursing Degree Program, and approve the removal of the upper level 3 credit elective reducing the total program credits from 126.5 to 123.5.**

**The Motion was CARRIED.**

4.6 Admissions and Language Competency Committee Recommendations  
There being no discussion.

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

**MOVED by B. Hardy; SECONDED by T. Smith**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the admission requirements for the Business Foundation; and changes to the admission requirements for international students entering English as a Second Language as presented.**

**The Motion was CARRIED.**

4.7 Curriculum Committee Recommendations

There being no further discussion.

**There was unanimous consent to short-cycle a motion to approve the Curriculum Committee Recommendations.**

**MOVED by G. Gramozis; SECONDED by J. Smith,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted guidelines for CODS 3200, CODS 3222, CODS 3240, MODL 1153, AHTT 1101, AHTT 1102, AHTT 1103, AHTT 1201, AHTT 1202, AHTT 1203, AHTT 1204 and AHTT 1205; and the removal of PNUR 140, PNUR 144, PNUR 240 and PNUR 244.**

**The Motion was CARRIED.**

5. NEW BUSINESS

5.1 Computing Science and Information Services

- a) Diploma in Computing Science and Information Systems (with Specialty)
- b) Diploma in Computing Science and Information Systems (with Double Specialty)
- c) Diploma in General Computing Science and Information Systems
- d) Certificate in Computing Science and Information Systems

Raymond Yu was invited to the table to speak to this item. He explained that the Computing Science and Information Systems Department were proposing to restructure their existing programs into 4 new credentials consisting of 3 diplomas and 1 certificate. This was a result of the amalgamation between the Computing Science and the Computer Information Systems Departments.

In response to a question, R. Yu confirmed that Developmental Studies had not been consulted with regard to admission requirements as these had

not changed from the previous programs. T. Angus stated that the requirements were very similar to the approved list of substitutions for Math 11. M. Brulhart confirmed that if she needed further clarification she would contact R. Yu directly.

T. Angus requested that the Diploma in General Computing Science and Information Systems be changed to Diploma in Computing Science and Information Systems (General) to be consistent with the other proposed programs. R. Yu confirmed that he would be able to accommodate this change. E. McCausland confirmed that most of the new courses listed in these programs had already been approved by Council.

**ACTION: Please take this item back to your constituencies for feedback and consideration for approval at the April Education Council meeting.**

5.2 Breastfeeding Counsellor Continuing Education Program Revision – Name Change

Kathie Lindstrom was invited to the table to speak to this item. K. Lindstrom explained the rationale behind the request for this motion to be short-cycled was that the name change had taken place last fall and that it had to be approved before certificates could be issued to the current set of students.

There being no further discussion,

**There was unanimous consent to short-cycle a motion to approve the program name change.**

**MOVED by D. McCloy; SECONDED by B. Hardy**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the change in name from Breastfeeding Counsellor Certificate Program to Breastfeeding Course for Health Care Providers.**

**The Motion was CARRIED.**

**MOVED by D. McCloy; SECONDED by T. Smith**

BE IT AND IT WAS RESOLVED:

**THAT Education Council recommend the College Board approve a change in name of the Breastfeeding Counsellor Certificate Program to the Breastfeeding Course for Health Care Providers.**

### 5.3 Affiliation Agreements

- a) Kino University - La Universidad Kino, Mexico
- b) Technical and Professional School of Sonora - Colegio de Educación Profesional Técnica del Estado de Sonora (CONALEP), Mexico
- c) Centre for Higher Education for the State of Sonora - Centro de Estudios Superiores del Estado de Sonora (CECUES), Mexico
- d) Technical University of Hermosillo - Universidad Tecnológica de Hermosillo, Mexico

S. Witter explained that Douglas College was a member of ICEED which is a grouping of colleges in Canada, the US and Mexico. B. Jensen had recently made a presentation at a conference in Mexico which was very well received. The affiliation agreements were just a first step and the decision to proceed would depend on further discussions. The Chair confirmed that Education Council's responsibility as specified in the Educational Affiliations Policy was to ensure that the agreements were credible, to look at the purpose of the affiliation and the educational rationale. If Education Council felt that these matters were in order and approved the affiliation agreements then the College could further proceed with negotiations.

L. Marshall indicated that he was pleased to see the affiliation agreements as the economies of all three countries were already linked through NAFTA.

**ACTION: Please take this item back to your constituencies for feedback and consideration for approval at the April Education Council meeting.**

## 6. REPORTS

### 6.1 Report from the Chair

The Chair explained that at the February meeting Council had passed motions recommending the College Board establish credentials for the Applied Bookkeeping Certificate Program and the Health Information Management Program. The Board Secretary had indicated that Education Council should have requested name changes rather than new credentials. The Chair requested that the March 19, 2007 Minutes reflect unanimous agreement of Council to request that the College Board approve the name changes specified above rather than new credentials for these programs. There being no objection the Chair will ask the College Board to approve the new names, Certificate in Applied Bookkeeping Program and Certificate in Health Information Management Program.

The Chair confirmed that elections for the positions of Chair and Vice-Chair would be held at the April Education Council meeting. She also confirmed that she and Graeme Bowbrick are willing and interested in standing in their current positions. The Chair reminded Council members that the elections are open to any one willing to stand for either position and if anyone else was interested they should contact either the Chair or Secretary for information about the nomination process.

After some discussion the Chair confirmed that the Education Council meeting times for May and June would commence at 2.30 pm.

6.2 Report from the President

S. Witter confirmed that the College had received the last stage of approval for the Bachelor of Physical Education & Coaching degree. The letter had been signed by the Minister and a press release issued. She confirmed that the College was going ahead with offering this degree for a September start, as well as the Bachelor of Arts in Child & Youth Care and the Bachelor of Business Administration.

S. Witter explained that the current College Board chair was stepping down and elections for this position and vice-chair would be held at the June meeting. Two more members would be stepping down in December and three in July 2008. She encouraged Council to approach anyone that might be interested in such a position to apply on the government website at <http://www.fin.gov.bc.ca/OOP/BRDO/apply.asp>.

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 Curriculum Committee

There was no report.

6.6 Report from the Educational Excellence Committee

There was no report.

6.7 Report from the Research Ethics Board

There was no report.

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

There was no report.

6.9 Report from the Standing Committee on Educational Policies

There was no report.

7. OTHER BUSINESS – For Information and Circulation

7.1 Survey Results from Your Program’s Former Students

This report was made available by B. Cowin for information and circulation.

8. ADJOURNMENT

Moved by C. Murphy; Seconded by M. Brulhart, the meeting adjourned at 5.50 pm.

Chair \_\_\_\_\_

Secretary \_\_\_\_\_