

DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, MAY 13, 2002 AT 2:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS

1. ROLL CALL

Members Present:

Janet Allwork (Chair)
Trish Angus (Non-Voting)
Laura Byrne
Ray Chapman
Edward Inoue
Ted James
Dennis Lancien
Kim Longmuir
Wilma Marshall
Susan Meshwork
Elsie Neufeld
Arlene Patko
Brenda Pickard (Secretary)
Geraldine Street
Penny Swanson (Vice-Chair)
Carly Turner
Shaun Tyakoff
Wendy Wheeler
Susan Witter (Ex-Officio)

Regrets:

Ann Kitching (Ex-Officio)
Jan Lindsay
Graham Rodwell
Des Wilson

Guests:

Brad Barber
Cindy Chevalier
Fran Johnson
Lorna McCallum
John McKendry
Don McPhee
Michael McPhee
Janis Olsen
Jessica Plesciea
Val Schaefer
Susan Smythe
Tom Whalley
Junichi Yashiro

2. APPROVAL OF THE AGENDA The Chair advised members of the addition of 5.5 - Ratification of the Educational Excellence Awards. The Agenda was approved as revised.

3. APPROVAL OF THE MINUTES OF THE APRIL 15, 2002 MEETING The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

4.1 New Associate Degree Specialisation: Associate of Arts (International/ Intercultural Studies): The Chair introduced Lorna McCallum to speak to this item. Lorna noted that, at the recommendation of the Commerce and Business Administration Faculty, particular courses in that Faculty had been added to the list.

In response to a question regarding the ability of Learning Resources to provide adequate support for the new degree, Lorna advised members that the relevant courses have been in existence for a long period of time and have not required additional support.

D. Lancien noted the students he spoke with fully supported the new Associate Degree.

The Chair reminded members that the IDST 103 course has not yet been approved but asked Council to consider the motion to approve the Associate Degree pending the approval of IDST 103 later in the meeting during the Curriculum Committee report.

MOVED by S. Meshwork, SECONDED by C. Turner,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Associate of Arts Degree with a specialization in International and Intercultural Studies pending the approval of IDST 103.

The Motion was CARRIED.

4.2 2002 - 2003 Budget: The Chair reminded members that the role of Council is to consider the educational implications of the proposed budget, to be clear about the values that have determined the decisions that are made, and in accordance with the *Board Policy on Planned Changes to the Organization, Structure and Operation of Educational Programs and Services* to offer advice to the Board as the Act requires (23-1-3)

a) Responses to the proposed Habitat Restoration Program (HRP) closure: The Chair advised members that additional letters regarding the proposed program closure were on the side table for members information. The Chair invited feedback from members and guests.

Motions from the Faculties of Science and Technology; Language, Literature and Performing Arts; and Humanities and Social Sciences were read (see page 4). The following discussion ensued:

- a number of concerns were raised regarding the process by which the decision was made to close the program
- the Faculty of Science and Technology understood the financial constraints on the College at this time, but felt the HRP was a

- valuable and sound program
- the Faculty of Language, Literature and Performing Arts discussion focused mostly on the inadequate processes surrounding the Unit Review results and the decision to cut the program
- the Faculty of Commerce and Business Administration felt badly about the decision, but recognized the constraints on the budget and understood that a decision had to be made
- the Faculty of Child, Family and Community Studies did not pass a motion but their member believed that their FEC would fully support the motions brought forward to Council
- Student Development regretted the decision, supported the program in principle, but also supported SMT's decision

The following points were presented by Janis Olsen - current student:

- she left a high paying Ministry job to take this program
- the program suited her needs
- the program is unique in Canada and attracts students across Canada and the world
- most students are currently working in the field as a direct result of the uniqueness of the program
- the program closure will have an adverse affect on the industry and the closure may discredit the program and the students' credential
- this is a Community college and should meet the needs of the community
- the College has made no effort to advise students of whether and how they will graduate

Junichi Yashiro, a current student, also spoke of the uniqueness of the program. He advised members that he has traveled from Japan in order to take this program. He added that he has spent thousands of dollars so far towards his education and the closure of this program would put him further in debt.

The Chair reminded members that the role of Council is to advise the Board of the educational implications of the proposed budget cuts.

In response to the proposed closure of the Habitat Restoration Program, there was unanimous consent with one abstention to forward the following Motion from Education Council to the Board.

THAT the Board make its decision in full awareness of and with ample consideration given to the following:

- motions of support forwarded to Education Council by the Faculties of Science and Technology; Language, Literature and Performing Arts; and Humanities and Social Sciences (see below)
- the program is unique, not replicated at other institutions
- the program is highly thought of in the community and the environment industry
- the program fills a labour market niche and jobs are available in the field
- the program fosters interdisciplinary connections and attracts the non-traditional student, both identified as priorities in *Strategic Directions*
- graduation numbers are an inadequate measure of student or program success
- the Unit Review, completed just before the program closure was announced, could not be properly received nor its recommendations acted upon.

Education Council strongly recommends further program development and exploration of funding arrangements that would allow the continuation of the Habitat Restoration Program.

Motions submitted to Education Council at the May 13, 2002 meeting:

Faculty of Science and Technology

“The F.E.C. for Science and Technology supports the Habitat Restoration Program as a good program that is educationally sound. We believe it is well matched to the needs of the community. Enrollment trends indicate that the program has a bright future. We strongly recommend further program development and exploration of funding arrangements that would allow the continuation of the program”

Faculty of Language, Literature and Performing Arts

“The Faculty Education Committee of Language, Literature and Performing Arts does not support the decision to close the Habitat Restoration program without due notice or process and asks that such decisions be reached in full compliance with the requirements of Board policy B01.00.01 to involve ‘constituent groups and stakeholders in a meaningful, timely and responsive consultation process’ and with at least one year’s notice of proposed closure so that vulnerable programs may address enrollment and other issues and the resulting decisions be informed and fair.”

Faculty of Humanities and Social Sciences

“Moved: the Humanities and Social Sciences Faculty Education Committee approved the Habitat Restoration Program during its development, and this program continues to have the support of our FEC.”

“In our opinion the program is doing well, and therefore, we object to both

- the decision to withdraw this program, and
- to the fact that this decision was made without appropriate consultation and without sufficient consideration of the educational issues.”

b) Response to Habitat Restoration Unit Review process: There was no further discussion.

A brief discussion ensued regarding student support and the impact on students of funding cuts to Learning Resources and other areas of the College.

Also discussed was the Continuing Education (CE) program reductions and their impact on students. G. Street added that two thousand students will no longer be served as a result of the phased out CE programs in Health Sciences and Language, Literature and Performing Arts.

The following specific requests were made to the Board:

- that the Library not be overlooked when the College allocates a portion of the revenue received from student fee increases to high demand curriculum areas and technology/equipment currency/replacement
- that the Board recognize and comprehend the substantial impact on students of the Continuing Education program reductions in Health Sciences and Language, Literature and Performing Arts.

4.3 Policy revision: Curriculum Development and Approval: The Chair reminded members that this item was deferred from last month’s meeting. The Chair added that she, Wendy Wheeler and Amanda Hardman met to revise the policy based on feedback received. She highlighted the revisions made to the policy and noted the addition of a flow chart prepared by Wendy Wheeler.

On page 10, under “C” a suggestion was made to reword the sentence to read “The *Instructor’s Course Outline* must comply with ~~the following~~ all policies governing evaluation and assessment, and specifically the following”.

On page 3, under “I. Development and Consultation Process”, it was suggested to bullet items “e - i” rather than use the existing letters.

MOVED by K. Longmuir, SECONDED by C. Turner,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revised *Curriculum Development and Approval* policy as amended.

The Motion was CARRIED.

This policy will become effective immediately.

- 4.4 Policy revision: Admission: A memo from Diana Christie, supporting the proposed change to the policy, was distributed to members for information.

E. Neufeld distributed a document to members. She advised members that her Department is concerned that the proposed change to the *Admission* policy may be too restrictive and create undue barriers to non-traditional students.

It was agreed to reword the policy to read:

“Students may take an assessment test for admission to a particular course/program a maximum of two (2) times within a two-year period. Students retain the right of appeal for special consideration or exemption to the Registrar.”

MOVED by S. Meshwork, SECONDED by G. Street,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revision to the *Admission* policy.

The Motion was CARRIED.

The revisions to the policy will become effective Fall 2002.

- 4.5 New policy: *Educational Policy Development and Review*: The Chair advised members that this item was deferred from the April 15th meeting and is now before Council for approval.

There being no further feedback:

MOVED by P. Swanson, SECONDED by R. Chapman,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the *Educational Policy Development and*

Review policy as presented.

The Motion was CARRIED.

This policy will become effective immediately.

- 4.6 SFU Undergraduate Curricula Review: The Chair reminded members that this item was in the package for information. She added a request was made that it come back to Council as a discussion item, with Deans to speak about its possible implications. She noted that three Deans were absent from the meeting and asked that discussions be deferred to the June meeting.

John McKendry noted that this item is being considered at the Vice President's Academic Committee (VPAC).

It was noted that an open discussion about the Review paper will take place on Wednesday, May 22 in the lower cafeteria.

ACTION

The Chair asked members to continue discussions of this document in their areas, particularly in view of upcoming Articulation meetings. Specific feedback should be brought forward to the June Council meeting.

- 4.7 Curriculum Committee Recommendations: S. Tyakoff advised members that the Committee reviewed a total of 19 curriculum guidelines. Shaun distributed the recommendation for the IDST 103 course at the meeting.

In response to a question, Trish noted that old course numbers cannot be reused. Trish, Shaun and Laura Byrne will resolve the confusion surrounding CISO 270, 370, 430 and 570.

In response to a question, Lorna advised members that the class size of 50 for the IDST 103 course is modeled after the HUMS 101 course and curriculum and assignments have been tailored so as not to present workload issues for the instructor.

There was unanimous consent to short-cycle the Motion to approve the submitted curriculum guidelines with the addition of IDST 103.

MOVED by C. Turner, SECONDED by S. Tyakoff,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for ACCT 410, OADM 237, OADM 337, CISO 370, CISO

430, CISY 570, CFCS 333, CFCS 330, CSWK 470, CSWK 371, MUSC 261, MUSC 121, MUSC 204, MUSC 203, MUSC 104, MUSC 103, MUSC 150, MUSC 221 and IDST 103.

The Motion was CARRIED.

5. NEW BUSINESS

- 5.1 Bill 15: Degree Authorization Act: The Chair advised members that this Act will change the way in which degree-granting status is conferred upon B.C. institutions. She added that, under the new Act, private institutions will be able to grant B.C. degrees as will public institutions located outside the province. She further added that colleges will be able to offer applied baccalaureate degrees linked to a specific labour market need and university colleges and institutes will be able to offer applied masters' degrees. She noted the "quality assessment process" by which this is going to happen has yet to be defined.

Susan Witter added that she has been in close contact with Ministry officials. She noted that the process and criteria for the approval of degree programs will be different for private and public institutions over the next two years. Susan added that the current complicated process for certificate and diploma programs will cease. She advised members that the Ministry will now monitor dialogue regarding new certificate and diploma program development through an established website. She added that the new funding formula may give the College more flexibility in developing/changing programs.

On a related note, the Chair encouraged members to review item 7.3 in the package - Bill 35, Deregulation Statutes Amendment Act (No.2), 2002 in which it states that Education Council Bylaws will no longer need to be approved by the Ministry.

- 5.2 Process for examining unit review reports; Douglas College Unit Review System - Chronology: The Chair referred to the memo from Jean Cockburn asking for advice from Council and SMT about the continuation of the Unit Review process. The Chair advised members that the College needs clarification from the Ministry as to the kinds of accountability measures that will be required of institutions under this government.

S. Witter added that institutions have not been given details of the Accountability Framework. She noted that further pilot reviews are on hold until these details are known.

- 5.3 Student Success Initiative: S. Witter advised members that a Task Force will be put in place to look at the recommendations brought to Council last year around admission standards for arts, science, business and general studies. Also the Task

Force will look at other initiatives such as placing at-risk students on academic alert. She added that Ted James will Chair the Task Force and asked that two members of Education Council be on it, perhaps the Chair and Vice-Chair.

- 5.4 Advertising Policy: Brad Barber referred to his memo and stated that a Task Group was formed as a result of ongoing comments and questions regarding advertising. He added in January, 2001 it was recognized that a policy governing advertising on College campuses, in publications and electronic media was needed.

ACTION **Please take this to your constituents for feedback.**

- 5.5 Educational Excellence Recommendations: The Chair invited Fran Johnson to speak to this item.

Fran referred to the memorandum distributed at the meeting and asked Council to support the Educational Excellence Committee's recommendations.

The following are the recommended recipients of the Awards of Excellence selected by the Committee:

Student Leadership: Leah Mino, Peer Tutor, Learning Centre

Administration: Lorna McCallum, Dean, Language, Literature and Performing Arts

Staff: Gerry Gramozis, Lab technician, Psychology

Faculty: Chris Johnson, Continuing Education Programmer, Sports Institute and

Faculty: Maureen Nicholson, Print Futures Coordinator, Language, Literature and Performing Arts

Fran advised members that nominations were very strong for staff and faculty and therefore the committee recommends that a new category of recognition be used:

Honourable Mention

Staff: Diana Stewart, Program Technician, Child, Family and Community Studies

Staff: Raj Pooni, Computer Technician and Network Support, Systems and Computing

Staff: Michelle Henderson, Ed. Tech Facilitator, Student Development

Faculty: Julia Robinson, Learning Centre Coordinator, Student Development
Faculty: Linda Forsythe, B.C. Benefits Coordinator, Student Development

Members expressed a desire to discuss the addition of this category at next month's meeting.

Fran reported that nominations for the Student Academic Award of Excellence were not strong and the Committee recommends that no award be given. She added that the Committee will examine how realistic it is to offer this award in future.

The Chair reminded members that the practice has been to short-cycle the recommendation for approval given that the Committee has already done the preliminary work.

There was unanimous consent to short-cycle the approval of the submitted recommendations.

MOVED by C. Turner, SECONDED by E. Inoue,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Educational Excellence Committee's recommendations for award recipients.

The Motion was CARRIED.

The Chair thanked Fran and her Committee for their hard work.

6. REPORTS

6.1 Report from the Chair

The Chair advised members that she will be stepping down from Council at the end of August. She added that elections for the positions of Chair and Vice-Chair will take place at **1:45 p.m. on June 17th, 2002** prior to the regularly scheduled Education Council meeting.

The Chair noted that Geraldine Street, member for Health Sciences, would also be stepping down due to the challenges facing Continuing Education at the present time.

The Chair advised Committee Chairs that Annual Reports are due to the Secretary (room 4900) by June 4th.

- 6.2 Report from the President
The President reported that a Community Meeting has been scheduled for May 21st with the Mayor and stakeholders of the Maple Ridge district to discuss the closure of the Thomas Haney Centre.
 - 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 Standing Committee on Educational Policies (G. Street)
There was no report.
 - 6.6 Report from the Standing Committee on Planning and Priorities (E. Neufeld)
There was no report.
 - 6.7 Report from the Standing Committee on Admissions and Language Competency Standards (T. Angus)
There was no report.
 - 6.8 Report from the Educational Excellence Committee (W. Wheeler)
There was no report.
 - 6.9 Report from the Curriculum Committee (S. Tyakoff)
There was no report.
 - 6.10 Report from the Research Ethics Board (S. Meshwork)
S. Meshwork advised members that the Committee had received no specific concerns or feedback in response to its request.
 - 6.11 Report from the Education Technology Forum (G. Rodwell; D. Wilson)
P. Swanson advised members that all demands for Educational Technology had been met this year. She reminded members that all requests for technology must be forwarded to the Committee in writing.
 - 6.12 Report from the International Education Advisory Committee (J. Lindsay)
There was no report.
7. NEW BUSINESS - For Information and Circulation
 - 7.1 Letter from Linda Pickthall, Program Coordinator, General Nursing, regarding change in Semester Length
 - 7.2 Student Outcomes - Douglas College Compared to BC Average
 - 7.3 Bill 35 - 2002, Deregulation Statutes Amendment Act (No. 2), 2002

8. ADJOURNMENT: Moved by W. Wheeler, Seconded by E. Neufeld, the meeting adjourned at 4:20 p.m.

_____ Chair _____ Secretary