

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, MAY 17TH, 2004 AT 2:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Trish Angus (Non-Voting)
Heather Barnes
Kevin Barrington-Foote
Laura Byrne (Vice Chair)
Diana Christie
Colin Campbell
Debra Flewelling
Kuros Gadareh
Ted James
Fran Johnson
Ann Kitching
John McKendry
Susan Meshwork (Chair)
Arlene Patko
Brenda Pickard (Secretary)
Graham Rodwell
Janice Spencer
Susan Witter (Ex-Officio)

Regrets:

Marilyn Brulhart
Rosilyn Coulson
Elsie Neufeld

Guests:

Elizabeth Hicks
Khai Rosli
George Stroppa
Peter ka-kin Tong

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2. APPROVAL OF THE AGENDA: The Chair introduced Khairil Rosli and Peter Tong as two of the four newly elected student representatives. She noted their term will commence September 2004.

In order to accommodate the guests, the Chair asked members to move items 5.1, 5.2 and 5.3 to the top of the Agenda. The Agenda was approved as re-ordered.

3. APPROVAL OF THE MINUTES OF APRIL 19TH, 2004: Diana Christie noted her name was missing from the April Roll Call. The Secretary acknowledged that Diana was at the meeting and apologized for the omission.
4. BUSINESS ARISING FROM THE MINUTES

- 4.1 Educational Excellence Committee (In-Camera): At this point of the meeting, all non members were asked to join the Secretary outside of the Board Room.

Subsequent to the meeting, the Chair informed the Secretary that all recommendations from the Educational Excellence Committee were ratified by Council.

4.2 Standing Committee on Educational Policies

- a) Educational Affiliations policy: T. James advised members that the revisions to the policy now reflect current practice.
- b) Program Approval policy: T. James advised members that a revised document was at the side table.

T. James advised members that the changes to the policy now reflect the new mandate given to Colleges to offer applied degrees. He highlighted the two charts contained within the policy regarding the program approval process for both degree and non-degrees within the bicameral governance system. He added that a procedural manual would be developed to assist Faculty in developing applied degrees.

F. Johnson asked that the Applied Degree Standards Committee be added to the definition section and the flow charts.

- c) Academic Dishonesty policy: T. James advised members that the revision affects section seven (7) only. He noted S. Witter asked the Committee to remove the President from the role of advising a second confirmed offender that s/he is permanently expelled from the College. This would become a Dean's responsibility. He added this will remove possible conflict of interest situations.

- 4.3 Applied Degree Standards Committee: F. Johnson advised that the Committee has added to its membership. She noted the Committee is continuing its work on establishing criteria for applied degree approval processes.

- 4.4 Admission and Language Competency Committee Recommendations: The Chair referred to the memo in package and noted the following recommendations regarding the joint Douglas College/ University College of the Fraser Valley BA in Psychology:

That there be a minimum post-secondary cumulative GPA of 2.0 in a minimum of 45 university transfer course credits; principles of Math 11 with a minimum grade of "C" or PSYC 300 or equivalent with a minimum

grade of “C”; and, English 12 with a minimum grade of “B” or current LLPA established substitution or a UT English course with a minimum grade of “C”. Also noted was students will be selected through a competitive admission process in descending GPA order calculated over the most recent 30 university transfer credits.

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

MOVED by C. Campbell; SECONDED by A. Patko,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted Admission and Language Competency Committee recommendations.

The Motion was CARRIED.

- 4.5 Curriculum Committee Recommendations: C. Campbell advised members that the Committee reviewed 36 curriculum guidelines. He noted that a number of the guidelines were returned to departments for various reasons.

There was unanimous consent to short-cycle the Curriculum Committee recommendations.

MOVED by K. Barrington-Foote; SECONDED by F. Johnson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for THRT 1115; CISY 3495; FIN 2210; OADM 1430, OADM 1431; OADM 1432; OADM 1433; ITEC 1320; ITEC 1400; ITEC 2300; ITEC 2350; ITEC 3360; CHDA 107; STSU 100; EASL 0835; EASL 0865; EASL 0875; EASL 0885; ANTH 1100; CRIM 1200; CRIM 1160; CRIM 2254; CRIM 2261; CRIM 2262; and, CRIM 2276.

The Motion was CARRIED.

5. NEW BUSINESS

- 5.1 Financial Services Management Diploma Program: The Chair introduced George

Stroppa to speak to this item.

George Stroppa advised members that the revisions to the program are as a result of consultation with employers in the financial industry. He added that the revisions would ensure a higher completion of the diploma program and should result in successful employment opportunities for graduates. He noted the primary revisions to the program involve the inclusion of both business core curriculum courses and industry recommended courses. George added that the program is designed to allow current diploma and university transfer students to go into the program in their second year and get full credit for courses taken in the first two semesters.

George noted that no other post-secondary institution will have a two year diploma program that provides the level of industry certification that this program will.

In response to a question, George advised members that the Canadian Securities course, FINC 2350 is included in the fourth semester and is considered mandatory for employment in the industry. He added the Canadian Securities Institute has given the College permission to issue their legal exam on our premises.

ACTION **Please take this to your constituency groups for feedback at the June meeting.**

- 5.2 Business Management Diploma Program; Business Administration Option; General Business Option: L. Byrne noted the change was to add FINC 1231: Commercial and Financial Mathematics as an "or" option to BUSN 1330, Business Mathematics. FINC 1231 has been designed based upon several BC Colleges' business diploma program's Financial Math course. She noted that FINC 1231 is now included as an "or" to BUSN 1330 in the BCCAT Diploma course to course transfer section for BC Colleges' Business Math courses.

In response to a question, it was determined that the change takes place in the first semester only.

ACTION **Please take this to your constituency groups for feedback at the June meeting.**

- 5.3 Accounting Certificate Program: The Chair introduced Elizabeth Hicks to speak to this item.

Elizabeth Hicks advised members that the program was developed approximately nine years ago and the Accounting Department did not have CMNS 1115 or

BUSN 1330 as prerequisites for any accounting courses. She noted that the Accounting Certificate Program students do not take these courses at the 100 and 200 level thus delaying graduation for these students. Therefore, she concluded, the Department is asking Council to approve making CMNS 1115 and BUSN 1330 (or FINC 1231) required courses.

ACTION Please take this to your constituency groups for feedback at the June meeting.

- 5.4 Institutional Affiliation with Royal Melbourne Institute of Technology: S. Witter reminded members that the Educational Affiliations policy was revised in order alert Council of possible affiliations with other institutions. She noted the mandate of Education Council is to ensure the affiliation is viable, the institution is credible, and the program is educationally sound.

There was unanimous consent to short-cycle the Motion.

MOVED by H. Barnes; Seconded by C. Campbell,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the development of the proposed affiliation with Royal Melbourne Institute of Technology.

The Motion was CARRIED.

- 5.5 Administration Policy - Faculty Emeritus: It was noted that the Academic Affairs sub-committee of VPAC developed this policy.

ACTION Please take this to your constituency groups for feedback at the June meeting.

6. REPORTS

6.1 Report from the Chair

The Chair reminded members of the Orientation to be held on June 14th, at 1:30 p.m. and encouraged as many returning members to attend. She noted the June 14th meeting will commence at 2:15 p.m.

6.2 Report from the President

The President reported that the Academic Plan was being worked on and should

be available to the College community in September.

The President noted that she will be meeting with ministry officials to prioritize which campus will receive the 1,500 new FTE's.

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 Research Ethics Board

There was no report.

6.6 Report from the Standing Committee on Educational Policies

T. James reported that the Committee is working on the remainder of the Student Success Task Force recommendations.

T. James noted the issue of supplemental final exams would require changes to the existing policy. He added this issue will come to Council in the Fall.

T. James also noted the issues around priority registration for special groups, course outlines and, student success details will come to Council next month.

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

There was no report.

6.8 Report from the Educational Excellence Committee

There was no report.

6.9 Report from the Curriculum Committee

C. Campbell advised members that he will be away from the College and that all curriculum guidelines should be forwarded to Susan Meshwork. He asked the Secretary to advise all Departmental Assistants and Deans of this.

6.10 Report from the Education Technology Forum

There was no report.

7. NEW BUSINESS - For Information and Circulation

7.1 Setting an alternate Education Council meeting time starting September 2004

7.2 Memorandum of Understanding between Douglas College, Shanghai Institute of

- Foreign Trade (Shanghai) and Levco Holdings Ltd. (Hong Kong)
 - 7.3 College-wide Fund for Scholarly Activity - Recommendations
 - 7.4 Approved Allocations: Strategic Development Funds
 - 7.5 Letter to John McKendry from the Ministry regarding the Bachelor of Science in Nursing
 - 7.6 Proposed changes to the BC College and Institute Act
8. ADJOURNMENT: Moved by H. Barnes, Seconded by C. Campbell, the meeting adjourned at 3:20 p.m.

_____ Chair _____ Secretary