



Douglas College

MINUTES OF A MEETING OF EDUCATION COUNCIL
Held Monday, May 14, 2007 at 2:30 pm
New Westminster Campus, Boardroom

1. ROLL CALL:

Members Present:

Trish Angus (Ex-Officio)
Graeme Bowbrick (Vice-Chair)
Marilyn Brulhart
Sebastian Bubrick
Jan Carrie
Kathy Denton
Anne Gapper (Acting Recorder)
Gerry Gramozis
Leon Guppy
Dianne Hewitt
Ted James
Jan Lindsay
Les Marshall
Elizabeth McCausland
Debbie McCloy
Susan Meshwork (Chair)
Colleen Murphy
Teryl Smith
Susan Witter (Ex-Officio)

Regrets:

Bruce Hardy
Sean Hibbitts
Ann Kitching (Ex-Officio)
Jacqueline Smith

Absent:

Inderjit Gill

Guests:

Christiaan Bernard
Rosilyn Coulson
Elizabeth Hicks
Joe Ilsever
Ralph Lake
Allan Lysell
Lorna McCallum
Christina McMullan
Michael McPhee
Debbie Smith

2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Chair asked members to approve a fluid agenda. Council agreed.
3. APPROVAL OF THE APRIL 16, 2007 MINUTES: There was a correction to the last sentence of the first paragraph of point 4.2 on page 4. This sentence should now read:

“R. Yu explained that this will happen next year as the schedule had already been set and he confirmed the Mathematics Department scheduling would not be affected in any way by the program as presented.”

The minutes were approved as amended.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Dispensing Optician Program - Program Revision

There being no discussion.

MOVED by L. Marshall; SECONDED by D. McCloy,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the requirement of a minimum passing grade of ‘C’ for all courses within the Dispensing Optician Program, including courses delivered by other departments for the Dispensing Optician Program.

The Motion was CARRIED.

4.2 Affiliation Agreement with the University of Colima

The Chair explained that Douglas College has been working in affiliation with the University of Colima for some years but this agreement had never been formalized as it had commenced prior to the current process being put in place.

MOVED by D. Hewitt; SECONDED by S. Bubrick,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve an educational affiliation with the University of Colima, Mexico.

The Motion was CARRIED.

4.3 Admissions and Language Competency Committee Recommendations

There being no discussion.

There was unanimous consent to short-cycle a motion to approve the Admissions and Language Competency Committee recommendations.

MOVED by C. Murphy; SECONDED by L. Marshall

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the following revision to Admission Requirements for Sign Language Interpreting: Students must demonstrate proficiency in ASL communication as determined by an interview conducted by Douglas College.

The Motion was CARRIED.

4.4 Curriculum Committee Recommendations

There being no discussion.

- a) **There was unanimous consent to short-cycle a motion to approve the Curriculum Committee recommendations.**

MOVED by J. Lindsay; SECONDED by C. Murphy

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for BUSN 1198, CSIS 3495, HORM 2465, ITEC 1065, ITEM 1165, ITEC 1265, ITEC 1400, ITEC 2365

The Motion was CARRIED.

- b) E. McCausland explained that the courses listed below were being presented as a Notice of Motion as they were new courses for approved or proposed degree programs. The courses for the Bachelor of Performing Arts were outlined in the binder included in this month’s agenda package and she confirmed that she could make available the courses for the Bachelor of Business Administration should anyone wish to view them.

E. McCausland confirmed that she was in agreement with new degree program courses being treated as notices of motion but she felt that changes on degree courses currently being offered should be short-cycled.

The Curriculum Committee recommended approval for the submitted guidelines for:

BUSN 4275, BUSN 4500, BPAC 4000, BPAC 4001, BPAC 4002, BPAC 4003, BPAC 4004, BPAC 4005, BPAC 4006 AND BPAC 4007

ACTION: Please take this to your constituencies for feedback and consideration for approval at the June Education Council meeting.

5. NEW BUSINESS

5.1 Opportunities Enabled Program - Program Revision

S. Li was invited to the table to speak to this item. S. Li explained that after running the ITEC 1320 Accounting Procedures for the last four years, it had become clear that this course was of little value to the students as it was not related to other courses and was generally not of value when they were seeking job placements. The Business Advisory Committee curriculum Task Force had recommended that a general 'Problem Solving' course be put in place to be taught in the first semester. This new course is tentatively numbered as ITEC 1065, Logic and Design.

S. Li explained that they also wanted to reduce the contents of the three Visual Basic Courses, ITEC 1165, ITEC 1265 and ITEC 2365 to an appropriate level for Opportunity Enabled students.

D. Hewitt asked if Learning Resources had been consulted but it was determined that this was not necessary as no research or lab work was involved.

In response to a question if these courses were transferable to the CSIS program, Simon Li advised they were also proposing to revise the course content in this program as well.

ACTION: Please take this to your constituencies for feedback and consideration for approval at the June Education Council meeting.

5.2 Bachelor of Business Administration Degree - Program Revision

J. Ilsever and E. Hicks were invited to the table to speak to this item. He confirmed that the program revisions had been approved by VPAC at their last meeting. He explained that the Degree had been conditionally approved by DQAB subject to some minor changes which were being presented to Council at this time. These changes meant there will have to be some minor changes at the diploma level as well but he was not asking for approval of revision to the Diploma Program at this time.

The original proposal for the Bachelor of Business Administration included BUSN 4470: Business Strategy and Simulation but DQAB felt that a new course should be designed which was on a more pedagogic level, this course is BUSN 4275, Business Strategy and Competitive Analysis. BUSN 4470 will be redesigned to become a second year offering with a new number BUSN 2275.

FINC 3380: Corporate Performance: Financial Statement Analysis has been deleted to make for a new course MARK 3500: Marketing of Financial Services which has more of a customer service base. DQAB had advised they wanted an upper level marketing course included. This course is currently being designed and will be completed before the end of the summer.

DQAB had also recommended that there should be additional upper level courses with interdisciplinary focus. The existing CISY 3580, CISY 3690,

ECON 3300, ECON 4412 are being added as possible upper level electives as well as a number of other courses which are being developed and are expected to be ready for Fall 2007.

BUSN 4500: Career and Portfolio Development has been developed that covers pre-workplace placement training/orientation sessions and individual work portfolio development. This has been classified as an exit requirement

J. Ilsever explained that Education Council approval is needed by the end of June to as the diploma is starting in September.

T. Angus inquired when students would register if the workplace practicum could be started at the end of the 3rd year. J. Ilsever replied that they would register at the end of the semester and they will be compiling a portfolio with a presentation at the end of the 4th year which would include a synopsis of their work experience. There will also be checks along the way to make sure they are in compliance.

L. Guppy inquired about the requirement of Grade 12 Math for ECON 4412 and whether this would mean the entry requirements would be too high for the degree program. It was pointed out that Grade 12 Math was required only for this one economics course and that usually ECON courses do require a higher level of mathematical skills. J. Ilsever stated that at this point it was unclear as to what the intake would be and that they would be looking at the entry requirements at the end of the 1st year.

In response to a question, E. Hicks confirmed that all the electives were in the 3rd and 4th year as there was no room in the 1st and 2nd years.

The Chair confirmed she would forward the document on the practicum for the portfolio from J. Ilsever to C. Murphy.

The Chair took the opportunity to thank Joe for his hard work as Acting Chair on the Applied Degrees Sub-committee.

ACTION: Please take this to your constituencies for feedback and consideration for approval at the June Education Council meeting.

5.3 Certificate in Communications - Program Proposal

L. McCallum was invited to the table to speak to this item. She explained that this was a new Certificate but that it was comprised of a package of existing courses.

Referring to Appendix 1 Electives, G. Bowbrick stated he could see the rationale for many of them but inquired why Introduction to World Politics was on the list as opposed to other courses. L. McCallum replied that the committee had looked at the areas in which a student may be specializing, i.e. political science and her understanding was that this had

been discussed with each area and the list was the result of each area's recommendations.

T. Smith inquired if students would be able to take 3 MODL courses to satisfy the requirements or if they would be limited to 1 MODL plus 2 others. L. McCallum was not sure of the correct response to this and agreed to get back to Education Council members with the answer.

ACTION: Please take this to your constituencies for feedback and consideration for approval at the June Education Council meeting.

5.4 Certificate in Modern Languages - Program Proposal

L. McCallum and R. Lake were invited to the table to speak to this item. R. Lake confirmed that this new Certificate is a package of existing courses. It is comprised of 4 core courses in one language plus 2 courses in another language and 3 courses from a selection of courses from other academic areas. These courses have been chosen to address topics which might be common to students of language. The only new course which has been developed is Introduction to the Cultures of the Spanish Speaking World which has been reviewed by the Curriculum Committee and approved by Education Council.

ACTION: Please take this to your constituencies for feedback and consideration for approval at the June Education Council meeting.

5.5 Associate of Arts Degree in Intercultural and International Studies - Program Revision

L. McCallum and M. McPhee were invited to the table to speak to this item. M. McPhee explained that the aim of the program revision was to try and bring more focus and to raise the profile of the program. They had tried to reduce the number of courses and bring some relevance to the program to get students and faculty involved and thereby benefiting both. The ad hoc committee had been working on this for some time, trying to reduce the number of relevant courses from 33 to 17 or 18 and to provide some recommended electives with consultation with other departments. The committee had put together a draft framework for what they would like to get out of the degree and had circulated this to other departments, asking them to suggest courses they could provide that would meet the guidelines.

L. Marshall inquired why economics courses that were previously in the program were not included in the program revision as electives. He indicated that the signature from the Commerce and Business Faculty were contingent that these courses be included. M. McPhee replied that the Committee had removed several courses from several departments as the Committee was unclear as how these courses fit into the framework. However he said they would certainly be willing to consider reinstating courses if the department could provide a rationale on how they fit in to the guidelines. L. Marshall felt that courses such as Environmental

Economics were very relevant to 20th century issues. The Chair encouraged communication between the departments to resolve this point. L. McCallum also pointed out that a new economics course, Globalization and the World Economy had been included in the program revision.

ACTION: Please take this to your constituencies for feedback and consideration for approval at the June Education Council meeting.

- 5.6 Bachelor of Performing Arts (Consortium) Degree - Program Proposal
L. McCallum and A. Lysell were invited to the table to speak to this item. L. McCallum reported that this degree was a consortium of 4 colleges and had been a very extensive process as the degree program was to be approved by 4 different education councils. The concept paper and letter of understanding had been presented to Council at the February 21, 2005 meeting. Consultation had been carried out with internal groups, such as the Registrar's Offices, etc of all 4 institutions. The curriculum guidelines template from the BC Council on Admissions and Transfers' had been used so the format was different from the normal Douglas College format. She confirmed that the proposal had been approved by the Faculty of Language, Literature & Performing Arts' FEC and by VPAC.

L. McCallum reported that they will be putting through a name change for BPAC 4006: Strategic Career Development to Strategic Planning for Careers in Performing Arts. She confirmed that they will consolidate all the suggested changes from all 4 institutions which hopefully will be non-substantive changes. She also confirmed that the Curriculum Committee had received the guidelines; that the Applied Degree Standards Committee had received the package and would be reporting to Education Council; and they had been in contact with the Standing Committee on Admissions & Language Competency Standards. She confirmed that all input will be received before the June 18, 2007 Education Council meeting.

L. Guppy requested clarification on the 2 and 3 year entry requirements. A. Lysell stated that his FEC had looked at the entry programs from the 4 institutions and had determined that the majority of programs were 1 and 2 years. Langara had a 3 year program hence the requirements of this program. He confirmed that only the 4th year level courses are new.

In response to a question A. Lysell confirmed that the estimate of 22 students entering the 4th year was, he hoped, a conservative estimate however he confirmed that they were prepared for this number.

It was pointed out that there was no mention of the signature elements. L. McCallum replied that this was a Douglas College requirement and that she had discussed with J. Ilsever, Acting Chair of the Applied Degree Standards Committee, about the sub-committee requirements. The Chair confirmed that Council will want to see the report from the Applied Degree Standards Committee and confirmed that it would be sent

electronically after the June Educational package had been distributed if necessary.

In response to a question from the Chair, L. McCallum confirmed that the degree will read the names of all the institutions. Students will attend one institution and will shift from one institution to another depending on their choices of study.

A. Kitching was unable to attend the meeting, however she had sent an email which the Chair read to the members as follows:

“I think it is an excellent piece of work and congratulate everyone who worked on the proposal in achieving the unanimity of four colleges. This says a great deal about our future as degree granting colleges.”

ACTION: Please take this to your constituencies for feedback and consideration for approval at the June Education Council meeting.

5.7 Request for Affiliation Agreements with :

- a) Pacific Language Institute (PLI)
- b) ELS Language Centres
- c) Education First International (EF)

T. James had been away and apologized for the late submission of this item. C. Barnard and D. Smith were invited to the table to speak to this item. C. Barnard explained that the above three schools have been in business for many years and all have excellent reputations. With the affiliation students would be able to study at the schools and then transition into Douglas College once they were academically prepared. In this competitive market, this would be offering a unique program which would help Douglas College gain a world wide presence and help to improve our footprint. He stated these schools have a great presence in countries where Douglas College is not currently very visible, i.e. Europe and Latin America.

J. Lindsay clarified that we were not giving any transfer credits but creating an affiliation pathway. The benefit to the schools is that selling a pathway is better than just selling a language program. Potentially Douglas College could be the first school in British Columbia to do this.

D. McCloy questioned if we could assure quality over a long period of time and C. Barnard replied that there was an exit clause in the agreements if quality was not maintained. He confirmed that students would still have to meet Douglas College requirements and D. Smith further clarified that there would be a benchmark at the schools so that they could move seamlessly into Douglas College's ESL Programs.

In response to a question if students coming for academic programs would spend some time at the affiliate and then transfer into 3rd and 4th year programs, D. Smith replied that they could come earlier and come into the

ESL program at the College instead of staying longer at the school. S. Witter added that Thompson Rivers and Malaspina were the institutions with the largest international programs and these had grown in the last few years mainly because of their affiliation with the Pacific Language Institute.

ACTION: Please take this to your constituencies for feedback and consideration for approval at the June Education Council meeting.

6. REPORTS

6.1 Report from the Chair

The Chair explained that the Campus 2020 Report was not on the agenda as it is only a recommendation at this point and not policy.

The Chair explained that the Faculty of Language, Literature & Performing Arts was requesting that Education Council consider short-cycling the Bachelor of Applied Music Degree at the June meeting. They had assured her because of the time sensitivity, that all the relevant documentation would be available to the FECs for their meetings prior the June Education Council meeting. J. Lindsay added that the College's experience with the last four degrees is that it has been taking 6 to 7 months to obtain a site visit and review by DQAB. Also with the issue of the Campus 2020 recommendation that degrees be removed from colleges, along with changing processes, she felt that we are very close to this degree moving forward and that it would be wise to expedite the process if we were able.

It was confirmed that the anticipated start date for the degree would be September 2008. T. Angus added that it was very difficult to try and recruit students in February or March so the sooner the degree was approved the better it would be for marketing it.

In response to a question as to where they hoped to draw students, J. Lindsay confirmed that the majority would be current students as well as students transferring in from other institutions and past students.

T. James inquired if there would be a second extraordinary meeting for Education Council in June. The Chair replied that that may be necessary or alternatively, that there would be one at the end of August if Council decided not to short-cycle a vote on approval at the June Education Council meeting.

6.2 Report from the President

S. Witter explained they had no prior indication of the section of the Campus 2020 Report that recommended that colleges not be able to offer degrees. She informed Council that the College Presidents group very quickly mounted a campaign and 8 days later the Minister confirmed they would not be considering that recommendation at this time. S. Witter stated that they would be monitoring this very carefully. She also

explained that the Ministry was looking at the rest of the recommendations, many of which the BC College Presidents supported, to determine the resource implications. Decisions would probably not be made until the new fiscal year and would have to be prioritized. She also supported the idea that the Bachelor of Applied Music approval decisions move ahead if possible to avoid getting caught in any future changes in decisions by the Ministry.

6.3 Report from the Board Representative

6.4 Report from the Secretary

6.5 Report from the Curriculum Committee

There was no report.

6.6 Report from the Educational Excellence Committee

There was no report.

The Chair inquired when the call would be for the Student Excellence Awards, G. Gramozis replied that he would be finding out in the next couple of weeks.

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 – For Information and Circulation

7.1 a) Accessibility to College Programs and Services for Persons with Disabilities

b) Admissions Policy

The Chair requested review of the policies and any written feedback should be provided to the Education Council Secretary by June 29, 2007.

8. ADJOURNMENT

Moved by C. Murphy: Seconded by S. Bubrick the meeting adjourned at 4.00 pm

Chair _____

Secretary _____