



Douglas College

**MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY MARCH 15, 2010 AT 4:15 PM
BOARDROOM - NEW WESTMINSTER CAMPUS**

1. ROLL CALL:

Members Present:

Samirah Abid
Jo-Anne Bilquist (Orientation as new Secretary)
Thor Borgford
Jan Carrie (A/ VP-Education)
Kathy Denton
Gerry Gramozis
Leon Guppy
Bruce Hardy
Dianne Hewitt
Ted James (Ex-Officio)
Peter Kendrick (Ex-Officio)
Scott McAlpine (Ex-Officio)
Elizabeth McCausland (A/Chair)
Debbie McCloy
Zaheeda Merchant
Michael Phillips
Brenda Pickard (Secretary)
Don Valeri
Robin Wylie
Kate Yoshitomi

Regrets:

Deb Anderson (A/ Vice-Chair)
Rajbinder Dehal
Susan Meshwork (Leave)

Guests:

None

The Chair thanked Ted James for his many years of dedicated service to Education Council. She noted that Ted will continue serving Council in his new role as Registrar - as an Ex-Officio member.

The Chair welcomed Gary Tennant as the newly appointed Administrative member of Council.

The Chair advised members that Donna Rose has stepped down as a Student Representative – effective immediately.

The Chair introduced Jo-Anne Bilquist as the incoming Secretary to Education Council who will commence her new position April 6th, 2010.

The Chair thanked outgoing Secretary, Brenda Pickard, for her years of service to Council and the College. She wished Brenda well in her future endeavors.

2. APPROVAL OF THE AGENDA

The Chair asked members to remove item 4.3 as there is no report for this month. She also asked members to remove item 5.3.

The Chair asked members to approve a fluid Agenda, Council agreed and the Agenda was approved as revised.

3. APPROVAL OF THE JANUARY 18, 2010 MINUTES

It was asked that the sentence in paragraph 1 under 4.2 “She noted that there is some confusion as to whether this is a Program requirement or a Faculty-wide requirement as most if not all Health Science programs have practicums” be completely removed. It was also advised to cross out the following statement under the second bullet of item 5.1 as “Instructors will determine whether final examination will be set in the course ~~and if this will be scheduled in-class~~” or as part of the exam schedule” to reduce any confusion.

The Minutes were approved as revised.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Policy Items

4.1a) Credentials Awarded at Douglas College Policy

The Chair referred to the documentation in the package and advised members the Policy sub-committee has presented its recommendations as a result of consultations with Education Council, Vice President’s Academic Committee (VPAC) and the Office of the Registrar.

The proposed revisions include:

- Revised definition of *Post Degree Diploma* and renamed as *Post Baccalaureate Diploma*.
- New language in the definition of Bachelors Degree to identify primary and secondary areas of focus (e.g. major, minor and specialization).
- New section called *Multiple Credentials* to clarify how these can be earned.

- Revised language under *Graduation Eligibility* to reflect multiple credentials.

Members were advised that in some department areas a request for variance would have to be made each time a credential is to be awarded – in the Commerce and Business Department for example.

A concern was expressed that current majors in the Bachelor of Business Administration do not meet the suggested definition of a major, and that the Faculty would have to apply for a variance every time the degree was revised. The Chair advised that in approving the degree as it stands, and any revisions, Council would be granting a variance.

The Chair advised members she had spoken with Susan Meshwork who advised that it would be important for the internal College language to be congruent with the Degree Quality Assessment Board's (DQAB) language for purposes of consistency and clarity.

It was strongly suggested to list the area of specialization only on the transcript, rather than in the credential name, as suggested in policy revision. This is preferred by the Ministry and T. James confirmed it is standard practice elsewhere. T. James will provide a suggested revision.

- 4.1 b) Revision of the *Academic Standing* Policy – Gold Cord
The Chair referred to the document in the package.

A suggestion was made to revise the Gold Cord language: (**revisions in bold**)

“Students whose GPA score ranks in the top ten percent of student GPA scores in each credential (**based** on qualifying courses), and whose GPA is at least 3.33 (**based** on the same qualifying courses) when applying to graduate, will be recognized at graduation with the presentation of a Gold Cord Award.

The Chair of the Policy Sub-committee recognized the above as a friendly amendment and was comfortable with moving forward with the discussion.

The Chair thanked members for their input.

ACTION

Please refer this item to your constituencies for feedback/advice at the April meeting.

4.1 c)

- Revision of the *Evaluation* Policy – International Field Schools
The Policy Sub-committee recommends the Motion to be short-cycled for approval so that students can be advised of the policy when they register.

There was unanimous consent to Short-cycle the Motion to approve the amendment to the Class Attendance and Participation section of the *Evaluation* Policy.

MOVED by T. James; SECONDED by B. Hardy,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revision to the *Evaluation* Policy to include specific language regarding Field Schools.

The Motion was CARRIED.

- *Evaluation* Policy – Final Examinations in Credit Courses
It was suggested to revise the language under “Final examinations in Credit Courses” “No. 1. To read: No written assessment or test, or combination thereof, valued at greater than 10% may be assigned/given within 14 calendar days **prior to** the last day of classes for the course (or prorated period for courses shorter or longer than a regular semester length)”.

ACTION

Please refer this item to your constituencies for feedback/advice at the April 19th meeting.

4.1 d) T. James advised that the following policies are scheduled for the regular review cycle: *Program Advisory Committees*; and, *Withdrawals, Course and Status Changes* Policy.

He noted the current policies can be viewed on the Education Policy webpage.

T. James advised members the Policy Sub-committee is inviting those within the college community to review these policies and submit any observations or suggestions for amendments so these can be reviewed by the Committee.

ACTION

Please refer this item to your constituencies for feedback/ advice. Please forward all comments and feedback directly to Jo-Anne Bilquist (Brenda Pickard’s replacement) by April 16th, 2010.

4.2 Curriculum Committee Recommendations

The Chair advised members that, since item 5.3 is off the March Agenda, all curriculum guidelines for the BBA in Applied Marketing Management will not be dealt with at this meeting. She noted the addendum to the package (available at the side table) asks to include a late submission for Short-cycling.

There was unanimous consent to Short-cycle the Motion to approve the submitted Curriculum Committee recommendations including the addendum, and the removal of BBA in Applied Marketing Management curriculum guidelines.

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

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted guidelines for OADM 1240; CRIM 1101; CRIM 2290; CRIM 2488; SOSC 3140; ENGL 3160; ENGL 3170; MATH 2245; MATH 2260 and, SPSC 1320.

The Motion was CARRIED.

4.3 Admissions and Language Competency Committee Recommendation

There was no report.

5. NEW BUSINESS

5.1 Budget 2010/2011

The President reported that the Budget 2010/2011 proposal was presented and discussed during the past several weeks, including two budget forums, and have been well received by the College. He noted the proposed budget is on target with government priorities. He added the Government of BC has a strong commitment to post-secondary education and training. He added the dominant theme is to respond to high demand areas and emerging trends. He noted the College budget can be described by the following three words: **Conservative** – revenue and expenditure growth and conservatively estimated; **Constructive** – to give the College the base required to move forward and, **Transitional** – to recognize the fact we are currently in the midst of a strategic planning process which will set our directions for the future.

The following points were referenced:

- The President acknowledged the repeated requests for additional training within the departments of Geography and Stagecraft.
- It was advised that there is a missing “0” on the last page of the Budget document. Under “Responding to Demands and Emerging Trends” – bullet #7 should read “Ed Tech Capital increase (\$150,000) ongoing...”
- It was advised there currently is adequate security on campus during weekend hours. It was noted however an increase of \$10,000 will help with the growing demand for weekend events.
- Concerns were raised regarding the possible loss of a part time receptionist position in the Learning Centre now that it will be moved to the Learning Resources area of the College. The President advised members that SMT is committed to maintaining current levels of tutoring services.
- The President advised members that a portion of the 85 new instructional sections will be offered as One Time Only (OTO) through the 2010-2011 academic year. Some sections will be used as a result of the outcome of Strategic Direction planning.

ACTION – Chair

The Chair advised members that, under the section which provides Education Councils opportunities advice (according to the *College and Institute Act*), she will provide the above collaborative advice to the College Board and Senior Management Team (SMT) on behalf of Education Council.

5.2 Admissions and Language Competency Committee – Revised Terms of Reference

T. James advised members that a revision to the Terms of Reference for the Admissions and Language Competency Committee under Membership includes adding the Associate Registrar, Recruitment and Admissions as a possible chair of the committee.

The Terms of Reference should now read: “The Committee is composed of faculty representatives from each Faculty; the Admissions Coordinator as staff representative; one student; and the Associate registrar, Recruitment and Admissions or the Registrar. All members are voting members. The Registrar or Associate registrar will act as Chair and the Registrar will act as formal liaison to Education Council.”

There was unanimous consent to Short-cycle the Motion to approve the revision to the Admissions and Language Competency Committee Terms of Reference.

MOVED by J. Carrie, SECONDED by K. Denton,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revised Terms of Reference for the Admissions and Language Competency Committee.

The Motion was CARRIED.

6. REPORTS

6.1 Report from the Chair

There is no further report.

6.2 Report from the President

The President advised members to “keep an eye out” for the Strategic Plan Report as a link will soon be forwarded to the College community. He noted there have been multiple phases for input. The President advised members the next steps will be to forward the Report to SMT and the College-wide community. He added there will be a forum within the next 10 days.

The President thanked everyone for their thoughtful participation in the Budget Forums. He added the feedback was very productive and instructive.

6.3 Report from the Board Representative

P. Kendrick advised that, due to commitments, he will be sending his regrets for the April and May Education Council meetings.

6.4 Report from the Secretary

Secretary thanked members for their support throughout the years and wished them a fond good bye.

6.5 Report from the Curriculum Committee

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 Educational Excellence Committee
There was no report.
- 6.8 Report from the Standing Committee on Educational Policies
Ted James advised members there is a need for additional membership.
- 6.9 Report from the Academic Signature Committee
There was no report.

7. OTHER BUSINESS – For information and circulation

There was no other business

8. NEXT MEETING

April 19th, 2010 4:15 – 6:15 p.m. in the Boardroom New Westminster Campus

9. ADJOURNMENT

Moved by K. Denton; Seconded by K. Yoshitomi, the meeting adjourned at 5:30 p.m.

Chair

Secretary