

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD ON MONDAY, MAY 14, 2001 AT 2:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Barbara Allen (Vice-Chair)
Janet Allwork (Chair)
Trish Angus (Non-Voting)
Sandra Boyle (Ex-Officio)
Ray Chapman
Edward Inoue
Anna Jajic
Ted James
Dennis Lancien
Jan Lindsay
Kim Longmuir
Wilma Marshall
Brenda Pickard (Secretary)
David Samuel (part of the meeting)
Dave Seaweed
Catherine Willems
Des Wilson
Michael Wilson
Ryan Wray
Susan Witter (Ex-Officio)

Regrets:

Michael Belfare
Christian Guillou
Geraldine Street

Guests:

Suki Badh
Laura Byrne
Rosilyn Coulson
Keith Ellis
Yasmin Irani
Gail Johnson
Peter Kantrowiz
Dawn McDonald (for G. Street)
Susan Meshwork (for M. Belfare)
Maureen Nicholson
Arlene Patko
Penny Swanson (for C. Guillou)
Joy Tsai
Carly Turner
Wendy Wheeler

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

3. APPROVAL OF THE MINUTES OF THE APRIL 23, 2001 MEETING (circulated)
The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Program revision: Business Management Diploma: There being no feedback,

MOVED by B. Allen, SECONDED by W. Marshall,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revisions to the Business Management Diploma program.

The Motion was CARRIED.

- 4.2 Terms of Reference (ToR): Research Ethics Board: The Chair reminded members that the proposed ToR came to Council several months ago. She added that the revised ToR are now before Council for endorsement.

T. James advised members that the ToR were revised according to Tri-Council Guidelines and feedback received from Hal Weinberger (SFU) and Howard Brunt (UVic). He added that SMT recently reviewed the ToR, noting their revisions (distributed at the meeting) which deleted reference to the College Board throughout the document.

Ted highlighted the major changes to the ToR: name change to *Research Ethics Board* (REB); additional information to the *Responsibilities* section; clarification of the *Exclusions* section; and, a change to the *Appeals* process. He added that it was suggested the REB consist of five to seven members including an external member. Ted also advised members that it was suggested that the ToR be jointly approved by SMT and Education Council.

ACTION Please take this document to your constituents for feedback. This item will come to the June meeting for endorsement.

- 4.3 On-line Learning: The Chair referred to the memo in the package that she sent to Joan Wenman, Chair of the Planning and Priorities Committee, inviting them to consider a process for addressing pedagogical issues related to on-line learning. The Chair advised members that it was hoped the Committee would bring forward a recommendation to the June Council meeting.
- 4.4 Recommendations from the Task Group on Open-Enrollment Admissions: The Chair advised members that the recommendations had been sent to SMT for consideration. A memo from Al Atkinson, contained in the package, advised members that, due to budgetary constraints, the College could implement immediately recommendations one and two only. The memo further advised that the remaining “bundled” recommendations have significant budget implications.

T. Angus advised members of a decline in registration to open-enrollment

programs. She added that under-enrollments are exceeding over-enrollments for the first time, thus compounding concerns about reductions in FTE and tuition revenue. Discussions with faculty about how the College can meet capacity enrollments in all open-enrollment programs are expected to take place at LMRC.

Concern was expressed about the June timeline of the three-day orientation event. T. Angus noted that the June date was considered most useful for incoming students. Faculty expressed concern that many are on vacation at this time and that staffing such an event in June would be difficult.

ACTION

The Chair reiterated that those **Departments committed to putting in place the pre-requisite requirement of Writing Skills Review on the DCWA (or equivalent) for any or all of their courses should engage in further discussions before formally bringing curriculum changes to Council.**

It was noted that such a requirement, introduced by one Department at a time, nevertheless has an impact on the Assessment Centre and therefore budget implications which will need to be noted and assessed over time.

ACTION

Please inform your areas of SMT's decision.

5. NEW BUSINESS

- 5.1 Program Revisions: Print Futures: The Chair introduced Maureen Nicholson, Co-ordinator of the Print Futures Program in Language, Literature and Performing Arts.

Maureen advised members that the total number of credits for the program remains the same. She noted that the proposed changes affect the structure and sequence of course offerings and not the content. Maureen added that the course restructuring and resequencing has been designed to offer the Professional Readiness curriculum more effectively in order to better prepare students for the practicum component of the program.

ACTION

Please take these program revisions to your areas for feedback.

- 5.2 a) Program revision: Commerce and Business Administration Diploma - University Transfer Program: The Chair introduce Suki Badh and Peter Kantrowiz to speak to items a and b.

Suki Badh advised members that the proposed changes to this program were to facilitate student transfer into a number of universities and

university colleges.

- b) Program revision and New Credential: Commerce and Business Administration Diploma - University Transfer (Honours) Program: Peter Kantrowiz advised members that the “Honours” program is designed to meet year one and two of SFU’s B.B.A. program. Peter highlighted the details of the new program: limited enrollment of 35 students; students must complete the program in two years; incoming and exit GPA requirements of 3.33; fixed timetables for students; and, mentoring of students. In response to a question, Peter advised members that, if students did not have the exit GPA requirement, or were unable to complete the program in two years, they would be eligible to apply for the Diploma in Commerce and Business Administration. He added, though, that students taking the open-enrollment diploma program whose GPA was 3.33 or above would not be eligible to receive the “Honours” diploma as they would not have taken the specific recommended electives offered in the “Honours” program.

Ensuing discussion focused on the following questions:

- is there a precedent at Douglas College for offering an “Honours” diploma?
- is an “Honours” program consistent with the College’s values and goals?
- how might the needs of students currently precluded from taking the program - students with disabilities, mature students, part-time students - be accommodated?
- why should students in the “Honours” program be mentored and other students not?
- could the name “Honours” be changed to “the SFU stream” or something else more specifically descriptive of the program’s content?

Suki and Peter were asked to prepare by June 6th for inclusion in the next Council Agenda package a submission proposing specifically how the program might enhance flexibility by accommodating students who may currently be precluded from enrolling i.e., students with disabilities, mature students, part-time students, as well as proposing alternatives to the term “Honours” in the credential title.

Suki and Peter advised members that they would meet with the English Department to review the English admission requirement. They added that this is a pilot program and they appreciated the feedback. Suki asked

members to forward any further feedback to him at local 5458.

ACTION Please take this program revision and new Honours credential to your areas for feedback.

- 5.3 Policy revisions: Student Appeals; Admission: The Chair advised members that a clarification in language to the two policies was in response to two issues which arose from a prospective appeal to the Appeal Tribunal. She added that this language was developed in consultation with Mia Gordon and Trish Angus.

In response to a comment it was noted that the requirement of a suspended student to submit an appeal “according to the guidelines of the Student Appeals policy” was to ensure that appropriate documentation would be kept until the appeal was heard; it was further noted that the intent of the addition to the *Admission* policy was to ensure fair and consistent treatment for students applying to partnership programs.

ACTION Please take these revisions to your areas for feedback.

- 5.4 2002 - 2003 Program Profile: S. Witter referred to her memo contained in the package. She noted that the College is required to submit its program profile to the Ministry each October. She advised members that the College received 159 new FTEs this year but due to budgetary pressures would not be implementing them all. She highlighted that the Government has given nursing seats a high priority and Douglas has received additional unrequested FTEs in the General Nursing and Psychiatric Nursing areas.

ACTION Please take the Program Profile to your areas for feedback.

- 5.5 Educational Technology Tactical Plan 2001 - 2004: The Chair introduced Keith Ellis to speak to this item on behalf of Al Atkinson.

Keith advised members that the Tactical Plan is up for renewal this year and the recommendations are based on an environment scan completed and approved by TPMC this past February. He added that consultation had taken place with the Ed Apps Task Group, Systems and Computing and Distributed Learning Services.

Keith gave an overhead presentation of the draft Educational Technology Tactical Plan for 2001/02 - 2003/04.

ACTION Please take this draft plan to your areas for feedback. Feedback can be

forwarded directly to Al Atkinson.

6. REPORTS

6.1 Report from the Chair

The Chair encouraged all members to attend the Budget Forum scheduled for Thursday, May 17th at 4:00 p.m.

It was reported that Stephen Lewis, former Ontario NDP leader and former Ambassador to the United Nations, has been confirmed to speak at the 2002 P.D. Day on February 13th.

It was suggested that there be a review of Curriculum Guidelines (formerly called course outlines) to ensure their currency. John McKendry advised members that a report was distributed to the Deans last year. John indicated that he would follow-up on this and provide Education Council members with the report at their request.

At the Standing Committee Terms of Reference Review meeting, it was agreed that the Terms of Reference revised at the meeting would be distributed with the May 14th Education Council Minutes and presented as Motions for Approval at the June meeting. Members were invited to discuss these with their constituents if they wished.

The Chair then deferred to T. Angus who reported that, as a result of discussions at the Terms of Reference meeting, incoming Council members would be sent an e-mail asking them to consider running for the positions of Chair and Vice Chair for September 2001. Those interested in the positions are requested to forward their name to Trish Angus.

ACTION The Chair reminded members that Annual Reports are due by June 8th for inclusion in the June Council package.

6.2 Report from the President

The President gave a brief update on the progress of the Budget and encouraged members' attendance at the Budget Forum.

The President referred to the memo in the package and advised members that TPMC had accepted the recommendation from Systems and Computing to discontinue Telereg after Fall 2001. T. Angus confirmed the College will move to

ACTION web-based registration after August 29th, 2001. Please inform your

constituents.

The President referred to the memo from Karen Maynes included in the package addressing the 2000/01 Enrollment Data. She noted that under-enrollments are exceeding over-enrollments and the College is currently examining this issue.

ACTION

Please take this to your constituents for information.

- 6.3 Report from the Board Representative
There was no report.
 - 6.4 Report from the Standing Committee on Educational Policies
There was no report.
 - 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
Notes of the April 25th, 2001 meeting were in the package for information.
 - 6.7 Report from the Residency Credit Exemption Committee
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 and Standardized Testing Committee
There was no report.
 - 6.11 Report from the Education Technology Forum
Minutes of the April 11th, 2001 meeting were 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 S. Witter to Robin Ciceri regarding the Dispensing Optician program
 - 7.2 Former Student Survey Results: Douglas College compared to Provincial Average
 - 7.3 Trend Analysis: 2000 Student Profile and Perceptions Survey

7.4 AECBC Post-Secondary Matters

8. ADJOURNMENT Moved by B. Allen, Seconded by R. Wray, the meeting adjourned at 4:30 p.m.

_____ Chair _____ Secretary