

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD ON MONDAY, MAY, 15, 2000 AT 2:15 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  
Ray Chapman  
Cristina Gecolea  
Christian Guillou  
Edward Inoue  
Anna Jajic  
Ted James  
Kim Longmuir  
Wilma Marshall  
Carole Nelson (Ex-Officio)  
Brenda Pickard (Secretary)  
Elliot Fox Povey  
David Samuel  
Michael Wilson  
Susan Witter (Ex-Officio)

**Regrets:**

Dawn McDonald  
Dave Seaweed  
Des Wilson

**Absent:**

Terry Farrell  
Sarah Hossack

**Guests:**

Brad Barber  
Kevin Barrington-Foote  
Carol Howorth  
Jan Humphrey  
Fran Johnson  
Dennis Lancien  
Wilma McCrossan  
Ryan Wray

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

3. APPROVAL OF THE MINUTES OF THE APRIL 17, 2000 MEETING: The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES:

4.1 Instructor Course Outline Template: After hearing responses from members, the general consensus was that the template be available to instructors but not required. It was suggested that it might be useful for new instructor orientations and a useful reminder to faculty of policies which must be included in instructor course outlines.

Suggested template modifications included the following:

- ◆ add the semester and year to the template
- ◆ remove the assignment “due date”
- ◆ make the template available on the website for downloading (formatted in both Word and WordPerfect)
- ◆ add an up-link to the Instructor’s Course Outline section of the Curriculum Development and Approval policy.

A revised template and discussion on how to introduce it to the College community will come forward to the June meeting.

- 4.2 Educational Excellence Committee Terms of Reference: The Chair noted that the suggested revisions from the last Council meeting have been incorporated (underlined) in the draft contained in this month’s package. These changes included the removal of rank ordering and an addition to the membership category.

In response to a question, Fran Johnson stated that a clarification will be made so that student membership will read “one to two students,” deleting “members of the Student Society”.

**MOVED by C. Guillou, SECONDED by M. Wilson,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the revised Educational Excellence Committee’s Terms of Reference as amended.**

**The Motion was CARRIED.**

Members were reminded that the deadline for nominations is June 1.

The Chair noted that the recommendations for successful award winners will be brought forward to Education Council at its September meeting.

- 4.3 Semester Length Review Task Force - Final Report: The Chair noted that the Final Report, which recommends no change to the current structure of the semester, is included in the package.

Kevin Barrington-Foote, Chair of the SLRTF reported that, given the type of feedback received as a result of the questionnaire, the Committee was unable to recommend any change even though the status quo will have serious pedagogical and exam schedule implications.

In response to a question, T. Angus noted that scheduling exams in the same time blocks as the class would become problematic if the student had back to back classes. She added that a three hour exam could not be administered within a two hour time block. Also noted was the impossibility for instructors to administer common exams in this type of schedule.

Trish shared some preliminary ideas of steps that might be taken in the short term to alleviate some of the strain on the exam period:

- ◆ Request a change to College policy that prohibits evaluations worth more than 10% in the last two weeks of classes. Instructors wishing to hold exams in the last two weeks could then do so. Instructors requiring a 3 hour exam or a common exam could be accommodated in exam week.
- ◆ Request a change to the Collective Agreement to permit scheduling exams on Saturdays.
- ◆ In open enrollment areas, end classes in the middle of the 14<sup>th</sup> week to permit a two day study break before the commencement of exams on Saturday. (It was suggested that this may cause confusion amongst students as to when the semester ends for them.)

The Chair asked Trish to put these possibilities in writing for Council's consideration. Trish will also investigate how other colleges with a 14 week term address the exam schedule problem and will bring any results to the June meeting.

The Chair thanked Kevin Barrington-Foote, Ray Chapman and David Samuel for their work on the Task Force.

- 4.4 Budget 2000 - 2001: In referring to the Budget Newsletter, the President indicated that it was a "good news" budget in that the College received more FTEs from the Ministry than expected. She noted that this was the first attempt to allocate the dollars and asked members to bring their comments/ feedback to her, the Chair of Education Council, Peter Greenwood and/ or the Budget Forum on Wednesday, May 24<sup>th</sup> at 4:00 p.m.

The President reported that she has received useful feedback from the Faculty Association.

**ACTION** Please forward feedback/ comments as requested above.

- 4.5 Program Profile Planning 2001 -2002: The President alerted members that last year's submission did not get started until the summer; however, this year the

Program Profile consultation process has begun earlier to allow for more discussion with the College community. She referred to the priorities on page two and noted that these are in line with the Master Education Plan.

**ACTION** Please take this draft to your constituents for feedback at the June meeting.

- 4.6 Curriculum Committee Recommendations: R. Chapman indicated that the changes were straight forward and consistent with educational policies.

**MOVED by B. Allen, SECONDED by M. Wilson,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council short-cycle the motion to approve the submitted new and revised curriculum guidelines.**

**The Motion was CARRIED.**

**MOVED by K. Longmuir, SECONDED by T. James,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted curriculum guidelines for ASLS 175, ASLS 275, ASLS 375, ASLS 475, CHEM 110, HISP 576, DOPT 500, DOPT 510 and DOPT 512.**

**The Motion was CARRIED.**

- 4.7 Task Group on Open Enrollment Admissions: J. Allwork advised members that a motion was approved at the May 10<sup>th</sup> meeting which will come forward to Council requesting that Education Council and SMT ensure admission standards for Arts, Science, Business, and General Studies be developed and recommended to the Board for timely implementation. She explained also that the Task Group is in the process of reviewing three proposals for limiting enrollment.

5. NEW BUSINESS

- 5.1 Letter of Intent: Community Mental Health Worker Citation Program: The Chair noted that this program, approved in March as a Continuing Education Certificate program, is now coming forward to Council as a Letter of Intent for base

funding. She explained that Council's role is, according to the Program Approval policy, to confirm that the proposed program is consistent with the current strategic directions of the College and to offer any suggestions that would strengthen its presentation. She added that Appendix A of the policy outlines the general areas FECs and Education Council are to address for all Letters of Intent.

B. Miller advised members that, of the 19 students who have completed the CE program, 17 have already obtained employment.

**ACTION**      **Specific feedback/ concerns should be forwarded to Bev Miller directly prior to the next meeting. Council will vote on this item in June.**

- 5.2      Letter of Intent: American Sign Language Instructor Citation: Jan Humphrey advised members that 13 students have completed the program and another 27 students are taking courses. She noted that this would be the first credential attached to such a program within the province.

**ACTION**      **Specific feedback/ concerns should be forwarded to Jan Humphrey directly prior to the next meeting. Council will vote on this item in June.**

- 5.3      Policy Amendment - Curriculum Development and Approval: M. Belfare brought forward a proposal from the Counselling Department that the statement regarding spacing of evaluations in the Instructor's Course Outline section of the Curriculum Development and Approval policy be tightened.

Several concerns were raised: now that the policy specifies a minimum of three rather than five evaluations per term, it may be more difficult to offer substantial feedback to students before the course drop deadline. Also noted was that there are ways other than an objective evaluation to offer feedback to students. For example, attendance and participation may be strong predictors of how well the student is doing.

**ACTION**      **Please take this back to your areas for feedback. Council will vote on this at the June meeting.**

- 5.4      Policy Referral - Equity/Diversity policy: The Chair advised members that this item emerges from the policy review, from the current work of the Equity Committee and from a request last year that the current Educational and Employment Equity policy be split in two to create a separate Employment Equity policy and an Educational Equity policy.

**MOVED by R. Chapman, SECONDED by B. Allen,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council short-cycle the referral of this item to the Policy Committee.**

The Motion was CARRIED.

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

BE IT AND IT WAS RESOLVED:

**THAT Education Council refer development of an educational equity policy to the Policy Committee.**

The Motion was CARRIED.

- 5.5 Policy Amendment - Prior Learning Assessment and Recognition policy: The Chair referred to a memo from John McKendry which outlines a revision proposed by the Committee of Deans to revise the PLA policy related to residency. She noted that the Residency Credit Exemption Committee is in the process of drafting a final report outlining its observations related to residency and recommended referring this document to them for their consideration. The Chair further noted that the entire policy is slated for review in September of this year at which time other issues may be addressed.

**MOVED by K. Longmuir, SECONDED by B. Miller,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council short-cycle the referral of this item to the Residency Credit Exemption Committee.**

The Motion was CARRIED.

**Moved by E. Fox Povey, SECONDED by R. Chapman,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council refer J. McKendry's memo to the Residency Credit Exemption Committee for its consideration.**

The Motion was CARRIED.

6. REPORTS

6.1 Report from the Chair

The Chair reported that it was her understanding that John McKendry, Val Schaefer, Terry Farrell and Des Wilson are discussing the conversion of the Advanced Certificate currently offered in Habitat Restoration into a Diploma or Advanced Diploma. She further noted that if the revised program comes before Council at or before the October meeting, it can meet the calendar deadline.

The Chair reported that Trish and Bob Cowin are having discussions about the kind of Language Competency statistical analysis that would be both possible and meaningful, given that many other factors besides writing assessment or English 12 scores may determine a student's success or failure in a course. She noted that Bob has agreed to compile some information for Council over the summer months. The Chair noted that this issue and the admission standards issue to be referred to us by the Open Enrollment Task Group suggest a desire on the part of the College community to act decisively and Council will have to find the most effective means to that end early next term.

The Chair noted that there was a large turn out and much useful discussion at the Values meeting earlier in the day.

The Chair reminded members that the **June 19<sup>th</sup> Council meeting will be at 2:15 p.m. and will include elections for the position of Chair and Vice Chair.**

Annual Reports of all committees are due next month. Deadline for submission to the package is **June 7<sup>th</sup>**.

Depending on availability of time at June's meeting, the Chair suggested a "Round Robin" with brief individual reports as to what has and has not worked for members.

6.2 Report from the President

The President reported that she will be attending both the ACCC annual conference in Whitehorse and AECBC's annual meeting in Nelson.

6.3 Report from the Board

There was no report.

6.4 Report from the Standing Committee on Educational Policies

The Committee is in the process of establishing a sub-committee to begin work on a policy addressing terms of affiliation with other post-secondary bodies.

The new Director of Learning Resources will start her position at the beginning of October so work on a policy concerning Library and Resource Centres will not begin until the New Year.

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

T. Angus advised members that a report containing final recommendations will be presented at Council's June meeting.

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 and Standardized Testing Committee

T. James reported that the Committee is in the process of drafting its Terms of Reference.

6.11 Report from the Education Technology Forum

A meeting was held on May 5<sup>th</sup> including Susan Greathouse, Karen Maynes and several Education Council members in which Council feedback was sought regarding this year's budget allocations for education technology. There was general satisfaction that Council's concerns had been heard and responded to appropriately.

6.12 Report from the International Education Advisory Committee

There was no report.

7. NEW BUSINESS

7.1 Transferring Credits to SFU

7.2 Educational changes over the last thirty years

7.3 Internationalization, Learning Quarterly Vol. 4, Issue 1, Spring 2000

7.4 BCCAT Special Report: "Transfer: Some Solutions"

8. ADJOURNMENT Moved by B. Allen, Seconded by K. Longmuir, the meeting adjourned at 4:00 p.m.

\_\_\_\_\_ Chair

\_\_\_\_\_ Secretary