

MINUTES OF A MEETING OF EDUCATION COUNCIL
Held Monday, May 15, 2006 at 2:15 p.m.
New Westminster Campus, Boardroom

1. ROLL CALL

Members Present:

Trish Angus (Non-Voting)
Graeme Bowbrick
Marilyn Brulhart
Jan Carrie
Sam Cheng
Rosilyn Coulson
Anne Gapper (Acting Recorder)
Gerry Gramozis
Leon Guppy
Sean Hibbitts
Rabey Husini *
Anna Jajic (Vice-Chair)
Ted James
Ann Kitching (Ex-Officio)
Jan Lindsay
Les Marshall
Elizabeth McCausland
Susan Meshwork (Chair)
Colleen Murphy
Brenda Pickard (Secretary)
Teryl Smith
Susan Witter (Ex-Officio)

Absent:

Elizabeth Helps

Guests:

Ken Anderson
Sebastian Bubrick
Laura Byrne
Ray Chapman
Laurel Donaldson
Eugene Dy
Mark Elliott
Gilbert Fick
John Fox
Alison Gill
Joe Ilsever
Lisa Phillips
Bob Shebib
Brian Storey
George Stroppa
Gary Tennant
Don Valeri
Bernie Villeneuve
Des Wilson

* part of meeting

2. APPROVAL OF THE AGENDA: In order to accommodate the guests and to have a logical flow of business, the Chair asked members to approve a fluid Agenda. The Chair explained that Item 4.1 had been postponed and would be carried forward to the June 19, 2006 meeting. The Agenda was approved.

The Chair welcomed the guests.

3. APPROVAL OF THE MINUTES OF THE MARCH 20, 2006 MEETING: The Chair advised members that the minutes were available at the side table. She noted the March minutes will come to the June 19, 2006 meeting for approval.

4. BUSINESS ARISING FROM THE MINUTES:4.1 Petition and Appeal Forms

This item was postponed to the June 19, 2006 meeting.

4.2 SMT Recommendation on Change to the Academic Schedule

This topic has been discussed at VPAC and at SMT. There was extended discussion regarding various concerns raised by shortening the Fall academic schedule by one day. The Registrar explained it was not possible to extend the exam period by one day as this would not allow her office staff enough time to process exam results before the Christmas vacation period. She further explained that students had to have the ability to access their registration information on-line over the holiday period.

A recommendation will be forwarded to SMT by the Chair advising that, if there is no other way to resolve the situation of the clear day in the Fall semester, that Education Council will support the recommendation to shorten the semester by one day.

MOVED by A Jajic, SECONDED by E. Causland,

The Motion was CARRIED.

11 Members in favor

ACTION: Please forward further constituency feedback directly to the Chair who will formulate formal advice to SMT by May 19, 2006.

4.3 a) Policy Committee Issues - Credentials Awarded at Douglas College

There was discussion of a recommendation by the Policy Committee to amend the Credentials Awarded at Douglas College Policy.

A. Kitching suggested the motion include the words “**a minimum of 25%** of their upper level course ...”

T. Angus requested that “**Bachelor**” be inserted between College and degree.

There was unanimous consent to approve the above revisions.

MOVED by E. McCausland; SECONDED by T. James,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the addition of the credential Advanced Citation, defined as, “a defined program of study,

requiring for admission a two year diploma or equivalent, and consisting of a minimum of 12 credits and at least four courses, of an advanced or specialized nature sequentially programmed to follow from the Diploma level exit”, to the credentials Awarded at Douglas College Policy.

and,

THAT the Credentials Awarded at Douglas College be amended to indicate that students must complete a minimum of 25% of their upper level course requirement at Douglas College in order to receive a Douglas College Bachelor degree credential.

The Motions were CARRIED.

4.3 b) Policy Committee Issues - Associated Studies

T. James advised members the Policy subcommittee recommends the section that suggests requesting departments have an advisory role in the hiring of new instructors who teach adapted or exclusive support courses should be amended.

L. Guppy reported the Science and Technology FEC agreed with the section of the policy dealing with “staffing” should be struck from the policy entirely. The FEC is opposed to departments being able to influence staffing and thought the suggested amendment wording would contravene the collective agreement. Notably, the Qualification to Teach List should be developed by the department teaching the course – not in conjunction with other departments. The Chair replied that she was not sure that the suggested wording did contravene the collective agreement. There was a question about whether this language would apply only to new hires, T. James replied no but it would apply to a course and where that course had been developed exclusively by one area for another. Two Council members felt that the staffing section of the policy should be struck completely.

A. Jajic advised that Health Sciences wants the flexibility to have a discussion about teaching assignments for adapted and exclusive associated studies courses.

ACTION: The Chair requested members take the information back to their constituencies for feedback at the June 12, 2006 meeting when Council will consider a Motion to Approve the recommendations of the Policy Committee.

4.3 c) Policy Committee Issues – Grading Systems

T. James explained there is some confusion as to how the UN grade is applied and calculated in the GPA for Mastery Courses. (T. Angus pointed out the NCG grade is not as punitive as the UN grade). There was much discussion about the recommendation of the Policy Committee to remove the UN grade from the list of possible grades given in mastery courses. T. James explained that the NCG grade and the UN grade were redundant and the Policy Committee recommended the statement about attendance presently attached to the UN grade be added to the definition of the NCG grade for Mastery Courses. He explained the Policy Committee recommended that grades for Mastery Courses should not be calculated in the GPA and that removal of the UN Grade as an option in Mastery Courses would accomplish that end.

ACTION: The Chair requested members take the information back to their constituencies for feedback at the June 12, 2006 meeting when a Motion to Approve the recommendations of the Policy Committee will be discussed. (The Secretary will send the complete policy to members for this meeting).

4.3 d) Policy Committee Issues – Withdrawals, Course and Status Change

T. James explained the Policy Committee felt that there is a balancing act between various parties and referred members to the rationale in the package for the amendments the Policy Committee is recommending. The Policy Committee recommended the Policy be amended to remove instructors from the business of managing attendance and registration and that the policy not try to regulate as much as it is trying to regulate as it is currently written. The recommendation of the Policy Committee is to strike out all the references to what would happen if a student did not attend the first class and to instead make it clear that students are expected to attend all classes. The Committee further recommended that seats should not be reallocated to students on a wait list unless the registered student informs the College they are dropping the course and making the seat available. The Committee believes that the registered student paid for the seat and they should own that seat until they decide to give it back. The recommendation included striking out the sentence that gives instructors the right to dismiss students who do not come to classes. In response to a question as to what would happen if a student felt they knew the material of a course, did not attend the class and just turned up for the exam, the Chair explained the Policy Committee felt the policy should not address this particular scenario and that instructors could address this situation with academic penalties defined in their course outlines, i.e., their own class attendance policy.

ACTION: The Chair requested the members take this information back to their constituencies for feedback at the June 12, 2006 meeting when Council will consider a Motion to Approve the recommendations of the Policy Committee.

4.3 e) Policy Committee Issues -Academic Performance

T. James reported that the current practice of assigning the Gold Cord Award results in some inequities and it was proposed to award the Gold Cord Award to the top 10% in each credential rather than Faculty.

A question was asked if there would be a minimum mark in order to obtain this award. T. James felt the Policy Committee would not have an objection to this. The Chair felt that Education Council had already decided on a minimum. J. Lindsay felt that Council should go ahead with the proposed change as it is and suggested taking the “minimum mark” idea back to the Policy Committee. T. Smith indicated that there would be no impact this year based on current statistics.

Motion: THAT the Gold Cord Award be given to the top 10% in each credential rather than Faculty, and that Education Council recommends referring the defining of a minimum GPA requirement for a Gold Cord Award to the Policy Committee for discussion.

There was unanimous consent to short cycle and approve the motion as presented.

4.4 Associate of Arts for Future Teachers

There being no discussion,

MOVED by L. Marshall; SECONDED by M. Brulhart,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Associate of Arts for Future Teachers program.

The Motion was CARRIED.

4.5 Bachelor of Physical Education & Coaching

There being no feedback.

MOVED by M. Brulhart; SECONDED by L. Guppy,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Bachelor of Physical Education & Coaching program.

The Motion was CARRIED.

There was unanimous consent to recommend the Bachelor of Physical Education & Coaching credential to the Board.

MOVED by E. McCausland; SECONDED by S. Hibbitts,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend that the Board establish the Bachelor of Physical Education & Coaching credential.

The Motion was CARRIED.

- 4.6 Advanced Citation in Co-occurring Disorders
There being no feedback

MOVED by C. Murphy; SECONDED by G. Gramozis,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Advanced Citation in Co-Occurring Disorders program.

The Motion was CARRIED.

There was unanimous consent to short cycle the motion to recommend the Credential to the Board.

MOVED by S. Hibbitts; SECONDED by R. Coulson,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend the Board establish the Advanced Citation in Co-Occurring Disorders credential.

The Motion was CARRIED.

4.7 Memo to Council regarding the Board approving Credential Names

There was a short discussion on the name “Financial Services Management Diploma” which R. Coulson clarified.

There was unanimous consent to short-cycle a motion to recommend the Board approve the Credentials as presented:

MOVED by R. Coulson; SECONDED by S. Cheng,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend that the College Board establish the Bachelor of Therapeutic Recreation credential.

THAT Education Council recommend that the College Board establish the Diploma in Applied Environmental Science credential.

THAT Education Council recommend that the College Board establish the Bachelor of Science in Psychiatric Nursing credential.

THAT Education Council recommend that the College Board establish the Financial Services Management Diploma credential.

The Motions were CARRIED.

4.8 a) Admission and Language Competency Committee Recommendations

A suggestion was made to delete “or approved substitution” in item 1. 2).

There was unanimous consent to short-cycle the Admission and Language Competency Committee Recommendations as amended.

MOVED by S. Cheng; SECONDED by M. Brulhart,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted recommendations of the Admissions and Language Competency Committee for the Advanced Citation in Co-Occurring Disorders, the Bachelor of Physical Education & Coaching, the Bachelor of Business Administration Degree and the Child & Youth Care Degree Program.

The Motion was CARRIED.

4.8 b) Approval of the Terms of Reference of the Admissions and Language Competency Committee

By way of background, the Chair reminded members that this Sub Committee of Council is asking for a reduction in quorum from 60% to 50% in order for the Committee to conduct business on a regular basis.

E. McCausland advised the Chair that her FEC felt moving quorum from 60% to 50% would not fully represent the various areas of the College. In response, the Registrar advised members that the Committee consists of 16 members and 50% of quorum would be 8 members. She further advised members that if the Committee does not achieve quorum, business will not be accomplished which could affect calendar deadlines etc.

It was advised that the Standing Committee on Admissions and Language Competency do not make decisions; they, as other Standing Committees, make recommendations to Council only.

MOVED by T. James; SECONDED by J. Lindsay,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revision to the Admission and Language Committee Terms of Reference to include a change in quorum from 60% to 50%.

The Motion was CARRIED.

4.9 Curriculum Committee Recommendations

E. McCausland advised members that Council will be asked to consider three items within her report.

E. McCausland advised members that the curriculum guidelines for the Bachelor of Business Administration are before Council as a Notice of Motion and will come to the June 12, 2006 meeting for approval. She noted the Secretary will have electronic copies of the guidelines available should members wish to review them.

ACTION: Please take this to your constituency groups for feedback and approval at the June 12, 2006 meeting.

E. McCausland advised members that grid 2 of her report deals with curriculum guidelines which were brought before Council as a Notice of Motion in April and are now before Council for approval.

MOVED by J. Lindsay; SECONDED by S. Cheng,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for CYCC 4410; CYCC 4411; CYCC 4423; CYCC 4425; CYCC 4467; CYCC 4468; CYCC 4469; PHIL 4205 (previously listed as SPSC 4205); BIOL 1310; BIOL 2321; BIOL 3205; BIOL 3305; BIOL 3500; BIOL 3600; BIOL 3700; BIOL 3205; CHEM 1110; PHYS 1107; MATH 1234; SPSC 1100; SPSC 1200; SPSC 2100; SPSC 2200; SPSC 3100; SPSC 3200; SPSC 4100; SPSC 4200; SPSC 3158; SPSC 3203; SPSC 3240; SPSC 3275; SPSC 3276; SPSC 3399; SPSC 4161; SPSC 4199; SPSC 4231; SPSC 4256 and SPSC 4291.

The Motion was CARRIED.

E. McCausland advised members that grid 1 of her report will be handled as a regular short-cycle motion.

There was unanimous consent to short-cycle the curriculum committee recommendations.

MOVED by R. Coulson; SECONDED by T. Smyth,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for HORM 2445; OADM 1121; OADM 1439; ITEC 1140; ITEC 1320; NURS 3200; NURS 4200; NURS 4201; PHIL 1250; PHIL 1280; BIOL 1103 and BIOL 1203.

The Motion was CARRIED.

5. NEW BUSINESS:

5.1 Bachelor of Arts in Child & Youth Care

The Chair introduced Ray Chapman and Gary Tennant who provided a power point presentation (available from the Secretary).

Ray advised members the Faculty of Child, Family & Community Studies is submitting this proposal to Council and is asking Council to approve a Bachelor's degree in Child and Youth Care. He noted the document in the package addresses the Standards and Criteria listed in the document Degree Program Review of the Ministry of Advanced Education and the

criteria established by the Education Council Applied Degree Standards Committee.

ACTION: Please take this back to your constituency groups for feedback and consideration of a Motion to Approve the program at the June 12, 2006 meeting.

5.2 Bachelor of Business Administration

The Chair introduced Joe Ilsever and Gilbert Fick who provided a power point presentation (available from the Secretary).

In response to a question, Joe explained the structure of the degree, why there were two separate majors and what opportunities there will be to move from one stream to another. He explained that there were two streams as they had to fit financial service organizations and various accounting bodies both of which have many separate demands. He did confirm that the first two years were very similar and would give students the opportunity to transfer at this stage should they wish to do so.

R. Coulson further elaborated that this was based on a 2 + 2 model enabling people to enter the degree program after the diploma program.

In reply to a question as to whether the College would be helping graduates obtain their professional designations, e.g. CGA, Joe replied that having the degree would exempt them from 95-98% of the professional designation requirements. Gilbert further elaborated that all three professional accounting bodies require a degree plus certain courses, each one differing from the other and the Bachelor of Business Administration degree satisfies the degree component.

5.3 Program changes: Hotel and Restaurant Management (HORM) Diploma and Legal Administration Assistant Citation Programs:

The Chair introduced Mark Elliott to speak to the HORM program changes.

Mark advised members that, as a result of a student survey, it became evident there was a need to combine HORM 2440 in the 3rd term with HORM 2340 in the 4th term to formulate a new course called HORM 2445 - Hospitality and Accommodations Management, to be situated in the 3rd term and, to create an elective in the 4th term to replace HORM 2340.

He noted the proposed program change was approved by the Commerce & Business Administration (CBA) FEC on April 3, 2006.

R. Coulson advised members that the Legal Administration Assistant Citation program is offered through the BC campus consortium. She

noted that Douglas College has adopted the same program by changing Corporate Procedures into two courses from one, thus increasing the total credits from 15 to 16.

R. Coulson advised members this program revision was approved by the CBA FEC on April 3, 2006.

ACTION: Please take these two items to your constituency groups for feedback and consideration of a Motion to Approve at the June 19, 2006 meeting.

5.4 Strategic Plan

The first draft was included in the package.

ACTION: The Chair indicated this was a very first look at a draft of the Strategic Plan and that Council would be discussing later drafts in the Fall. The Chair asked Council members to provide the information on the first draft to constituents so that the information could begin to flow though to the College community.

6. REPORTS:

6.1 Report from the Chair

The Chair advised members that David West has resigned due to unforeseen circumstances and that Heidi Taylor was no longer eligible to continue as a student representative on Council.

The Chair reported that the Signature Steering Committee received Education Council feedback and added language to the criteria that included suggestions from Council members from Language, Literature & Performing Arts and Developmental Studies.

The Chair reminded Council members that the Education Council Committees will need to be set up for next year and requested that members think about what committee work they want to do. The Budget & Planned Change Committee has not been able to operate as expected and will need review. The Applied Degree Standards Committee, the Policy Committee and the Admissions Committee need volunteers.

The Chair indicated that there will be a special recognition celebration at the June 19, 2006 meeting and there will be light snacks and refreshments. She reminded members of the Celebration of Teaching, Learning, Program Innovation & Scholarly Activity that will take place on Thursday, May 18, 2006 between 4:00 pm and 6:00 pm.

- 6.2 Report from the President
The President referred to her President's Report which was distributed to "All" by email on May 12, 2006.
- 6.3 Report from the Board Representative
There was no report.
- 6.4 Report from the Secretary
The Secretary reminded members of the Extraordinary General Meeting on June 12, 2006 at 4:00 pm to 5.30 pm. The June 19, 2006 meeting is scheduled from 2:15 pm to 5:00 pm.
- The Secretary requested that the Chairs of the sub-committees have their annual reports to her by June 8, 2006 at 12 noon.**
- 6.5 Report from the Curriculum Committee
There was no report.
- 6.6 Report from the Educational Excellence Committee
There was no report.
- 6.7 Report from the Research Ethics Board
There was no report.
- 6.8 Report from the Standing Committee on Admissions and Language Competency Standards
There was no report.
- 6.9 Report from the Standing Committee on Educational Policies
There was no report.

7. OTHER BUSINESS:

- 7.1 Educational Excellence Awards
In response to Council's recommendations, the Chair reported that SMT had agreed to put the Awards for Excellence in abeyance for one year.
- 7.2 Education Affiliations Policy Review
The Secretary requested that all individual comments from the constituencies be forwarded to her by July 29, 2006.
- 7.3 Program Advisory Committees Policy Review

The Secretary requested that all individual comments from the constituencies be forwarded to her by July 29, 2006.

8. ADJOURNMENT:

Moved by M. Brulhart, Seconded by L. Guppy, the meeting adjourned at 5.10 pm.

Chair _____

Secretary _____